MyPeST Application

USER GUIDE

Version 3
6/30/2026

MyPeST Support

OPPSupport@epa.gov

When submitting a support request, please include: your name and organization, a brief description of the issue, the action you were trying to complete, any error message received, and a screenshot if available.

DO NOT DOWNLOAD THIS USER GUIDE

This User Guide is regularly updated. Returning to the MyPeST application and viewing the posted user guide ensures you always have the most recent version.

Creating A MyPeST Account

In previous versions of the MyPeST application, your MyPeST account was created and managed through Salesforce. With this update, your MyPeST account is now created and managed through CDX and Login.gov. This change allows MyPeST users to submit new product registrations or update existing product applications directly through MyPeST. You will no longer need to log in to both MyPeST and CDX to view the status of your submissions and create new or update existing applications. MyPeST can do it all. The documents you upload are securely stored and CROMERR compliant. If you already have CDX and Login.gov accounts, you can use those existing accounts to log in to MyPeST. If you have not registered with CDX and Login.gov, please refer to these websites if you need help creating your account:

For help with CDX

888-890-1995

cdx.epa.gov/FAQ#CDX

For help with Login.gov

login.gov/help

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Version History

VERSION	AUTHOR	DATE	CHANGES MADE
1.0	Datawiz Team	12/06/24	Created draft
1.1	Datawiz Team	2/13/25	Updated Screenshots for images 1, 2, 5, 6, 8
1.2	Datawiz Team	3/31/2025	Removed information about Creating an Account, Logging In, and Password Recovery. Added information about the Dashboard (p.11), Dashboard Tiles(p.12-13), the Applications Tab (p. 14), and the Case Details page (p. 15-18).
1.3	Datawiz Team	4/23/2025	Added Appendix B–Subject Codes
2.0	Datawiz Team	8/11/2025	Added information about the Dashboard (p.11) Registration Review Cases Tile (p.12) My DCIs tile (p.13) Products Tab (p.16) Updated information about using Correspondence (p.20) Updated Role Management Deny and Revoke instructions (p.22).
2.1	Datawiz Team	10/2/2025	Added information on the Products Tab (p. 16) How to Certify Bilingual Labeling (p. 17-20)
2.2	EPA	10/17/2025	Updates to the Products Tab (p.16) Changed section title from How to Certify Bilingual Labeling to How Do I Certify That Bilingual Labeling Was Added Or That A Product Is Not To Be Released For Shipment? and updated the instructions (p.18) Added How Do I Provide EPA with Links to Bilingual Labeling? section (p.21) Added a new Appendix B—How to Certify PRIA 5 Bilingual Labeling Compliance (p.29) Changed Subject Codes to Appendix C (p.32)
2.2.1	EPA	10/21/2025	Moved the information from Appendix B into the Bilingual Labeling Added section. Changed Appendix C back to Appendix B.
3.0	Innovate	6/29/2026	Updated log in procedures (p.2) Updated the Purpose (p.6) Updated the Home Page section (p.7) Updated the role descriptions for Company Administrator, Company Representative, and Consultant (p.8) Added Make a Submission (p.32) Added Start New Submission (p.33) Added Update Existing Application (p.36) Added Submit Multiple Applications (p.38) Added Appendix C–Troubleshooting Company Numbers in MyPeST (p.42) Added Appendix D–Troubleshooting Role Requests in CDX (p.46) Added Appendix E–Action Codes (p.49)

Purpose

This user guide provides clear instructions for using the MyPeST application for specific functions based on roles. The MyPeST app is a web-based system that tracks your organization's pesticide applications and products. This user guide will cover the following:

- Selecting an organization and requesting a role
- Viewing features based on roles
- The Dashboard and Dashboard Tiles
- The Case Details page
- Correspondence
- Company Administrator responsibilities in the Role Management Tab (Accepting and denying role requests, revoking user access, inviting users to a role.)
- Creating a New Submission and Updating an Existing Application functionality

Scope

This document is meant for all users but is primarily used by Company Admins (CA) as they have full rights to edit and invite users/create user accounts.

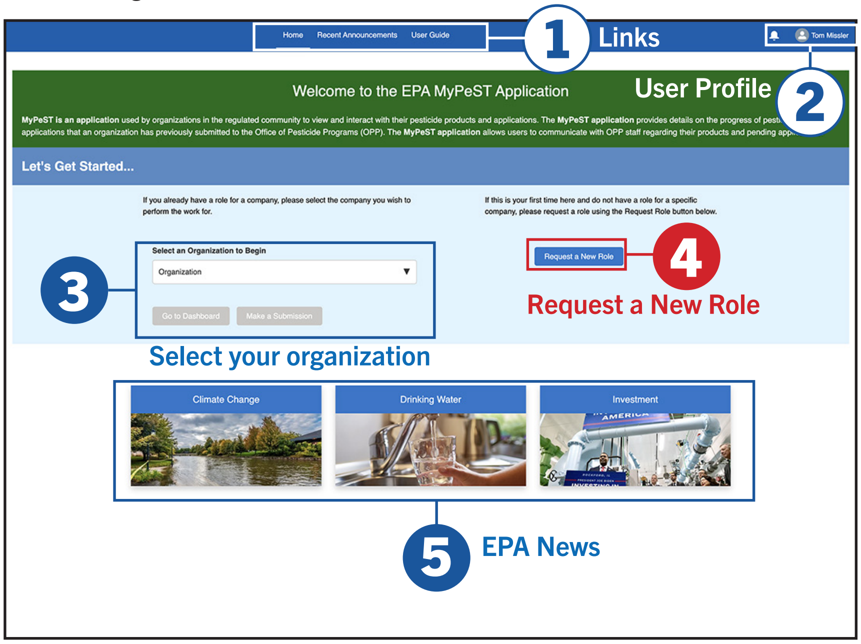
The Home Page

Once you have successfully logged in to My Pesticide e-Submission Tracker (MyPeST), you will see the Home Page.

1. At the top of every page you will see three links: **Home, Recent Announcements,** and **User Guide.**
    - **Home** will take you back to this page
    - **Recent Announcements** will take you to the Pesticides page on EPA.gov
    - **User Guide** will open the latest version of the user guide you are currently reading
2. **User Profile** has a drop-down with the option to view your user profile or log out of the MyPeST application.
3. **Select an Organization to Begin** is a drop-down list of all the organizations with whom you have a role. When you log in for the first time, this is grayed out because you have not requested a role with an organization. Once you have a role, that organization will appear in this drop-down menu.

    The **Go to Dashboard** and **Make a Submission** buttons are grayed out until you select your organization. Clicking the **Go to Dashboard** button will take you to the Dashboard that will give you an overview of all your organization's applications with the EPA. Clicking the **Make a Submission** button will allow you to create a new submission to register a new product or submit documents for an exisiting registration.
4. Click the **Request a New Role** button to start the process of selecting a role with an organization. A role with an organization is required to use the MyPeST app. If this is your first time using the MyPeST app you will need to start here.
5. EPA News provides links to recent articles published by the EPA.

The Home Page



Roles and Organizations

Creating an account in MyPeST is the first step that gives you access to the application. To see any data, you need to request a role with an organization. There are four different roles: Company Administrator (CA), Company Representative (CR), Consultant, and Contributor (Future). Each role has different responsibilities and levels of access to data which are explained below.

You can have one role at multiple organizations, but you cannot have multiple roles for a single organization. You can have different role types at different organizations—just because you are a Consultant with one organization doesn't mean you can only request Consultant roles. It is up to the organization to approve or deny your role request. So you could be a CA for five organizations, a CR for three others, a Consultant for six others, and never be a Contributor (Future). However, if one of the six organizations where you are a Consultant wants you to become a Company Admin, you can not just request a new role. The one role per organization rule will not let you request a second role. The workaround is explained in Appendix A.

Role Types

There are four roles that a user can request within the MyPeST App:

COMPANY ADMINISTRATOR (CA)

The CA is the highest level in the hierarchy of user roles within the MyPeST App and gives the user the highest level of access to data. CAs can view the status of all current projects and can access product history to view information about previously submitted projects. They can start new submissions and update any existing application. CAs are the only users allowed to invite new users, approve, or deny user requests, and revoke the access of a user. Every organization must have at least one user designated as the CA.

An organization can have multiple CAs. The first CA for an organization is approved directly by the EPA. This process is explained in the next section. No other role can be assigned within an organization until the first CA is approved. After the first CA is approved, that person will approve all other roles including other CA roles.

COMPANY REPRESENTATIVE (CR)

The CR has the same level of data access as a CA. They can start new submissions and update any existing application. However, they are not able to invite users, approve or deny role requests, or revoke user access. An organization can have multiple CRs.

CONSULTANT

Consultants can start a new submission and update an existing applications that they submitted. An organization can have multiple Consultants.

CONTRIBUTOR (FUTURE)

Potential future role.

Who Can Apply For These Roles?

The roles are open to anyone the organization is willing to approve at that level of access. An organization can grant Company Admin access to a contractor who works for a third-party organization. Likewise, a user can be given the Consultant role, even though they are a direct employee of the organization making the submission.

The EPA only approves the first Company Admin for any organization to allow more flexibility in who they appoint to work for them. If an organization wants to make everyone a Company Admin, they are able to do that. If the organization decides that only one person should have CA access, they can do that as well.

If an organization ever finds itself without a Company Admin, the CRs, Consultants, and Contributors (Future) can continue working at their current level of access with no disruption. However, until a new CA is approved, no roles can be approved, denied, or revoked. If there is no acting CA to approve them, the new person requesting the Company Admin role will need to submit a letter and follow the same process the first CA did in order to be approved. It is recommended to have at least two CAs appointed for each organization.

Requirements to be the First Company Administrator for Your Organization

In order to be the first Company Admin for your organization, you need to be approved by the EPA. To get get that approval, you need to collect some information outside the app and submit it. The preferred method is to go through the Central Data Exchange (CDX).

The Authorization Letter

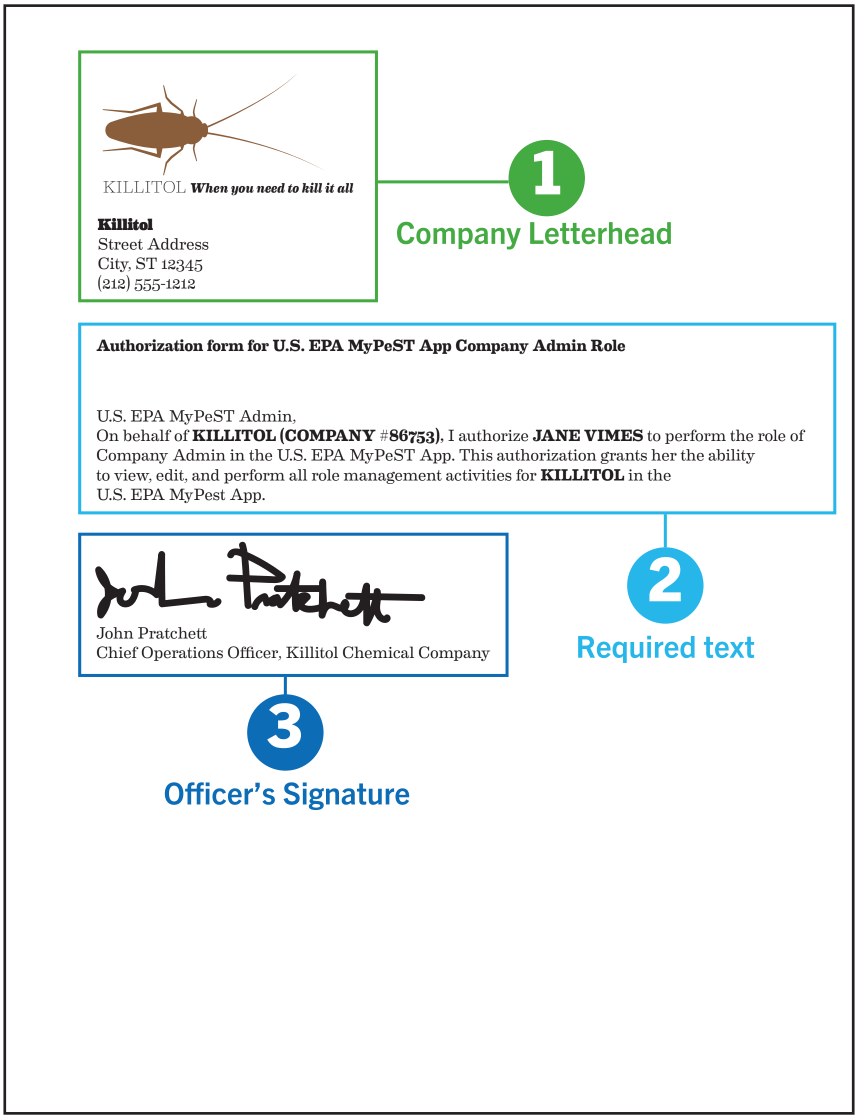
The letter requirements are:

1. The letter must be on the Company's letterhead
2. Use the language from the Authorization Letter Template
3. It must be signed by an officer of the Company
4. Save the letter using the Authorization Filename Conventions: [**Company Number**] [**Company Name**] **Mypest Company Admin.pdf**
5. Log in to the CDX.
6. Select the organization for whom you will be performing the CA duties.
7. Click on **Registration Review.**
8. Click on Non-DCI Data Submission.
9. Use **Case 6041** [**Meat Meal**] and upload your letter.

Because you have been verified by Login.gov and are able to log into the CDX on behalf of the organization you are requesting the CA role with, the EPA can approve your request.

Every organization with a company number needs a signed authorization letter for each CA. If a organization has 10 different companies with the same name but different company numbers and wants to assign the same person CA for all of them, that organization will need to submit 10 letters to the EPA, one for each company number.

Authorization Letter



IMPORTANT

You must follow the Authorization Filename Conventions or your letter could get lost.

You **must** name your file as specified below:

[Company Number] [Company Name] **Mypest Company Admin.pdf**

for example:

86753 Killitol Mypest Company Admin.pdf

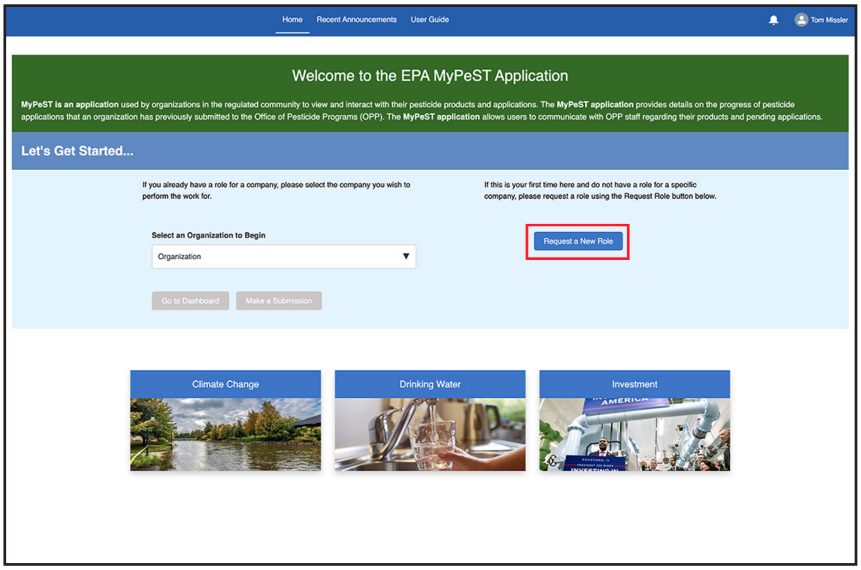
Request To Be The First Company Administrator For Your Organization

The first role your organization needs to establish is the Company Administrator (CA). If you do not have a pdf of your Authorization Letter, get that now. You cannot complete this process without it.

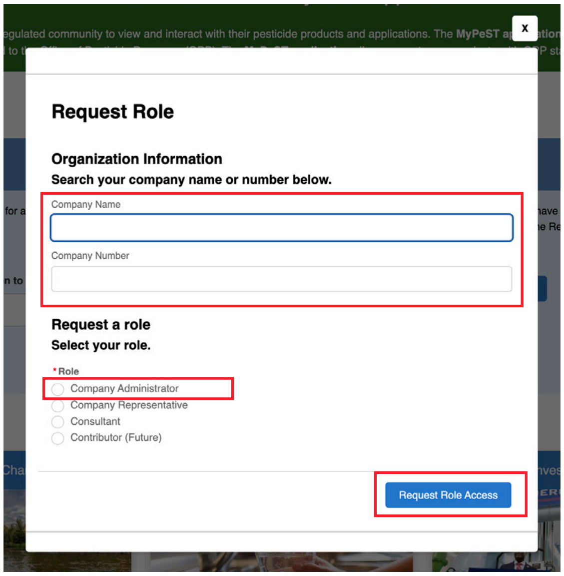
1. On the Home page, click the **Request a New Role** button.
2. The *Request Role* pop-up window appears. You can enter a few letters of the Company Name or you can enter the Company Number (or both). Then click the **radio button next to the role you want.** In this example we are applying for the Company Administrator role for the Big Bear company. Click the **Request Role Access** button.

   If your company does not appear in the Company Search results, check out ***Appendix C—Troubleshooting Company Numbers*** for instructions on how to add your company.
3. Clicking the button brings up the *Company Search* pop-up. This is where knowing the Company Number becomes very important. If the organization you are requesting a role with has multiple divisions or has acquired multiple companies, you might see a list of identical Company Names but different Company Numbers. Each company number represents a different company and they do not share information. So you need to ensure you are selecting the correct company. Once you have selected the organization, click the **Next** button.

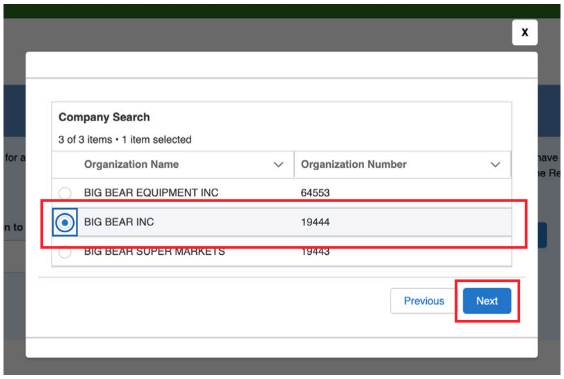
Step 1



Step 2



Step 3



4. The *Confirm Details* popup window will appear. If all the information is correct, click **Confirm Details.** If you see a mistake, you can click **Previous** to return to the *Company Search* page and select a different organization. If at any point you want to cancel your request, click the **X** in the upper right corner of the popup window.
5. Submit your authorization letter. Uploading your letter through the CDX is the best method for submitting your letter. If you are going to use CDX, just click **Finish** and skip to step 9. You do not need to upload a document in MyPeST.

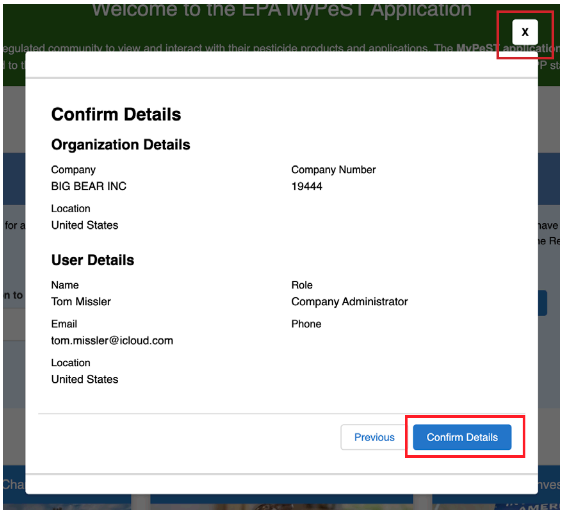
   In the *Upload authorization document* popup you can navigate to a file on your hard drive by clicking **Upload Files** or drag and drop it inside the dotted outline.
6. If you click **Upload Files,** navigate to the file on your hard drive and click **Upload.** If you used drag and drop, click **Upload.**
7. When the progress bar fills in a green check will appear. Click **Done** which will return you to the *Upload authorization document.* Click **Finish.**
8. You will now see the *Role Request Submitted* popup window. Click the **X** in the upper right corner of the popup window to close this window and return to the Home page.
9. You will receive another email from EPA once your request has been approved. The next time you log into MyPeST, the Organization drop-down will be active. Select your organization and click **Go.**

Request A Role With An Organization After the First Company Admin Has Been Approved

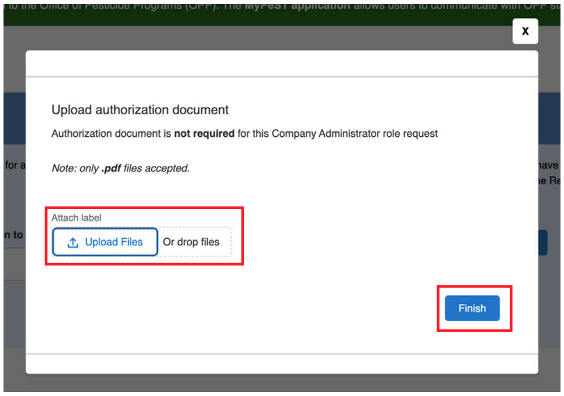
What sets the Company Admin apart from the other roles is the ability to approve all the other role requests. Now that the first Company Admin has been approved, that person will now approve all other role requests.

To request the role of Company Representative, Consultant, Contributor, or to be an additional Company Admin, follow steps 1–4 above. You do not need to submit a letter. If the *Upload authorization document* popup appears, just click **Finish.** Do not upload anything. You will receive an email from EPA after your request has been approved. The next time you log into MyPeST, the Organization drop-down will be active. Select your organization and click **Go.**

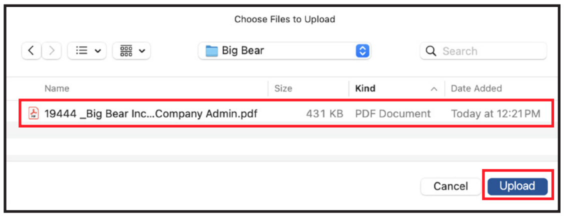
Step 4



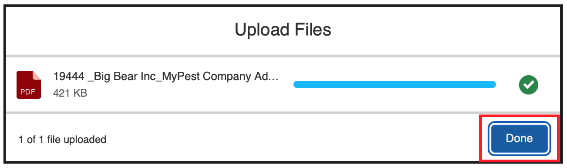
Step 5



Step 6



Step 7



Accepting or Rejecting a Role Invitation

You can be invited by an organization to accept a role they have chosen for you. If you have an invitation waiting for you, the next time you log in to MyPeST you will see the *Accept/Reject Role* popup screen before you see the Home Screen.

Accept

1. If your data is correct and you recognize the organization sending the request, select **Accept Role** from the drop-down.
2. Click **Next.**
3. You will see a popup congratulating you on your new role. Click **OK.**

When you get to the Home page, the organization will appear in your Organizations list.

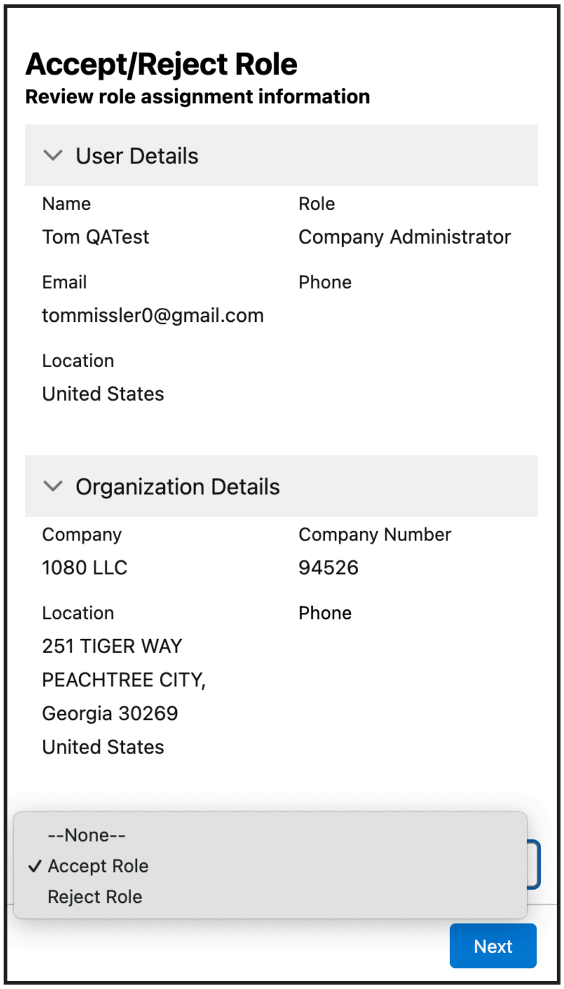
Reject

4. If your data is incorrect or you do not recognize the organization sending the request, select **Reject Role** from the drop-down.
5. Click **Next.**
6. You will see a popup asking *Are you sure you want to reject the role?* Click **Reject Role.**
7. You will see a popup indicating you rejected the role. Click **OK.**

When you get to the Home page, the organization will not appear in your Organizations list.

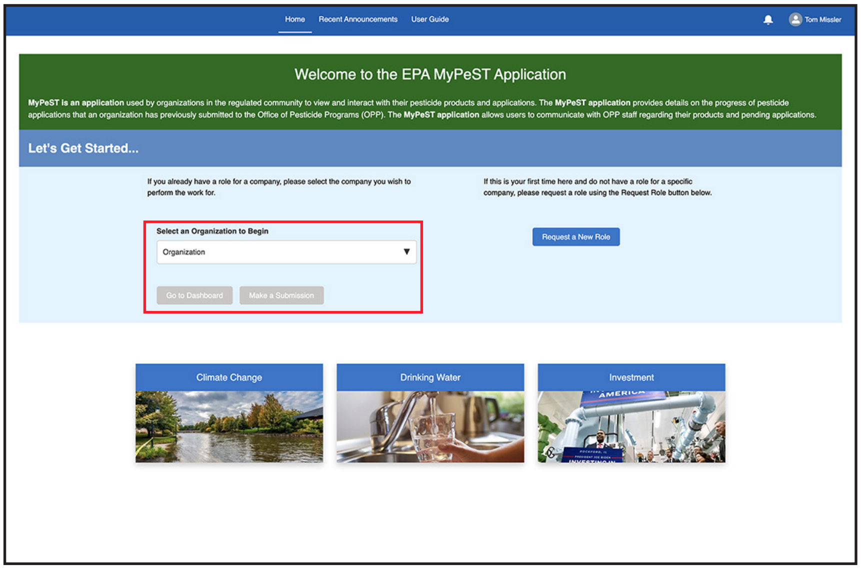
If it turns out you should have accepted the role, you can always request it or the organization can send another invitation.

Accept/Reject Role popup

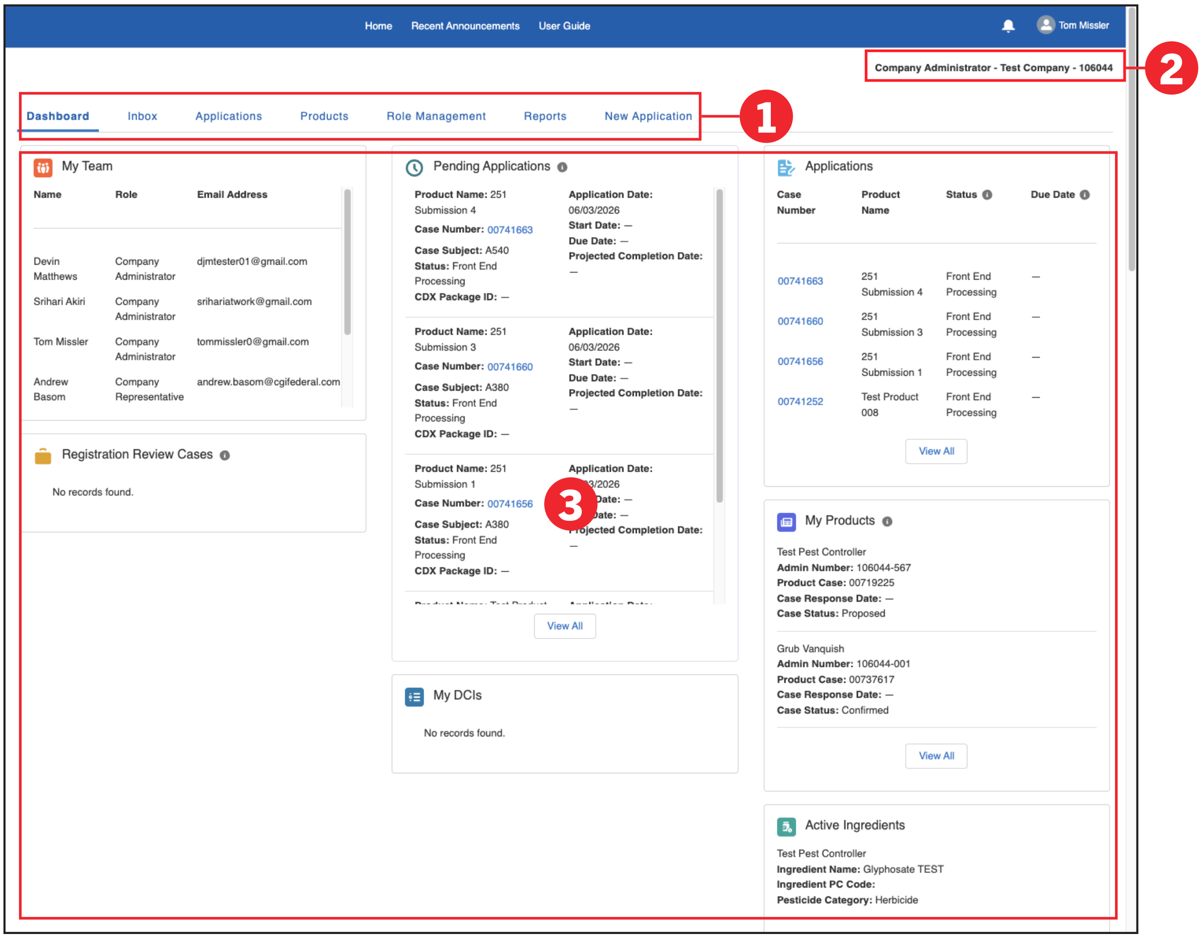


Select An Organization

After you have been accepted for a role, the next time you log in you will see the **Select an Organization to Begin** drop-down is active on the Home screen. Click the drop-down and select your organization from the list. You can click **Go to Dashboard** to see the status of your EPA applications or you can click **Make a Submission** to start a new product registration or update an existing application. We will start with **Go to Dashboard.**



The Dashboard



You will be directed to the Dashboard for your organization after you click the **Go to Dashboard** button on the Home screen.

1. There are seven Tabs on the Dashboard:
   - **Dashboard**
   - **Inbox** (currently inactive)
   - **Applications**
   - **Products**
   - **Role Management**
   - **Reports** (currently inactive)
   - **New Application**

   The Company Administrator can see all seven tabs.

   The Company Representative can see all the tabs except Role Management.

   The Consultant can see Dashboard, Inbox, and Reports

   The Contributor will only see Dashboard and Inbox.

2. This lets you know your role, the company name and number you are currently viewing. If you would like to switch to a different company, click Home in the header and select a different company in the Organizations drop-down.

3. There are seven Tiles on the Dashboard:
   - **My Team**
   - **Registration Review Cases**
   - **Pending Applications**
   - **My DCIs**
   - **Applications**
   - **My Products**
   - **Active Ingredients**

   The Company Administrator and Company Representative can see all seven tiles and all data about all projects regardless if they are complete or in progress.

   The Consultant can see all seven tiles, but will not have any interactive links on any tile.

   Contributors can not see any tiles on the Dashboard.

On the Dashboard and Case Details page, you will see this Tool Tip icon. If you hover over the icon, you will see a popup that gives more information about the field.

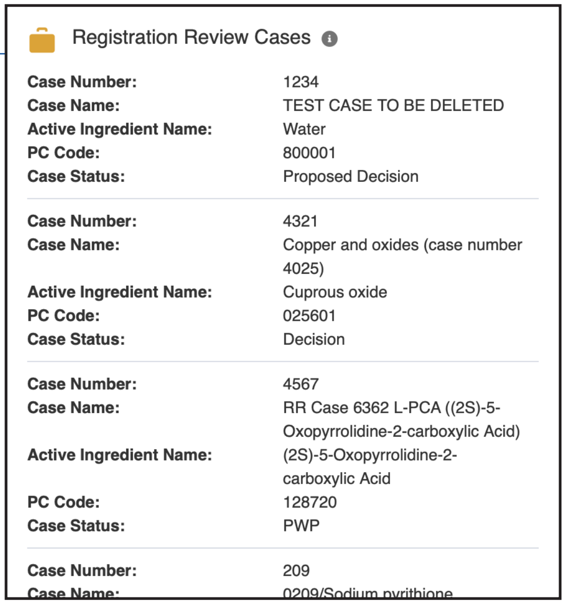
Dashboard Tiles

My Team Tile

Fields displayed:

- **Name**
- **Role**
- **Email Address**

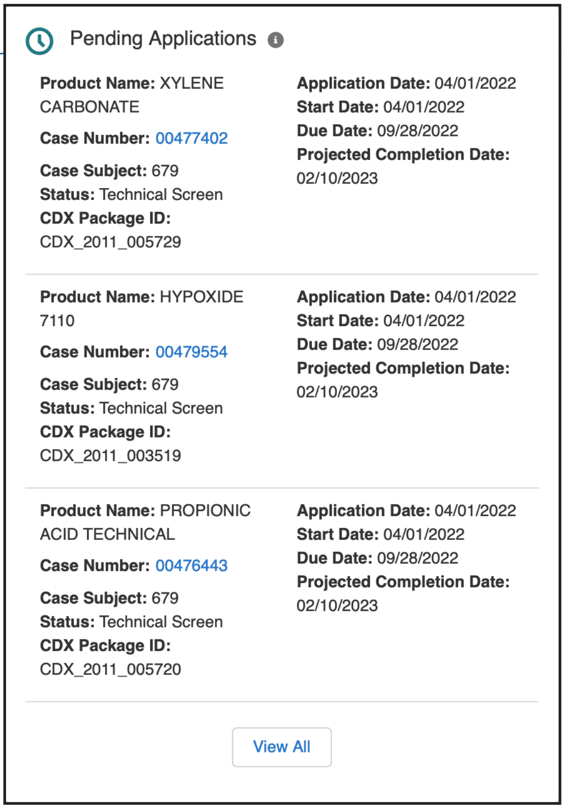
Registration Review Cases



Fields displayed:

- **Case Number**
- **Case Name**
- **Active Ingredient Name**
- **PC Code**
- **Case Status**—Indicates the stage of EPA review process the application is currently in.

Pending Applications



Fields displayed:

- **Product Name**
- **Case Number**
- **Case Subject**
- **Status**—Indicates the stage of EPA review process the application is currently in.
- **CDX Package ID**—The CDX tracking number
- **Application Date**
- **Start Date**—The date when the action work was started on the application.
- **Due Date**—The date when the action work is to be completed before any negotiation or changes.
- **Projected Completion Date**—The date used to indicate the expected completion date and entered by EPA.

Clicking a **Case Number** link will take you to the Case Details page for that product.
Clicking **View All** will take you to the Applications Tab page.

My DCIs

Fields displayed:
- **DCI Number**
- **Date Issued**
- **Active Ingredient Name**

My DCIs

DCI Number	Date Issued	Active Ingredient Name
PDCI-007303-5966	07/07/2025	The enzyme oxalate oxidase (E.C. 1.2.3.4) and the genetic matrial necessary (p355-OxO vector) for its production in Darling

Applications

Fields displayed:
- **Case Number**
- **Product Name**
- **Status**—Indicates the stage of EPA review process the application is currently in.
- **Due Date**—The date when the action work is to be completed before any negotiation or changes.

Clicking a **Case Number** link will take you to the Case Details page for that product.
Clicking **View All** will take you to the Applications Tab page.

Applications

Case Number	Product Name	Status	Due Date
00477402	XYLENE CARBONATE	Technical Screen	09/28/2022
00533566	XYLENE CARBONATE	Complete	04/21/2017
00533563	PROPIONIC ACID TECHNICAL	Complete	04/21/2017
00591874	HYPOXIDE 7110	Complete	06/05/2019

View All

My Products

Fields displayed:
- **Product Name**
- **Admin Number**
- **Product Case**
- **Case Response Date**—the date a response code was added/updated.
- **Case Status**—Indicates the stage of EPA review process the application is currently in.

Clicking **View All** will take you to the Products Tab page.

My Products

SODIUM PYRITHIONE
Admin Number: 10350-56
Product Case: 00280077
Case Response Date: —
Case Status: Complete

HANTO
Admin Number: 10350-529
Product Case: 00243188
Case Response Date: —
Case Status: Complete

3M MEC-OFM SPRAYABLE PHEROMONE FOR ORIENTAL FRUIT MOTH
Admin Number: 10350-51
Product Case: 00077754
Case Response Date: —
Case Status: Complete

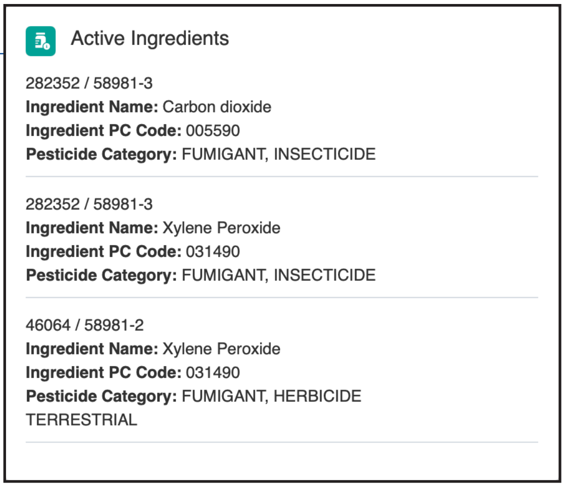
3M SPRAYABLE PHEROMONE MATING DISRUPTION FOR SPARGANOTHIS FRUITWORM
Admin Number: 10350-52
Product Case: 00109520
Case Response Date: —
Case Status: Complete

View All

Active Ingredients

Fields displayed:

- **PRISM Ingredient**
- **Ingredient Name**
- **Ingredient PC Code**– or Pesticide Chemical Code is a unique chemical code number assigned by the EPA to a particular pesticide active ingredient, inert ingredient or mixture of active ingredients.
- **Pesticide Category**



Pending Applications & Applications—What's the Difference?

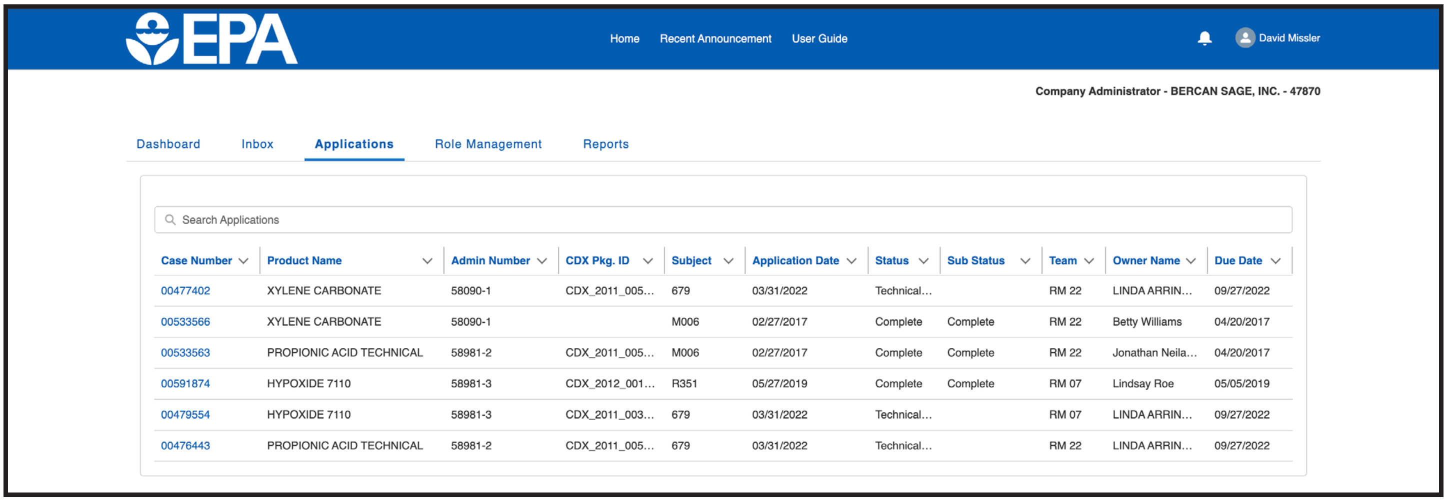
The **Pending Applications** tile shows all currently active applications your organization has with EPA.

The **Applications** tile shows all active and historic applications your organization has with EPA.

Click the **View All** button on the Pending Applications to view the full list of active applications.

Click the **Applications Tab** or the **View All** button on the Applications tile to view the full list of active and historic applications for your organization.

Applications Tab



You can access the Applications Tab by clicking **Applications** in the Tab bar near the top of the screen, or by clicking **View All** in either the Pending Applications or Applications tiles on the Dashboard.

If you click the **Applications Tab** or **View all** in the Applications tile, you will see a list of all current applications as well as all completed applications for your company.

If you click **View All** in the Pending Applications tile, you will only see a list of current applications that have not completed the review process.

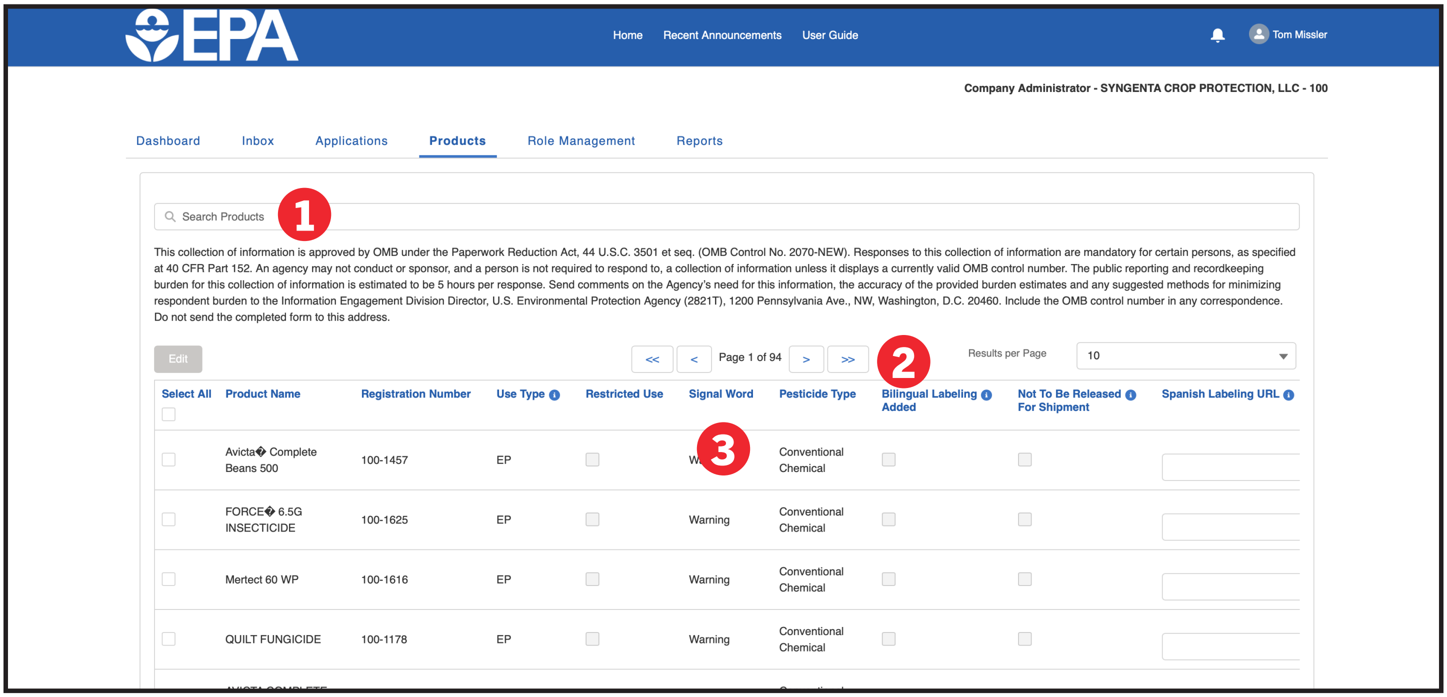
There are 11 fields in the table:

- **Case Number**
- **Product Name**
- **Admin Number**
- **CDX Pkg. ID**—The CDX tracking number
- **Subject**
- **Application Date**
- **Status**—Indicates the stage of EPA review process the application is currently in.
- **Substatus**—This is dependent on what Status the application is in. Not all Statuses have Substatuses.
- **Team**—This is the name of the EPA team working on your application, not the people in the My Team tile.
- **Ower Name**
- **Due Date**—The date when the action work is to be completed before any negotiation or changes.

Clicking a **Case Number** will take you to the Case Details page.

You can search the list of cases by Case Number, Product Name, Admin Number, CDX Pkg. ID, Subject, or Status.

Products Tab



You can access the Products Tab by clicking **Products** in the Tab bar near the top of the screen, or by clicking **View All** in the My Products tile on the Dashboard.

On the Products Tab you will see:

1) The **search** bar. You can search the list by Product Name, Registration/Admin Number, Use Type, Signal Word, or Pesticide Type. As you type, the list will filter the results.

2) The **page navigation** section where you can adjust the number of products that appear on the page and navigate through the pages.

3) The products table. There are 9 fields in the table:
   - **Product Name**
   - **Registration Number** – Product's EPA registration number.
   - **Use Type** – The options are "EP" (end-use product) or "MP" (manufacturing use product)
   - **Restricted Use** – A checkmark indicates whether the product is a Restricted Use pesticide. An empty checkbox indicates that it is not an RUP.
   - **Signal Word** – The options are Danger, Warning, Caution, or None. These correspond to the product's toxicity category.
   - **Pesticide Type** – The options include conventional pesticide, antimicrobial pesticide, and biopesticide. These options can help you determine the PRIA 5 product type, though they do not correspond exactly.
   - **Bilingual Labeling Added** – A check indicates the product has bilingual labeling. An empty checkbox indicates a product does not have bilingual labeling.
   - **Not To Be Released For Shipment** – A check indicates the product is not going to be released for shipment. An empty checkbox indicates a product may be released for shipment.
   - **Spanish Labeling URL** – Users can optionally paste in a URL where the bilingual labeling is stored.

Clicking any column header once will organize the table in ascending order based on that column. Clicking the same column again will sort the table in descending order based on that column.

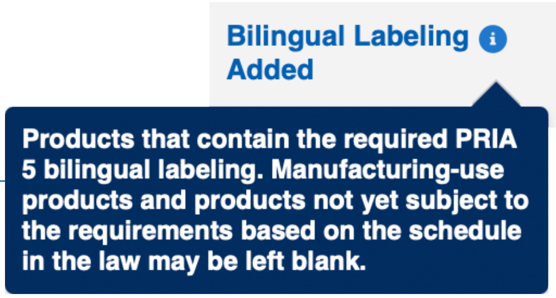
For example, clicking the Product Name column once will sort the table by product name from A to Z. Clicking Product Name again will sort the table by product name from Z to A.

For columns with a checkbox, clicking once will sort the table with empty checkboxes at the top. Clicking a second time will put checked checkboxes at the top.

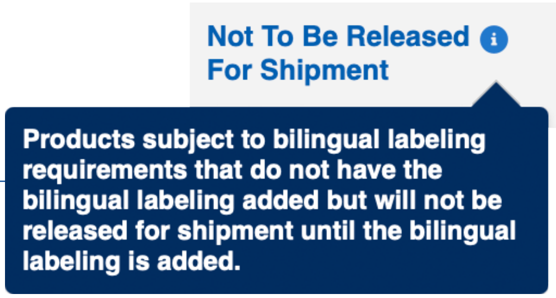
Tool Tips

Column headers also contain “i” icons. If you hover over the icons, tool tips will appear with simplified instructions on what to report.

Bilingual Labeling Added Tool Tip



Not To Be Released For Shipment Tool Tip



Spanish Labeling URL Tool Tip

How to Certify PRIA 5 Bilingual Labeling Compliance

Background

The Pesticide Registration Improvement Act of 2022 (PRIA 5) requires that each registered end-use pesticide product released for shipment include Spanish language translations for parts of the labeling contained in EPA's *Spanish Translation Guide for Pesticide Labeling.*

Translations may be included either on the pesticide product container itself or through a link to such translation via scannable technology or other electronic methods readily accessible on the product label. Antimicrobial pesticide products and non-agricultural/non-restricted use pesticide products may instead provide a link to bilingual safety data sheets (SDS).

There is rolling schedule for the implementation of bilingual labeling requirements, from December 2025 to 2030. That schedule is found in the table below.

Please see https://www.epa.gov/pesticide-labels/bilingual-labeling for more information on PRIA 5 bilingual labeling requirements.

Should I report compliance with PRIA 5 bilingual labeling requirements?

Do report compliance if…

- You have **any** products that are currently required to include bilingual labeling. (***Note:*** this includes both end-use products and products with a special local needs designation.)
- You have **any** products that would currently be required to include bilingual labeling, but you are not releasing them for shipment at this time.

Do not report compliance if…

- **None** of your products are end-use products or have a special local needs designation (i.e., all are manufacturing use products or experimental use permits).
- **None** of your end-use products/special local needs permits are currently required to include bilingual labeling.

If **none** of your products are end-use products/special local needs permits (i.e., all are manufacturing use products or experimental use permits) or **none** are currently required to include bilingual labeling, **DO NOT** check boxes or certify responses in MyPeST.

What are the compliance deadlines for bilingual labeling requirements?

Pesticide Product Type	Bilingual Labeling Due	Report Due in MyPeST
Restricted Use Pesticides (RUPs)	December 29, 2025	June 28, 2026*
Agricultural Products (Non-RUPs)		
Acute Toxicity Category I	December 29, 2025	June 28, 2026*
Acute Toxicity Category II	December 29, 2027	January 28, 2028*
Antimicrobial and Non-Agricultural Products		
Acute Toxicity Category I	December 29, 2026	January 28, 2027*
Acute Toxicity Category II	December 29, 2028	January 28, 2029*
All Other Pesticide Products	December 29, 2030	January 28, 2031*

**Provided OMB has approved EPA's ICR.*

Product types are defined as follows:

Product Type	Definition
Restricted use pesticides	Products classified as "restricted use" under 40 CFR 152.160; they have a "restricted use" statement on the front panel.
Agricultural products	Products that include an "Agricultural Use Requirements" statement on the label. Dual use products are subject to agricultural product deadlines. Animal products are not considered agricultural products.
Antimicrobial products	An antimicrobial pesticide is intended to disinfect, sanitize, reduce, or mitigate growth or development of microbiological organisms or protect inanimate objects, industrial processes or systems, surfaces, water, or other chemical substances from contamination, fouling, or deterioration caused by bacteria, viruses, fungi, protozoa, algae, or slime. Wood preservatives and anti-foulants are classified as antimicrobial pesticides if the products have antimicrobial claims.
All other pesticide products	Agricultural, antimicrobial, and non-agricultural pesticide products classified as acute toxicity categories III and IV.

How do I report compliance with bilingual labeling requirements?

For each pesticide product, check the product's type and acute toxicity category to determine its compliance date. (Some information is available in MyPeST to assist you, but you should verify product information using the product label.)

Then, determine whether the product label includes bilingual labeling by any of the methods permissible under PRIA 5 (e.g., translated text on the container; URL or QR code to the translated text; or translated SDS where applicable).

If a product has reached its compliance date but does not contain the required bilingual labeling, check whether the product has been released for shipment.

> **Note:** Please report all products to which you have added bilingual labeling, even if they are not required to include bilingual labeling at this time (e.g., products that have not reached their compliance dates yet). EPA wishes to acknowledge registrants who have gone above and beyond the statutory requirements.

How Do I Certify That Bilingual Labeling Was Added Or That A Product Is Not To Be Released For Shipment?

1) First, you will select all products you want to certify as having bilingual labeling.

2) Go to the "My Products" tab. Find the product or products you want to certify.

   If you are looking for a specific product, using the **Search** bar is the most efficient method.

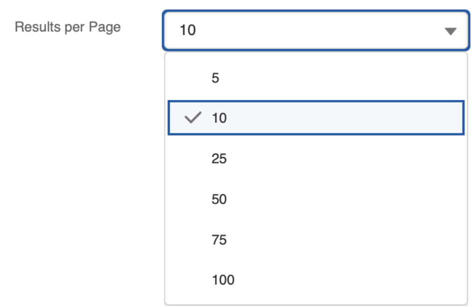
   To select products using the **page navigation features,** begin by setting the number of items per page. You can show 5, 10, 25, 50, 75, or 100 products.

   Clicking the **Select All** checkbox will select all the products displayed on that page, not all products registered to an organization. For example, if a company has 50 products and is showing 10 items per page, clicking **Select All** on page 1 will only select those 10 products; the other 40 products are not selected.

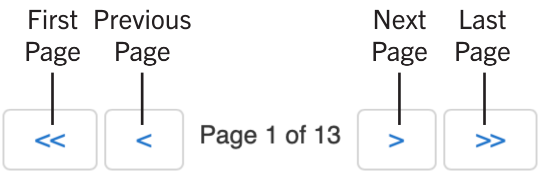
   To choose specific products, you can click the checkbox next to each product to select it and click it again to deselect it. If your company has multiple pages of products, you can select specific products (or click **Select All**) on page one, click the **Next Page** button, and click specific products (or **Select All**) on page two, and repeat the process on each page until you have made all your selections.

3) Click the check boxes next to all products to which you have added bilingual labeling.

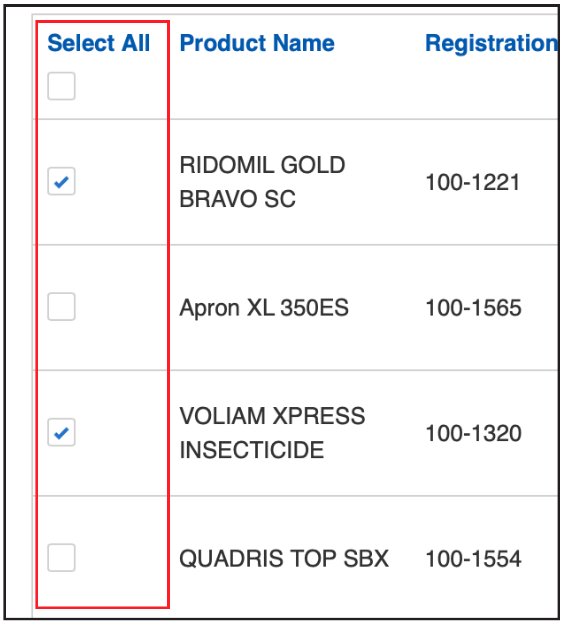
Items per page selector



Items per page navigation



Selecting specific products from the list



4) Clicking a check box will make the **Edit** button active. Once you have finished clicking the check boxes next to all products to which you have added bilingual labeling, click **Edit.** This will bring up the **Certify Bilingual Label Status** popup.

The **Certify Bilingual Label Status** popup has 4 sections:

1. An explanation of what you are certifying.
2. Three bubbles to certify either:
   - Bilingual Labeling Added,
   - Not To Be Released For Shipment, or
   - Remove Product Certification.
3. The list of products you selected that the certification will be applied to.
4. Submit and Cancel buttons to confirm your choice.

5) To certify products as having bilingual labeling added, select the **Bilingual Labeling Added** bubble and click **Submit.** This will bring up the **Certify Bilingual Labeling Compliance** popup.

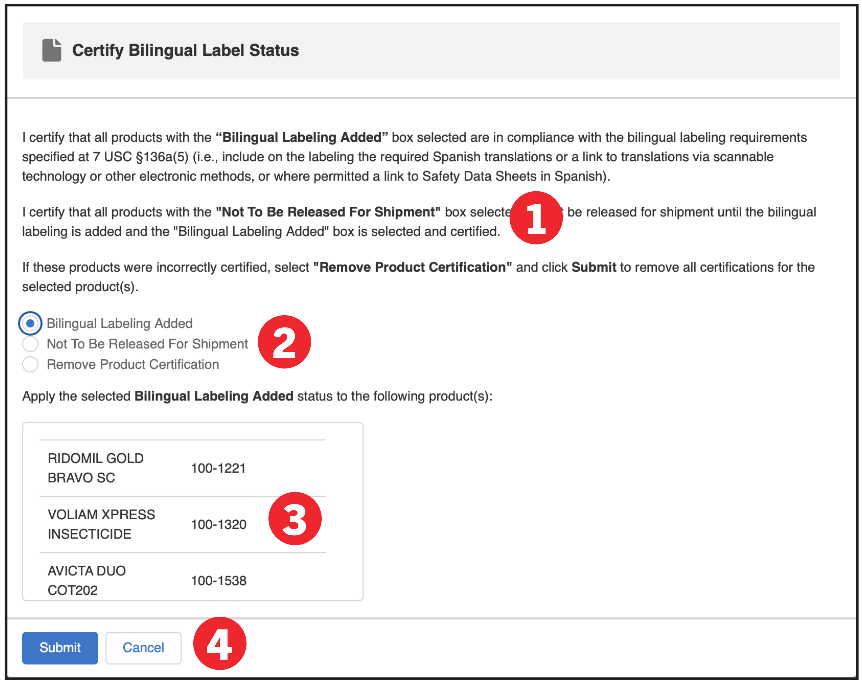
6) Click Yes to confirm that you have added bilingual labeling, or click the X to return to the Products Table to make changes.

7) If you click Yes, you will be returned to the Products Tab. You will now see checkmarks for your selected products in the Bilingual Labeling Added column.

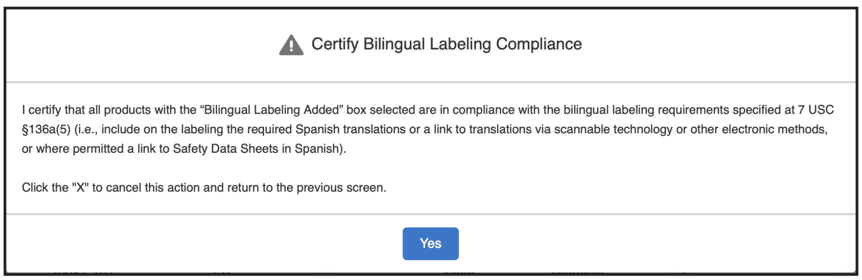
A green toast message will be displayed at the top of the page for a few seconds, indicating that your certification has been recorded by the EPA.

> ***Note:*** There is no “Save” button in MyPeST. However, the checkmarks will save when you accept the certification statements, so you do not have to complete the report in one sitting.

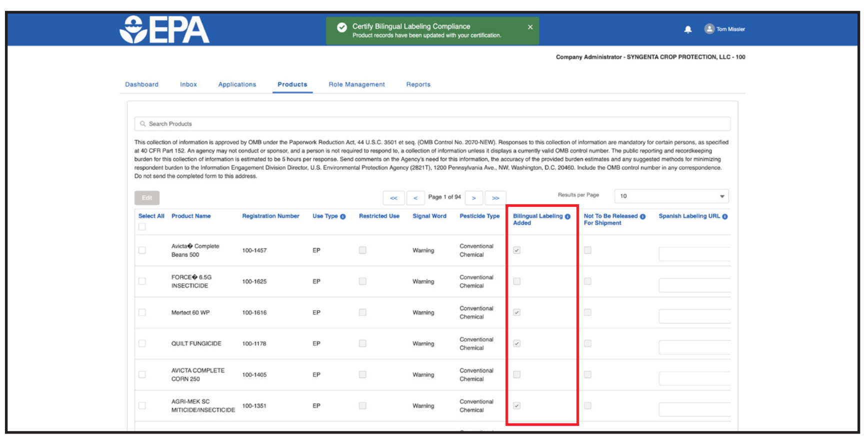
Certify Bilingual Label Status popup with Bilingual Labeling Added selected.



Certify Bilingual Labeling Compliance popup.



Products Tab showing your selected products are now certified Bilingual Labeling Added and the toast message confirming that the product records have been updated.



8) Next, certify any products that would be required to include bilingual labeling if shipped, but which you are not releasing for shipment.

> ***Note:* Only** report whether a product as "Not To Be Released for Shipment" if that is the basis for not including bilingual labeling. Otherwise, leave those checkboxes blank.

9) To certify products as "Not To Be Released For Shipment," repeat steps 2 – 7, but this time select the **Not To Be Released For Shipment** bubble instead.

10) Click **Yes** on the acknowledgement popup to confirm that selected products will not be released for shipment until bilingual labeling is added. (Please note that you can release a product for shipment at any time; just add any required bilingual labeling to the product and update your bilingual labeling responses in MyPeST.)

11) You will return to the Products Tab. You will now see checkmarks for your selected products in the **Not To Be Released For Shipment** column.

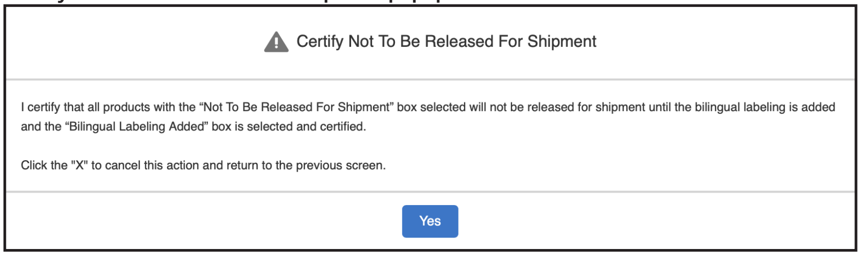
A green toast message will be displayed at the top of the page for a few seconds indicating that your certification has been recorded by EPA.

12) If you incorrectly certified a product, you can check the box beside it, click **Edit,** click the **Remove Product Certification** bubble, and click **Submit.** There will be no popup. However, you will return to the Products tab and any checkmarks that were in the **Bilingual Labeling Added** or **Not To Be Released For Shipment** columns will be removed.

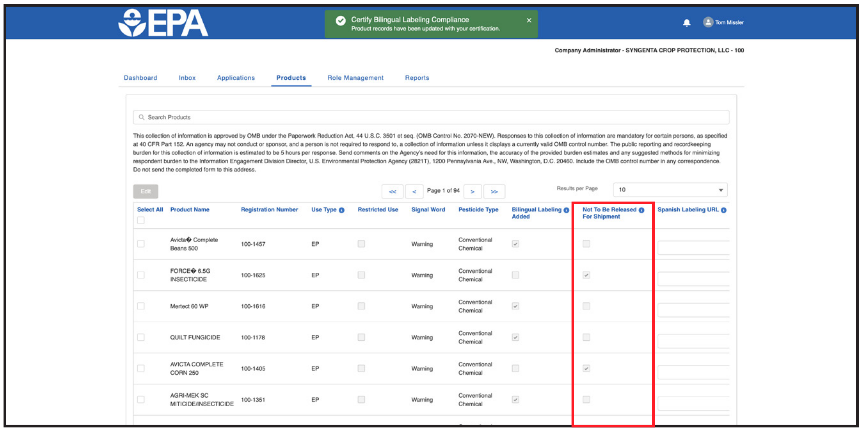
A green toast message will be displayed at the top of the page for a few seconds indicating that your certification has been updated.

> ***Note:*** You can change your responses in MyPeST **at any time.** If, before the next reporting deadline, you decide to release a selected product for shipment, remove the certification by following the instructions below, and instead certify that you have added the required bilingual labeling.

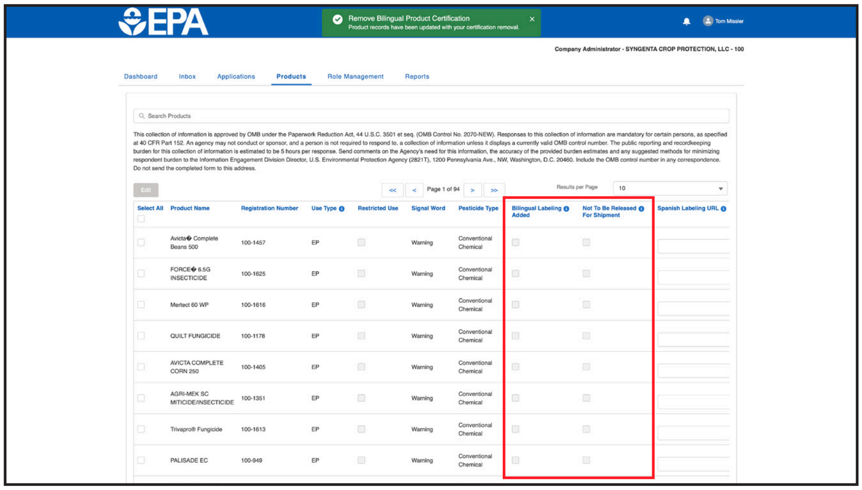
Certify Not To Be Released For Shipment popup.



Products Tab showing your selected products are now certified Not To Be Released For Shipment.



Products Tab showing your selected products have the certifications removed and the toast message confirming that the product records have been updated.



How Do I Provide EPA With Links To Bilingual Labeling?

While reporting on compliance with PRIA 5 bilingual labeling requirements, registrants may also provide a link to their translated labels. Note that providing a URL is not required to report bilingual labeling compliance, nor are registrants who have not put their labeling online expected to create URLs exclusively to share it via MyPeST.

However, EPA hopes that registrants will consider providing URLs to bilingual labeling in MyPeST so that EPA may publish the link on the Pesticide and Product Labeling System (PPLS) to make bilingual labeling accessible to farmworkers and the general public.

1) To add a URL link to a bilingual label, copy the link and paste it into the Spanish Labeling URL field next to the corresponding product.

> ***Note:*** For products that have multiple market labels, note that there is a **255-character** limit on the field. Registrants should include the most representative or complete label, not all possible labels.

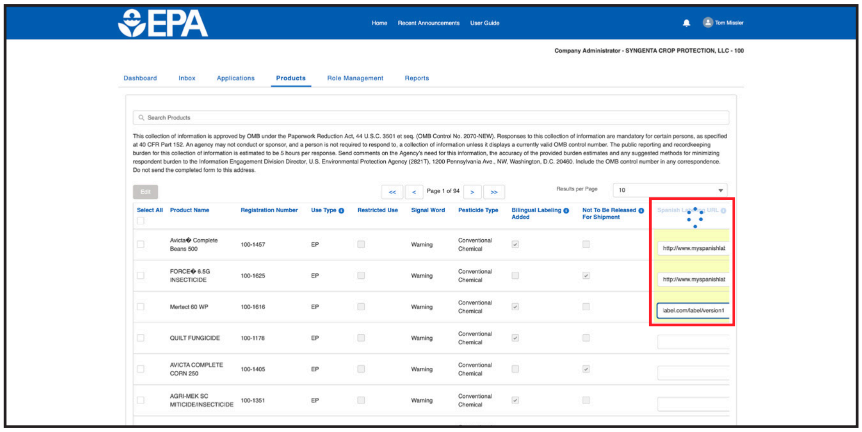
2) When you paste the URL in the field, the background of that table cell will turn yellow. You will see six dots at the top of the column indicating that you have made a change, but that your change has not been saved yet.

   In the example, there are three URLs that are highlighted yellow, which means you entered three URLs, but so far, none of them have been saved. If you close my browser window now, that data will be lost.

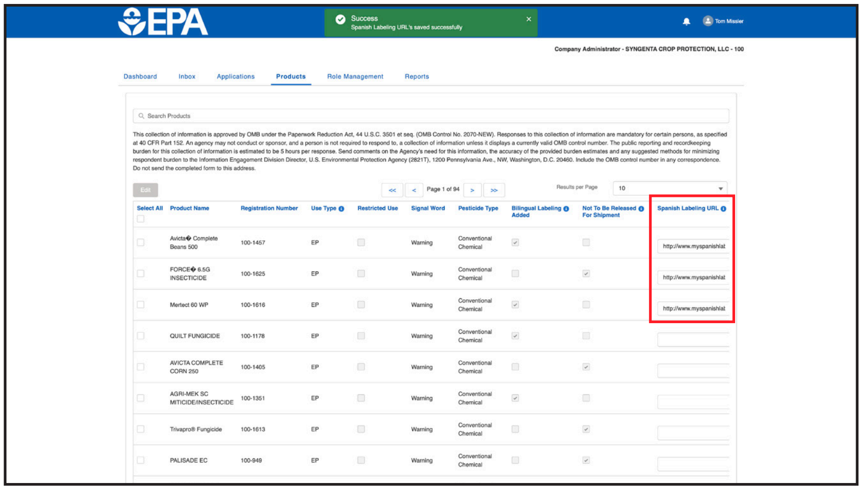
3) After five seconds of inactivity, MyPeST saves all the highlighted data. You will see a green toast message at the top of the screen indicating that your URLs have been saved, and the URLs will have a white background again. Because responses save automatically, you do not have to finish the report in one sitting.

> ***Note:*** the Spanish Labeling URL is separate from the Bilingual Labeling Added checkbox. So, if you select products that have been certified bilingual and click Remove Product Certification, the URL will remain in the Spanish Labeling URL field until you highlight it and delete it.

Products Tab showing three URLS have been entered, but since they have a yellow background and the blue dots are visible, the data has not yet been saved in MyPeST.



Products Tab showing your selected products have the certifications removed and the toast message confirming that the product records have been updated.



I Already Reported Compliance. Should I Update/Recertify My Responses?

Do update/recertify responses if…

- You have any products that have reached their compliance dates since you last reported.
- You have registered any new products that require bilingual labeling per the compliance deadlines, or made label changes (such as adding agricultural uses) that change a product's PRIA 5 compliance dates.
- You released for shipment a product that must include bilingual labeling per the compliance deadlines, but that previously did not have bilingual labeling because it was not released for shipment.

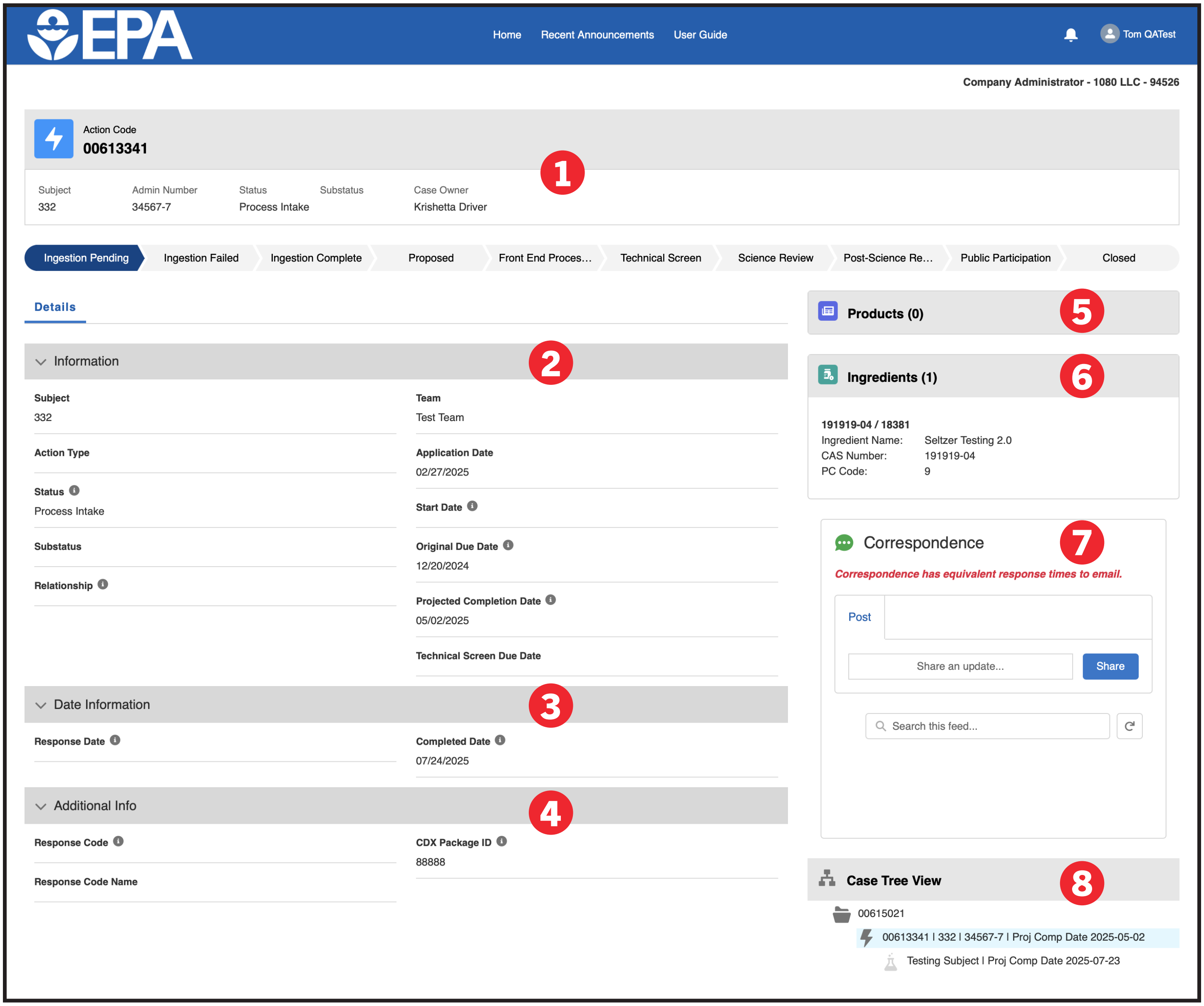
Otherwise, **do not** update or recertify responses.

Assistance

If you have questions about bilingual labeling, you can get assistance by sending an email to oppbilinguallabels@epa.gov.

The Case Details Page

When you click on a **Case Number** link on the Dashboard or Applications Tab, the Case Details Page opens in a new tab on your browser. You can only navigate back to the Home page from this page, but you can click on the previous tab in your browser to return to the Dashboard or Applications Tab and navigate from there. This allows you to have multiple cases open at the same time.



There is a lot of information on the Case Details page. We have broken it up into seven sections:

1. Case Header and Path
2. Information
3. Date Information
4. Additional Information
5. Products
6. Ingredients
7. Correspondence
8. Case Tree View

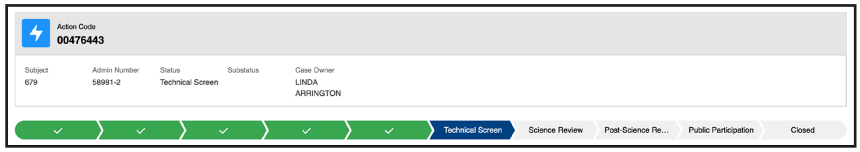
We will cover each section separately.

Case Header and Path

This is a quick reference section that has the most important case information available at a glance. You can see:

- **Subject**
- **Admin number**
- **Status**—indicates the stage of the EPA review process the application is currently in.
- **Substatus**–This is dependent on what Status the application is in. Not all Statuses have Substatuses.
- **Case Owner**

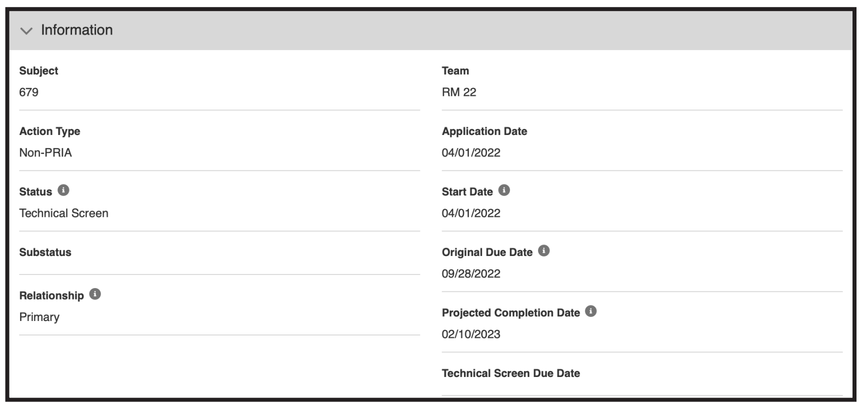
Below those fields you will see the Path. This shows the Status your application is currently in and shows you how many more steps it has before it is closed.



Information

This section has the following fields:

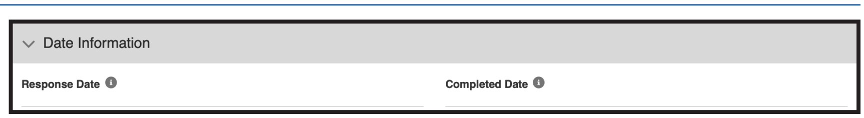
- **Subject**
- **Action Type**–can be Pesticide Registration Improvement Act (PRIA) or Non-PRIA
- **Status**—indicates the stage of the EPA review process the application is currently in.
- **Substatus**–This is dependent on what Status the application is in. Not all Statuses have Substatuses.
- **Relationship**–shows whether the record is Primary or Secondary.
- **Team**–The EPA Team assigned to the case.
- **Application Date**–The date the application was submitted to EPA.
- **Start Date**–the date when the action work was started on the application.
- **Original Due Date**–the date used to indicate the expected completion date and entered by EPA.
- **Technical Screen Due Date**



Date Information

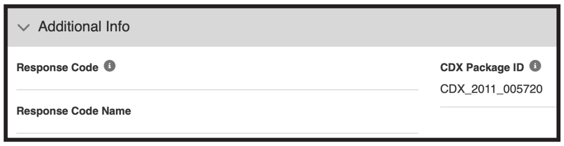
This section has the following fields:

- **Response Date**–the date a Response Code was added/updated.
- **Completed Date**–the date when the Action Work has been completed.



Additional Information

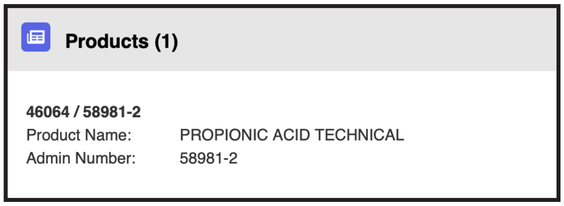
This section has the following fields:



- **Response Code**—the Response Code selected upon Case Closure
- **Response Code Name**
- **CDX Package ID**—CDX tracking number

Products

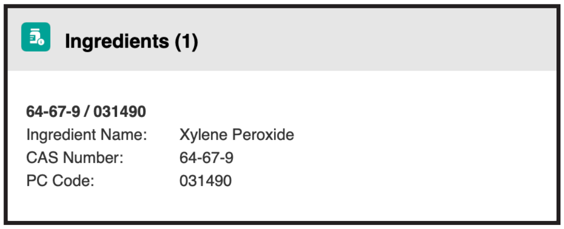
This is different than the My Products tile on the Dashboard. My Products lists all your company's products. The Products tile on the case details page only shows the products related to that specific case. This section has the following fields:



- **Product Name**
- **Admin Number**

Ingredients

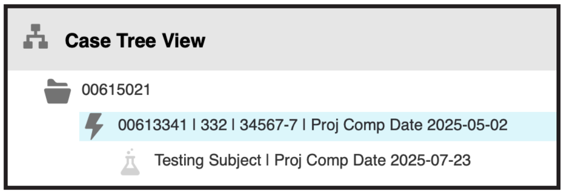
This is different than the Active Ingredients tile on the Dashboard. Active Ingredients lists all your company's ingredients. The Ingredients tile on the case details page only shows the ingredients related to that specific case. This section has the following fields:



- **Ingredient Name**
- **CAS Number**—Chemical Abstract Service Numbers are provided for the convenience of the regulated community and the public to aid in the identification of the designated hazardous substances.
- **PC Code**—or Pesticide Chemical Code is a unique chemical code number assigned by the EPA to a particular pesticide active ingredient, inert ingredient or mixture of active ingredients.

Case Tree View

This section shows the following information:



- **Request Case**—Signified by a file folder icon and shows the Case Number
- **Action Code Case**—Signified by a lightning bolt icon and shows the Case Number | Subject | Admin Number | Projected Completion Date
- **Task Group**—Signified by a beaker icon and shows the Subject | Projected Completion Date

The case that is highlighted in the Case Tree View is the case you are currently viewing on the Case Details Page.

If the icon is dark gray, it is an active case. If the icon is light gray, that indicates the case is closed.

In the example, the user is viewing the Action Code Case. The Request Case and Action Code Case are active and the Task Group is closed.

Correspondence

The Correspondence tile provides a place for communication and collaboration about the case you are viewing, allowing you to post updates, share insights, ask questions, and engage in conversations with the EPA. It does not support email integration. Please note, Correspondence has equivalent response times to email.

1. To make a Post, type a message in the **Share an update...** text box. When you are finished click the **Share** button. In the example the Post is "Here is a label with suggested revisions"
2. To Comment on a Post, type a message in the **Write a comment...** text box. When you are finished click the **Comment** button. In the example the Comment is "@Russ Cargill (EPA) Thank you!"
3. Using the "@" followed by a person's name "tags" that person in your comment. If you look at the Comment Riley Schultz made in the example, it starts with "@Russ Cargill (EPA)." That indicates that Russ was tagged in Riley's comment. You can tag people in a Post or a Comment.
4. If another user makes a Comment on your Post or previous Comment, you will receive a Notification—a red circle with a number will appear over the bell icon in the header. The number indicates how many unread notifications you have. Clicking the Notification will take you to that thread where you can see all discussions related to the post.

Emails and Notifications

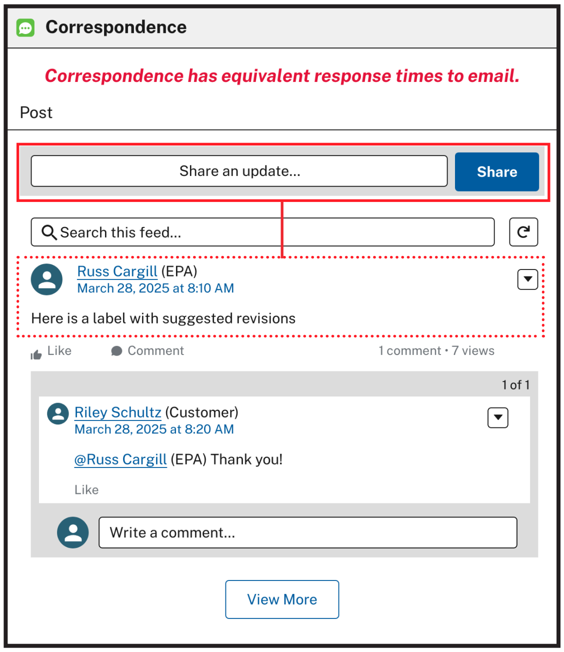
When you make a Post in Correspondence, you are the owner of that thread. You will receive an email and a Notification every time a comment is made. You do not need to be tagged; you will automatically receive the alerts.

If a user makes a Comment in a thread, that user will receive an email every time another comment is made. They will not receive a Notification unless they are tagged. You, as the Post owner will receive an email and Notification.

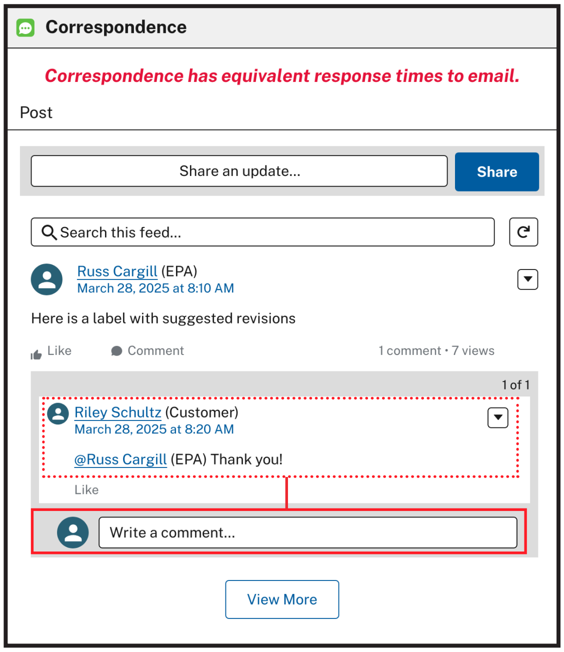
If a user makes a Comment and tags a specific person @User Name, the tagged person will receive an email and a Notification. Everyone else who posted a comment in the thread will receive an email, and the Post owner will receive an email and Notification.

If you reply to the email you received, your response will appear in Correspondence. You cannot tag people using @ from email, but if you type the person's full name in your message, they will receive an email alerting them. If you try to attach a file to your email and send it, the message will go through but the attachment will not.

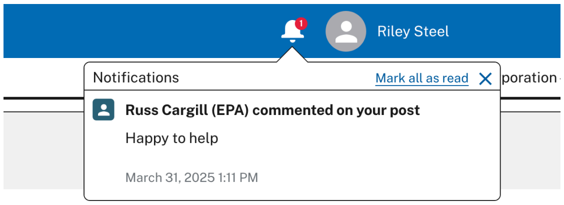
Step 1



Step 2



Step 4



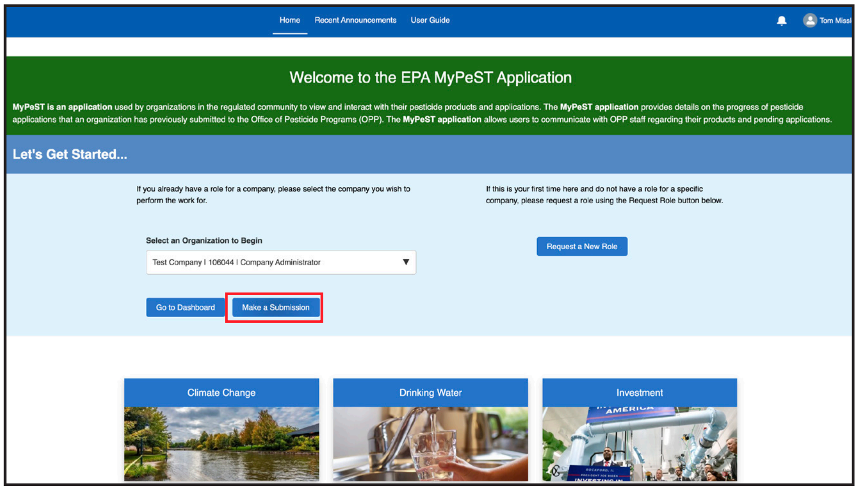
Make a Submission

You are now able to submit a new application or update an existing application for a pesticide through MyPeST.

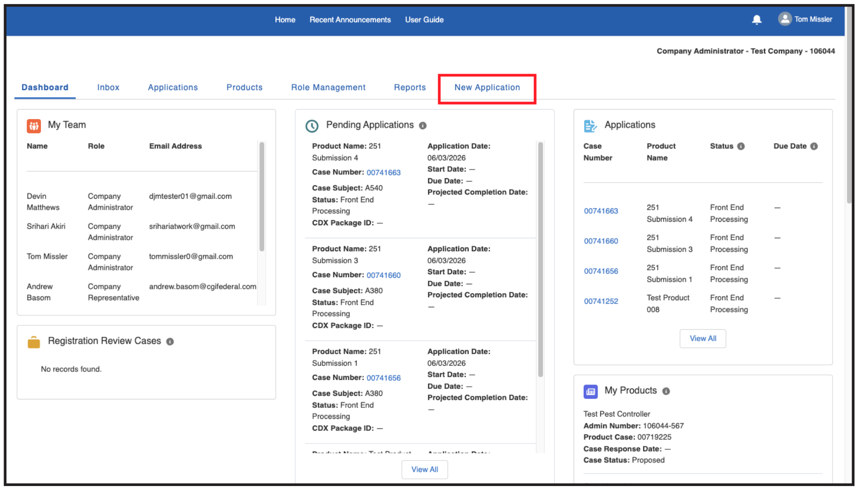
After you select your organization on the Home page, you now have the option to click the **Make a Submission** button. You can also access this functionality by clicking the **New Application** tab from the Dashboard.

To get started, click the **Make a Submission** button on the Home Screen or the **New Application** tab from any other page.

Make a Submission button on the Home page



New Application Tab from any page in MyPeST



Start New Submission

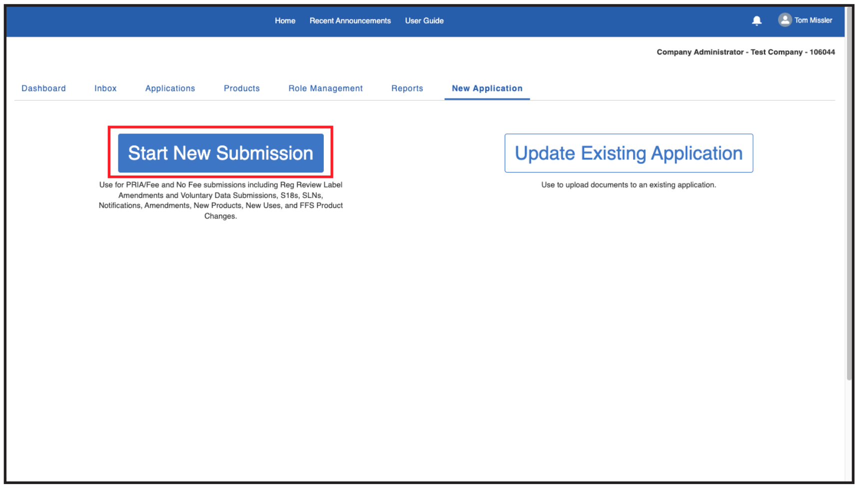
1. You will see two buttons: **Start New Submission** or **Update Existing Application.** Use Start New Submission if you are registering a new product with the EPA. Use Update Existing Application if you need to add documents in support of a product that has begun the registration process. To begin, click **Start New Submission.**

2. You will see the following fields:
   - **Case Contact Name**
   - **Product**
   - **Action Type**
   - **Action Code**
   - **Fee**
   - **Upload File(s)**

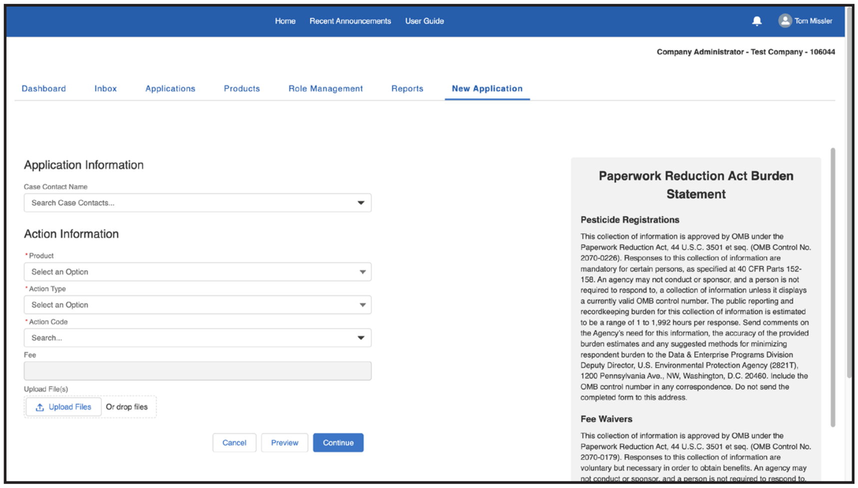
3. Click the **Case Contact Name** dropdown to designate a person in your organization who has registered in CDX and Login.gov. This is the person EPA staff will contact with questions about the product you are registering. If the person you want to designate as contact has not yet registered in MyPeST have them follow the steps in the Account Setup section before making a submission. If a contact is not selected the person making the submission will be designated the contact.

4. Next, click the **Product** drop-down. Your choices are:
   - **No Product**—choose this option for:
     - Tolerance Petition
     - Inert Mixture.
   - **New Product**—choose this option for:
     - PRIA submissions with a Fee
     - Registration Review Label Amendments
     - Section 18 / Emergency Exemptions
     - Notifications
     - New Products
     - Fee For Service (FFS) Product Changes
     - PRIA submission with No Fee
     - Voluntary Data Submissions
     - Special Local Need (SLN)
     - Amendments
     - New Uses
   - A product from the list of your company's registered products. Choose this option if you need to file a new use application for an existing product. Selecting an existing product will create a new case with the EPA for that product.

The screen you see if you click the Make A Submission or the New Application tab.



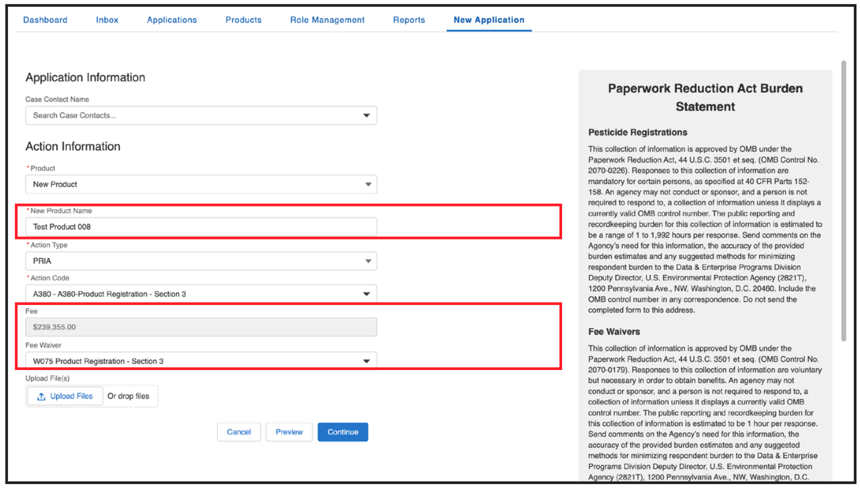
The fields you first see when you click the Start New Submission button.



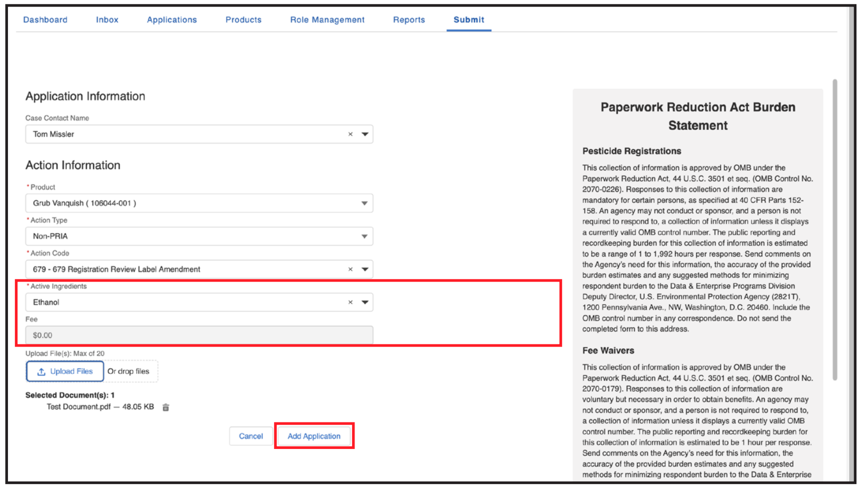
5. If you select **New Product**, the **Product Name** field will appear. Enter the name of your product.
6. Click the **Action Type** drop-down. You can select one of two options:
   - PRIA
   - Non-PRIA
7. Click the **Action Code** drop-down. The selection you made for **Action Type** will determine what **Action Codes** are available. For a list of Action Codes for the current fiscal year, please see Appendix E.

   Some Action Codes require extra information:
   506, 516, 526, 536, 546, 556, or 580–The **Source Product** field will appear. You must select a product from the drop-down list before you can submit.
   676, 678, 679—The **Active Ingredients** field will appear. You must select an ingredient from the drop-down list before you can submit.
   800—The **Source Product** field and Distributor Company field will appear. You must select one product and one distributor before you can submit.
8. The **Fee** field will automatically update with amount due based on the **Action Code** you select.
   If a fee is due, the **Fee Waiver** drop down will appear. If you do not wish to claim a fee waiver, you can simply leave this field blank. If you would like to request a fee waiver, select the code corresponding to the percentage of the fee you would like the EPA to waive.
9. Finally, upload your document(s). You must upload at least one and no more than 200 documents. You can drag and drop your files or you can click the Upload Files button and select documents by navigating to the location on your hard drive.
   The accepted file types are:
   - .pdf (Adobe Acrobat)
   - .doc (Microsoft Word 1997–2003)
   - .docx (Microsoft Word 2003–Present)
   - .xls (Microsoft Excel 1997–2003)
   - .xlsx (Microsoft Excel 2003–Present)
10. Click **Add Application.** At the top of the screen a new **Applications Added** section will appear.

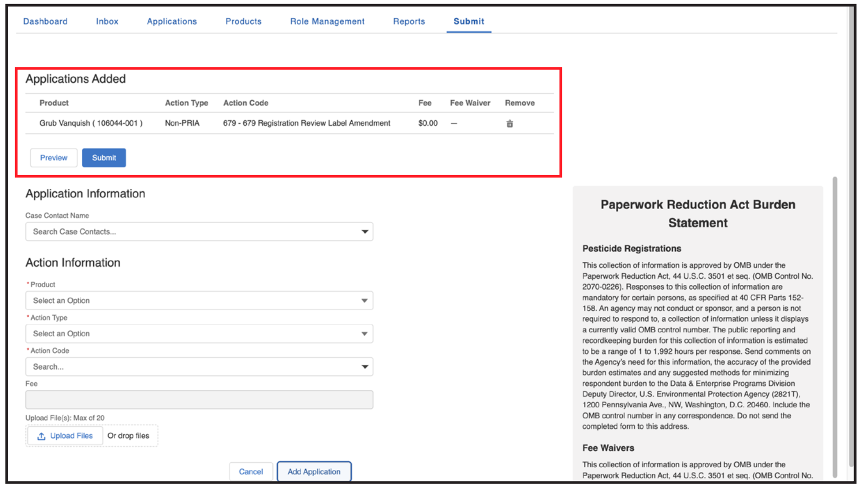
Start New Submission page with the New Product Name and Fee Waiver fields visible and the Fee field populated.



Start New Submission page with the Ingredient field visible and a document uploaded. Since there is no fee associated to this action code the Fee field has $0.00 and the Fee Waiver field is not visible.



After you click Add Application the Applications Added section will appear on the page. Clicking the trashcan icon will delete the application and all files associated to it. You can submit multiple applications at once by filling in the data, uploading at least one additional document and clicking Add Application again.



11. The **Applications Added** section displays the Product, Action Type, Action Code, Fee, and Fee Waiver information you provided.

    If you would like to see a summary of what you are about to send the EPA, click **Preview.** An html file will automatically download. You can open that file with your web browser.

12. If you are ready to send your application to the EPA, click **Submit.**

    Clicking the **trashcan icon** will delete your application and all documents you uploaded and nothing will be sent to the EPA.

13. The **Create Passphrase & Review** popup will appear. Your passphrase must meet the following criteria:
    - At least 8 characters long
    - No more than 20 characters
    - Spaces are allowed
    - No special characters (!,#, ?, etc.)
    - Case sensitive

    When your **Passphrase** and **Confirm Passphrase** field match the Continue button will become active. If you need to see what you typed, click the **eyeball icon** in the field.

14. Click **Continue.**

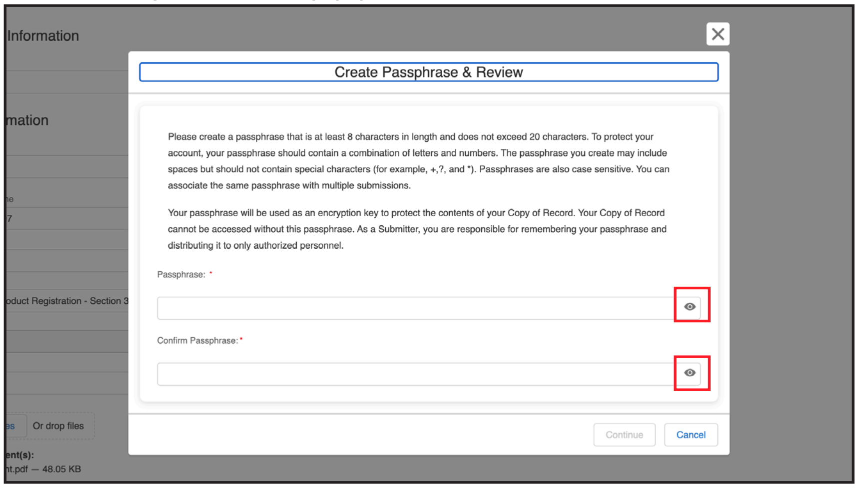
15. The **Digital Signature Screen** popup will appear. Click **Accept** if you certify, under penalty of law that the information provided in this document is, to the best of your knowledge and belief, true, accurate, and complete. You are aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. If not click **Decline** and cancel your submission.

16. If you clicked **Accept** you will return to the submission page that is grayed out. You will see a green Success message appear to indicate that your submission was sent to the EPA.

Congratulations! You have successfully completed a product submission to the EPA.

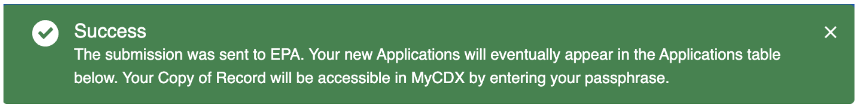
After you click Add Application the Applications Added section will appear on the page. Clicking the Preview button will download an html file of the MyPeST Application Summary. The trashcan icon will delete the application and all files associated to it. Clicking Submit sends the application to the EPA for processing.

The Create Passphrase & Review popup.



The Digital Signature Screen. Clicking Decline here will cancel your submission.

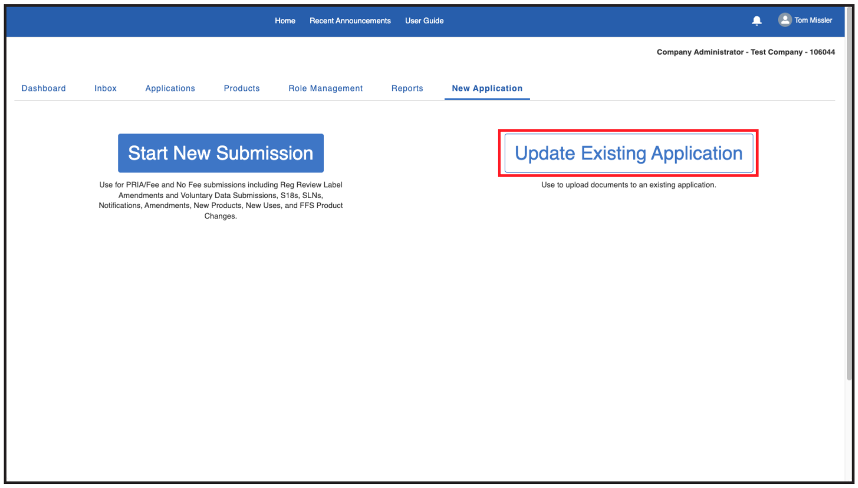
The message you will see when your submission is successfully submitted.



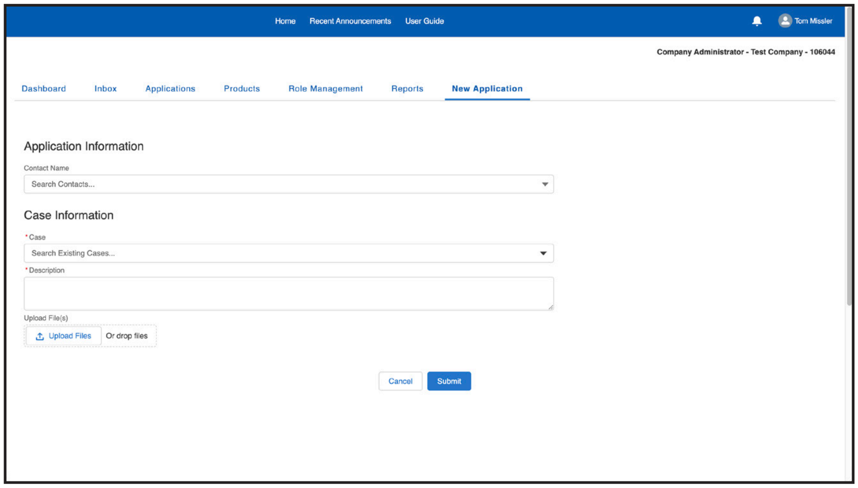
Update Existing Application

1. From the New Application screen, click **Update Existing Application.**
2. You will see the following fields:
   - **Contact Name**
   - **Case**
   - **Description**
   - **Upload File(s)**
3. Click the **Contact** drop-down to see a list of people in your organization who are registered in CDX and Login.gov. If the person you want to designate as contact has not yet registered have them follow the steps in the Account Setup section before making a submission.
4. Next, click the **Case** drop-down. You will see a list of cases your company has created with the EPA. Your case number is an 8 digit number created by Salesforce. You can find the case number by clicking the Applications tab and searching for the product you wish to update.
5. In the **Description** field you can explain what you are uploading and why you are uploading it. If you submitted a form with an error and are resubmitting a corrected version of that form or if the EPA requested more information and the document(s) you are uploading fulfill that request, you can explain that in the Description field.
6. Upload your document(s). You must upload at least one and no more than 200 documents. You can drag and drop your files or you can click the Upload Files button and select documents by navigating to the location on your hard drive.
   The accepted file types are:
   The accepted file types are:
   - .pdf (Adobe Acrobat)
   - .doc (Microsoft Word 1997–2003)
   - .docx (Microsoft Word 2003–Present)
   - .xls (Microsoft Excel 1997–2003)
   - .xlsx (Microsoft Excel 2003–Present)
7. Click **Submit.**

The screen you see if you click the Make A Submission or the New Application tab.



The fields you first see when you click the Update Existing Application button.

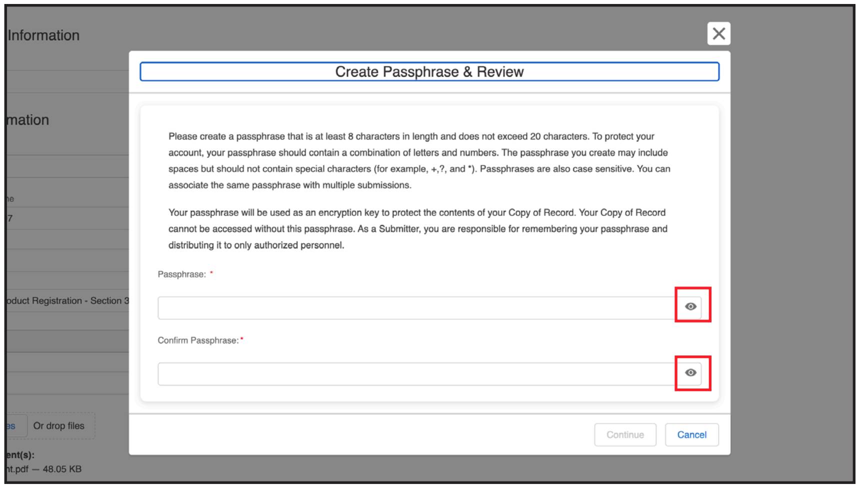


8. The **Create Passphrase & Review** popup will appear. Your passphrase must meet the following criteria:
   - At least 8 characters long
   - No more than 20 characters
   - Spaces are allowed
   - No special characters (!,#, ?, etc.)
   - Case sensitive

   When your **Passphrase** and **Confirm Passphrase** field match the Continue button will become active. If you need to see what you typed, click the **eyeball icon** in the field.
9. Click **Continue.**
10. The **Digital Signature Screen** popup will appear. Click **Accept** if you certify, under penalty of law that the information provided in this document is, to the best of your knowledge and belief, true, accurate, and complete. You are aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. If not click **Decline** and cancel your submission.
11. If you clicked Accept you will return to the submission page that is grayed out. You will see a green Success message appear to indicate that your submission was sent to the EPA.

Congratulations! You have successfully updated an application with the EPA.

The Create Passphrase & Review popup.



The Digital Signature Screen. Clicking Decline here will cancel your submission.

The notification you will see when your submission has been successfully sent to EPA.

Submitting Multiple Applications

It is possible to include multiple applications in a single submission. To determine if you should submit applications separately or if you can combine them into a single submission, follow these guidelines:

- All applications must be for the same Product.
- Non-PRIA actions cannot be part of a multi-application submission.
- You can only apply one Fee Waiver per submission.
- At least one document must be uploaded for each application in the submission.

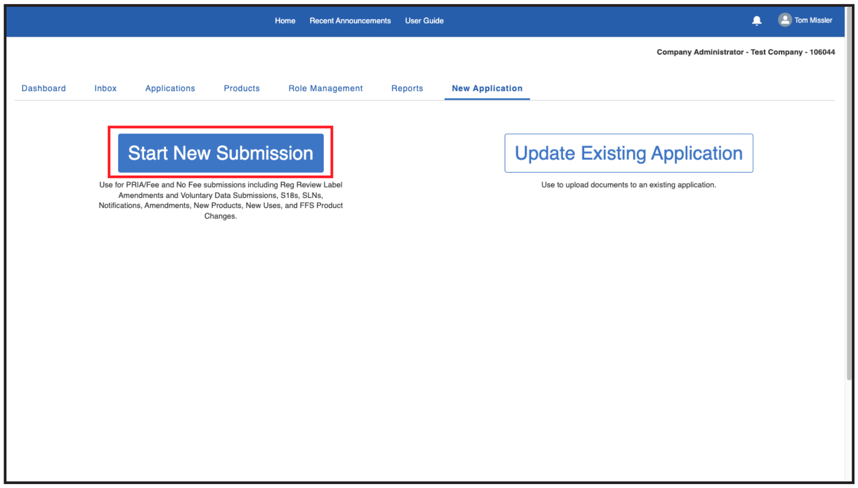
The process for submitting multiple applications in a single submission follows many of the same steps that submitting a single application requires.

1. From the New Application screen, click **Start New Submission.**
2. Enter data for following fields:
   - **Case Contact Name**
   - **Product**
   - **Action Type—Must be a PRIA action**
   - **Action Code**
   - **Fee**
   - **Upload File(s)**

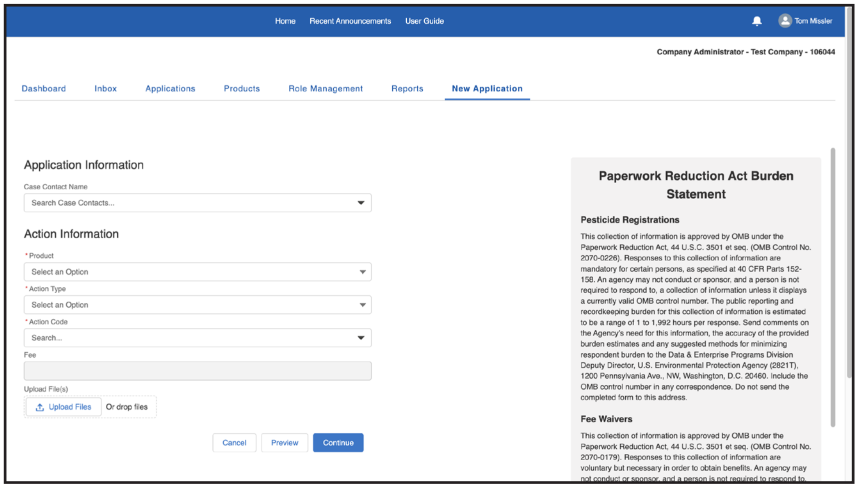
   If any of the Action Codes trigger any additional fields, enter data for those as well.

   If the **Fee Waiver** field appears, the code you select here will apply to all the other applications included in this submission. Only add one Fee Waiver per submission.
3. Click **Add Application.**

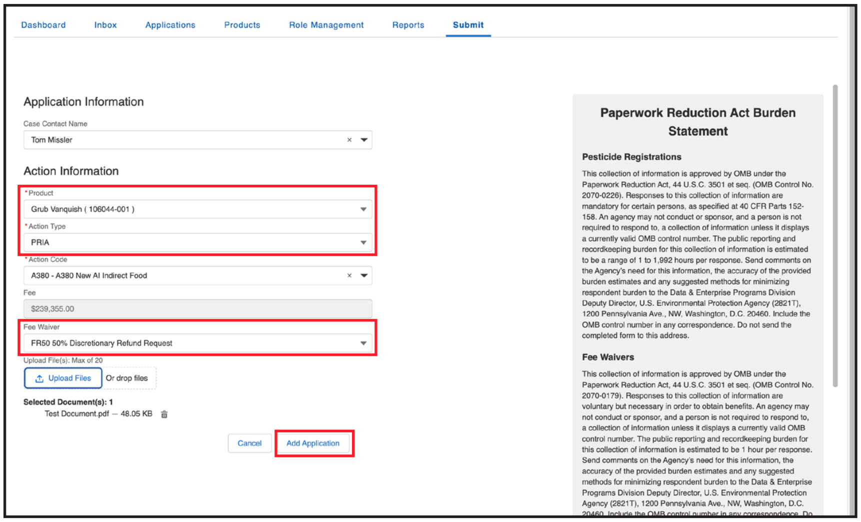
The screen you see if you click the Make A Submission or the New Application tab.



The fields you first see when you click the Start New Submission button.



In this example the product is Grub Vanquish, the Action Type is PRIA and a 50% Fee Waiver is requested and a document has been uploaded for this application.

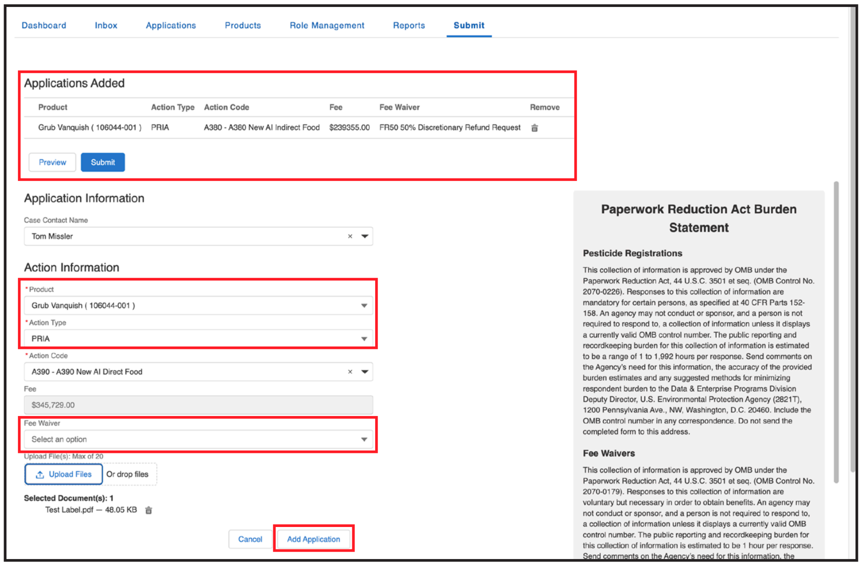


4. The **Application Added** section will appear above the Application Information section showing the product, action type, action code, fee, and fee waiver you just added.
5. To add an additional application to this submission, enter data for:
   - **Case Contact Name**
   - **Product—Must be the same product you used in step 2.**
   - **Action Type—Must be a PRIA action**
   - **Action Code**
   - **Fee**
   - **Upload File(s)**

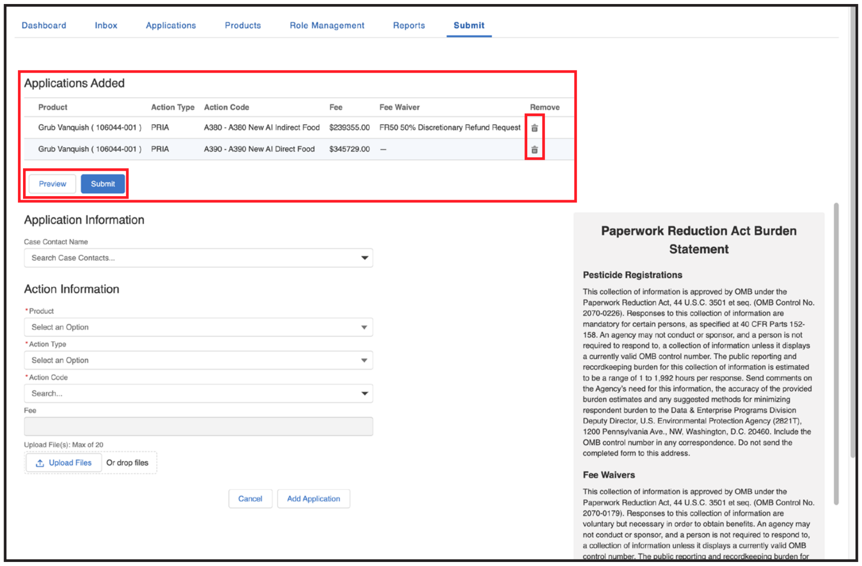
   If the Fee Waiver field appears and you have already entered a Fee Waiver, do not select anything for this application.
6. Click **Add Application.**
7. The application you just created will appear in the Applications Added section.
8. If you would like to remove an Application before submitting, click the **trashcan icon** to remove it.
9. If you would like to view a summary of your application, click **Preview** which will download an html file with the details of what you are submitting. You can open the html file in your web browser.
10. Click **Submit.**

Congratulations! You have successfully submitted both applications to the EPA.

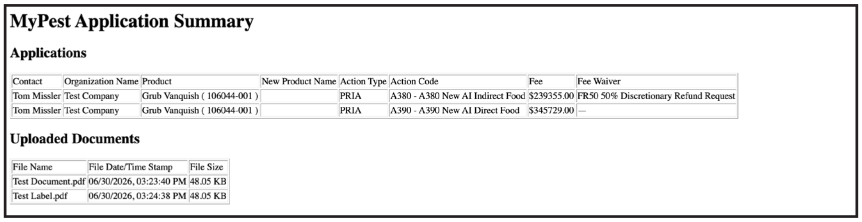
The Applications Added section is now visible. For the second application you must use the same product and the Action Type must be set to PRIA. The Fee Waiver is left blank because you can only submit one fee waiver per submission and one was included with the first application in this submission.



The Applications Added section shows both applications that will be submitted. If you would like to remove an application, click the trashcan icon. If you would like to see a summary of your submission, click Preview. If everything looks good, click Submit to send both applications to the EPA.



Clicking Preview will generate an html file that will automatically download to your computer. You can open it in your web browser.



MyPest Application Summary

Applications

Contact	Organization Name	Product	New Product Name	Action Type	Action Code	Fee	Fee Waiver
Tom Missler	Test Company	Grub Vanquish (106044-001)		PRIA	A380 - A380 New AI Indirect Food	$239355.00	FR50 50% Discretionary Refund Request
Tom Missler	Test Company	Grub Vanquish (106044-001)		PRIA	A390 - A390 New AI Direct Food	$345729.00	—

Uploaded Documents

File Name	File Date/Time Stamp	File Size
Test Document.pdf	06/30/2026, 03:23:40 PM	48.05 KB
Test Label.pdf	06/30/2026, 03:24:38 PM	48.05 KB

Appendix A—The Role Management Tab for Company Administrators Only

Pending Requests, Pending Invites, and Decisions

At the top of the Role Management Tab page you will see a search bar. You can search for terms in any of the fields that are displayed in the table. As you type, the table will filter results. In most cases, you will only need to type a few letters before you find the person you are looking for.

On the Role Management Tab you will see a table with three sections: **Pending Requests, Pending Invites,** and **Decisions.** Under each section you will see 6 columns:

- **User:** The requestor's name.
- **Email:** The requestor's email.
- **Role:** The role the requestor is seeking approval for.
- **Status:** Can be Pending, Approved, Denied, or Revoked.
  - **Pending:** No decision has been made about the request.
  - **Approved:** The requestor has been granted the role.
  - **Denied:** The requestor has not been granted the role. They can reapply for a role, but this requested is closed.
  - **Revoked:** The requestor was originally approved for a role but they no longer need access to this company.
- **Down Arrow Buttons:** Click these buttons to Approve, Deny, or Revoke a user's access.

The table is broken down into three sections:

Pending Requests

Users have sent requests to the company for a role. The Company Administrator can **Approve** or **Deny** by clicking the **Down Arrow Button** and selecting from the drop-down options. If you select **Deny**, you will see a popup asking you to confirm your decision. If you click **Approve,** there is no popup.

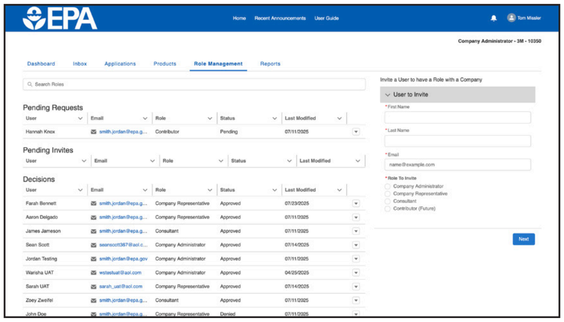
Pending Invites

The company has sent a request to the user for a role. The Company Administrator cannot take any further action on this request.

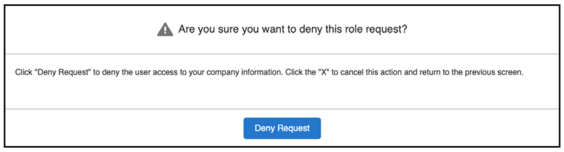
Decisions

The list of all users who have been approved, denied, or revoked for a role. The Company Administrator can revoke a role for an approved role in this section by clicking the **Down Arrow Button** and selecting **Revoke.** If you select **Revoke,** you will see a popup asking you to confirm your decision.

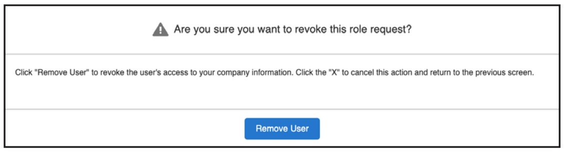
Role Management Tab



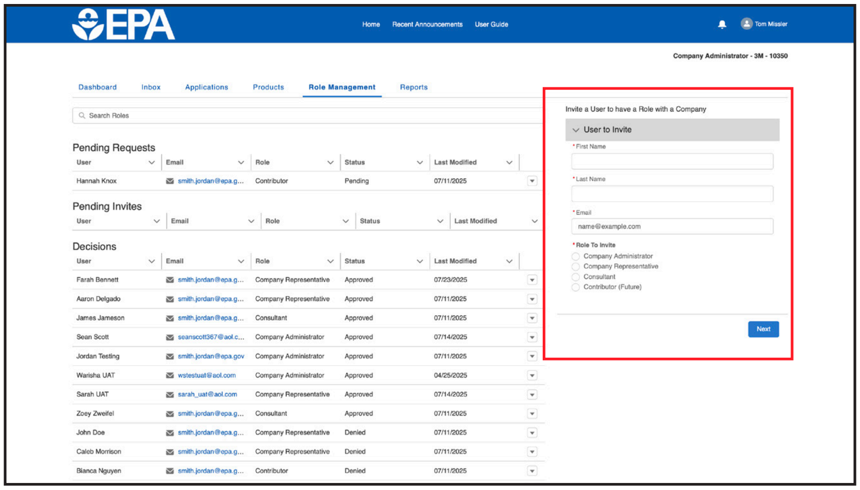
Down Arrow Button with Approve or Deny options in the Pending Requests section



Down Arrow Button with the Revoke option in the Decisions section



Invite A User



As a Company Administrator you have the ability to invite people to have a role with your company. It works the same way as Requesting a Role, only in reverse. The Company Administrator enters the user's:

- First Name
- Last Name
- Email
- Role

When the Company Administrator clicks **Next,** an invitation is sent to the specified user. They can Accept or Reject the invitation. The Company Administrator will receive an email indicating the user's decision.

If a user rejects a role, they can subsequently request that role or a different role with the company or be invited again for that role or a different one. They are not "locked out" if they refuse an invitation.

If you try to send an invitation to a user who has not yet created an account in MyPeST, you have the option of having an auto-generated message sent to the email address you specified in the invite asking the person to create an account. Once that user has created an account, you can invite them or they can make a request to join your company.

Changing Roles

If a user accepted a role with your organization but now you want them to have a different role, the Company Administrator has the ability to make that change.

1. Find the user's name in the Decisions section of the Role Management tab and select **Revoke** in the drop-down.
2. The CA can now invite the person to take on a new role with the organization since they no longer have a role.
3. When the user accepts the invitation they will be back in the organization with their new permissions and responsibilities based on their new role.

Appendix B—Subject Codes

Code	Description
10	dng 75d
110	dng 75d
117	dng 75d
152	dng 75d
160	dng 75d
163	dng 75d
165	dng 75d
170	dng 75d
172	dng 75d
175	dng 75d
177	dng 75d
184	dng 75d
186	dng 75d
188	dng 75d
192	dng 75d
194	agency-initiated
220	Tolerance
230	Tolerance
268	general correspondence
274	dng 75d
300	amendment label/csf
302	label amend
305	data required
307	data required
312	dng 75d
315	dng 75d
317	dng 75d
320	Amendment (EVP)

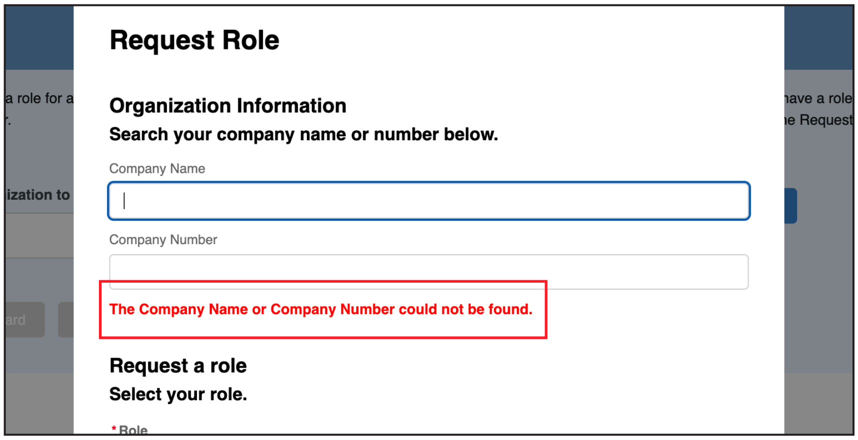
Code	Description
322	Amendment
325	dng 75d
330	dng 75d
331	Notification (Covid)
332	notification
335	Use deletion
341	csf amend
345	csf amend
350	general correspondence
352	protocol
354	lab audit
356	label improvement
358	agency-initiated
360	agency-initiated
362	csf amend
385	Special packaging
392	mfa
397	mfa
400	no data required
405	6a2
415	final printed label
455	enforcement case review
457	ATP issue
458	ATP issue
460	Cancellation
462	Use deletion
500	s18 unredg ai
505	s18 renewal

Code	Description
510	s18
513	s18 quar exempt amend
535	s18 quar exempt
570	registration follow-up
575	registration follow-up
576	pet spot-on
577	pet spot-on
578	pet spot-on
579	pet spot-on
580	24c revision
582	24c amend
585	24c
587	24c amend
627	DCI response
676	reregistration decision
677	reregistration decision
678	reg review label
679	reg review label
681	biological opinion mitigation
709	EUP report
714	dng 75d
736	EUP extension
754	EUP amendment
790	Novel microbial notification
888	agency-initiated
900	Cancellation

Appendix C—Troubleshooting Company Numbers in MyPeST

You work for a company that has been submitting documents through CDX for years. Now that you are using MyPeST you are ready to log in and get started. When trying to request a role you search for your company in MyPeST and you see:

The Company Name or Company Number could not be found.



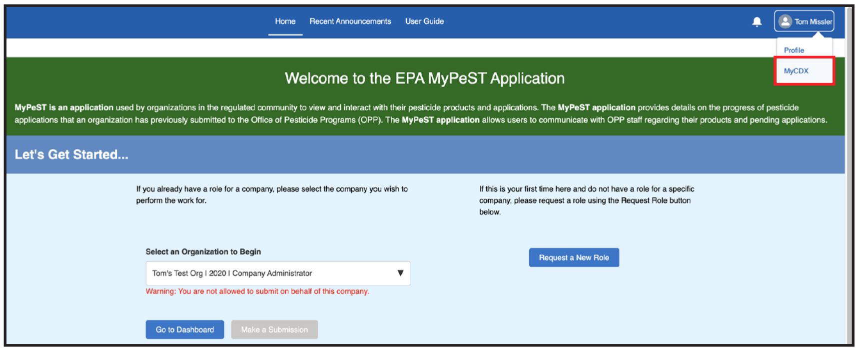
What is happening here?

CDX does not require a company number in order to submit documents. MyPeST requires every company to have a company number. You will need to request a company number in CDX, and once it is established, you will be able to request a role in MyPeST.

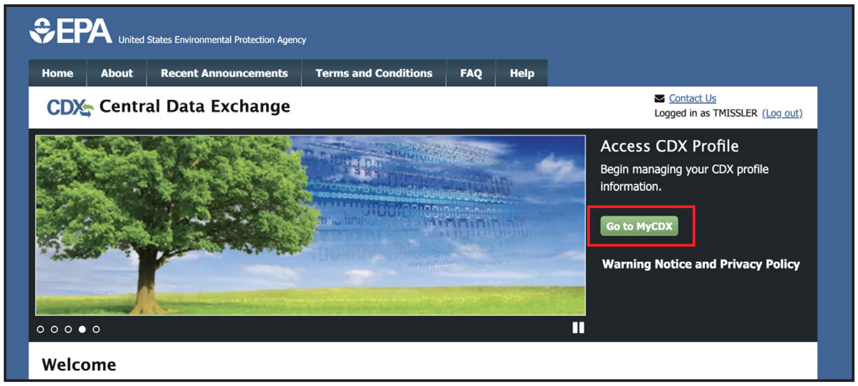
How do I fix it?

1. Under your profile select **MyCDX.** This will take you out of MyPeST and into CDX.
2. On the Central Data Exchange page click the **Go to MyCDX** button.
3. On the Central Data Exchange page click **Add Program Service.**

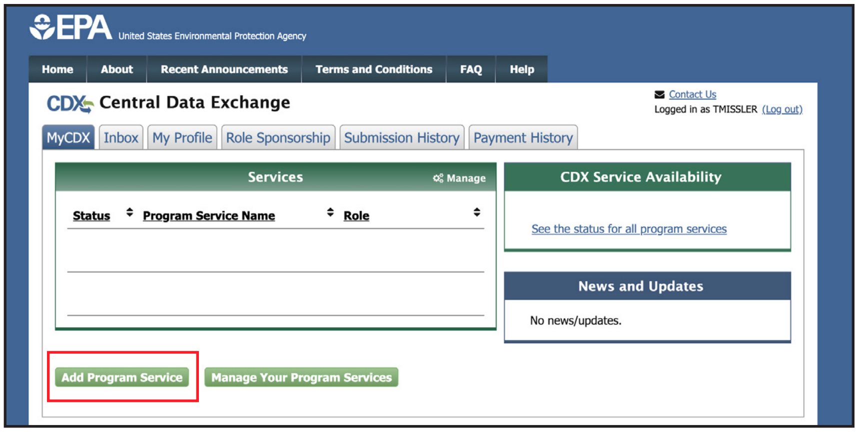
Step 1



Step 2

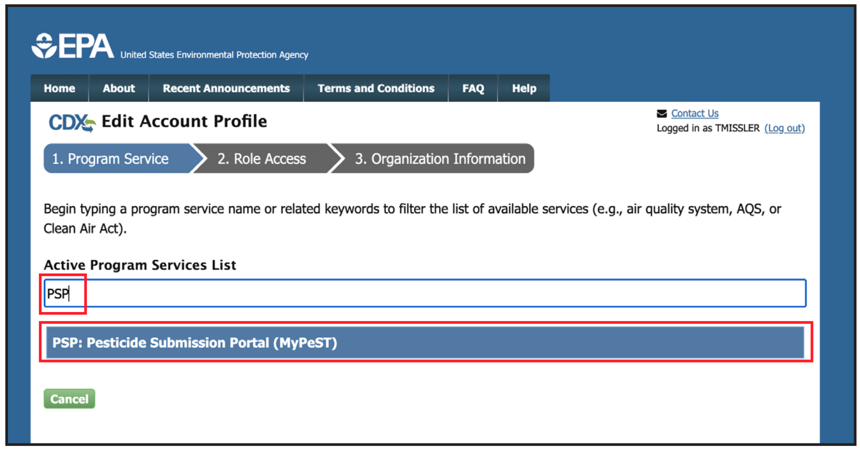


Step 3

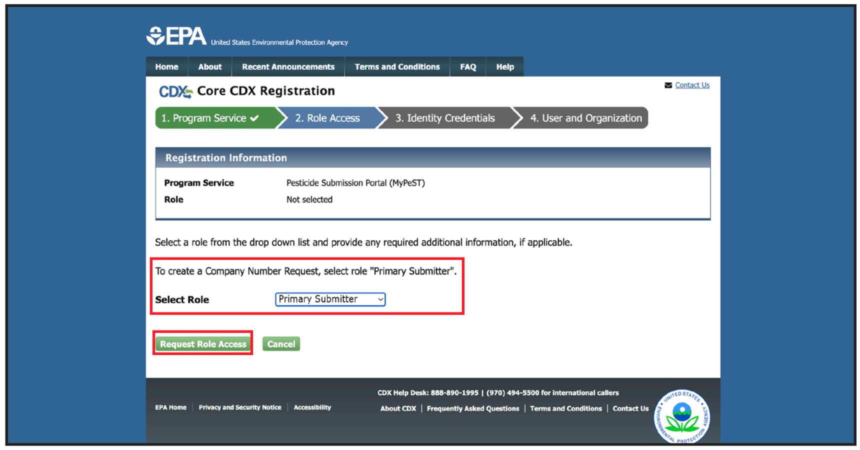


4. In the Active Program Services List type “PSP” then select **PSP: Pesticide Submission Portal (MyPeST).**
5. In the Select Role drop-down, select **Primary Submitter** and click the **Request Role Access** button.
6. Click the **I don’t have a company number yet hyperlink.**

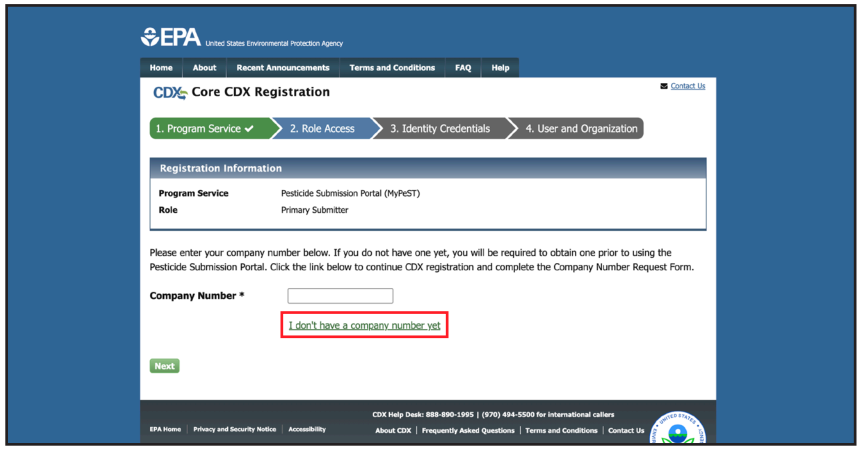
Step 4



Step 5



Step 6

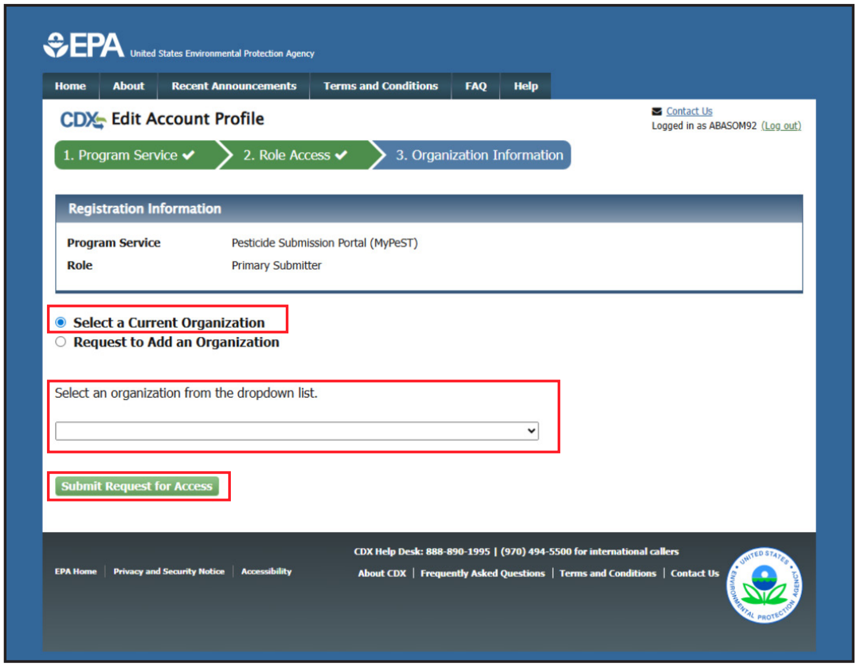


7. Make sure the **Select a Current Organization** radio button is selected. Click the **Select an organization from the drop-down list** and select your company. Then click **Submit Request for Access.**

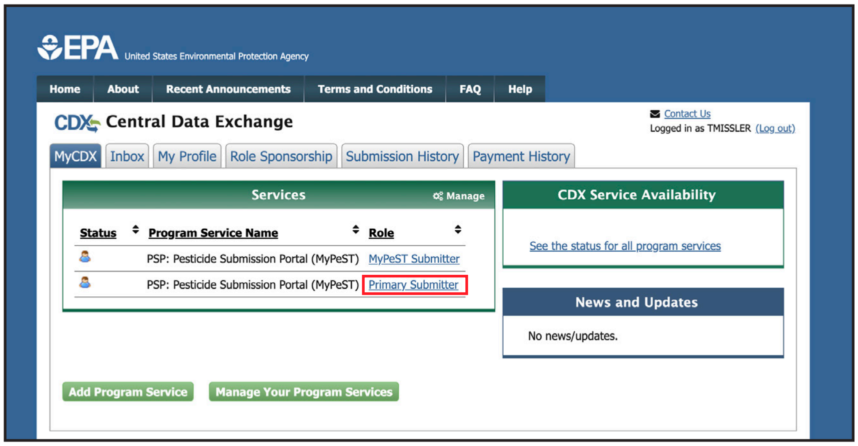
8. You will be returned to the MyCDX page. Click the **Primary Submitter hyperlink.**

8a. If you are the Primary Submitter for more than one company, the Application Profile Settings popup will appear. Select the same organization you selected in step 7 then click **Proceed.** If you are the Primary submitter for only one company, you will not see this popup and will go to Step 9.

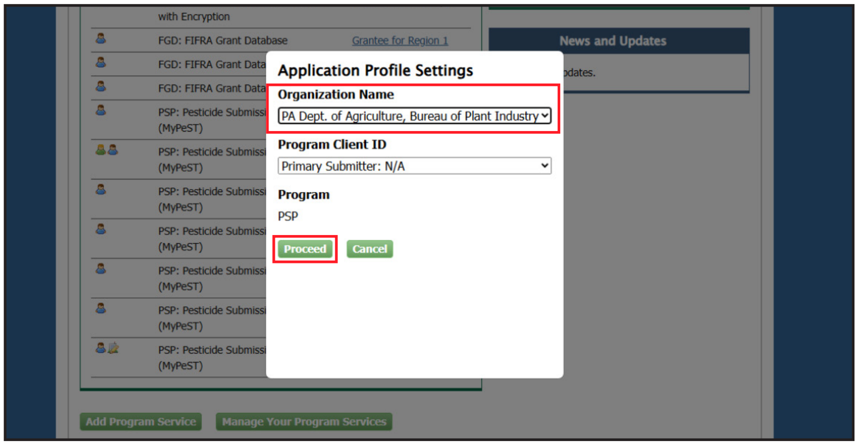
Step 7



Step 8

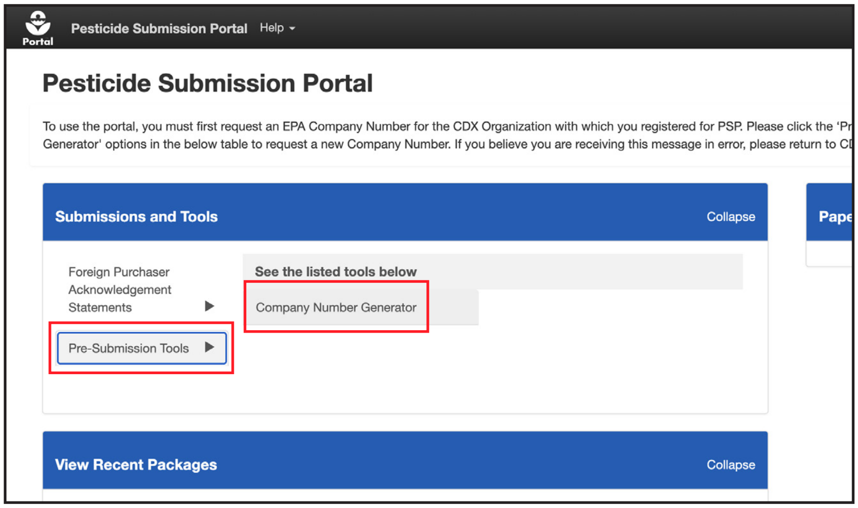


Step 8a—You will only see this if you are Primary Submitter for more than one company.

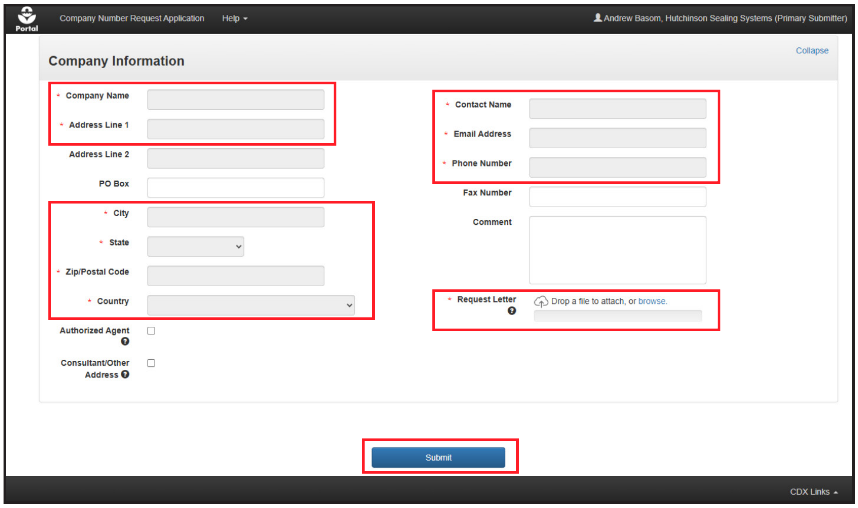


9. You will see the Pesticide Submission Portal page. Click Pre-Submission Tools then click Company Number Generator.
10. The Company Information screen will appear. Enter data for all fields with an asterisk. You must include a **Request Letter.** The letter must have the company letterhead with your corporate contact details (contact person's name, email address, phone number, and official mailing address). Click **Submit.**
11. You will be notified when your company number has been approved. Once you have received notification, log in to MyPeST and click **Request a New Role.** From here, the process follows the same steps outlined begining on page 8.

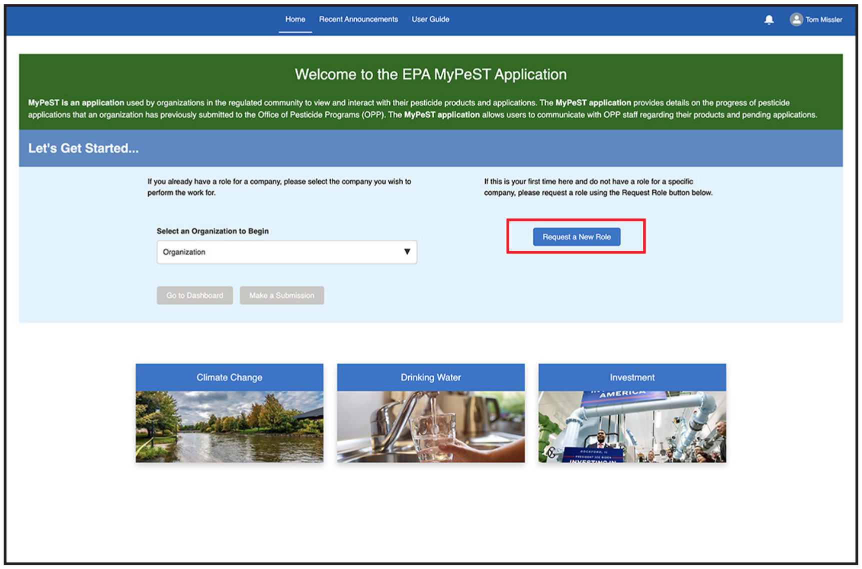
Step 9



Step 10



Step 11

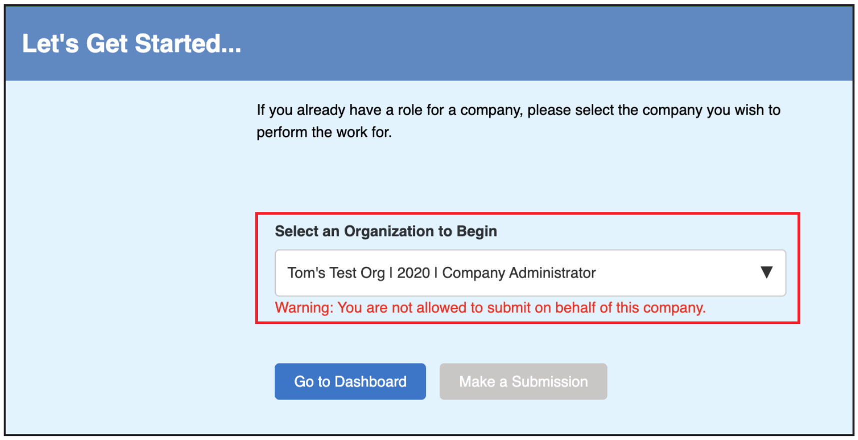


Appendix D—Troubleshooting Role Requests in CDX

You have successfully signed in to MyPeST, requested a role, submitted the required documentation (if necessary), and have been granted the role you requested. If you requested to be a Company Administrator you should be able to see and do everything in MyPeST.

When you select your company to begin working in MyPeST you see this error on the home screen:

Warning: You are not allowed to submit on behalf of this company.



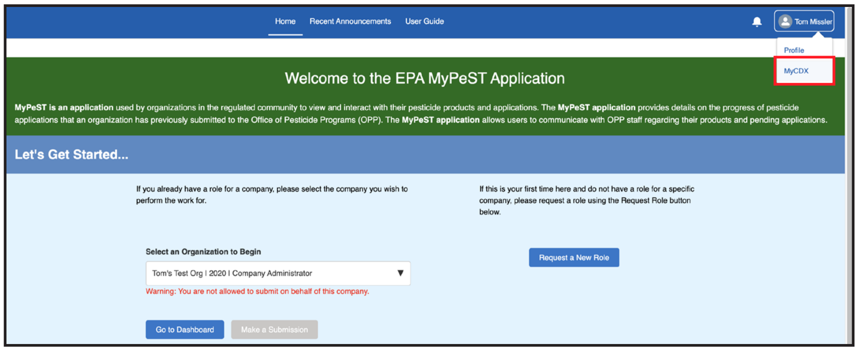
What is happening here?

From MyPeST's perspective you are a Company Admin and have all the permissions to view and submit on behalf of your company. The problem is you don't have the same permissions in CDX.

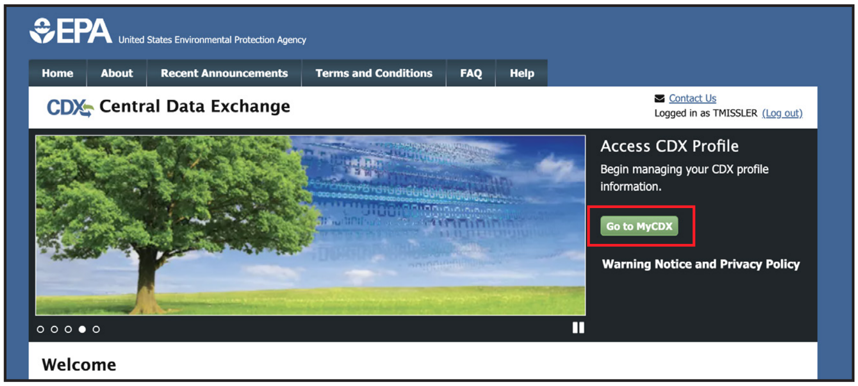
How do I fix it?

1. Under your profile select **MyCDX.** This will take you out of MyPeST and into CDX.
2. On the Central Data Exchange page click the **Go to MyCDX** button.
3. On the Central Data Exchange page click **Add Program Service.**

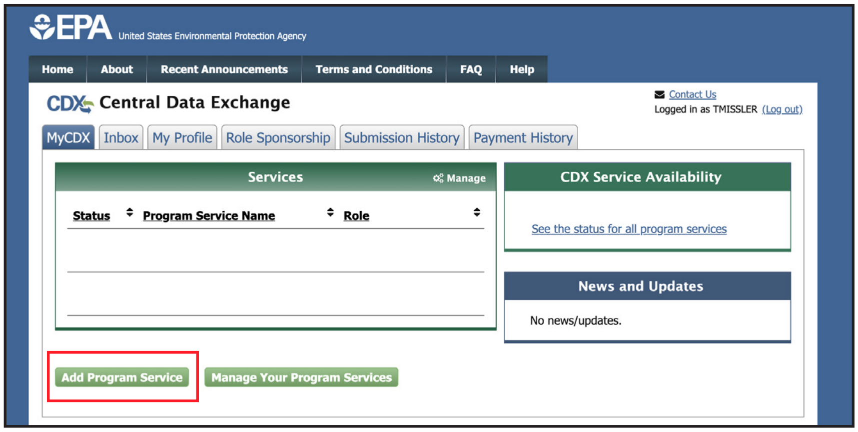
Step 1



Step 2

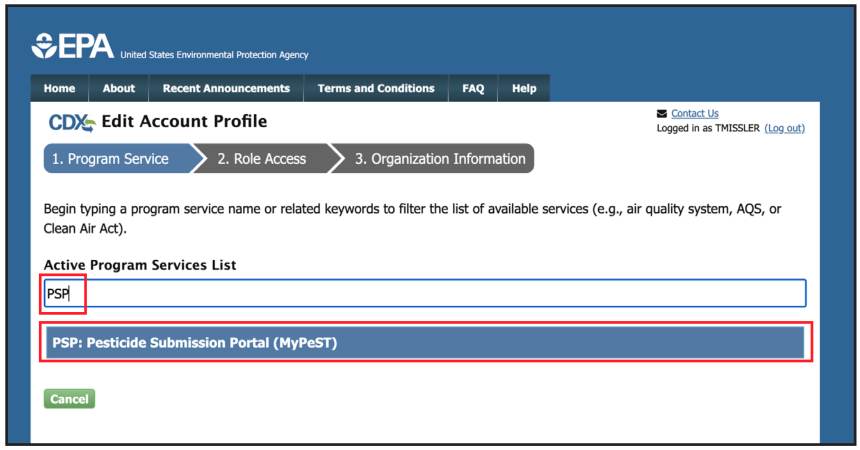


Step 3

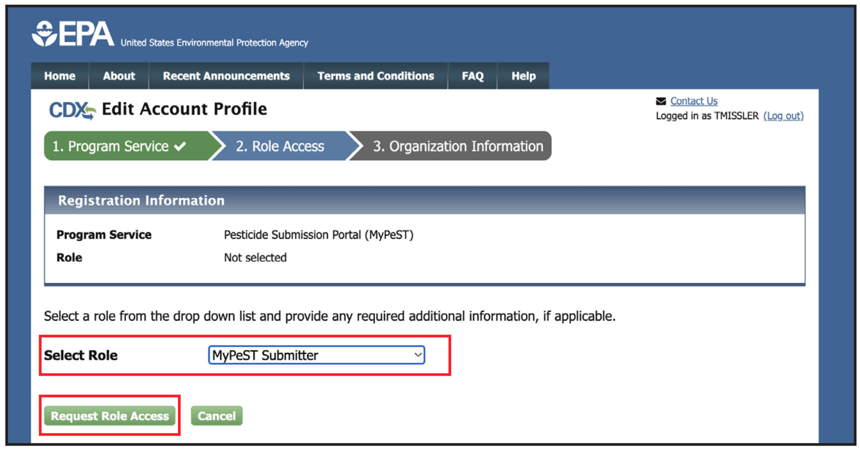


4. In the Active Program Services List type “PSP” then select **PSP: Pesticide Submission Portal (MyPeST).**
5. In the Select Role drop-down, select **MyPeST Submitter** and click the **Request Role Access** button.
6. Search for it by typing the name and clicking **Search.** If you see your company in the search results, click the **Organization ID hyperlink** next to your Organization Name. If your company does not appear in the list, click r**equest that we add your organization hyperlink** and follow the process to add your company to CDX.

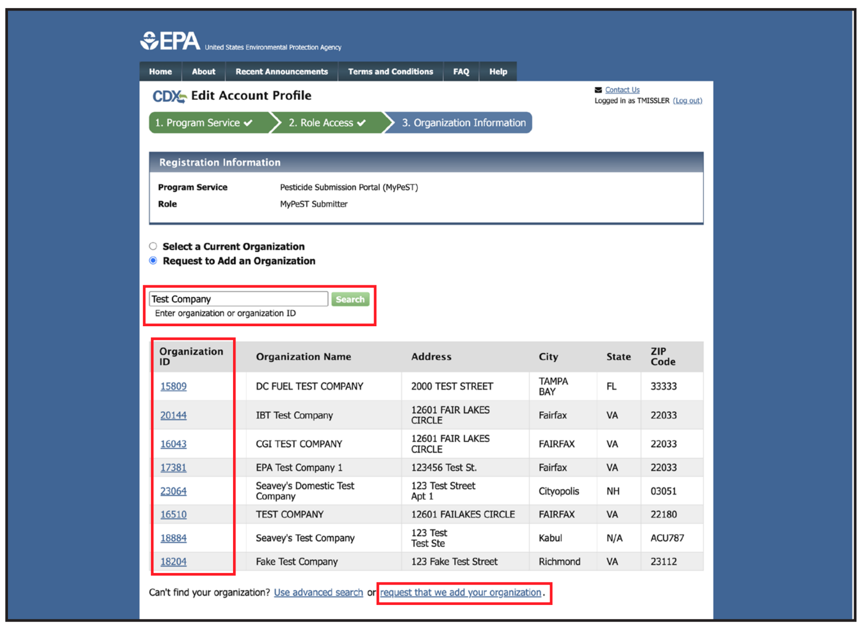
Step 4



Step 5



Step 6



7. You will now see the **Electronic CDX Electronic Signature Agreement** page. Verify the information is correct (some companies have multiple branches registered with CDX. Make sure you have selected the right one. Once you are sure, click **Sign Electronically.**

8. You will return to the Central Data Exchange page. In your list of services you will see **PSP: Pesticide Submission Portal (MyPeST)** under the Program Services Name and **MyPeST Submitter** in the Role. Click the **MyPeST Submitter hyperlink.**

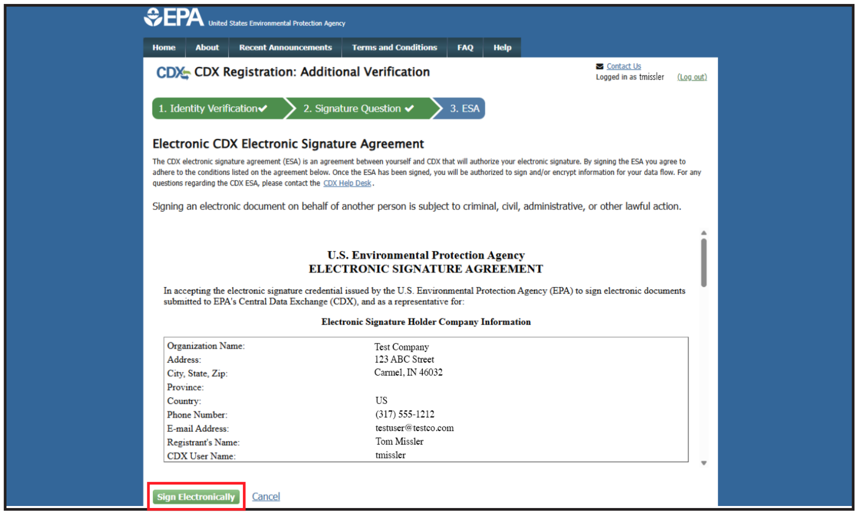
9. This will launch the MyPeST application. Now when you click the organization on the Home Screen, the warning will no longer appear.

Select An Organization

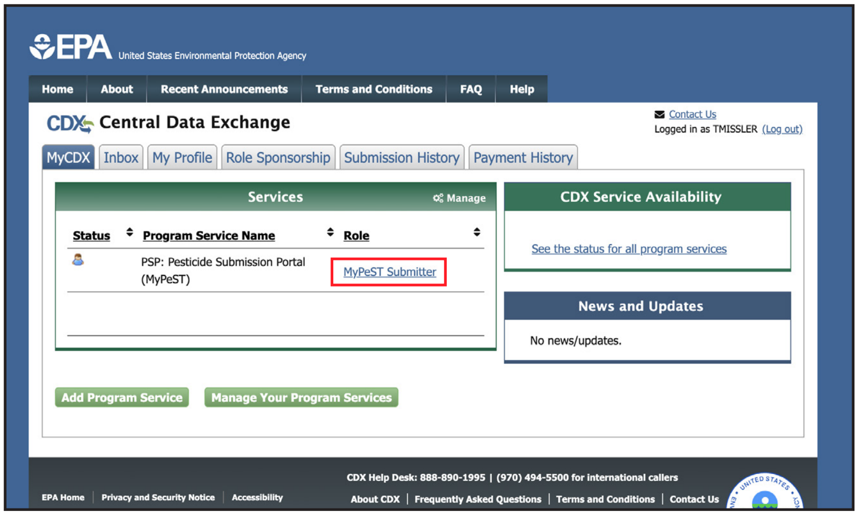
After you have been accepted for a role, the next time you log in you will see the **Select an Organization to Begin** drop-down is active on the Home screen. Click the drop-down and select

your organization from the list. You can click **Go to Dashboard** to see the status of your EPA applications or you can click **Make a Submission** to start a new product registration or update an existing application. We will start with **Go to Dashboard.**

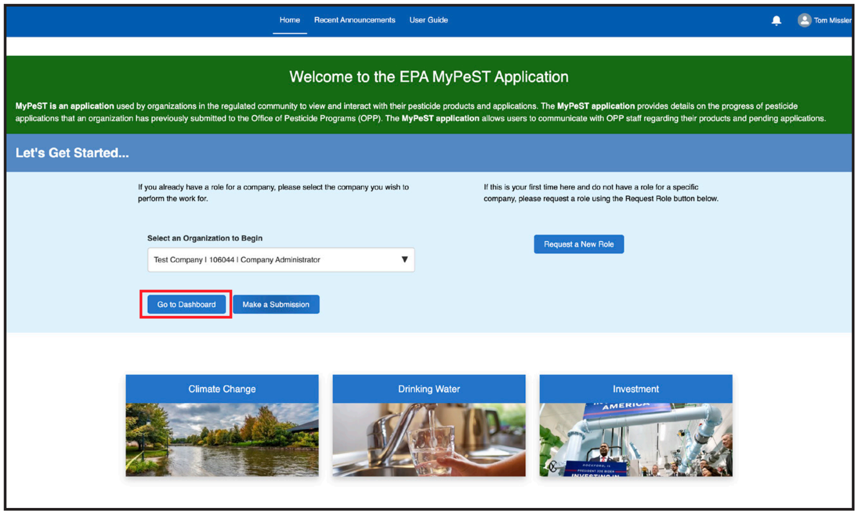
Step 7



Step 8



Step 9 and Select An Organization



Appendix E—Action Codes

Below is a list of all action codes for the 2026 fiscal year.

Product Type	Action Codes
Distributor Product	**Non-PRIA:** 800, 801, 802
Experimental Use Permit (EUP)	**Non-PRIA:** 736 **PRIA:** A520, A520.0, A537, A537.0, A538, A538.0, A539, A539.0, B610, B610.0, B620, B645, B645.0, B646, B646.0, B700, B740, B750, B750.0, B771, B771.0, B921, B923, B925, B927, R040, R040.0, R090, R121, R125, R155, R210, R210.0, R220, R250, R251, R271
Incident	**Non-PRIA:** 405, 625
Inert Mixture	**Non-PRIA:** 270 **PRIA:** B903, B903.0, B903X3, I001, I001X2, I004, I007, I008, I009, I011, I012, I014, I015, I016, I018
Pre-Application	**PRIA:** A470.1, A521, A522, A523, A534, A535, A536, A575, B614, B614X2, B614X3, B614X4, B614X6, B614X8, B616, B616X2, B617, B617X2, B682, B682X2, B902, B905, B909, B910, M002, M003, M004, M010, M014, R124, R124X2, R124X3, R124X4, R124X6, R272, R272.0, R272X2, R272X3, R272X4, R272X5, R272X6, R275, R278, R279
Section 3	**Non-PRIA:**165, 300, 332, 335, 345, 350, 360, 392, 400, 415, 570, 575, 576, 577, 578, 579, 676, 678, 679, 680, 681, 900, 950 **PRIA:** A380, A380.0, A390, A390.0, A410, A410.0, A431, A431.0, A440, A440.0, A440.1, A441, A441.0, A450, A450.0, A451, A451.0, A460, A460.1, A460.2, A461, A461.1, A461.2, A462, A462.1, A462.2, A463, A463.1, A463.2, A464, A464.1, A464.2, A465, A465.1, A465.2, A470, A470.0, A471, A471.0, A472, A472.1, A473, A474, A475, A500, A500.0, A500.1, A501, A529, A530, A531, A532, A533, A550, A550.1, A550.2, A560, A560.1, A560.2, A565, A565.1, A565.2, A571, A572, A572.1, A572.2, B580, B580.0, B590, B590.0, B590.1, B590X2, B590X4, B600, B600.0, B600X10, B600X2, B600X3, B600X4, B621, B622, B622.0, B630, B630.0, B630X2, B640, B640.0, B641, B641.0, B644, B644.0, B660, B670, B670.1, B670.2, B672, B672.1, B672.2, B673, B673.1, B674, B677, B677.1, B680, B680.0, B680.1, B681, B681.1, B683, B684, B685, B685.1, B685X2, B685X3, B690, B690.0, B690X2, B701, B710, B720, B721, B721.1, B721.2, B722, B730, B772, B773, B773.0, B780, B800, B800.0, B820, B820.0, B820X3, B851, B870, B870.0, B880, B880.0, B880.1, B880.2, B883, B884, B884.0, B884X2, B884X3, B885, B885.1, B885.2, B890, B900, B900.0, B904, B906, B907, B922, B924, B924.0, B926, B928, B928.0, B929, B929.1, B929.2, B930, B931, B932, B932.0, I002, I003, I005, I006, I010, I013, I017, M001, M005, M006, M007, M008, M009, M011, M012, M013, R010, R010.0, R010.1, R020, R020.0, R060, R060.0, R060.1, R070, R070.0, R110, R110.0, R120, R122, R122.0, R122.1, R123, R123.0, R126, R130, R130.0, R140, R140.0, R140X5, R150, R150.0, R160, R160.0, R170, R170.0, R170X2, R170X3, R170X4, R170X5, R175, R175.0, R180, R180.0, R180X2, R180X3, R180X4, R180X5, R190, R190.0, R200, R200.0, R230, R230.0, R230X2, R230X3, R240, R240.0, R240X2, R240X3, R260, R260.0, R260X2, R260X3, R270, R273, R273.0, R273X2, R273X3, R274, R274.0, R276, R276.0, R276.1, R276x2, R277, R280, R280.0, R281, R281.0, R281X2, R281X3, R281X4, R281X5, R282, R290, R290.0, R290X2, R290X3, R290X4, R291, R292, R292.0, R292X2, R292X3, R292X4, R293, R293.0, R294, R295, R295.0, R295X2, R295X3, R295X4, R296, R296.0, R297, R298, R298.0, R298X2, R298X3, R298X4, R299, R299.0, R300, R300X2, R300X3, R300X4, R301, R310, R310.0, R310.1, R310.2, R314, R314.1, R314.2, R315, R315.1, R315.2, R316, R316.1, R316.2, R317, R317.1, R317.2, R318, R318.1, R318.2, R319, R319.1, R319.2, R320, R320.0, R320.1, R320.2, R321, R321.1, R321.2, R331, R332, R332.1, R332.2, R333, R333.1, R333.2, R333X2, R333X3, R333X4, R334, R334.1, R334.2, R334X2, R334X3, R334X4, R334X5, R340, R340.1, R341, R341.1, R345, R350, R350.0, R350.1, R351, R351.1, R351X2, R351X3, R351X4, R351X5, R352, R352.1, R361, R361.1, R361.2, R362, R362.1, R362.2, R363, R371
Section 18	**Non-PRIA:** 506, 516, 526, 536, 546, 556
Special Local Need (SLN)	**Non-PRIA:** 580, 582