

Online Soil or Plant Additive 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 Soil or Plant Additive (SPA) License in our online licensing system, MyDATCP.

If you do not wish to renew this license, please 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 SPA License renewal notice contains information needed to complete your Wisconsin SPA 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 <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 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.

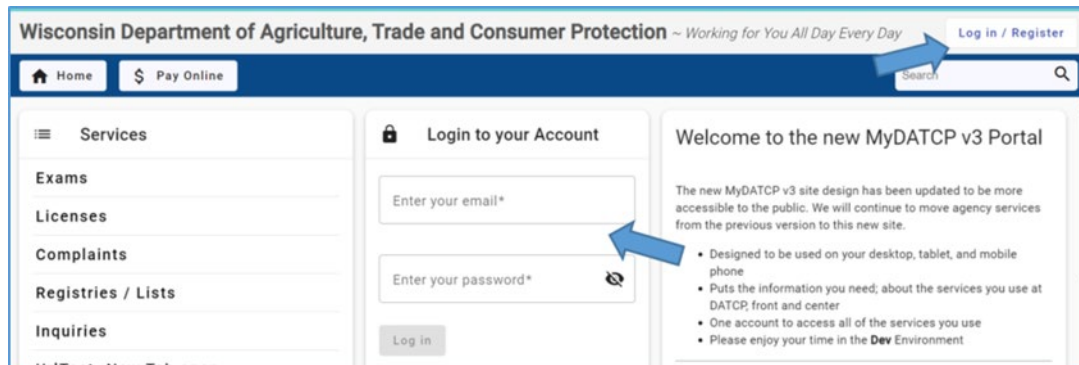
By registering with DATCP you will be able to view and maintain your information.

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

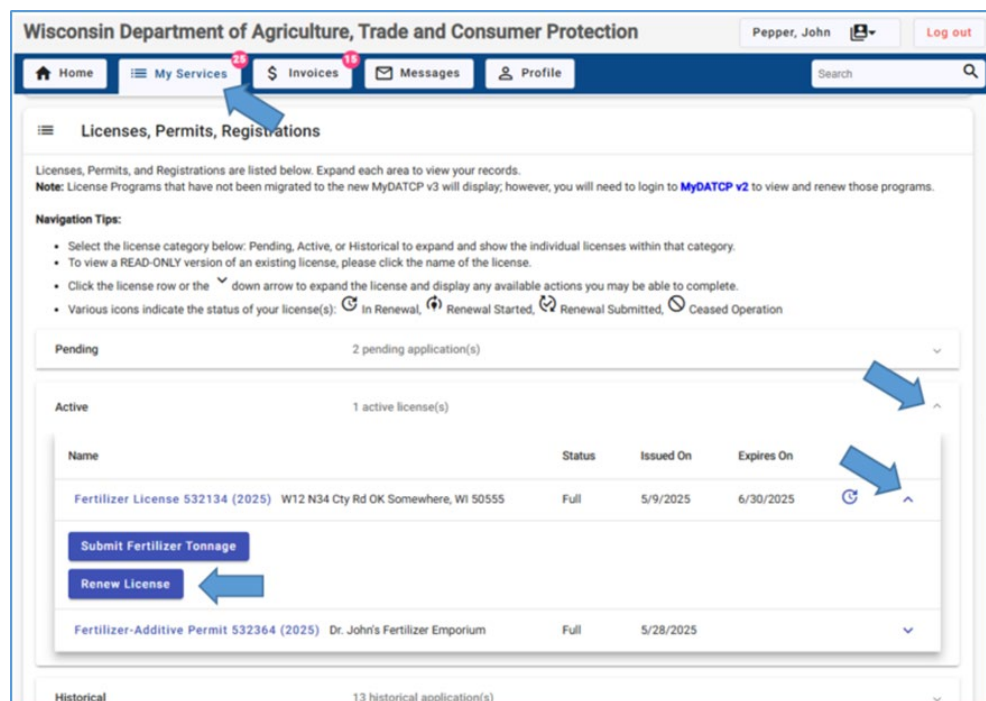
Expiration Notice contains a PIN under item 1), click “Register” in the upper right-hand corner of the screen. Enter the required information including the email address you would like to register to complete this license renewal, a password, and the unique PIN provided on your renewal notice. Create 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 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 Soil or Plant Additive 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.

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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.

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

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“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](#)

“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 ATPC 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

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“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 the Fertilizer Program 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.

Report Tonnage

The Soil or Plant Additive Tonnage reporting term is July 1 to June 30. Report Soil or Plant Additives that you are the first to distribute in or into Wisconsin. If a product is not considered a Soil or Plant Additive, it is not reported. Any Soil or Plant Additive 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 Soil or Plant Additive License row and click the drop-down carrot at the far right of the license row and click on the “Submit Tonnage” 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.

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

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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*
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City*
Madison

State*
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Communication

Business Phone
(608) 555-9876

Home Phone

Mobile Phone

Other Phone

Fax

Email
john.pepper@aol.net

Email 2

Web Site

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“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	<div>EditDelete</div>

Add


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“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](#)


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“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.

5 Fertilizers

If 0 (zero) tons of Fertilizer and Fertilizer/Soil or Plant Additive combination products 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 anything on Schedules A, B and C below. Please skip these sections and proceed to the supplier and customer credit sections.**

☒ Zero Tons Reported 

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

Full tonnage fees already paid to supplier

“Soil or Plant Additive Products Distributed” screen: to enter tonnage, click “Add” to enter the tons of each product distributed in Wisconsin. Click “Submit” to save each entry. Click “Next” to continue.

Soil or Plant Additive Products Distributed

All Soil or Plant Additive and Fertilizer/Soil or Plant Additive combination products distributed in Wisconsin during the previous year must be included on this report.
Note: The Department requires a permit for any Soil or Plant Additive or combination product (Wis. Stats. 94.65 (3)).

Click the Add button to enter each Soil or Plant Additive or combination product for which you owe tonnage fees. Enter the total tons rounded to a whole number of packaged and/or bulk product distributed. The Total Tons field will automatically sum the tons entered in the Packaged and Bulk tons fields.
You must click the Submit button to save this Soil or Plant Additive product tonnage entry. Repeat these steps to enter each additional Soil or Plant Additive and Fertilizer/Soil or Plant Additive combination product 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

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Next

Enter Product Name as Shown on Permit*

SPA Product One

Enter Tons of Packaged

2000

Enter Tons of Bulk

550

Total Tons of Soil or Plant Additive Product

2550

Cancel

Submit

“Total Tons of Product” screen: the total in this section will auto-calculate the total tons from the amounts entered in the previous section. Click “Next” to continue.

Total Tons Of Product

This section sums the total tons reported for all Soil or Plant Additive products in the previous section. **This is the total tons that will be used to calculate the tonnage fees that you owe.**

This total box is read-only and cannot be edited. If the total is not correct, return to the previous section and edit the tons entered on the products.

Total Tons Of Product*

7050

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

After submitting the tonnage information, you must 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](#)

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

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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