

# Navigating CalAgPermits

## Introduction:

Thank you for your interest in the new CalAgPermits Web-Based (Online) System. This is a free service intended to simplify and streamline the existing permit and pesticide reporting process.

As a CalAgPermits Web-User you will be able to view information about your permit, review historical data related to your Pesticide Use Reports (PUR) and submit PURs and Notices of Intent (NOI) online directly to the Napa County Agricultural Commissioner's Office. You will also be able to access and use the complete *Public User's Guide* which provides more detailed information about this application and how to use it. In the mean time, this multi-page handout will offer a quick and easy introduction to help you navigate through the system.

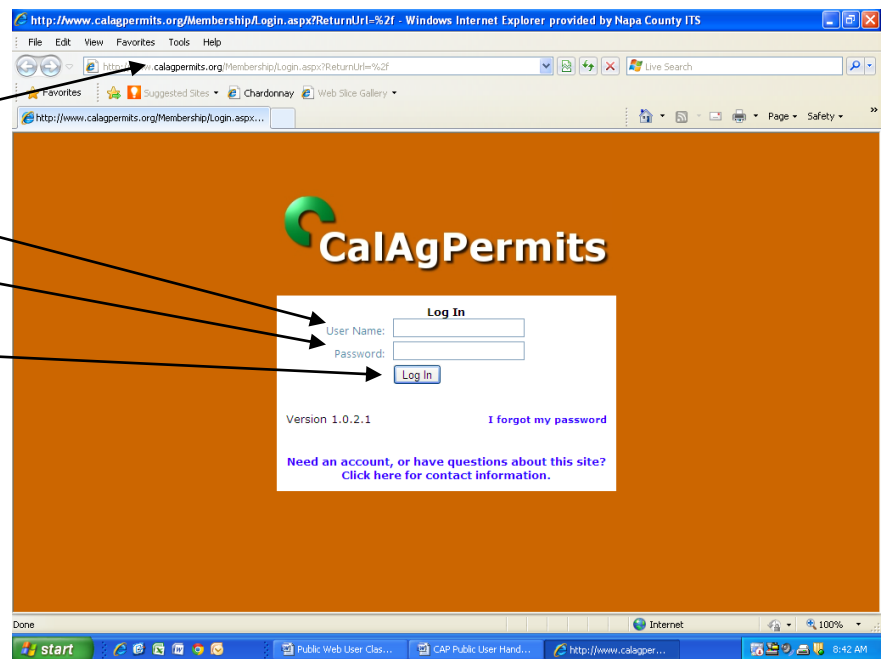
## Setting Up Your Account:

Before you can begin using the CalAgPermits website, the Napa County Agricultural Commissioner's Office must set up your own Web-User account and link it to your existing permit. If you do not already have a Web-User account in Napa County, please contact our office as soon as possible. It only takes a few minutes and we can set up most accounts over the phone or by email.

Once your account has been established you will be given a **User Name** and **Temporary Password**. The first time you log in you will be asked to change your Temporary Password to your own Permanent Password.

## Logging In To Your Account:

- Using your computer and web browser, navigate to the CalAgPermits web site at <http://www.calagpermits.org>
- Enter your "**User Name**" and "**Password**" in the boxes provided.
- Then click "**Log In**"
- From here you will be taken to the **Home Page**, which is the central location of the website.
- On the next page of this handout we will take a look at the **Home Page** and explore some of the most important and commonly used features of the CalAgPermits Web-User system.



**Basic System Requirements:** CalAgPermits is an online web-based system that requires access to the internet and a web browser – Microsoft Internet Explorer version 7 or higher, Mozilla Firefox version 3.5 or higher, or Google Chrome version 4 or higher.