Welcome to Cal Ag Permits, you will be able to view, submit NOI's and pesticide use reports. You can also submit pesticide use reports using other 3rd party software. The following is Cal Ag Permit website:

http://calagpermits.org

First you will need a username and password.

        Contact our office at (707) 234-6830 for a username and password

When you logon to the site you will be asked to change your password.

1) When you enter site you will be on your **Home Page** (**Page 1**)

Submitting Pesticide Use Reports

2) Calagpermits Forms:
- o Select from the options from the left side of homepage. Most of you will be selecting   the box labeled **AG PUR's Ag Monthly Report**.
- o Those of you that are using a 3rd party software will select **Upload CEDTS File.** (Obviously you have already entered PUR's in whatever software you are using)

This brings you to Use reporting page:

        This is a long page use scroll bar to see entire page.

3) Use drop down boxes (highlighted in orange w/green arrow button) to select entry. If you start typing in box it will start selecting from drop down menu, then you can select or enter. You will only have options that are on your permit. Tab or use mouse to get to a new entry box.

4) After you have filled in top part you have several options

        Save Line – New Product- allows new product same site and date.

        Save Line – New Date- allows for new date entry, same site.

        Save Line-New Site/Date-allows for new site entry or new date entry.

        Save Line-Done- Saves information you put in and closes

        Clear Line- Deletes information in line area.

5) As you fill out the lines you will begin to see information in the bottom box of the page you may have to scroll down to see this part of the page. In this area you also have the option to edit or delete entry (left side of entry). Down at the very bottom of the page in the right hand corner you have three options:

Submit-sends to county   Save Draft   Cancel

It is important that you save information periodically. If you have to leave program it will time you out and you may lose information. If you must leave make sure you save as draft.

On your screen in the very left hand side of the screen there is a **?** this will give you specific help with the page you are on. There is also a help menu up in the top right hand corner of the page (This opens complete user manual). If you have any questions please call (707)463-4208