

North Dakota Department of Agriculture

Doug Goehring,
Agriculture Commissioner



www.nd.gov/ndda

1-800-242-7535

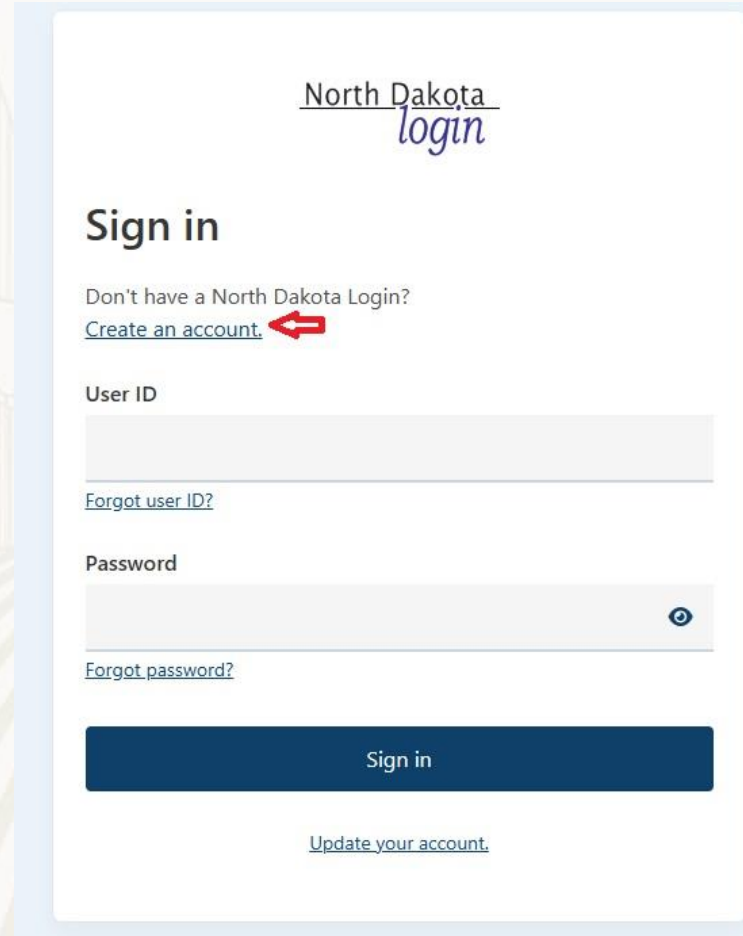
License Application & Renewal Services (LARS)

Logging Into LARS For The
First Time & Creating a
Registrant Account



Go to <https://lars.ndda.nd.gov/webapps/login>.

If you do not have a ND login, create one by clicking 'Create an account'.

A screenshot of the North Dakota Login page. At the top, it says "North Dakota login" with "login" in a script font. Below that is the heading "Sign in". A link "Don't have a North Dakota Login? Create an account." is shown with a red arrow pointing to it. There are two input fields: "User ID" and "Password". Below the "User ID" field is a link "Forgot user ID?". Below the "Password" field is a link "Forgot password?". At the bottom of the form is a dark blue "Sign in" button and a link "Update your account.".

North Dakota
login

Sign in

Don't have a North Dakota Login?
[Create an account.](#) ←

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

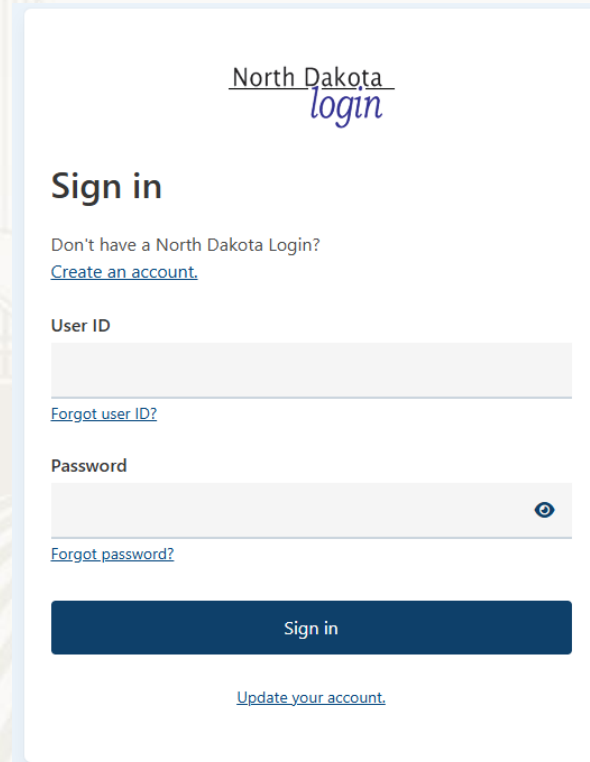
Sign in

[Update your account.](#)

If you have a North Dakota Login, enter it in the username and password fields to sign in.



Once you have created your account, you can login to the LARS system with the username and password you just created.

A screenshot of the North Dakota Login page. The page features the "North Dakota login" logo at the top, with "North Dakota" in a serif font and "login" in a blue script font. Below the logo is the heading "Sign in". A link "Don't have a North Dakota Login? Create an account." is provided. There are two input fields: "User ID" and "Password". The "User ID" field has a "Forgot user ID?" link below it. The "Password" field has a toggle icon and a "Forgot password?" link below it. A dark blue "Sign in" button is centered below the fields. At the bottom, there is a link "Update your account.".

North Dakota
login

Sign in

Don't have a North Dakota Login?
[Create an account.](#)

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

[Sign in](#)

[Update your account.](#)

When you click 'Sign In' you will be directed to the registrant request form in the LARS system.



As a registrant you will:

- i. Be a point of contact for the Business/Entity**
- ii. Access and manage the licensing and product information for the Business/Entity for the program area you select.**

NOTE: The primary email address you provide needs to be unique to you.

- i. All email notifications will be sent to this address.**



Registration Request

First Name * Angela
Last Name * Rittmiller

Business Name *
Dept of Ag

Address 1 * Somewhere St
Address 2 Apartment, suite, unit, building, floor, etc

Country * United States

City * Wherever
State/Province/Region * North Dakota
Zip/Postal Code * 12345

Primary Phone *
987 654 3210

Other Phone

Primary E-mail * arittmiller@nd.gov
Other E-mail

Program *

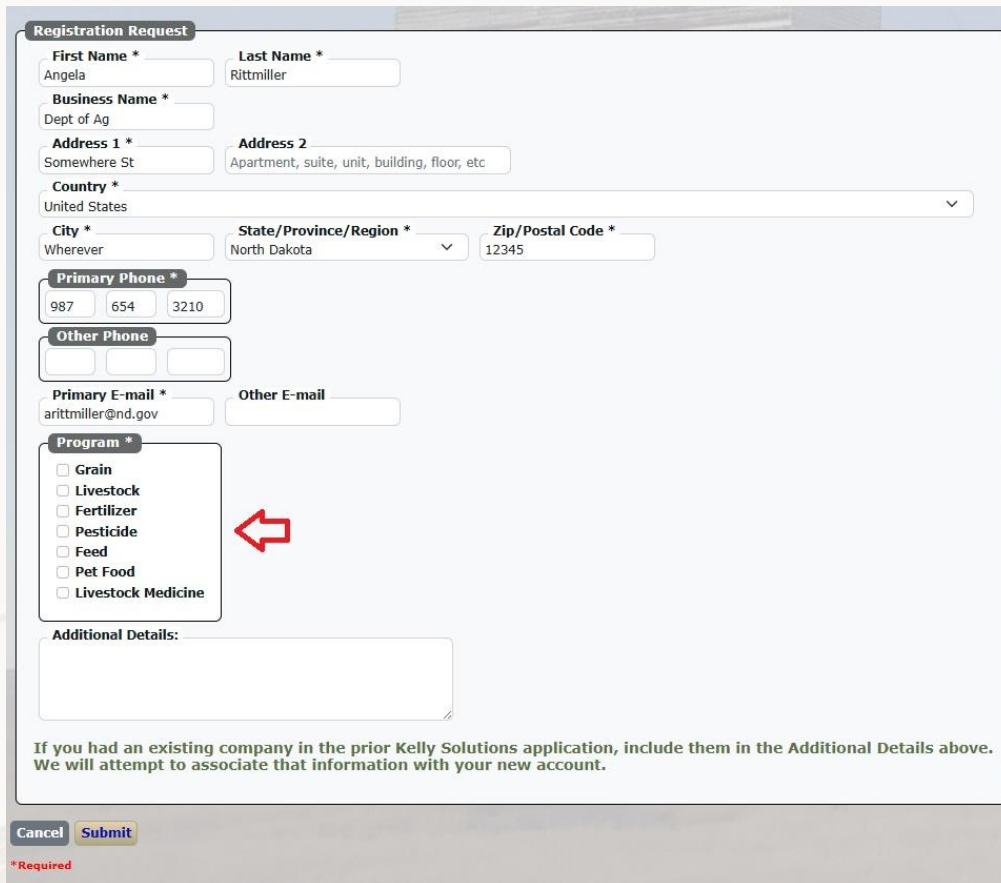
- Grain
- Livestock
- Fertilizer
- Pesticide
- Feed
- Pet Food
- Livestock Medicine

Additional Details:

If you had an existing company in the prior Kelly Solutions application, include them in the Additional Details above. We will attempt to associate that information with your new account.

Cancel Submit

*Required



a. Under the “Program Section”

i. Only select the areas you are responsible for managing.

- 1. For example, if you only manage the Feed part of the business and someone else manages the fertilizer part of the business you only select feed.**
- 2. If needed this can be changed later by contacting the North Dakota Department of Agriculture and asking to update your registrant information.**
- 3. When the form is complete, click ‘submit’.**

The registrant request will be sent to the North Dakota Department of Agriculture and staff will approve the application.



You will get an email notifying you when your application has been approved.

To access your account, go to: <https://lars.ndda.nd.gov/webapps/login>

You will go directly to your LARS Dashboard that will allow you to manage your account.



Questions???



PLEASE FEEL FREE TO CONTACT A
ND DEPT OF AG LICENSING STAFF
MEMBER WITH ANY QUESTIONS YOU
HAVE REGARDING A NEW LICENSE
APPLICATION, THE RENEWAL PROCESS,
OR ANY OTHER RELATED ISSUES YOU
MAY HAVE.



OR CONTACT THE OFFICE AT
701-328-2655 WITH ANY QUESTIONS

