

## How to Register a New Product and Make a Payment

In order to register a new product, you must have already registered your company. For instructions on how to do this, see <https://www.kyagr-apps.com/AgExternal/Security/FAQ/GetFile?filename=Common How to Register a Company.pdf>

- Go to the kyagr-apps login page at <https://www.kyagr-apps.com/AgExternal/Security/Account/Login>
- Log in using the credentials you set up
- Click the “Launch” button under “Product Registration”

Company Information  
Select the Company Info button below to view detailed information about your company.

Launch »

Programs  
Select your program button to view or process program specific information.

PRODUCT REGISTRATION    BULK CONTAINMENT    PESTICIDES

Launch »    Launch »    Launch »

- Hover over the “Account Management” tab and click “Add New Product”

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ACCOUNT MANAGEMENT

› ADD NEW PRODUCT  
› MAKE A PAYMENT  
› PAYMENT HISTORY  
› REGISTERED PRODUCTS

Product Id    Product Name    Product EPA    ---Product Type---

- Fill out all of the requested information

- To add a product label:
  - To the right of “Product Label”, click the “Choose Files” button
  - In the window that appears, browse to the location of the image you wish to add
  - Click on the image. To add multiple images, hold down the CTRL key and left click each image
  - Click the “Open” button
- Click the “Save” button
- You should see a message that the product was successfully created
- To make a payment on the product:
  - Click the “Make Payment” button
  - Make sure the boxes next to “Product Payment” and the new product you are making the payment for are both checked
  - Add comments to the box labeled “Comments” if desired
  - Click “Process Payment”
  - Click the payment method you wish to use
  - Provide your payment information and follow the instructions to finish processing your payment
  - Once your payment is completed, click the “View Receipt” button
  - Review the information and print or email the receipt if desired, then click the “Complete Transaction” button to return to the Product Registration app