

Online Fertilizer 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 Fertilizer License in our online licensing system, MyDATCP.

If you do not wish to renew this license, contact the Fertilizer Program 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. These are due by September 30 annually.

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

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

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

Existing MyDATCP Users

Your 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 the Fertilizer Program 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.

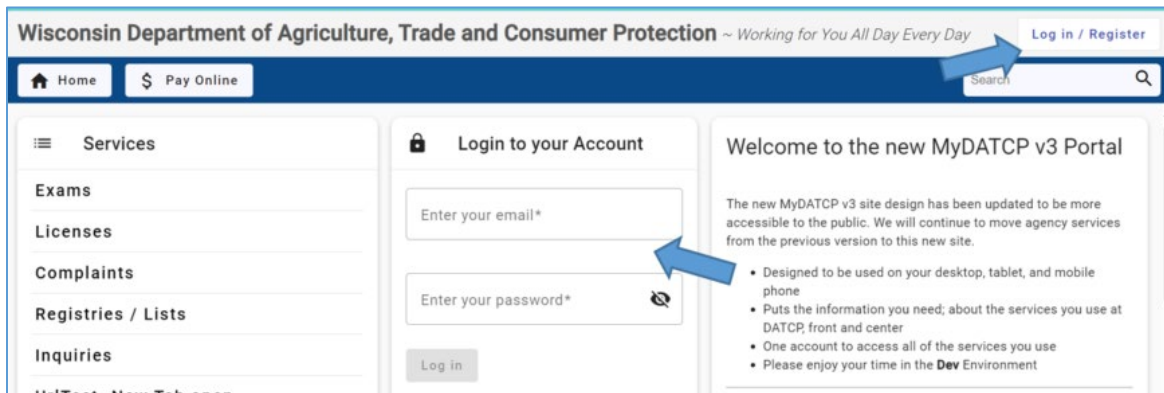
By registering with DATCP you will be able to view and maintain your information.

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

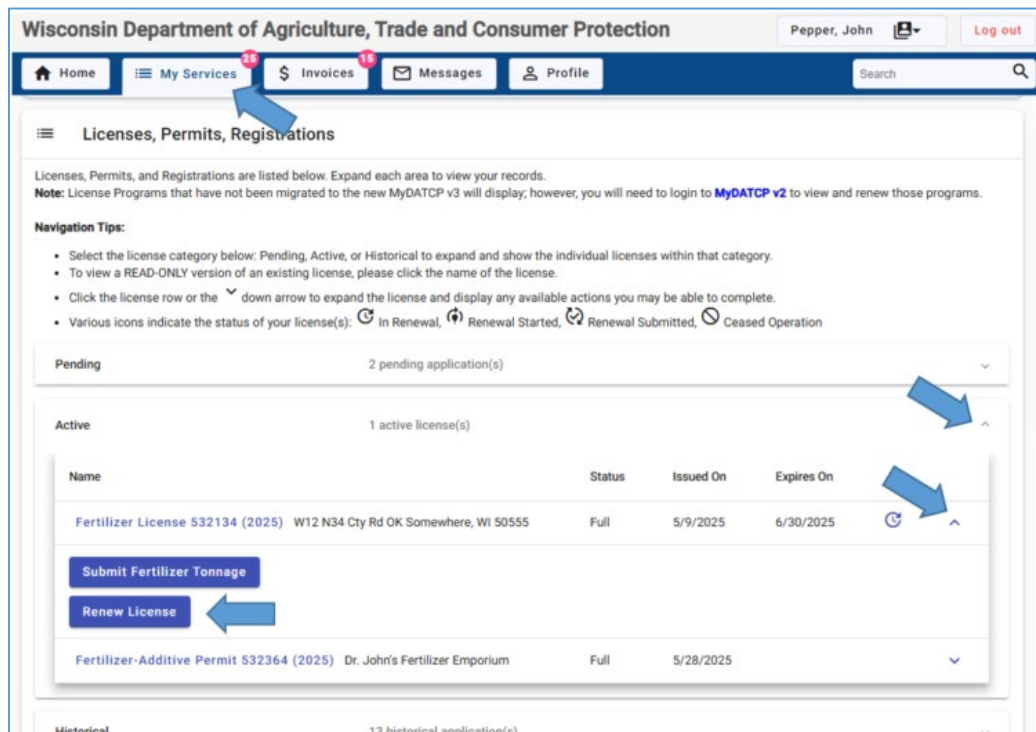
Expiration Notice contains a PIN under item 1), click “Register” in the upper right-hand corner of the screen. Enter the required information including the email address you would like to register to complete this license renewal, a password, and the unique PIN provided on your renewal notice. Create 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 on your Renewal Notice expires 90 days after it was generated.



Renew a License

Go to your “My Services” tab. Under “My Active Licenses,” find the appropriate Fertilizer License row and click the drop-down carrot at the far right of the license row. Then, click on the “Renew License” button that displays in the drop-down under that license. Note: The “My Active Licenses” screen lists all of your licenses, including fertilizer product permits. Permits do not need to be annually renewed.



“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 'Fertilizer Renewal - 537' Applicant screen. It includes a 'NOTE' about license expiration, instructions for new vs. renewing licenses, and a section for applicant information. The 'Applicant' section has fields for 'Account Type' (Individual / Sole Proprietor) and 'Name' (Pepper, John). The 'Applicant Information' section has 'Salutation' (Dr.) and 'Birth Year*' (1999). The 'License Information' section has a 'DBA / Trade Name / AKA' field. 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 toggle for 'International Address', and a 'Communication' section with fields for various phone numbers, email, and a web site. '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: john.pepper@aol.net Email 2: Web Site:

Back Next

“Additional Addresses” screen: Click “Add” and 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](#)

“License Location” screen: verify that the physical address information is correct on this screen. The location will be blank for out-of-state licenses. Click “Next” to continue.

License Location

Licenses are not transferrable between business locations. You must submit a new license application for each location in the state of Wisconsin that manufactures or distributes fertilizer as required under ATCP 40.04(1).

The Wisconsin site location for this license is displayed below and cannot be edited online. If the location address needs to be updated, please contact the fertilizer licensing department at datcpfert@wisconsin.gov or call (608) 224-4537.
 If this license renewal is for a site outside the state of Wisconsin, no location is displayed.


Location

Location Name
 Fertilizer Location

Location
 W12 N34 Cty Rd OK Somewhere, WI 50555

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

“Site Information” screen: if this is a license for a Wisconsin location, select the appropriate answer for both questions in this section. If this is a license for an out-of-state manufacturer/distributor, you are not required to complete this section. Click “Next” to continue.

 Site Information

If you previously answered No to either of these questions and this has changed for the new renewal year, please check Yes as appropriate.
If you previously answered Yes to either of these questions and this has changed for the new renewal year, please contact the department at datcpfert@wisconsin.gov or call (608) 224-4537.

Will there be fertilizers and/or fertilizer materials at this site?

Select Yes or No*
Yes


Does your location have bulk storage?

Select Yes or No*
No

Back

Next

“Type of Operation” screen: for a Wisconsin location, check all activities in this section that apply. Out-of-state manufacturers/distributors are not required to complete this section. Click “Next” to continue.

 Type of Operation

If this site is located in Wisconsin, check all activities in this section that apply. If this application is for an out-of-state license, you are not required to complete this section and can click Next to proceed.
Refer to the [paper application form \(link\)](#) for an explanation of each operation type.

☒ Anhydrous Ammonia

☐ Branch

☐ Distributor/Sale

☐ Dry Blend

☐ Lawn Care

☐ Liquid Blend

☐ Main office

☐ Manufacturer: Dry Fertilizer

☒ Manufacturer: Liquid Fertilizer

☒ Nonagricultural

☐ Pesticide Impregnation

☒ Warehouse

Options selected: 4

BackNext

“Signature” screen: verify 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 the Fertilizer Program at (608) 224-4537 or DATCPFert@Wisconsin.gov if any errors require correction that you cannot make online.

After submitting the application information, you must navigate 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.

Report Tonnage

The Fertilizer Tonnage reporting term is July 1 to June 30. Report fertilizer that you are the first to distribute in or into Wisconsin. If a product is not considered fertilizer, it is not reported. Any fertilizer 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,” locate the appropriate Fertilizer 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. You can look up your new license numbers, the corresponding tonnage numbers, and your previous license numbers in this [spreadsheet](#).

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.

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.

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

[Edit](#) [Delete](#)

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

“Zero Tonnage” screen. Select this option only if you did not distribute any product into the state of Wisconsin, otherwise continue to the next section to enter your tonnage. Click “Next” to continue.

☒ Zero Tons Reported

If 0 (zero) tons were sold or distributed, please indicate why:*

Full tonnage fees already paid to supplier

“Schedule A: Fertilizer Ingredients” screen: select the appropriate categories and enter the number of tons for each category. Click “Next” to continue.

Schedule A: Fertilizer Ingredients

Complete Schedules A, B, and C for the tons of fertilizer sold or distributed that you are responsible for paying tonnage fees. Complete the Supplier Credit and Customer Credit sections for tons you are not responsible for.

Use Schedule A to report ONLY fertilizer components listed below by UFRS Code for which you owe tonnage fees. Click the checkbox next to each applicable fertilizer ingredient and then enter the total tons rounded to a WHOLE NUMBER in the Total Tons Distributed box that appears on that line. If you distributed a fertilizer not listed by UFRS code on Schedule A, use either Schedule B or C section below to report this tonnage; do not enter tonnage twice.

Ammoniated Phosphates

☒ 000 AMMONIATED PHOSPHATES (10-50-0) Total Tons Distributed* 20000

☐ 000 AMMONIATED PHOSPHATES (11-37-0)

Options selected: 1

Nitrogen

☐ 002 ANHYDROUS AMMONIA (80-83% N)

☐ 006 AQUA AMMONIA (10-30% N)

☐ 010 AMMONIUM NITRATE (33-0-0)

☒ 010 AMMONIUM NITRATE (34-0-0) Total Tons Distributed* 5000

☐ 012 AMMONIUM NITRATE SOLUTION (18-20% N)

“Schedule B: Agricultural Mixed Fertilizers” screen: click “Add” to enter the tons and nutrient grades for each mix of agricultural mixed fertilizer distributed. Click “Submit” to save each entry. Click “Next” to continue.

Schedule B: Agricultural Mixed Fertilizers

Use Schedule B to report ONLY mixed fertilizer or custom blend fertilizer (with N-P-K grade or 0-0-0) intended for agricultural use *for which you owe tonnage fees*. For non-agricultural fertilizer, use Schedule C below; do not enter tonnage twice. (Please see description of a non-agricultural fertilizer in Schedule C.) If you report an agricultural mixed fertilizer (with N-P-K grade or 0-0-0) with a secondary or micronutrient, you must specify which elements are included and the percent guarantee.

Click the Add button to enter each agricultural mixed fertilizer on Schedule B for which you owe tonnage fees. Enter the total tons rounded to a whole number, the N-P-K grade with up to one decimal (xx.x) each, and the percent guarantee of each applicable secondary or micronutrient rounded to a whole number. You must click the Submit button to save this fertilizer tonnage entry. Repeat these steps to enter each additional agricultural mixed fertilizer for which you owe tonnage.

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

Add

Tons*

Nitrogen(N)* Phosphate(P)* Potassium(K)*

Ca % Mg % S %

Calcium Magnesium Sulfur

B % Cu % Fe %

Boron Copper Iron

Mn % Mo % Zn %

Manganese Molybdenum Zinc

[Cancel](#) [Submit](#)

Tons	N-P-K	Ca %	Mg %	S %	B %	Cu %	Fe %	Mn %	Mo %	Zn %	
10500	4-0-12.5	0	2	0	0	0	4	1	0	0	Edit Delete

[Add](#)

“Schedule C: Nonagricultural Fertilizers” screen: click “Add” to enter the tons and nutrient grades for each mix of nonagricultural mixed fertilizer distributed. Click “Submit” to save each entry. Click “Next” to continue.

Schedule C: Nonagricultural Fertilizers

Use Schedule C to report ONLY fertilizer designed, labeled, and distributed for non-farm use, including use for home gardens, lawns, shrubbery, flowers, golf courses, parks, cemeteries, greenhouses, nurseries, lawn care, or scientific research or experimentation (with N-P-K grade or 0-0-0) **for which you owe tonnage fees.** For agricultural fertilizer (one that does not fit the description above), use Schedule B; do not enter tonnage twice.

Note: Lawn care companies that apply liquid lawn fertilizer must report the **total tonnage including water** listing the final diluted grade of the fertilizer as listed on the nonagricultural permits issued to your business.

Click the Add button to enter each nonagricultural fertilizer on Schedule C for which you owe tonnage fees. Enter the total tons rounded to a whole number, the N-P-K grade with up to one decimal (xx.x) each, and the percent guarantee of each applicable secondary or micronutrient rounded to a whole number. You must click the Submit button to save this fertilizer tonnage entry. Repeat these steps to enter each additional nonagricultural fertilizer for which you owe tonnage.

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

[Add](#)

Tons*

Nitrogen(N)* Phosphate(P)* Potassium(K)*

Ca % Mg % S %

Calcium Magnesium Sulfur

B % Cu % Fe %

Boron Copper Iron

Mn % Mo % Zn %

Manganese Molybdenum Zinc

Tons	N-P-K	Ca %	Mg %	S %	B %	Cu %	Fe %	Mn %	Mo %	Zn %	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
10500	4-0-12.5	0	2	0	0	0	4	1	0	0		

“Credit Reporting Part 1 – Supplier Credit” screen: select the appropriate categories and enter the number of tons for each category; or, select the option “Supplier Credit NPK” from the drop-down list and enter the number of tons and nutrient grades of each mixed fertilizer distributed. For each item, you must also enter the license number and legal company name of the supplier that is responsible for reporting and paying those tonnage fees to the state. Click “Submit” to save each entry. Click “Next” to continue.

Credit Reporting Part 1 - Supplier Credit

Complete the Credit Reporting sections for tons that you are not responsible for paying tonnage fees.
Do NOT include the tons reported on Schedules A, B, or C.

Did you already pay the Wisconsin tonnage fees on fertilizer purchased from suppliers licensed in Wisconsin?
Credit is allowed on fertilizers you purchased if your supplier has a current Wisconsin fertilizer license and charged you for the Wisconsin tonnage fees.

Attach documentation showing that you paid tonnage fees to your supplier(s).

- Include one invoice from each supplier showing the tonnage fee as a separate charge.
- License numbers MUST be entered; contact your suppliers to obtain their license numbers.

Click the Add button to enter each Supplier Credit in this section.
Enter the six digit license number for your supplier. If they have a current Wisconsin fertilizer license, their name will automatically fill in the Licensed Name box to the right. If the Licensed Name does not auto-fill, please enter your supplier's name, city, and state in the Licensed Name box.
If the supplier credit is for a fertilizer component identified by UFTRS code (Schedule A list), select the appropriate fertilizer ingredient by UFTRS code and enter the total tons rounded to a whole number.
If the supplier credit is for an Agricultural Mixed Fertilizer (Schedule B) or Nonagricultural Fertilizer (Schedule C), select "Supplier Credit NPK" and enter the N-P-K grade with up to one decimal (xx.x) each and the total tons rounded to a whole number.
You must click the Submit button to save this supplier credit entry. Repeat these steps to enter each additional supplier credit.

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

Select UFRS Code or Supplier Credit NPK*

--Select One--

--Select One--

Supplier Credit NPK
000 AMMONIATED PHOSPHATES (10-50-0)
000 AMMONIATED PHOSPHATES (11-37-0)
002 ANHYDROUS AMMONIA (80-83% N)
006 AQUA AMMONIA (10-30% N)

Select UFRS Code or Customer Credit NPK*

Customer Credit NPK

Nitrogen(N)*

Phosphate(P)*

Potassium(K)*

Tons you have paid for*

Cancel

Submit

“Credit Reporting Part 2 – Customer Credit” screen: select the appropriate categories and enter the number of tons for each category; or, select the option “Customer Credit NPK” from the drop-down list and enter the number of tons and nutrient grades of each mixed fertilizer distributed. For each item, you must also enter the license number and legal company name of the customer that is responsible for reporting and paying those tonnage fees to the state. Click “Submit” to save each entry. Click “Next” to continue.

Credit Reporting Part 2 - Customer Credit

Complete the Credit Reporting sections for tons that you are not responsible for paying tonnage fees.
Do NOT include the tons reported on Schedules A, B, or C.

Did you distribute fertilizer to other Wisconsin licensees, or for further manufacturing, **without collecting Wisconsin tonnage fees?** (Customer/buyer must agree to pay tonnage fees to this department and must have a current Wisconsin fertilizer license.)
Responsibility for payment of the fees must be established in writing between you and the licensed buyer at the time of distribution.

- Include a copy of the written agreement for each customer/buyer listed below.
- License numbers MUST be entered; contact your customers to obtain their license numbers.

Click the Add button to enter each Customer Credit in this section.
Enter the six-digit license number for your customer. If they have a current Wisconsin fertilizer license, their name will automatically fill in the Licensed Name box to the right. If the Licensed Name does not auto-fill, please enter your customer's name, city, and state in the Licensed Name box.
If the customer credit is for a fertilizer component identified by UFRS code (Schedule A list), select the appropriate fertilizer ingredient by UFRS code and enter the total tons rounded to a whole number.
If the customer credit is for an Agricultural Mixed Fertilizer (Schedule B) or Nonagricultural Fertilizer (Schedule C), select "Customer Credit NPK" and enter the N-P-K grade with up to one decimal (xx.x) each and the total tons rounded to a whole number.
You must click the Submit button to save this customer credit entry. Repeat these steps to enter each additional customer credit.

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

Add

License Number* Licensed Name


Select UFTRS Code or Supplier Credit NPK*
 --Select One--
 --Select One--
 Supplier Credit NPK
 000 AMMONIATED PHOSPHATES (10-50-0)
 000 AMMONIATED PHOSPHATES (11-37-0)
 002 ANHYDROUS AMMONIA (80-83% N)
 006 AQUA AMMONIA (10-30% N)

License Number* Licensed Name

Select UFTRS Code or Customer Credit NPK*
 Customer Credit NPK

Nitrogen(N)* Phosphate(P)* Potassium(K)*

Tons you have paid for*



“Total Tons” screen: the totals in this section were calculated based on your entries in the previous sections. Click “Next” to continue.

6 Total Tons

This section sums the total tons reported in each of the previous sections for Schedule A, Schedule B, Schedule C, Supplier Credit, and Customer Credit. The 'Total Tons (Schedule A, B & C)' box displays the sum of the total tons reported in Schedules A-C. **This is the total tons that will be used to calculate the tonnage fees that you owe.**

These total boxes are read-only and cannot be edited. If any total is not correct, return to that section above and correct the tons entered to correct the total tons in this section.

Schedule A, B & C

Schedule A Total Tons Schedule B Total Tons Schedule C Total Tons Total Tons (Schedule A, B & C)

Credits

Supplier Credit Total Tons Customer Credit Total Tons

“Upload License Documents” screen: upload the required documentation to support any credit tons entered above. Click “Next” to continue.

Upload License Documents

If you reported any credits above, the required documentation can be uploaded here. This documentation can also be mailed or emailed to the department but may delay issuance of your license. For Supplier Credits, please upload one invoice for each supplier showing the tonnage fee as a separate charge. For Customer Credits, please upload a copy of the written agreement for each customer.

Click the Add button and select the file to upload. You must click Submit to save the document. Repeat for each additional document you need to upload. Uploaded documents can be deleted, if necessary, by clicking the Delete button.

Note: If you have multiple documents, they can be uploaded individually or combined into a single file to upload.

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 all of 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. It cannot be changed online after submittal.

Contact the Fertilizer Program at (608) 224-4537 or DATCPFert@Wisconsin.gov if any errors require Correction:

After submitting, a confirmation message will be displayed to the applicant

Message

Thank you for applying for a Wisconsin Fertilizer license. The program staff will review your application to ensure it is complete. If there are any questions, someone will contact you. Please email datcpfert@wisconsin.gov if you have any follow-up questions.

Do you have fertilizer product labels to submit to the department?

- If you are already registered and logged in, please click [here](#) to enter your permit application(s).
- If you are a new MyDATCP user and did not register for your account first, please contact the department at the above email to obtain a PIN before you will be able to enter your permit application(s).

Close

Customer can click the “here” link in the message to be routed directly to the “Fertilizer and Soil or Plant Additive Permits” service page to submit any new permits or exempt products.

Clicking the “Close” button will take the customer to the license invoice.

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

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

Home My Services Invoices Messages Profile Search

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 (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 the Fertilizer Program at:

Phone: (608) 224-4537

Email: DATCPFert@Wisconsin.gov