

Online Lime License Renewal and Tonnage Reporting Instructions

Please review the instructions contained within this document and on your Renewal Notice for information to renew your Wisconsin Lime License in our online licensing system, MyDATCPv3.

If you do not wish to renew this license, please contact us at (608) 224-4537 or DATCPFert@Wisconsin.gov for instructions on cancellation.

You must submit your license renewal application, tonnage report, and payment to obtain the license. This is due by December 31 annually.

Your Wisconsin Lime License renewal notice contains information needed to complete your Wisconsin Lime License renewal and report tonnage.

Regulatory Consultants – Prior to submitting online applications for your clients, contact us at (608) 224-4537 or DATCPFert@Wisconsin.gov so that we can provide online access to the businesses you work with.

Navigate to the Department's online renewal portal: <https://mydatcp3.wi.gov>.

Existing MyDATCP Users

Expiration Notice contains an email address under item 1): Click "Log On" in the upper right-hand corner of the screen and enter your registered email address and password to access your account. If you have forgotten your account's password, click "Forgot Password?" and enter your email address. You will be prompted to answer the security questions that were set up when the account was created. If the answers are correct, a password reset link will be sent to the email address registered for your account.

If you are unable to answer the security questions, you will need to contact us at (608) 224-4537 or DATCPFert@Wisconsin.gov for the account to be reset manually.

Wisconsin Department of Agriculture, Trade and Consumer Protection ~ Working for You All Day Every Day

Home Pay Online

Log In / Register

Login to your Account

Enter your email*

Enter your password*

Log In

[Forgot Password?](#)

[Forgot Registered Email?](#)

Register with DATCP

1 Register Account

Enter your Email*

Create Password*

Re-type Password*

PIN (Supplied by DATCP)

Next

2 Security Questions

User Login and Registration Instructions

If you have already registered with MyDATCP please use the "Login to your Account" form.
If you have forgotten your password or email, use the links below the login form to access your account.
You do not need to register with the site to begin a new application.

If you are nearing a license expiration, you will receive your registration information along with your expiration notice.
Follow the steps below to register with DATCP's online services portal.

Registration:

- Enter an e-mail address to be used to login.
- Enter a password for your account (See note below).
- Enter your personal identification number (PIN) you received from DATCP.

Your PIN must be entered exactly as it appears on the registration information that you received. If you have not received or have lost your registration information, or your PIN has expired, please contact us. If you do not have your PIN at this time, you can enter your PIN on the My Profile page of the site at any time. Please note that you will not have access to existing information in the DATCP system until a PIN has been entered.

Security Questions and Answers:
Please create questions and answers for your account. This information is used to keep your account secure and allow you to gain access to your account when you have forgotten your password or the email you used to register.

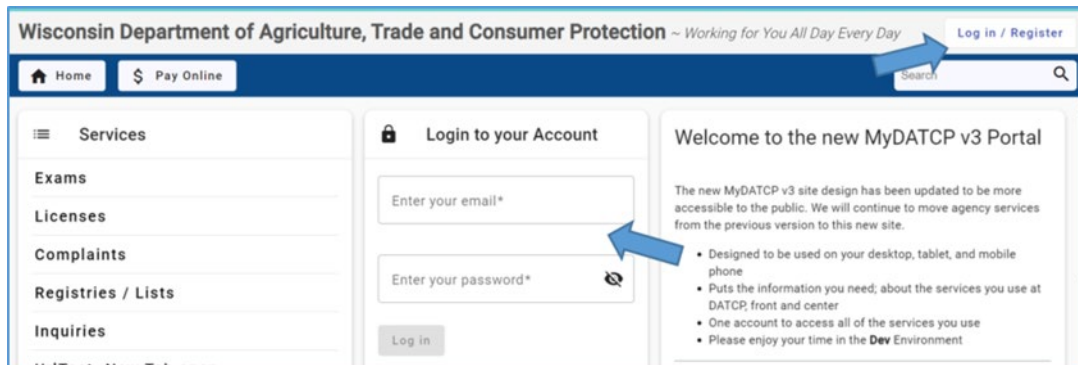
By registering with DATCP you will be able to view and maintain your information.

Note: Passwords are required to be a minimum of 8 characters in length. The password must include at least one alpha, one numeric, and one special character and include both capital and lowercase.

New MyDATCP Users

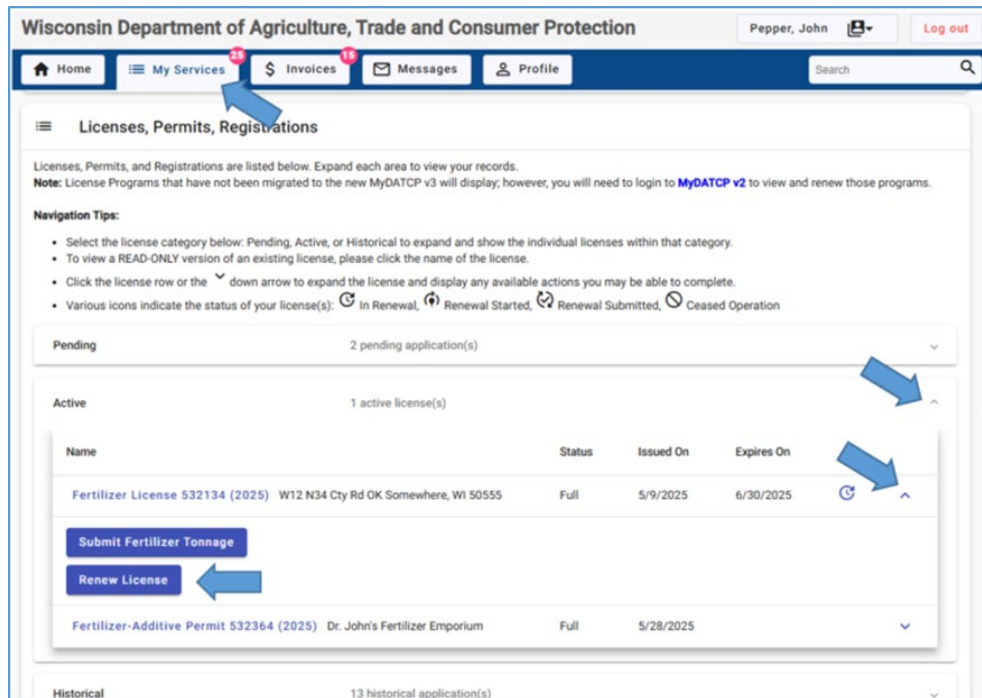
Expiration Notice contains a PIN under item 1): Click “Register” in the upper right-hand corner of the screen. Enter the required information including the email address you would like to register to complete this license renewal, a password, and the unique PIN provided on your renewal notice. Create three security questions and answers. Please keep track of your password and your security questions and answers for future use, as DATCP staff do not have access to this information.

The unique PIN provided on your Renewal Notice will expire 90 days after it was generated.



Renew a License

“My Services” tab: Under “My Active Licenses,” find the appropriate Lime License row and click the drop-down carrot at the far right of the license row, and click on the “Renew License” button that displays in the drop-down under that license.



“Applicant” screen: Verify that the company’s legal name is correct on this screen. Verify that the company’s DBA (if applicable) is correct, and update if needed. Click “Next” to continue.

The screenshot shows the 'Applicant' screen of the 'Fertilizer Renewal - 537' system. It includes a 'NOTE' about license expiration, instructions for new vs. renewing licenses, and a section for applicant details. The 'Account Type' is set to 'Individual / Sole Proprietor' and the 'Name' is 'Pepper, John'. Under 'Applicant Information', the 'Salutation' is 'Dr.' and the 'Birth Year' is '1999'. The 'License Information' section has a field for 'DBA / Trade Name / AKA' with an information icon. A 'Next' button is at the bottom.

Fertilizer Renewal - 537

Applicant

NOTE: If you currently have a license and have received an **"Expiration Notice"** with registration information please [register](#) or [login](#) to complete the re-application process. Your information will be pre-filled for you.

If this is for a **New** license, please proceed by verifying your pre-filled information below.

New license applications may be subject to any first-time license requirements, such as an initial inspection(s) and/or additional documentation prior to being issued a license. Licenses are not transferrable between persons or businesses. You must submit a new license application for any change in the name of a business.

If you are renewing as a representative for another entity, verify the applicant information matches the entity or select the correct entity from the drop-down list in the upper right corner. If the entity is not in the drop-down list, please contact the department at datcpfert@wisconsin.gov or call (608) 224-4537 to be registered as a representative for that entity.

Applicant

Account Type: Individual / Sole Proprietor Name: Pepper, John

Applicant Information

Salutation: Dr. Birth Year*: 1999

License Information

DBA / Trade Name / AKA

Next

“Contact Information” screen: Verify that the name and mailing address to which the license and future communications will be sent under “Contacts” is correct. No information is needed under “Additional Addresses.” If the contact information listed is outdated or incorrect, click “Remove” then “Add” to add your name and new address information. Click “Next” to continue.

The screenshot shows the 'Contact Information' screen. It includes a note for existing users, an 'Address' section with a primary address form, and a 'Communication' section with fields for various contact methods. The 'Address' section is set to 'International Address' with 'Business Location' as the address type. The primary address is '1515 E West Ave', '53717', 'Madison', 'Wisconsin'. The 'Communication' section shows a 'Business Phone' of '(608) 555-9876' and an 'Email' of 'john.pepper@aol.net'. 'Back' and 'Next' buttons are at the bottom.

Contact Information

For existing users: If you need to make changes to information provided here, please contact the fertilizer licensing department at datcpfert@wisconsin.gov or call (608) 224-4537. Please do not make changes to your primary address or contact information online.

Address

Provide your primary address below. Additional addresses can be entered on the next section.

International Address

Address Type*: Business Location

Address Line 1*: 1515 E West Ave Zip/Postal Code*: 53717 City*: Madison State*: Wisconsin

Communication

Business Phone: (608) 555-9876 Home Phone: Mobile Phone: Other Phone:

Fax: Email: john.pepper@aol.net Email 2: Web Site:

Back Next

“Additional Addresses” screen: Complete this section if you want to add a new contact to this license. Click “Next” to continue.

Additional Addresses

If you have additional addresses you would like to associate to your online applicant profile, please add them here. If you are a business, this includes additional business locations operating under the same FEIN.

Address Type	Address	City	State	Zip
Post Office Box	PO Box 1	Madison	WI	53701-0001

Edit Delete

Add

Back Next

“License Contacts” screen: Verify that the name listed under the “License Contacts” heading is correct for the individual the license will be mailed to. If the contact listed is incorrect, click “Remove,” then “Add” to add your information that was entered on the previous screen. Make sure the “Send Material” checkbox is checked, or the license and other communication materials will not be sent. Leave the information displayed in the “Send Material To” dropdown menu set to “Do not send material to applicant.” Click “Next” to continue.

License Contacts

You must specify who you want DATCP to send materials to. You may choose to send the material to yourself and/or other people. You may also add any other individuals you may wish to associate with this license. You will be asked the role each contact plays in relation to this license, e.g., on-site manager, controller, etc.

Contact	Role	Title	Send Material
Pepper, John	License Mail To		Yes

Edit Delete

Add

Back Next

“Locations Manufacturing Liming Products to be Distributed” screen: Click “Add” to enter the location of each quarry in Wisconsin and select the Index Zones of the materials that are produced at each quarry. Click “Next” to continue.



Locations Manufacturing Liming Products to be Distributed

Verify list of Quarry locations manufacturing liming products to be distributed below:

- If index zones need to be changed on any listed quarries, click Edit to update the index zones.
- If any listed quarries are no longer manufacturing, click Delete to remove that location.
- If a new quarry that is not already listed, click Add to enter the quarry location and applicable index zones.

An out of state business only needs to report one location and all the index zones of materials they distribute.

There are currently no records for this section. Click the **"Add"** button below, and then **"Submit"** to add records.

Add

Back

Next

Location

Quarry/Vendor Name

Address

*
Add Non-Standard Address ▼

Fire Number

Physical Address Number

Street or Road*

Field is required

State/Province*

--Select One-- ▼

Field is required

County*

--Select One-- ▼

Field is required

Range

Index Zone(s) of Quarry

Select the applicable index zone(s) for this quarry.

Index Zones of Materials

☐ 100 or more

☐ 40-49

☐ 50-59

“Application to Sell Liming Materials by Volume” screen: Select “Yes” only if you are applying to sell liming materials by volume. Otherwise, click “Next” to continue to the next section.

6 Application to Sell Liming Materials by Volume

This application is only needed for businesses that sell liming materials by volume instead of by weight.

If you are applying to sell liming materials by volume, check the box and complete the sections below to provide information to the department and vendors for selling by volume.

If you are NOT applying to sell liming materials by volume, skip this section and click Next to proceed with your Lime License application.

If you were selling liming materials by volume last year and no longer are this year, please inform us by email at datcpfert@wisconsin.gov

Are you applying to sell liming materials by volume?

Select Yes or No*

No

If you are applying to sell liming materials by volume, select “Yes” and complete the remaining fields in this section as appropriate for your business.

Are you applying to sell liming materials by volume?

Select Yes or No*

Yes ▼

List all vehicles employed in hauling liming materials

There are currently no records for this section. Click the **"Add"** button below, and then **"Submit"** to add records.

Add

List complete address of loading sites and complete address of scales closest to loading site

There are currently no records for this section. Click the **"Add"** button below, and then **"Submit"** to add records.

Add

Complete address of business from which vendor wishes to sell by volume (ton weight equivalent)

There are currently no records for this section. Click the **"Add"** button below, and then **"Submit"** to add records.

Add

Click "Add" under "List all vehicles employed in hauling liming materials" to enter the vehicle information. You can select to enter either the vehicle's engine number (VIN) or the license number.

List all vehicles employed in hauling liming materials

Vehicle

Select Truck or Engine Number

✓ Engine Number (VIN)

Truck License Number

Engine No*

Cubic yard Capacity*

Ownership*

Click “Add” under “List complete address of loading sites and complete address of scales closest to loading site” to enter the address of your loading site(s). For each loading site, also click “Add” to enter the nearest scale site.

Location

Select address type*

--Select One--

--Select One--

✓

Loading Site Address

Scale Address

Click “Add” under “Complete address of business from which vender wishes to sell by volume” to enter the address of your business locations that will be selling liming materials by volume.

Complete address of business from which vendor wishes to sell by volume (ton weight equivalent)

Location

Address

*

--Select One--

Field is required

“Lime Product Labels” screen: Select “Yes” only if you will be uploading a liming materials product label. Click “Next” to continue.

7

Lime Product Labels

Are you uploading liming material product labeling information?

Select Yes or No*

No

Back

Next

“Upload Applicant Documents” screen: Click “Add” to upload the liming materials product label(s). Click “Next” to continue.

8

Upload Applicant Documents

There are currently no records for this section. Click the **"Add"** button below, and then **"Submit"** to add records.

Add

Back

Next

“Signature” screen: Verify that the information entered on previous screens is correct, and then click “Sign Electronically” to approve your online application. After entering your Signature, Title, Email, and Phone, click “Submit.” The application will be finalized. After submittal it cannot be changed online.

Contact us at (608) 224-4537 or DATCPFert@Wisconsin.gov if any errors require correction.

After submitting the application information, you must go to your “My Invoices” tab to submit payment for the license fees. You can pay for your license and tonnage fees together. Refer to the “Submit Payment” instructions below.

Note:

If you begin an application but do not submit it, it will appear as “Incomplete” in your portal. You can open an “Incomplete” application to finish entering information and to submit it at a later time.

After you submit an application, it will appear as “Pending” in your portal. Applications remain in “Pending” status until DATCP staff have reviewed and approved the application.

Report Tonnage

The Lime Tonnage reporting term is January 1 to December 31. Report Liming Materials that you are the first to distribute in or into Wisconsin. If a product is not considered to be Liming Materials, it is not reported. Any Liming Materials that are first distributed in or into Wisconsin by a third party is reportable by that entity and not the recipient.

Navigate to your “My Services” tab. Under “My Active Licenses,” find the appropriate Lime License row and click the drop-down carrot at the far right of the license row. Then, click on the “Submit Tonnage” button that displays in the drop-down under that license.

Wisconsin Department of Agriculture, Trade and Consumer Protection

Pepper, John [Log out](#)

[Home](#) [My Services](#) [Invoices](#) [Messages](#) [Profile](#)

Licenses, Permits, Registrations

Licenses, Permits, and Registrations are listed below. Expand each area to view your records.
Note: License Programs that have not been migrated to the new MyDATCP v3 will display; however, you will need to login to [MyDATCP v2](#) to view and renew those programs.

Navigation Tips:

- Select the license category below: Pending, Active, or Historical to expand and show the individual licenses within that category.
- To view a READ-ONLY version of an existing license, please click the name of the license.
- Click the license row or the down arrow to expand the license and display any available actions you may be able to complete.
- Various icons indicate the status of your license(s): In Renewal, Renewal Started, Renewal Submitted, Ceased Operation

Pending 2 pending application(s)

Active 1 active license(s)

Name	Status	Issued On	Expires On	
Fertilizer License 532134 (2025) W12 N34 Cty Rd OK Somewhere, WI 50555	Full	5/9/2025	6/30/2025	
Submit Fertilizer Tonnage				
Fertilizer-Additive Permit 532364 (2025) Dr. John's Fertilizer Emporium	Full	5/28/2025		

“Applicant” screen: Verify that the Company’s legal name is correct on this screen. Verify that the company’s DBA (if applicable) is correct, and update if needed. Click “Next” to continue.

Applicant

NOTE: If you currently have a license and have received an **"Expiration Notice"** with registration information please [register](#) or [login](#) to complete the re-application process. Your information will be pre-filled for you.

If this is for a **New** license, please proceed by verifying your pre-filled information below.

New license applications may be subject to any first-time license requirements, such as an initial inspection(s) and/or additional documentation prior to being issued a license. Licenses are not transferrable between persons or businesses. You must submit a new license application for any change in the name of a business.

If you are submitting tonnage as a representative for another entity, verify the applicant information matches the entity or select the correct entity from the drop-down list in the upper right corner. If the entity is not in the drop-down list, please contact the department at datcpfert@wisconsin.gov or call (608) 224-4537 to be registered as a representative for that entity.

Applicant

Account Type

Individual / Sole Proprietor

Name

Pepper, John

Applicant Information

Salutation

Dr.

Birth Year*

1999

License Information

DBA / Trade Name / AKA

Next

“Contact Information” screen: Verify that the name and mailing address to which the license and future communications will be sent under “Contacts” is correct. No information is needed under “Additional Addresses.” If the contact information listed is outdated or incorrect, click “Remove,” then “Add” to add your name and new address information. Click “Next” to continue.

Contact Information

Address

Provide your primary address below. Additional addresses can be entered on the next section.

International Address

Address Type*

Business Location

Address Line 1*

1515 E West Ave

Zip/Postal Code*

53717

City*

Madison

State*

Wisconsin

Communication

Business Phone

(608) 555-9876

Home Phone

Mobile Phone

Other Phone

Fax

Email

john.pepper@aol.net

Email 2

Web Site

Back

Next

“Additional Addresses” screen: Complete this section if you want to add a new contact to this license. Click “Next” to continue.

Additional Addresses

If you have additional addresses you would like to associate to your online applicant profile, please add them here. If you are a business, this includes additional business locations operating under the same FEIN.

Address Type	Address	City	State	Zip	
Post Office Box	PO Box 1	Madison	WI	53701-0001	Edit Delete

[Add](#)

[Back](#) [Next](#)

“License Contacts” screen: Verify that the name listed under the “License Contacts” heading is correct for the individual the license will be mailed to. If the contact listed is incorrect, click “Remove,” then “Add” to add your information that was entered on the previous screen. Make sure the “Send Material” checkbox is checked, or the license and other communication materials will not be sent. Leave the information displayed in the “Send Material To” dropdown menu set to “Do not send material to applicant.” Click “Next” to continue.

License Contacts

You must specify who you want DATCP to send materials to. You may choose to send the material to yourself and/or other people. You may also add any other individuals you may wish to associate with this license. You will be asked the role each contact plays in relation to this license, e.g., on-site manager, controller, etc.

Contact	Role	Title	Send Material	
De, Jarrett	License Mail To		Yes	Edit Delete

[Add](#)

[Back](#) [Next](#)

“Section A: Tonnage of Liming Materials Sold by Index Zone” screen: Select the “Zero Tons Reported” option only if you did not distribute any liming materials into the state of Wisconsin. Otherwise, select the appropriate index zones to enter the tons of material distributed in Wisconsin. Click “Next” to continue.

5 Section A: Tonnage of Liming Materials sold by Index Zone

A research fee of one and one-quarter cents per ton (\$0.0125) on all liming materials (or the equivalent amount of marl and paper mill r the preceding calendar year. If more than one distributor or seller is involved in the chain of distribution, the person who first sells or dis However, if NO SALES were made, the \$1 fee is not required. If another licensee has paid the research fee, you are entitled to a credit fo

If 0 (zero) tons of liming materials were sold or distributed, please click on 'Zero Tons Reported' below and indicate why in the textbox.
If you are reporting zero tons, do NOT enter any tonnage in Sections A and B below.

☐ Zero Tons Reported

Index Zone / Pell Lime

- ☐ 100 or more
- ☐ 100 or more Pell Lime
- ☐ 40-49

“Section B: Tonnage Credit” screen: To enter credit tonnage, click “Add” to enter the index zone and the tons of each product distributed in Wisconsin. For each item, you must also enter the license number and legal company name of the distributor that is responsible for reporting and paying those tonnage fees to the state. Click “Submit” to save each entry. Click “Next” to continue.

6 Section B: Tonnage Credit (another licensee paid fee)

If another licensee has paid the research fee, you are entitled to a credit for that tonnage.
Click Add to enter each credit. Select the index zone/pell lime type, enter the total tons and enter the other licensee's license number and/or name. If the license number is number, leave blank and enter the licensee's name.
Click Submit to save that credit, then click Add and repeat steps to add each additional credit.

Tonnage

Index Zone / Pell Lime --Select One--	Tons	License Number	Licensee's Name
--Select One-- Marl Paper Mill			

“Section C: Total Tonnage” screen: This section will auto-calculate the Net Tonnage as total tons sold (Section A subtotal) minus total tons credit (Section B subtotal), and the Net Tonnage will be used to calculate the tonnage fee that you owe to the department. Click “Next” to continue.

7 Section C: Total Tonnage

Net Tonnage is calculated as total tons sold (Section A subtotal) minus total tons credit (Section B subtotal), Section B if tons needs to be adjusted.

Total Tonnage Sold

Total Tonnage Credit

Net Tonnage

[Back](#) [Next](#)

“Signature” screen: Verify that the information entered on previous screens is correct, then click “Sign Electronically” to approve your online application. After entering your Signature, Title, Email, and Phone, click “Submit.” The application will be finalized. After submittal it cannot be changed online.

Contact us at (608) 224-4537 or DATCPFert@Wisconsin.gov if any errors require correction.

After submitting the tonnage information, you must navigate to your “My Invoices” tab to submit payment for the tonnage fees. Refer to the Submit Payment instructions below.

Note:

If you begin an application but do not submit it, it will appear as “Incomplete” in your portal. You can open an “Incomplete” application to finish entering information and to submit it at a later time.

After you submit an application, it will appear as “Pending” in your portal. Applications remain in “Pending” status until DATCP staff have reviewed and approved the application.

Submit Payment

Navigate to your “My Invoices” tab. The invoices for your annual licensing and tonnage fees will be displayed. Click “Submit Payment” to pay online immediately in US Bank’s online portal via credit card (an additional 2.5% convenience fee applies) or ACH transfer (no convenience fee). The invoices will remain available to view and print from your account in your “My Invoices” tab at the top of the page.

Wisconsin Department of Agriculture, Trade and Consumer Protection

Pepper, John [Log out](#)

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Invoice (5637365985)

Customer: Pepper, John Invoice Date: 05/31/2025
Amount Due: \$52.50

Description	Amount
Fertilizer License Fee	\$30.00
ACCP Surcharge Fee	\$10.00
ACCP Bulk Storage Location Surcharge Fee	\$12.50

Amount Due: \$52.50

[Back](#) [Submit Payment](#)

To return payment by mail, click on the invoice number to open the invoice, then click “Print Invoice” at the top right of the page to print a paper copy. Send the printed invoice with a check made out to the Wisconsin Department of Agriculture, Trade and Consumer Protection (or DATCP) to:

Make check payable to: DATCP

Mail form and check to: DATCP, PO Box 93598, Milwaukee, WI 53293-3598

You may now “Log Off” at any time. You may also pay online later by visiting <https://mydatcp3.wi.gov> and clicking “Pay Online” at the top left of the screen. Enter the payment code found on the top right of the invoice and click “Next” to continue to the payment portal.

Registrants must complete license renewals online or mail a paper application and submit all renewal fees to DATCP by September 30. Applications submitted after the due date must pay late fees.

Licenses will be issued as applications are processed in the order they are received.

If you have any questions, please contact us at:

Phone: (608) 224-4537

Email: DATCPFert@Wisconsin.gov