• Log in to your CalAgPermits account.

• If you do not have a log-in or forgot your password, please contact your district biologist or our main office for help at (650) 363-4700 or via email at SMateoAg@smcgov.org.
On your homepage there is a new section for registration. Please select “Registration Required”
Enter your registration information
Please print out and sign the document, then scan or take a picture of your forms and attach to your registration:

a) A completed and signed county registration form
b) Qualified Applicator License or Qualified Applicator Certificate.
c) Department of Pesticide Regulation Business License.
d) A completed equipment list.
Once your registration is submitted, our office will receive an alert to review it. Please allow us a few days to review your application. Once it is approved, you will receive an e-mail request for online payment.
The last step is to log back into your CalAgPermits account and submit your online payment. **You are not registered until you have paid your annual fee.**

The registration fees for 2022 are $60.00 for Pest Control Operators and $25.00 for Maintenance Gardeners.

Payment can be made via e-check or credit card. Note that there is a 3% convenience fee for making online credit card payments.
County of San Mateo, California

728 Heller St, Redwood City CA 94064-0999
Customer Service: smcoag@smcgov.org, (650) 363-4700

The CalAgPermits Payment Portal provides payment services for the San Mateo County Agricultural Commissioner's office (DBA "DEPT OF AGRICULTURE W/ AN M") and allows businesses to pay registration fees online using a credit card or e-check. This site does not collect or store any personal information or credit card details - all financial information is handled securely by the credit card processor. At this time we are accepting e-check, Visa or Mastercard only.

There are no additional fees or payments when using the e-check option.

There is a 3% convenience fee for making online credit card payments - this fee is paid to the credit card processor and is not retained by San Mateo County.

Licensee Name:
Licensee Address:

You have selected the following fees due for payment:

<table>
<thead>
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<th>Type</th>
<th>Due Date</th>
<th>Reference Number</th>
<th>Amount Due</th>
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<tbody>
<tr>
<td>Registration Fee</td>
<td>01/01/2022</td>
<td>PCM-40312</td>
<td>$25.00</td>
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Total Due: $25.00

By clicking "Next" below, I certify that I am (i) 18 years old or older; (ii) using my actual identity and any information provided is accurate and complete; (iii) legally authorized to make payments on the behalf of the licensee above; and (iv) my use of the service will not violate any local, state, national or international laws or regulations.

Click "Next"
Submit Payment

Clicking Continue will transfer you to our credit card processing partner website to enter your payment details. Once your payment is complete you will be transferred back to your CalAgPermits portal page. If your payment is successful, you will receive a receipt by email. The email will come from noreply@elavon.com (Elavon is the credit card payment processor). If you do not see the email within an hour, please check your junk or spam folder in your email program, or you can add noreply@elavon.com to your safe senders list to ensure the receipt email is not filtered out.

Click “Continue”
Please confirm the total registration fee amount below and click the Checkout button to proceed to the payment screen.

**Order Section**

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<td>Description</td>
<td>San Mateo County Ag License Registration Fees</td>
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<tr>
<td>Merchant Transaction ID</td>
<td>2096</td>
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</tbody>
</table>

Click "Checkout"
Complete the payment information
Your receipt is your proof of registration. Your CalAgPermits page will also show you the date you registered with our county.