

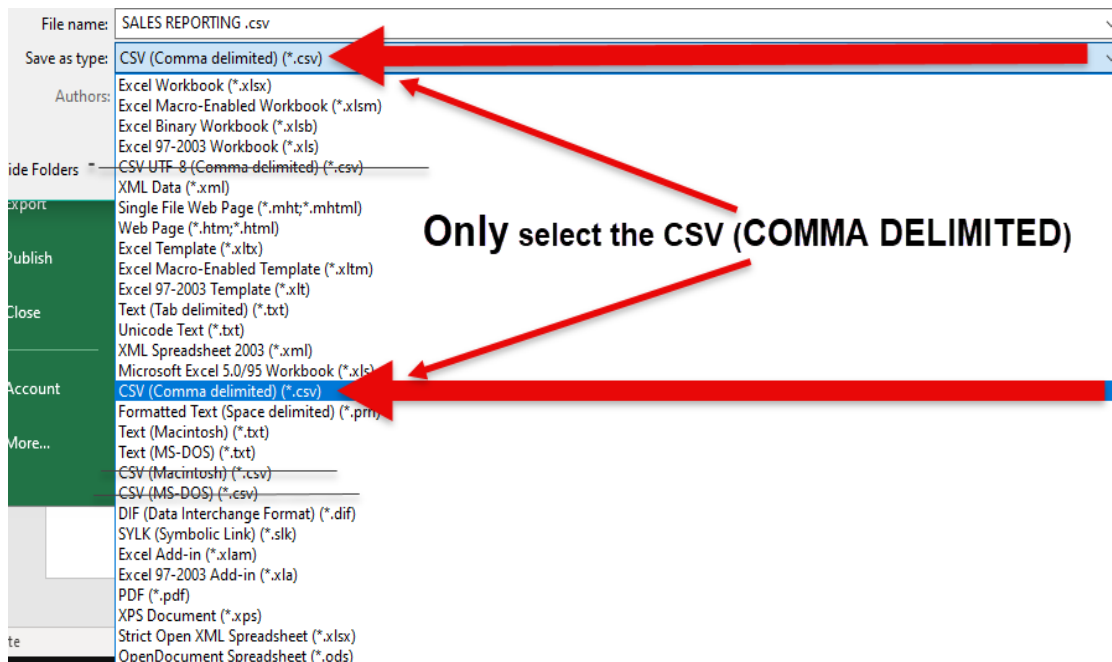
Steps to report and upload dealer sales

1. Compile sales data for each agricultural pesticide product sold in the year

Include the following information:

- Minnesota Department of Agriculture (MDA) Product Number
- EPA Registration Number
- Amount Sold, and
- Sales Dollars.

2. Sales data must be saved as a CSV file. If not, the data will not upload correctly. There are two (*.csv) options when saving a file, be sure to select “CSV (Comma delimited)”. See image below.



3. Report dealer sales using the online [Pesticide Sales Report](http://www2.mda.state.mn.us/webapp/erenewal/getdealersales.jsp)

(www2.mda.state.mn.us/webapp/erenewal/getdealersales.jsp)

Use the link above or navigate from the [MDA's home page](http://www.mda.state.mn.us) (www.mda.state.mn.us)

Click on: "LICENSING & INSPECTIONS"

Under: "FILE A REPORT"

Click on: "PESTICIDE SALES REPORTING".

Once on the page:

1. **Enter** your License Number and PIN
2. **Select** "Create Sales Report" or "View Completed Sales Report"
3. **Click** "Login"

4. Once logged in, select “Upload a CSV File of Agricultural Pesticides”

See highlighted text in the example below.

2024 Agricultural Pesticide Sales Report

License Number: 20127816
Name: RAHMEYER JESSIE
License Holder: 625 ROBERT ST N
SAINT PAUL, MN 55155
License Location: 625 ROBERT ST N
SAINT PAUL, MN 55155

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[MDA Registered Product Search](#)

Did your company sell agricultural pesticide products in 2024?

[Add an Agricultural Pesticide](#)

[Upload a CSV File of Agricultural Pesticides](#)

	Row #	MDA Product No	EPA Reg No	Product Name	Amount Sold*	Units*	Sales Dollars	Gross Sales Fee	ACRRA Surcharge	
Edit	Delete	1	73489	5481-487	DACTHAL FLOWABLE HERBICIDE	500.00	GALLON	500.00	2.75	1.60
TOTALS							500.00	2.75	1.60	

All of the data in the table above has been saved, so you may [exit the application](#) at any time and continue later.

NOTE: When you are ready to complete your report, you must select 'Next' below.

Before you go to the next page, please either [download your report](#) to a text file or [print this page](#) for your records.

NOTE: If your computer has been idle for over an hour, you must exit the application and login again.

5. Select the file using the “Browse” function. Only CSV files will upload correctly. Once selected click on “Upload File”



License Application and Renewal

Upload CSV File of Agricultural Pesticide Products Sold

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File Name: No file selected.

NOTE: If your computer has been idle for over an hour, you must exit the application and login again.

6. Review your report. See example below.

2024 Agricultural Pesticide Sales Report

License Number: 20127816
Name: RAHMEYER JESSIE
License Holder: 625 ROBERT ST N
SAINT PAUL, MN 55155
License Location: 625 ROBERT ST N
SAINT PAUL, MN 55155

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Did your company sell agricultural pesticide products in 2024?

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	Row #	MDA Product No	EPA Reg No	Product Name	Amount Sold*	Units*	Sales Dollars	Gross Sales Fee	ACRRA Surcharge	
Edit	Delete	1	73489	5481-487	DACTHAL FLOWABLE HERBICIDE	500.00	GALLON	500.00	2.75	1.60
Edit	Delete	2	43124	100-816	DUAL MAGNUM HERBICIDE	120.00	GALLON	9098.63	50.04	29.12
Edit	Delete	3	43124	100-816	DUAL MAGNUM HERBICIDE	1923.59	GALLON	118267.48	650.47	378.46
Edit	Delete	4	46846	14774-2	STRIKE 3 BROADLEAF HERBICIDE	452.50	GALLON	15872.48	87.30	50.79
Edit	Delete	5	63520	62719-20	N-SERVE 24 NITROGEN STABILIZER	4239.16	GALLON	241804.28	1329.92	773.77
Edit	Delete	6	63573	62719-31	PATHWAY HERBICIDE	8.52	GALLON	853.41	4.69	2.73
Edit	Delete	7	63617	62719-73	STINGER HERBICIDE	44.08	GALLON	7285.22	40.07	23.31
Edit	Delete	8	66770	7969-112	BASAGRAN 5L HERBICIDE	10.00	GALLON	887.04	4.88	2.84
Edit	Delete	9	71429	42750-40	DICAMBA DMA SALT	265.00	GALLON	7685.00	42.27	24.59
TOTALS								6883237.69	37857.81	22026.35

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NOTE: If your computer has been idle for over an hour, you must exit the application and login again.

7. Certify that the report submitted is true and correct.

2024 Agricultural Pesticide Sales Report

License Number: 20127817

Name: TEST JESSIE RAHMEYER

License Holder: 625 ROBERT ST N

SAINT PAUL, MN 55155

License Location: 625 ROBERT ST N

SAINT PAUL, MN 55155

[Help](#)

Do you consider the sales data submitted on this report to be trade secrets, commercial, or financial information that should not be classified as public information?

Yes
No

I hereby certify that the report submitted is true and correct.

Contact Name:* Title:*
Contact Telephone: - - Fax Number: - -
E-mail Address:*

Gross Sales Fee: \$2.75 (600329 3200)
ACRRA Surcharge: \$2.40 (600339 3320)
Total Amount Due: \$5.15

Payment for multiple licenses at one time requires the use of a paper check. Electronic payment methods must pay per license before exiting the application.

- I want to send a check for the amount due. **Please print this page and mail it with your check to:**
Minnesota Department of Agriculture, Attn: Cashier, 625 Robert Street North, St. Paul, MN 55155-2538
- I want to pay the amount due online via credit card or electronic check. Please note that a bank handling fee of approximately 2.5% will be applied to online credit card payments and is subject to change.

If no payment is due or if paying by paper check, selecting 'Yes, I Agree' below completes your report submission.

If paying electronically, selecting 'Yes, I Agree' will take you to the online payment page.

NOTE: If your computer has been idle for over an hour, you must exit the application and login again.

If you have any questions, please call Jessie Rahmeyer, 651-201-6188.