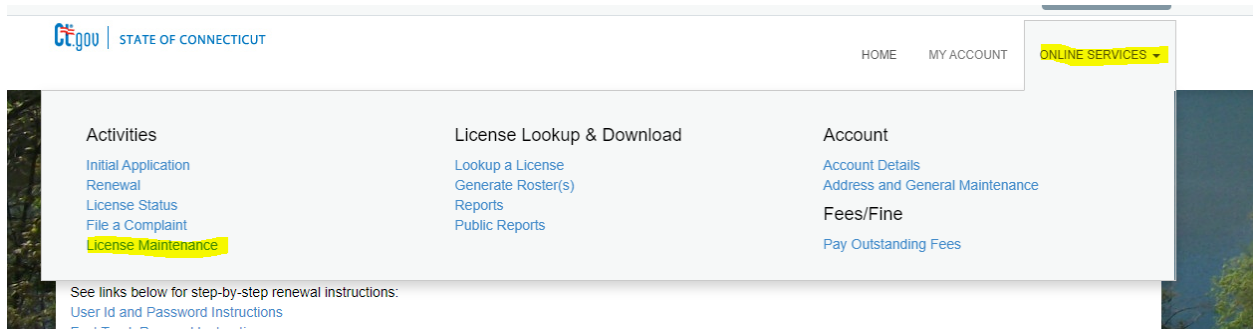


Uploading product labels to elicense

1. Go to elicense.ct.gov and login to your registrant account.
2. In the top right corner go to online services, this should open up a drop-down menu.
3. Find and click on license maintenance.



4. If you do not have any pending maintenance this should bring you to a list of all the products registered under this account.
5. Click the start button next to the product you are looking to upload a label or SDS for.
6. This should open up a product maintenance application. The first question should be a drop-down list with either upload revised label or submit product discontinuation.

Note: there is another instructional document on submitting a product discontinuation

7. Once you have made your selection click the next button.
8. The next page you will be able to upload files from your computer for the label and SDS (if applicable)

The screenshot shows a web form for 'Pesticide Product Maintenance'. The left sidebar has 'Pesticide Product Maintenance' and 'Product Label Revision'. The main content area has a heading 'Fields marked with an asterisk * are required.' and a message: 'You have selected to submit a revised Pesticide Product Label:'. Below this, it says 'To Upload Documents: Select "Browse" to locate the file on your device. Then select "Upload Document" to add each file to your application.' The next section is '2. Attach and upload a copy of the product Label(s) for each package size being registered: (Upload as many document as needed)'. It shows 'No document(s) uploaded for this question.' and a file upload area with a 'Choose File' button and 'No file chosen' text. Below the button, it says 'File types accepted: jpeg, jpg, pdf, png, tif, tiff' and an 'Upload Document' button. At the bottom, there are 'Previous' and 'Next' buttons, and a red 'Close and Save' button.

Note: Please label your files with a date and product name so we can tell which is the most recent label.

9. Once you choose a file and upload it, you can click the next button.
10. If you accidentally choose the wrong file click on the trash can next to the file name to remove it.
11. Continue through the application until you get to the review screen where you will be able to check you application one last time before clicking finish and submitting your revised label.
12. You will get an email confirmation upon completion of uploading each revised label.