

FAQs for Soil or Plant Additive License and Tonnage Reporting

Wisconsin Department of Agriculture, Trade and Consumer Protection



1. Why are there two license numbers? I only have one business.

One license number is your Soil or Plant Additive License number. The other is the number for your tonnage report. Our software records these documents as two individual “reports”; therefore, the result is two numbers.

2. When can I expect to receive the mailed forms?

We did not mail prepopulated copies of the License and Tonnage Report forms this year if you had an email on file. If you would like to submit forms via paper, you can find the forms [here](#). If you did not have an email on file, paper forms were mailed out the week of January 13, 2025. We did send a hard copy of the expiration notice in the mail, which was also attached in the email sent to you.

3. How do I renew my license and pay tonnage online?

Customers can renew licenses and report tonnage online at <https://mydatcp3.wi.gov>.

4. What methods of payment are accepted?

Online payments can be made by the following methods: credit card or ACH. Fees for credit cards will be charged at check out. There is also the option to pay hardcopy for your online application/report.

5. Existing MyDATCP users not sent a PIN.

If your renewal notice does not have a PIN, your company should already have an account in MyDATCP v2 for another licensing program. Existing accounts in v2 should be able to log in to v3 as well. If you do not have an existing account, review the expiration notice and the corresponding attachment for the “Registration PIN.”

6. I am a regulatory consultant. How do I get access to all the accounts?

Each legal entity gets one login account or user by default. To allow one user to access licenses for multiple legal entities, or for one legal entity to allow multiple users to access it, requires the “Representative” feature to be set up by DATCP staff. Submit the following items to request this feature:

- a. Your name as the authorized agent or representative.
- b. A list of all the licenses and companies that you wish to represent.
- c. A letter from the legal entity in question authorizing you as their agent or representative for this purpose.



7. **I want to send my renewal and tonnage via mail. Where should it be mailed?**
Paper versions of the feed license and tonnage report forms are available on our website to download and submit by mail to:

DATCP
PO Box 93598
Milwaukee, WI 53293-3598

8. **I am not able to enter information into certain fields.**

To access the NEW applications, click the drop-down carrot (far right) on the license row, and then use the “Renew License” and “Submit Tonnage” buttons that display in the drop-down under that license (green arrows on below screenshot). Do not click on the application name hyperlinks (red arrows on below screenshot).

The screenshot shows the user interface for the Wisconsin Department of Agriculture, Trade and Consumer Protection. The user is logged in as 'Pepper, John'. The main navigation bar includes 'Home', 'My Services', 'Invoices', 'Messages', and 'Profile'. The 'Licenses, Permits, Registrations' section is active, displaying a table of licenses. The table has columns for Name, Status, Issued On, and Expires On. A license for 'Fertilizer License 532134 (2025)' is shown with a status of 'Full', issued on 5/9/2025, and expires on 6/30/2025. Below this license, there are two buttons: 'Submit Fertilizer Tonnage' and 'Renew License'. Red arrows point to the application name hyperlinks, and green arrows point to the 'Submit Fertilizer Tonnage' and 'Renew License' buttons.

Please note: once you’ve started an application (and don’t cancel out), that button will disappear. If you didn’t submit and need to return to complete it, you will find it listed under “Incomplete Applications” (click the “Open” button to edit and submit). If you did already submit, you will find it under “Pending Applications” to review (but will not be able to edit).

