HOW TO USE ELICENSE FOR SEED OYSTER SELLERS AND TRANSPLANTERS (AQSO)

Department of Agriculture

SEPTEMBER 20, 2022

Background

The Department of Agriculture has committed to moving all licenses into the electronic system. In order to simplify the electronic license application, the Bureau of Aquaculture has eliminated the separate applications and licenses for seed captains, helpers, and boats.

This newly created online Seed Oyster Seller and/or Transplanter license application eliminates duplicate entries and has been reformatted acknowledging that the majority of licenses issued are for individuals working under a company or individual. Each underline company must submit a completed application, including ALL captains, helpers, and boats.

Please follow these instructions, and have all of the necessary information you will need to enter the captains, helpers, and boats prior the starting the application:

- Boat Name, CT Reg. or US DOC #, Length, Color, Boat Location - Marina Name, Boat Location - Marina Town
- The captains and helpers require the same information: First and Last Name, Employee ID, Address (Street), Address (City), Address (State), Address (Zip Code), and Telephone Number

If the company owner will be a captain or helper during the seed license season, you must list yourself as such and pay the associated fee in order to work on the vessel.

If you are a Seed Seller, you will be required to upload a signed Seed Seller/Buyer Agreement form directly into the eLicense system. You will not be permitted to submit the application until you have uploaded the form. The form can be downloaded at: Agreement-Seed-Oyster-Buyer-Signature-fillable.pdf (ct.gov).

You can save and return to the application at any time, but it will not be submitted to the Bureau of Aquaculture until you complete the application in its entirety and attest and submit it.

Type www.elicense.ct.gov on the command line of your browser.
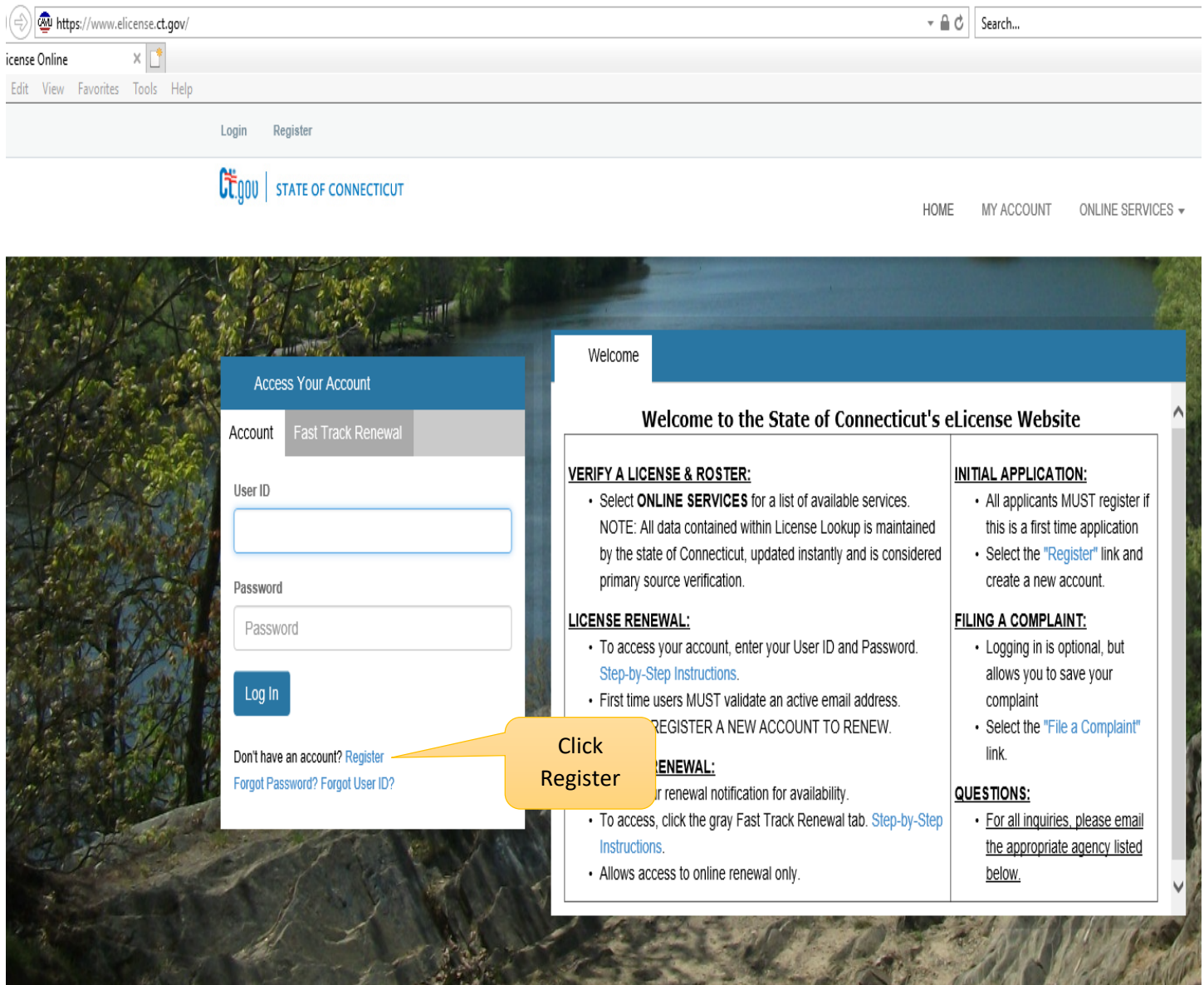
Click on the Register button

New users of the eLicense system must register by creating a user name and password that will be used for all licensing pertaining to this business. Click on the Register button and follow the instructions.

Always Register as a "Business"

Remember to have your email available to confirm that you are registering.

Register new Account

○ Individual
◉ Business ← **Select Business**

Note: Register as the Individual or Business to whom the credential will be issued.

PLEASE READ
- You will **not** be able to reinstate, renew or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:
- **Department of Public Health**
- **Department of Consumer Protection**
- **Department of Agriculture**
- **Department of Developmental Services**
- **Office of Early Childhood**
- **Office of the State Fire Marshal**

○ Yes
◉ No

Next   Cancel

Please enter all the information on the next page to create the account. The ID and Password will be used every time you want to access the eLicense application.

Ct.gov | STATE OF CONNECTICUT

HOME   MY ACCOUNT   ONLINE SERVICES ▾

Registration

Account Information

* denotes required fields

*User ID	Create Online User ID
*Email	Enter Email Address

> We will use this email address to contact you.

*Password	Enter Password
Confirm Password	Re-enter password

Personal Information

Business Name	Business Name

> Click here when public address is the same as mailing address

Public Address

Attention	Attn.
Address	Enter Address
	Enter Address
City	Enter City
State	Connecticut
Country	UNITED STATES
Zip	Enter Zip
Phone Number	Enter Phone Number
Cell Phone	Enter Mobile Number

Mailing Address

☐ Same as Public Address

Attention	Attn.
Address	Enter Address
	Enter Address
City	Enter City
State	Connecticut
Country	UNITED STATES
Zip	Enter Zip
Phone Number	Enter Phone Number
Cell Phone	Enter Mobile Number

Captcha Verification

Please note that this code is case sensitive.

1 f 6 9 6f

Enter Code*

Enter code captcha

> Enter all the characters on the left into the enter code box. Use upper and lower case alphanumeric. This field is case sensitive.

Create Account

> Click Create Account

4

Welcome, **Happy Fruits and Veggie Farm**   Logout

🛒 $0.00   Checkout

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HOME   MY ACCOUNT **1**   ONLINE SERVICES ▾

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

⚠ There is currently 1 issue with your account.
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	**FVGFarm13**	Change User ID
E-mail:	' Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access. If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email. Generate E-mail	Change Email
Password:	Change Password	

Logon on to your email and look for an email from donotreplyelicense2@po.state.ct.us. Check your "junk" folder if you do not see the email. Open it and click on the link.

🗪 Reply 🗪 Reply All 🗪 Forward

donotreplyelicense2@po.state.ct.us

Email Verification
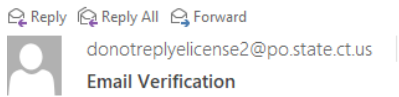
Dear Happy Fruits and Veggie Farm,

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

Click here ⟵ Click here

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

You are now in the eLicense system and are ready to start the Seed Oyster Seller and Transplanter application.

Click on the ONLINE Services button

Click on the Initial Application.

Welcome, **Happy Fruits and Veggie Farm**   Logout

🛒 $0.00 Checkout

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HOME   MY ACCOUNT   ONLINE SERVICES ▾

Activities

Initial Application
File a Complaint

Click Initial Application

License Lookup & Download

Lookup a License
Generate Roster(s)

Account

Account Details

ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under **"Online Services."**

See links below for step-by-step renewal instructions:
User Id and Password Instructions
Fast Track Renewal Instructions

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants <u>ONLY</u>. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From **"Online Services"**, select "INITIAL APPLICATION" under **"Activities"** to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Find Agriculture in the list below and Click on it

Welcome, **Happy Fruits and Veggie Farm**   Logout   🛒 $0.00 Checkout

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                                                    HOME   MY ACCOUNT   ONLINE SERVICES ▾

Apply for new license

Below are all current License/Certification types available for online application.

**Please expand a category to view the available types,
then select "Start" for the License/Certification you wish to apply from the list:**

All	⌄
Public Health Practitioners	⌄
Drug Control	⌄
Medical Marijuana	⌄
Environmental Health Practitioners	⌄
Home Contractors	⌄
Agriculture Click Agriculture	⌄
Amusement Permits	⌄
Bedding Permits	⌄
Charities & Solicitation	⌄

Click on the Start button for the Seed Oyster Sales and Transplant license.

Start		SEED LABELER	AGRICULTURAL COMMODITIES
Start Click start		SEED OYSTER SALES and TRANSPLANT	AQUACULTURE
Start		SWINE GROWERS	ANIMAL HEALTH
Start		TRAINING FACILITY	ANIMAL CONTROL
This License type can only be held by Individuals, your account is registered as an Organization		ANIMAL CONTROL OFFICER	ANIMAL CONTROL

NOTE: IF YOU STOP YOU APPLICATION BEFORE SUBMITTING IT, THE SAVED APPLICATION WILL APPEAR UNDER AGRICULTURE [IN PROGRESS]

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types,
then select "Start" for the License/Certification you wish to apply from the list:

Agriculture [In Progress]	⌄
All	⌄
Public Health Practitioners	⌄
Liquor Control	⌄
Accountancy	⌄
Adult-Use Cannabis	⌄
Agriculture	⌄

Click Agriculture [In Progress]

Select continue to resume.

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types,
then select "Start" for the License/Certification you wish to apply from the list:

Agriculture [In Progress]   ⌃

		Completed	Board	License
Delete	Continue	7/47 (14%)	AQUACULTURE	SHELLFISH SHIPPER III
Delete	Continue	2/29 (6%)	AQUACULTURE	SEAWEED PRODUCER
Delete	Continue	1/13 (7%)	AQUACULTURE	SEED OYSTER SALES and TRANSPLANT

Click Continue

All	⌄
Public Health Practitioners	⌄
Liquor Control	⌄
Accountancy	⌄
Adult-Use Cannabis	⌄
Agriculture	⌄

AQSO – Before you begin

Please read the "Before you begin" section carefully and contact the Bureau of Aquaculture with any questions.

Click on the Next button at the bottom of the screen to move to the next screen.

Business Information

The red * star left of the answer box identifies the field as mandatory. The user will not be allowed to move to the next screen until all mandatory questions have been answered.

Click the Next button at the bottom of the screen to continue.

Organization Information

The type of ownership (Question 4) will determine which business screen is presented to the user.

There is a separate screen for Corporations, Partnerships, LLC/LLPs and Sole Proprietors.

SEED OYSTER SALES and TRANSPLANT

AQSO - Before you begin	**AGR - AQ - Corporation**
AQSO - Business Information	**Fields marked with an asterisk * are required.**
AGR - AQ - Corporation	

6. What is the corporation name

* [   ]

7. What is the name of the principal officer (for corporation) or principal member (for LLC/LLP). List only one name.

* [   ]

8. Provide the email of the legal owner:

* [   ]

    Field required

9. Federal Employer Identification Number (FEIN):

    * Enter: [   ]

    * Re-enter: [   ]

10. What is the telephone number of the business.

* [   ]

[Previous] [Next]

Click the Next button at the bottom of the screen to continue.

IF YOU ARE A SEED SELLER, YOU MUST UPLOAD A COMPLETED SELLER-BUYER AGREEMENT. THE BLANK AGREEMENT FORM IS LINKED IN ELICENSE AND ON THE DABA WEBSITE.

YOU CANNOT CONTINUE WITHOUT UPLOADING THE AGREEMENT.

Click the Next button at the bottom of the screen to continue.

Captain

Click the Next button at the bottom of the screen to continue.

Helpers

SEED OYSTER SALES and TRANSPLANT

AQSO - Helpers

Fields marked with an asterisk * are required.

30. List of Helpers:

Action	First Name	Last Name	EMail	Relationship	City	Zip
No Records Found						

Add

List ALL helpers to appear on the license

Previous   Next   Close and Save

Sidebar navigation:
- AQSO - Before you begin
- AQSO - Business Information
- AGR - AQ - Corporation
- AQSO - Oyster Seed Buyers
- AQSO - Captains
- AQSO - Helpers

Click the Next button at the bottom of the screen to continue.

Boats

Click the Next button at the bottom of the screen to continue.

Enter the total number of boats, captains, and helpers. These numbers must match the information entered in questions 29, 30, and 31. If this information does not match, the Bureau of Aquaculture will not issue you a license.

SEED OYSTER SALES and TRANSPLANT

AQSO - Before you begin

AQSO - Business Information

AGR - AQ - Sole Proprietor

AQSO - Captains

AQSO - Helpers

AQSO - Boat Information

AQSO - Total Count

AQSO - Total Count

Fields marked with an asterisk * are required.

33. Total Number of Boats:

*

34. Total Number of Captains:

*

35. Total Number of Helpers (do not include Captains):

*

Previous   Next

Click the Next button at the bottom of the screen to continue.

Attestation

Click the Next button at the bottom of the screen to continue.

When you select next, you will have the opportunity to review the application. Confirm that all of the information you entered is correct. The total fees will be listed at the top right, and you will pay online by select, "Add to Invoice."

Invoice		Pay Invoice	Print

Invoice   Date: 9/15/2022
               Invoice #
               3546035

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

**State of Connecticut
Invoice Transaction Summary
Online Licensing, Credentials, and Certifications**

Fish Producer #1
190 Rogers Avenue
Milford, CT 06460

Description	Amount
🗑 Application - SEED OYSTER SALES and TRANSPLANT	
Boat Fees	$30.00
Subtotal:	$30.00
Total:	**$30.00**

Pay Invoice   Select "pay invoice"

Complete the invoice payment with credit card or check draft information and click, "submit payment."

Print Receipt

**State of Connecticut
Invoice Transaction Summary
Online Licensing, Credentials, and Certifications**

You can print the receipt for your records by clicking this button

Date: 9/15/2022

Fish Producer #1

Transaction Complete.
Please print a copy for your records from the button above.

Description
Application - SEED OYSTER SALES and TRANSPLANT

Amount

Amount paid will display here