

Updating the Current List of Supervises Attached to the Business Registration

- Employees should be added and removed from the business registration within 30 days of them being hired or fired.
- **Please note**, changes to the registration may result in changes to the registration fee exemption status of the business. If you are increasing employees from one (1) supervisor, you will be asked to pay the registration fee at the time of the change.

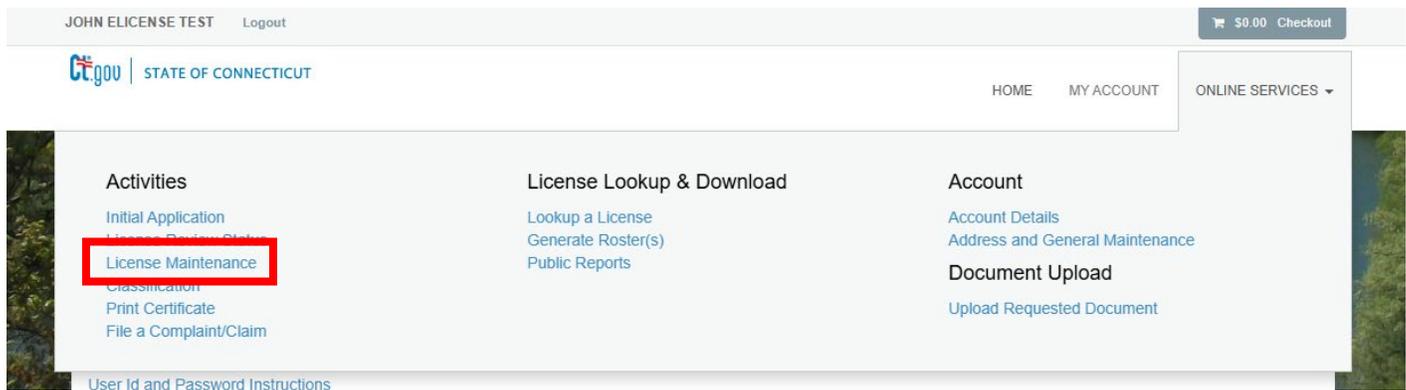
Start by logging into your company's business account, you should see the company's name in the upper left-hand corner after logging in. If you do not, log out and log back in using the business's log in information.

Having difficulties logging in? Use the "forgot password" and/or "forgot username" tool.

Once logged in, select Online Services from the upper right-hand corner.



From the Online Services dropdown, select License Maintenance.



The License Maintenance option brings you to the License Status Change Page. Here select the Start option next to your Pesticide Application Business Registration Number.

JOHN ELICENSE TEST Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

License Status Change

Please select which credential you wish to work on from the following list.

Item	
	License
Start	APRG. [REDACTED] Trade: Carpenter Expiration: 06/30/2025
Start	PMBR.05325

Start the application. The first few steps are to confirm your business's information.

Step 10 asks if you need to add any new Pesticide Applicators to this Business Registration (Commercial Supervisor, Commercial Operator, Sub-Contracted Business). If you do, select YES then the next button.

The next page will prompt you to add/delete supervisors to your current registration, followed by operators on the next page, then sub-contractors.

At the end of the application, you will review the changes to your registration. You can Print the Review for your records if you choose to do so at this time. If the information is accurate, select Finish. Your list of current supervisors for the business has now been updated.