

Florida Feed, Seed and Fertilizer Regulatory Website

Feed Master Registrants

RENEWAL INSTRUCTIONS

1. Go to <http://lims.flaes.org>.
2. Enter your Username and Password. Click the "Login" button.

Florida Department of Agriculture - Microsoft Internet Explorer provided by FDACS

http://lims.flaes.org/HomeNew.aspx

Florida Department of Agriculture and Consumer Services

Feed/Seed/Fertilizer Program 11-JUN-2012

Registered Licensees Please Login Below

Fields marked with * are mandatory

Username *

Password *

Login Cancel

Reset Password

New Registrants Click Your Program Below To Begin The Application Process

FEED SEED FERTILIZER

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3. If this is the first time you are logging in you will be prompted to change your password. Type a new password and create a security question and response.

Florida Department of Agriculture and Consumer Services

Feed/Seed/Fertilizer Program 13-JUN-2012

Change Password * Required Entry

Password Requirements

- Password will expire every twelve(12) consecutive months.
- Password must be at least six characters.
- Password must start with a letter.
- Password must contain at least one letter (English A-Z and a-z).
- Password must contain one digit (base 10 digits 0-9).
- Password may not contain the following special characters: @ # \$ % & + ? { } ' " "
- Password must not be the same as the user-id.
- Password must be different from the previous five passwords (5) used.

UserID: 4053FDFRIE

New Password:

Confirm New Password:

Security Question: What is your favorite color?

Security Question Response: green

Save

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4. Log-in using your **new** password.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Florida Department of Agriculture and Consumer Services website. The page title is "Feed/Seed/Fertilizer Program" and the date is "11-JUN-2012". The main content area is divided into two sections: "Registered Licensees Please Login Below" and "New Registrants Click Your Program Below To Begin The Application Process". The "Registered Licensees" section contains a login form with fields for "Username" and "Password", both marked with an asterisk to indicate they are mandatory. There are "Login", "Cancel", and "Reset Password" buttons. The "New Registrants" section features three images labeled "FEED", "SEED", and "FERTILIZER". A red arrow points to the "Username" field in the login form.

5. The navigation pane on the left side of the screen allows you to renew a license, report tonnage, review sample compliance, etc. To start, click on the "Update Registrant Contact Info."

The screenshot shows the Florida Department of Agriculture and Consumer Services website, specifically the "FEED PROGRAM" section, dated "13-JUN-2012". The page is titled "4053FDFRIE". On the left side, there is a navigation pane with the following links: "Master Registrant Renewal", "Update Registrant Contact Info", "Access Analytical Reports", "Report Quarterly Tonnage", "Tonnage Summary Info", "Compl. Samp Calculator", "Compliance Sample Login", "Help", and "Logout". A red arrow points to the "Update Registrant Contact Info" link. The main content area displays a welcome message: "Welcome 'Kelly' to the Florida Feed On-line Management Site." followed by a paragraph explaining the site's purpose and a contact number: "If you have any questions, please contact the Feed Section at (850)617-7866."

6. **Updating Contact Information.** Update the contact information for your firm's Authorized Representative. This individual will receive all email correspondence regarding your license. Click "Display" to view default information for your firm's Authorized Representative.



Florida Department of Agriculture and Consumer Services



FEED PROGRAM13-JUN-2012

4053FDFRIE

Home
Help
Logout

Registrant Information

Registrant #: Z001892
Company Name: Kelly's Feed Company
Physical Address: 1234 Barley Street
City: Tallahassee
State: Florida
Country: USA
Postal Code: 32312
Web site:

Contact Information

Fields marked with * are mandatory
Contact Type: Authorized Representative
First Name
Last Name
Title: Mr.
Address:
City:
State: Florida
Country: USA
Postal Code:
Phone:
Alt. Phone:
Fax:
Email:
Alt. Email:

Clear ContactSave ContactAdd Another Contact

Title	First Name	Last Name	Phone	Email Address	Contact Type			
Mrs.	Kelly	Friend	850-000-0000	kelly.friend@freshfromflorida.com	Authorized Representative	Edit	Delete	Display

SAVE MODIFICATIONSCANCEL MODIFICATIONS

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Update the information and click "Save Modifications." The fields with a red asterisk (*) are required. You can add additional contacts by clicking "Add Another Contact", typing in that individuals information and then clicking "Save Contact."



Florida Department of Agriculture and Consumer Services



FEED PROGRAM13-JUN-2012

4053FDFRIE

Home
Help
Logout

Registrant Information

Registrant #: Z001892
Company Name: Kelly's Feed Company
Physical Address: 1234 Barley Street
City: Tallahassee
State: Florida
Country: USA
Postal Code: 32312
Web site:

Contact Information

Fields marked with * are mandatory
Contact Type: Authorized Representative
First Name
Last Name
Title: Mrs.
Address: P.O. Box 0000
City: Tallahassee
State: Florida
Country: USA
Postal Code: 32312
Phone: 850-000-0000
Alt. Phone:
Fax:
Email: kelly.friend@freshfromflorida.com
Alt. Email:

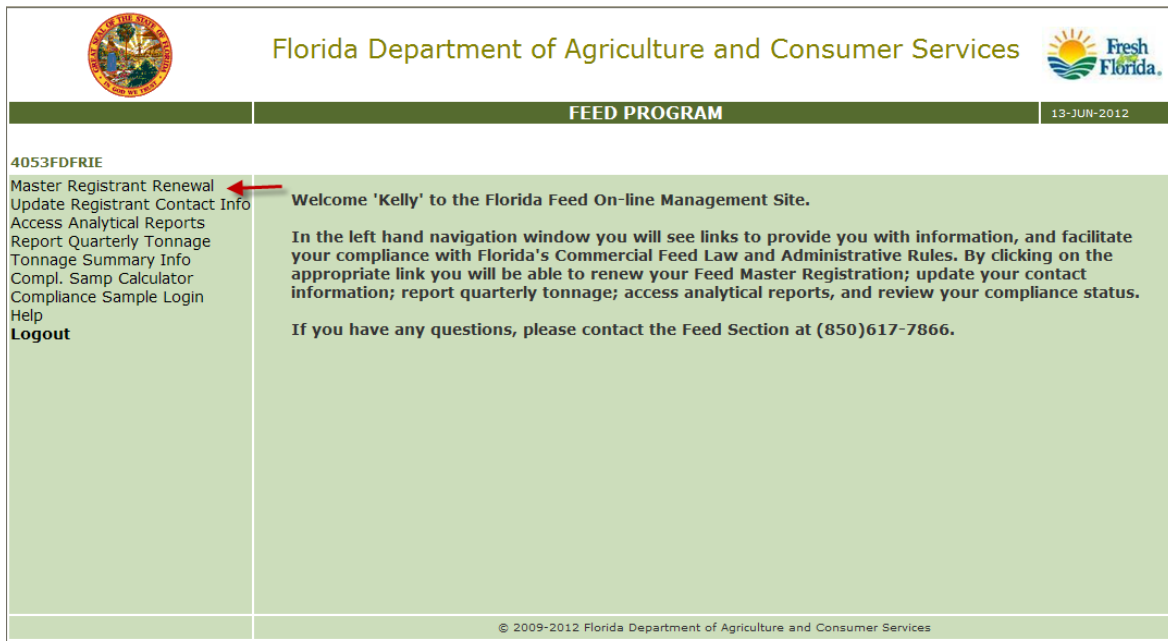
Clear ContactSave ContactAdd Another Contact

Title	First Name	Last Name	Phone	Email Address	Contact Type			
Mrs.	Kelly	Friend	850-000-0000	kelly.friend@freshfromflorida.com	Authorized Representative	Edit	Delete	Display

SAVE MODIFICATIONSCANCEL MODIFICATIONS

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7. Before renewing you must enter your tonnage for the previous year. (See the **TONNAGE REPORTING INSTRUCTIONS**). Click on “Master Registrant Renewal” in the navigation pane.



Florida Department of Agriculture and Consumer Services

FEED PROGRAM

13-JUN-2012

4053FDFRIE

Master Registrant Renewal
Update Registrant Contact Info
Access Analytical Reports
Report Quarterly Tonnage
Tonnage Summary Info
Compl. Samp Calculator
Compliance Sample Login
Help
Logout

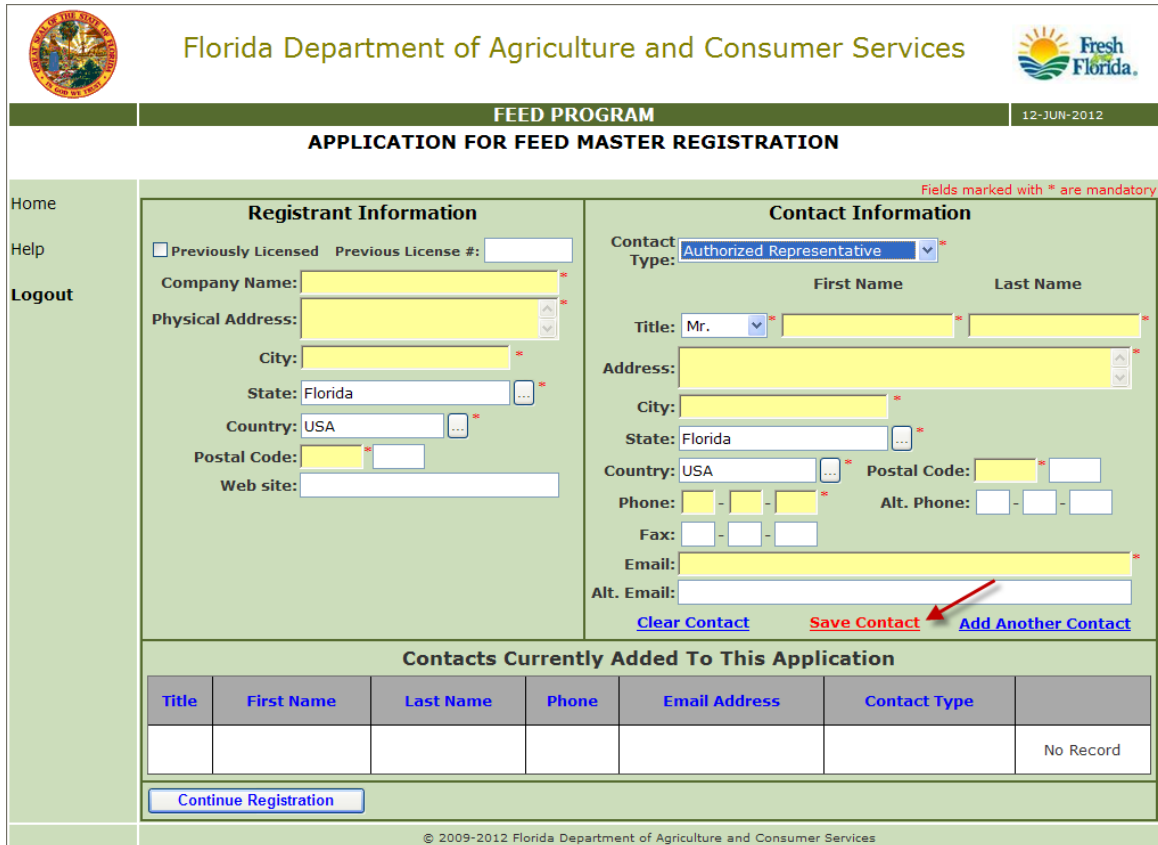
Welcome 'Kelly' to the Florida Feed On-line Management Site.

In the left hand navigation window you will see links to provide you with information, and facilitate your compliance with Florida's Commercial Feed Law and Administrative Rules. By clicking on the appropriate link you will be able to renew your Feed Master Registration; update your contact information; report quarterly tonnage; access analytical reports, and review your compliance status.

If you have any questions, please contact the Feed Section at (850)617-7866.

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8. Review the Registrant Information for your firm. The fields with a red asterisk (*) are required. You can add additional contacts by clicking “Add Another Contact”, typing in that individuals information and then clicking “Save Contact.”



Florida Department of Agriculture and Consumer Services

FEED PROGRAM

12-JUN-2012

APPLICATION FOR FEED MASTER REGISTRATION

Fields marked with * are mandatory

Home
Help
Logout

Registrant Information

☐ Previously Licensed Previous License #:

Company Name:

Physical Address:

City:

State: Florida

Country: USA

Postal Code:

Web site:

Contact Information

Contact Type:

First Name Last Name

Title: Mr.

Address:

City:

State: Florida

Country: USA Postal Code:

Phone: - - Alt. Phone: - -

Fax: - -

Email:

Alt. Email:

[Clear Contact](#) [Save Contact](#) [Add Another Contact](#)

Contacts Currently Added To This Application

Title	First Name	Last Name	Phone	Email Address	Contact Type	
						No Record

[Continue Registration](#)

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9. When you have finished entering your firm's contacts, click on the "Continue Renewal" button.

Note: To edit or delete a contact click on the links at the bottom right corner of the screen.



Florida Department of Agriculture and Consumer Services



FEED PROGRAM 20-JUN-2012

RENEW FEED MASTER REGISTRATION

4061FDFRIE

Home
Help
Logout

Fields marked with * are mandatory

Registrant Information		Contact Information	
Registrant #:	Z001896	Contact Type:	Authorized Representative *
Company Name:	Friend Feed, LLC *	First Name	Last Name
Physical Address:	123 Cracked Corn Circle *	Title:	Mrs. Kelly Friend *
City:	Tallahassee *	Address:	P.O. Box 000 *
State:	Florida *	City:	Tallahassee *
Country:	USA *	State:	Florida *
Postal Code:	32312 *	Country:	USA *
Web site:		Postal Code:	32312 *
		Phone:	850 - 000 - 0000 *
		Fax:	
		Alt. Phone:	
		Email:	kelly.friend@freshfromflorida.com *
		Alt. Email:	

Clear Contact Save Contact Add Another Contact

Current Contacts					
Title	First Name	Last Name	Phone	Email Address	Contact Type
Mrs.	Kelly	Friend	850-000-0000	kelly.friend@freshfromflorida.com	Authorized Representative

Continue Renewal

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10. The tons of feed you entered for the previous fiscal year will appear in the "Tons Distributed" field. The license fee is based on the number of tons. Click the "Continue Renewal" button.



Florida Department of Agriculture and Consumer Services



FEED PROGRAM 13-JUN-2012

APPLICATION FOR FEED MASTER REGISTRATION

4053FDFRIE

Renewal Main Page
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The Feed Master Registration is contingent on the distributor's compliance with all applicable provisions of Florida Commercial Feed Law and Rules, and the payment of a registration fee which is based on the tons of feed distributed in Florida during the previous license year.

Please verify your previous year's tonnage as displayed below. If your records indicate this information is in error, please contact the Feed Section at 850-617-7866.

Fee Schedule	
Tons Distributed in Florida	Fee
Zero, up to and including 25	\$40
More than 25, up to and including 50	\$75
More than 50, up to and including 100	\$150
More than 100, up to and including 300	\$375
More than 300, up to and including 600	\$600
More than 600, up to and including 1000	\$900
More than 1,000, up to and including 2,000	\$1,250
More than 2,000, up to and including 5,000	\$2,000
More than 5,000	\$3,500

Tons Distributed: 0.000 *

Continue Renewal

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11. This screen allows you to review the information you entered. To modify any of the information click the “Modify Renewal Info” button.



Florida Department of Agriculture and Consumer Services



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4053FDFRIE

Home
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Registrant Information
Registrant #: Z001892
Company Name: Kelly's Feed Company
Physical Address: 1234 Barley Street
City: Tallahassee
State: Florida
Country: USA
Postal Code: 32312
Web site:

Contact Information
Contact Type:
First Name
Last Name
Title: Mr.
Address:
City:
State:
Country:
Postal Code:
Phone:
Fax:
Email:
Alt. Email:

Current Contacts

Title	First Name	Last Name	Phone	Email Address	Contact Type	
Mrs.	Kelly	Friend	850-000-0000	kelly.friend@freshfromflorida.com	Authorized Representative	Display

Tons Distributed: 0.000Application Fee: \$40.00

[SUBMIT RENEWAL](#)[MODIFY RENEWAL INFO](#)

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12. Once you verify all information is correct. Click the “Submit Renewal” button.



Florida Department of Agriculture and Consumer Services



FEED PROGRAM20-JUN-2012

4061FDFRIE

Home
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Logout

Registrant Information
Registrant #: Z001896
Company Name: Friend Feed, LLC
Physical Address: 123 Cracked Corn Circle
City: Tallahassee
State: Florida
Country: USA
Postal Code: 32312
Web site:

Contact Information
Contact Type:
First Name
Last Name
Title: Mr.
Address:
City:
State:
Country:
Postal Code:
Phone:
Fax:
Email:
Alt. Email:

Current Contacts

Title	First Name	Last Name	Phone	Email Address	Contact Type	
Mrs.	Kelly	Friend	850-000-0000	kelly.friend@freshfromflorida.com	Authorized Representative	Display

Tons Distributed: 0.000Application Fee: \$40.00

[SUBMIT RENEWAL](#)[MODIFY RENEWAL INFO](#)

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13. Success! You have submitted your application for renewal. You will receive a confirmation email with a payment coupon. Your license will not be renewed until payment is received and the application is reviewed by FDACS.



Florida Department of Agriculture and Consumer Services



Feed/Seed/Fertilizer Program

13-JUN-2012

"Congratulations!"

Thank you for submitting your Renewal Application for FEED MASTER REGISTRATION. Your application will be reviewed, and once approved, you will receive a confirmation e-mail with a payment coupon."

[Click here to Log Out...](#)

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