



## User Guide-Farm Ecology: Deer Damage Permit

1. Navigate to <https://demri.my.site.com/agr/s/login/>  
Click on Applications -> Start an Application as shown below

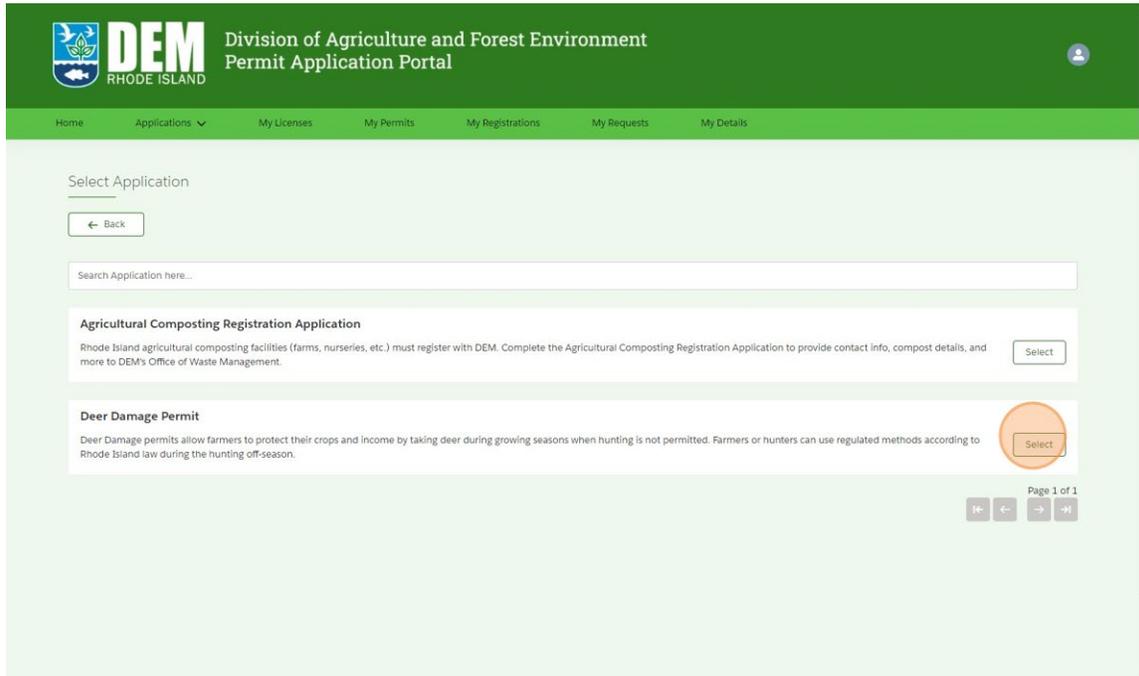
The screenshot shows the top navigation bar with 'Applications' circled in red. Below it, the 'Start an Application' button is highlighted in yellow. The page title is 'Division of Agriculture and Forest Environment (DAFE) Application Portal'. The main content area includes a welcome message, a list of application types (Ongoing New Applications, Ongoing Renewal Applications), and a section for 'Latest Notifications and System Notices'.

2. Click "Select" next to the Program you wish to Apply for

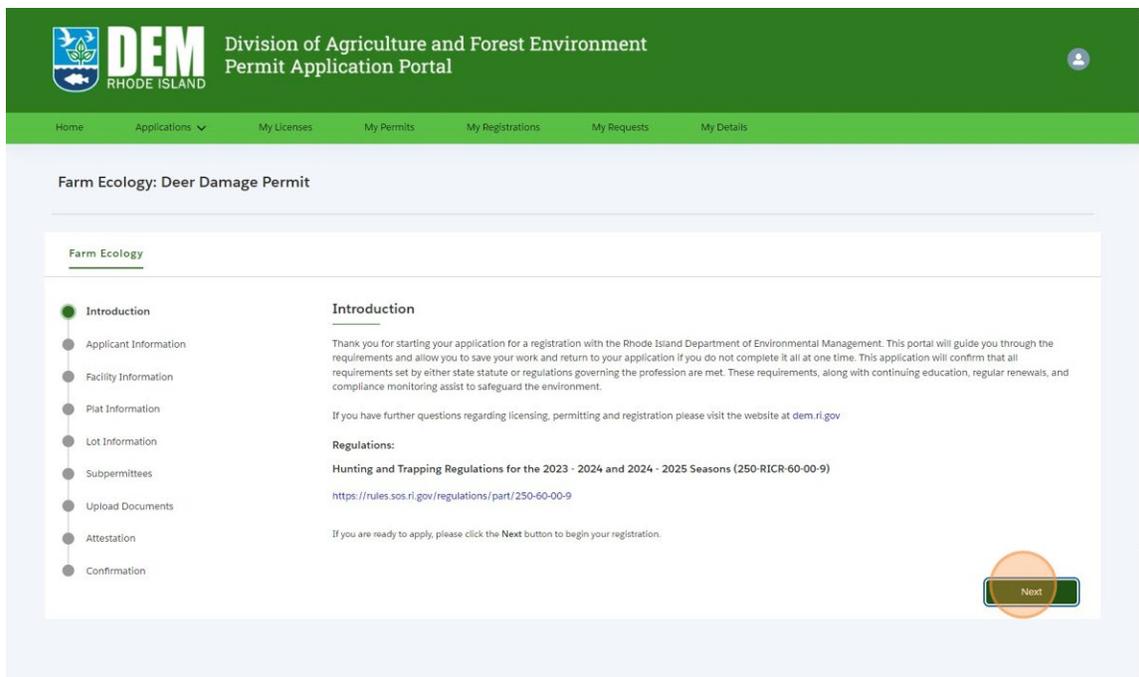
The screenshot shows the 'Select Program' page with a search bar and a list of programs. Each program has a 'Select' button. The 'Farm Ecology' program is highlighted with an orange circle. The programs listed are: Agriculture Marketing Program, Animal Health, Apiary, Farm Ecology, and Farm Forest & Open Space Designations (FFOS). The 'Farm Ecology' program is selected.

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- Click "Select" next to the Application under the Program you wish to apply for



- First is the Introduction Screen. Upon reading the information, click Next to proceed.



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### 5. Next is the Applicant Information Screen.

You **MUST** confirm if the Physical & Mailing Addresses are the same. If they are different, then you will need to scroll to the top of the screen and route to 'My Profile' to make the necessary changes and 'Restart the application'. Click Next to proceed once done.

The screenshot shows the 'Applicant Information' screen in the 'Farm Ecology: Deer Damage Permit' application. The page header includes the DEM Rhode Island logo and navigation links: Home, Applications, My Licenses, My Permits, My Registrations, My Requests, and My Details. A sidebar on the left lists the application steps: Introduction, Applicant Information (selected), Facility Information, Plat Information, Lot Information, Subpermittees, Upload Documents, Attestation, and Confirmation. The main content area is titled 'Applicant Information' and includes a 'My Profile' button. Below this, there are fields for personal information: First Name (Mohammed), Middle Name (N), Last Name (Toberia), Email (mtoberia@kyrasolutions.com), and Telephone ((848) 219-1008). There are two address sections: 'Home Address' and 'Mailing Address', both with fields for Street (test), Town / City (test), State (Rhode Island), and Zip code (23434). A yellow highlighted section asks 'Are the Mailing and Physical Addresses Correct?' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Save for later', 'Previous', and 'Next' buttons.

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### 6. Next is the Facility Information Screen

The screenshot shows the 'Facility Information' screen. On the left is a vertical navigation menu with steps: Introduction, Applicant Information, Facility Information (highlighted), Plat Information, Lot Information, Subpermittees, Upload Documents, Attestation, and Confirmation. The main content area is titled 'Facility Information' and contains the following fields and options:

- \* Commercial Operation Name: AGR
- \* Email: sam@ss.com
- \* Telephone: (343) 423-4343
- Physical Address**
  - \* Street: 1231, jazz
  - \* Town / City: Providence
  - \* State: Rhode Island
  - \* Zip code: 32321
- Is Mailing Address same as Physical Address?
- \*The regular permit is issued to farms that grow crops during the growing season. Permits will be issued April 1st and expired November 1st of each year
- \*Extended Permit Description: The extended permit issue to farms that grow crops that grow all year long. Permits are issued at the end of the regular hunting season in January to November 1st of each year.
- \* Permit Type: Regular
- \* Description of crop damage, deterrents employed, unique property conditions, and comments: Property condition is good.
- \* Select yes if this application includes property in the municipalities of Bristol, Little Compton, or other RI municipalities which have ordinances prohibiting the discharge of firearms within municipal limits, the application must include an approved/Signed letter by a representative of the municipal police department with any required conditions set forth by the police department (archery only, etc.): No

At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with an orange circle.

### 7. Next is the Plat Information Screen. Click 'Add New,' add the required details, and 'Save'

The screenshot shows the 'Plat Information' screen with a modal window titled 'Enter Details' open. The modal contains the following fields:

- \* Plat Number: 234
- \* Acreage: 4,000.00
- \* Location: providence

At the bottom of the modal are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with an orange circle. In the background, the 'Plat Information' screen shows a table with one row of data and an 'Add New' button.

Click Next to proceed

The screenshot shows the 'Plat Information' screen after the new plat has been saved. The table now contains two rows of data:

Plat Number	Location	Acreage	Action
234	providence	4000.00	

At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with an orange circle.

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- Next is the Lot Information Screen. Click 'Add New' to add additional required details, then press 'Save'.

Enter Lot Details

\*Plat: 234

\*Location: providence

\*Lot Number: 123

\*Acreage: 4,000.00

Buttons: Cancel, Save

- Click "Next" to proceed

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Farm Ecology

Introduction

Applicant Information

Facility Information

Plat Information

Lot Information

Subpermittees

Upload Documents

Attestation

Confirmation

Lot Information

Add New

Plat Number	Lot Number	Location	Acreage	Action
234	123	providence	4000.00	

Save for later

Buttons: Previous, Next

- Next is the Subpermittees Screen. Click 'Add New' to provide this information and click Save & Next.

Subpermittees

Enter Details

\*Name: sam

\*Driver's License#: 43243FGFG

\*Date Of Birth: 10/12/1971

\*Customer#(Hunting License): GDFG544543

\*Address: 2434, Lakelane

\*City: Providence

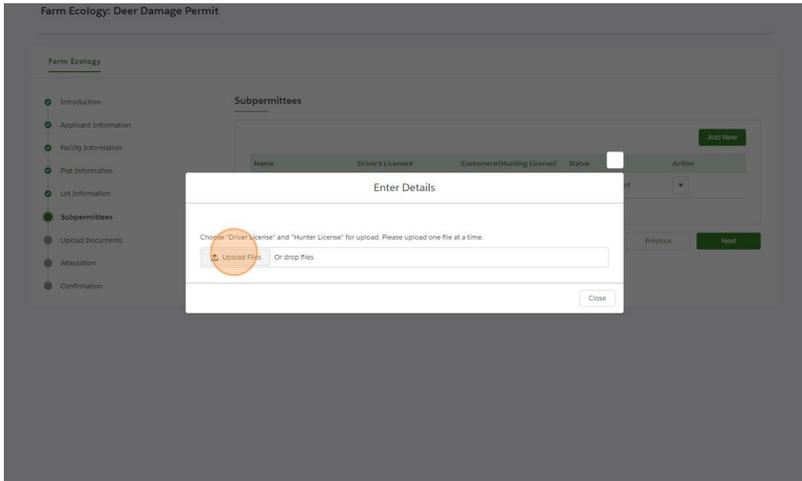
\*State: Rhode Island

\*Zip Code: 32333

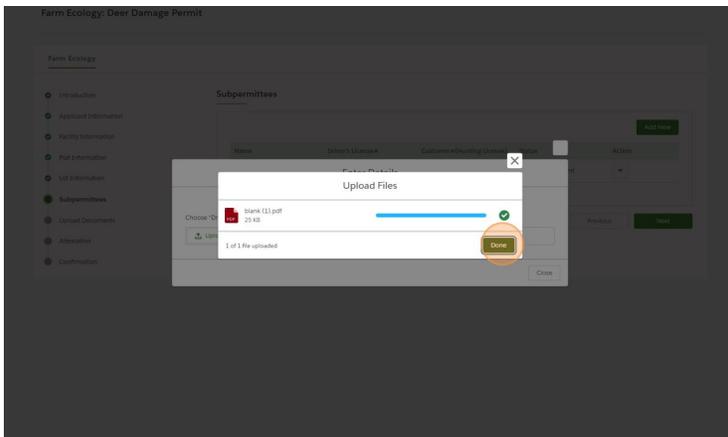
Buttons: Cancel, Save & Next

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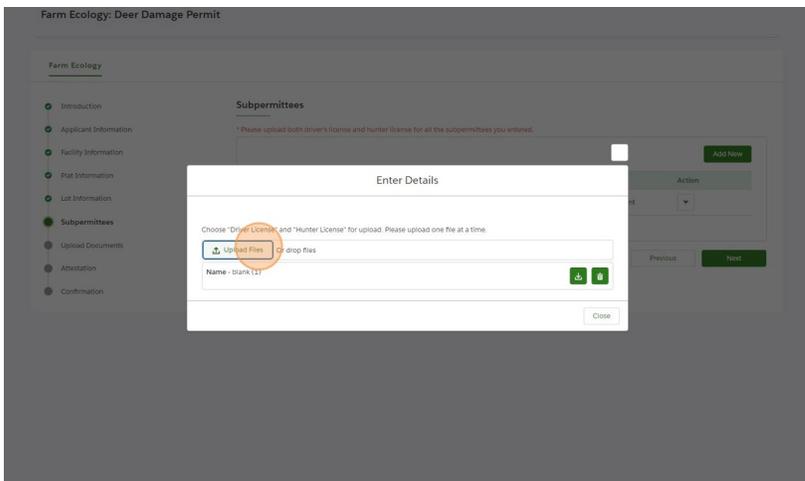
### 11. Click "Upload Files"



### 12. Click "Done"

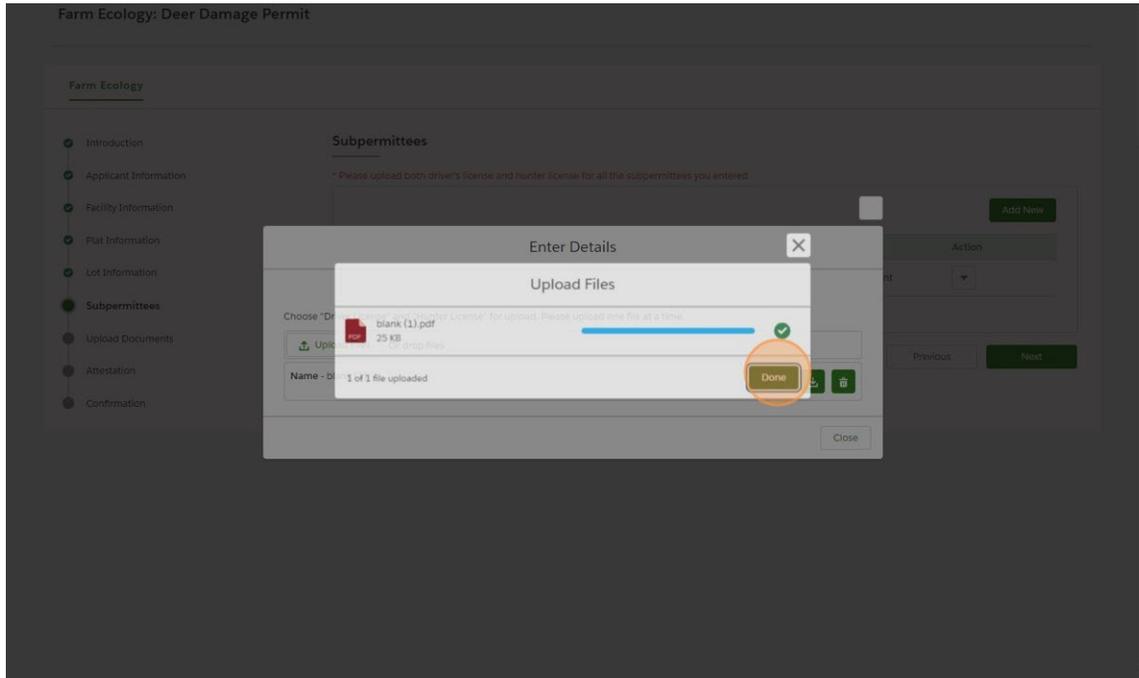


### 13. Click "Upload Files"

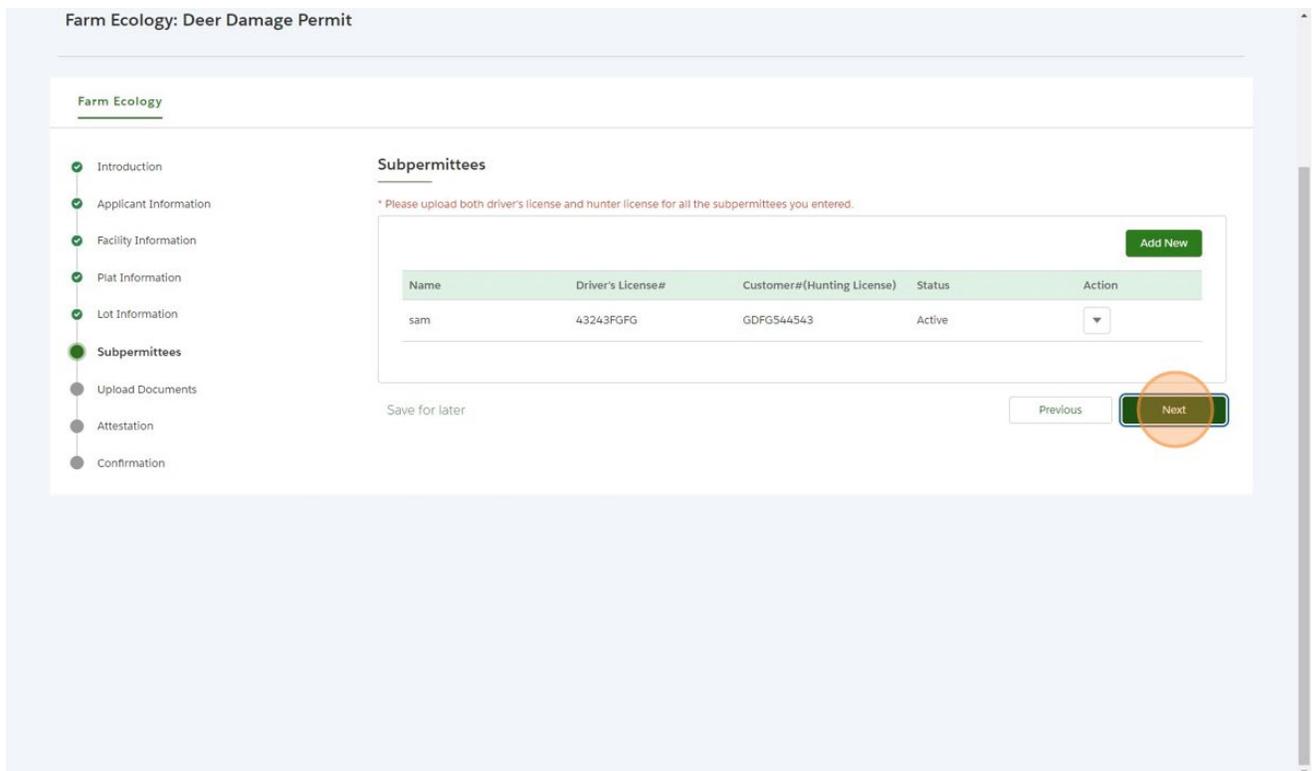


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### 14. Click "Done"

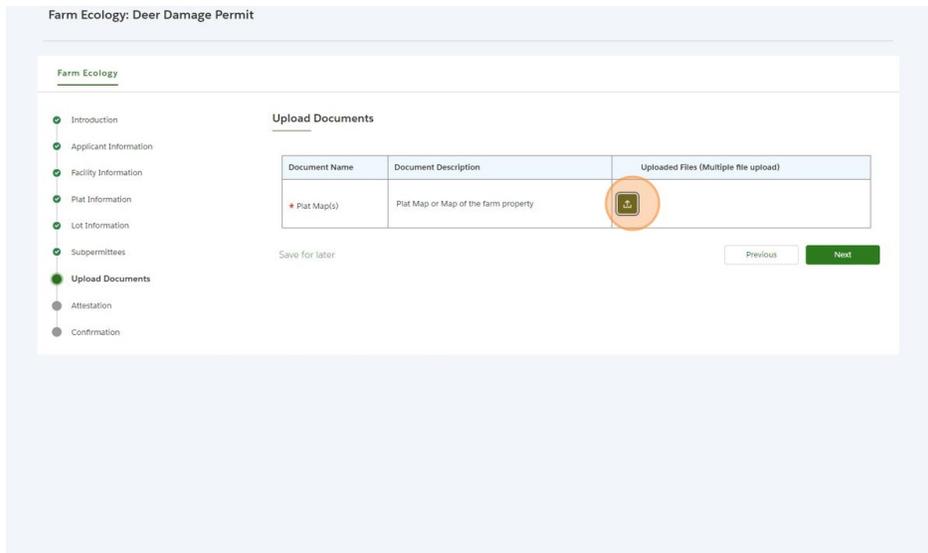


### 15. Once file has been uploaded for that section, click Next to proceed.

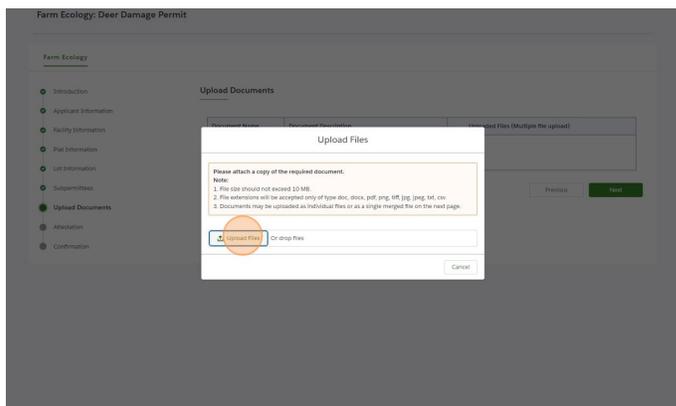


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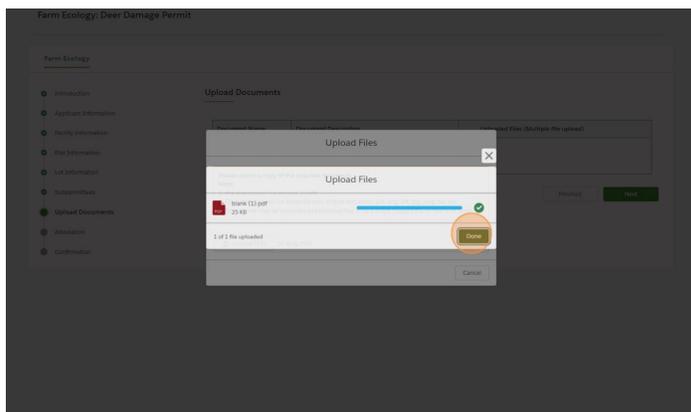
16. Next is the Application Upload Document Screen. Click on the Upload Document button to upload the file(s)



17. Click "Upload Files"



18. Click "Done"



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19. Click "Next" to proceed

The screenshot shows the 'Upload Documents' step of the application. On the left, a vertical navigation menu lists steps: Introduction, Applicant Information, Facility Information, Plat Information, Lot Information, Subpermittees, Upload Documents (highlighted with a green dot), Attestation, and Confirmation. The main content area is titled 'Upload Documents' and contains a table with the following data:

Document Name	Document Description	Uploaded Files (Multiple file upload)
* Plat Map(s)	Plat Map or Map of the farm property	blank (1)

Below the table, there is a 'Save for later' link, a 'Previous' button, and a 'Next' button which is highlighted with an orange circle.

20. Next is the Attestation Screen. Click the box to attest and click 'Next' to proceed.

The screenshot shows the 'Attestation' step. The left navigation menu is the same as in the previous screen, with 'Attestation' highlighted. The main content area is titled 'Attestation' and includes a checkbox (highlighted with an orange circle) for attestation. Below the checkbox, there is a disclaimer and a confirmation statement. At the bottom, there are input fields for 'Applicant Name' (containing 'Satya Kp') and 'Date' (containing '10/03/2024'). There is also a 'Save for later' link, a 'Previous' button, and a 'Next' button.

21. Next is the Payment Screen. Please select a Payment Mode and click 'Pay & Submit'

The screenshot shows the 'Payment' step. The left navigation menu is the same as in the previous screens, with 'Payment' highlighted. The main content area is titled 'Payment' and includes a disclaimer. Below the disclaimer, there is a dropdown menu for 'Payment Mode' with 'Credit Card' selected. Below the dropdown, it states 'The amount to be paid is \$25' and asks the user to click the 'Pay & Submit' button. There is also a 'Save for later' link, a 'Previous' button, and a 'Pay & Submit' button which is highlighted with an orange circle.

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22. You will then be routed to a secure payment page. Please fill in all the information and click Next to proceed to the next step.

The screenshot shows the 'Payment Processing' interface for the State of Rhode Island. The page is titled 'Payment Processing' and has a progress bar with four steps: 1. Payment Type, 2. Customer Info (current step), 3. Payment Information, and 4. Submit Payment. The main content area is divided into sections: 'Payment' (Payment Type: Credit/Debit Card), 'Customer Information' (Country: United States, First Name: Mohammed, Last Name: N. Toberia, Address: test, City: test, State: RI - Rhode Island, ZIP/Postal Code: 23434, Phone Number: 8482191008, Email: mtoberia@kyrasolutions.com), and 'Payment Information'. A 'Next >' button is visible at the bottom right of the Customer Information section. On the right side, there is a 'Transaction Summary' box showing 'DEM Licenses & Permits Online \$25.00' and 'RI Interactive Price \$25.50', and a 'Need Help?' box with the text 'Please complete the Customer Information Section.'

23. Next step is the Payment Information Screen. Input your credit card details to proceed

The screenshot shows the 'Payment Processing' interface for the State of Rhode Island, now on the 'Payment Information' step. The progress bar shows steps 1, 2, and 3 (current step), and 4. The main content area is divided into sections: 'Payment' (Payment Type: Credit/Debit Card), 'Customer Information' (Address: Mohammed N. Toberia, test, RI 23434; Phone Number: 8482191008; Country: United States; Email Address: mtoberia@kyrasolutions.com), and 'Payment Information' (Credit Card Number: 4111111111111111; Credit Card Type: VISA; Expiration Month: 02 - February; Expiration Year: 2025; Security Code: 541; Name on Credit Card: Thomas Williams). A checkbox 'Payment Address is the same as Customer information' is checked. A 'Next >' button is visible at the bottom right of the Payment Information section. On the right side, there is a 'Transaction Summary' box showing 'DEM Licenses & Permits Online \$25.00' and 'RI Interactive Price \$25.50', and a 'Need Help?' box with the text 'Please complete your payment below.'

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24. Next is the Verification Step. Click the 'I'm not a Robot' checkbox and complete this step to process Payment by clicking Submit Payment.

The screenshot shows the 'Payment Processing' page for the State of Rhode Island. The page is divided into several sections: 'Payment', 'Transaction Summary', and 'Need Help?'. The 'Payment' section is currently active and shows the following details:

- Payment Type:** Credit/Debit Card (checked)
- Customer Information:** Mohammed N. Toberia, 6482191008, test, RI 02834, United States, mtoberia@kyrasolutions.com
- Payment Information:** Visa \*\*\*\*1111, Exp. 02/2025, Name on Credit Card: Thomas Williams
- Verification:** A checkbox labeled 'I'm not a robot' is checked, and a CAPTCHA image is visible.

The 'Transaction Summary' section shows:

DEM Licenses & Permits Online	\$25.00
<b>RI Interactive Price</b>	<b>\$25.50</b>

The 'Need Help?' section contains a link to review payment information.

At the bottom of the 'Payment' section, there are 'Cancel' and 'Submit Payment' buttons.

Upon successful payment, you will see the below screen. You will be able to print this page for your records by clicking the 'Print' button on the top right

The screenshot shows the 'Payment Receipt Confirmation' page for the State of Rhode Island. The page is divided into several sections: 'Transaction Summary', 'Customer Information', 'Payment Information', and 'Account Holder Information'. A 'Print' button is visible in the top right corner.

The 'Transaction Summary' section shows:

Description	Amount
DEM Licenses & Permits Online	\$25.00
RI Interactive Price	\$25.50

The 'Customer Information' section shows:

Customer Name	Mohammed N. Toberia	Receipt Date	10/1/2024
Local Reference ID	#1Lcp000007482EAQ	Receipt Time	11:08:00 AM EDT

The 'Payment Information' section shows:

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	72365026
		Name on Credit Card	Thomas Williams

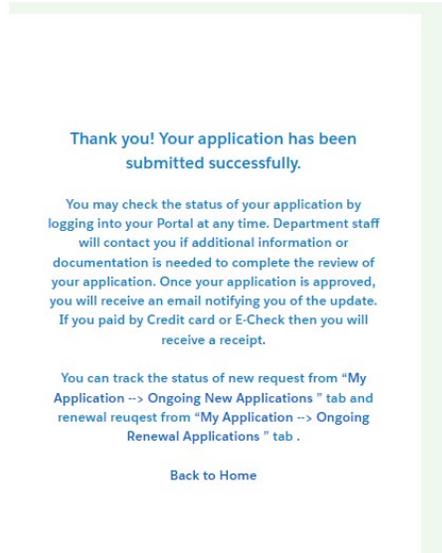
The 'Account Holder Information' section shows:

Billing Address	test	Phone Number	8482191008
Billing City, State	test, RI		
Billing Zip/Postal Code	23434		
Country	US	Email Address	mtoberia@kyrasolutions.com

At the bottom of the page, there is a 'Continue' button and a footer with the text: © NIC 2024 Terms of Use | Privacy Policy

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Click Continue to route back to the Portal which will display below prompt. Click on 'Back to Home' to route to the Portal Home Page.



### 25. Print Certificate License

After approval, if you would like to print or download your Permit/License Certificate, simply click on 'My Licenses' and then select 'Print' from the Action column. Your License will be displayed with the options to Print."

Select **"My Licenses"**

Division of Agriculture and Forest Environment  
Permit Application Portal

Home Applications **My Licenses** My Permits My Registrations My Requests My Details

My Licenses Permit/License/Registration Tagging

License Number	Board	License Type	Sub Type	Status	Issue Date	Expiration Date	Renew	Action
CP-PDL-000002	Commercial Pesticides	Pesticide Dealer's License		Active	9/16/2024	2/28/2025		▼
CP-CL-000002	Commercial Pesticides	Commercial License		Active	9/16/2024	2/28/2025		▼

then click on **"Print"**.

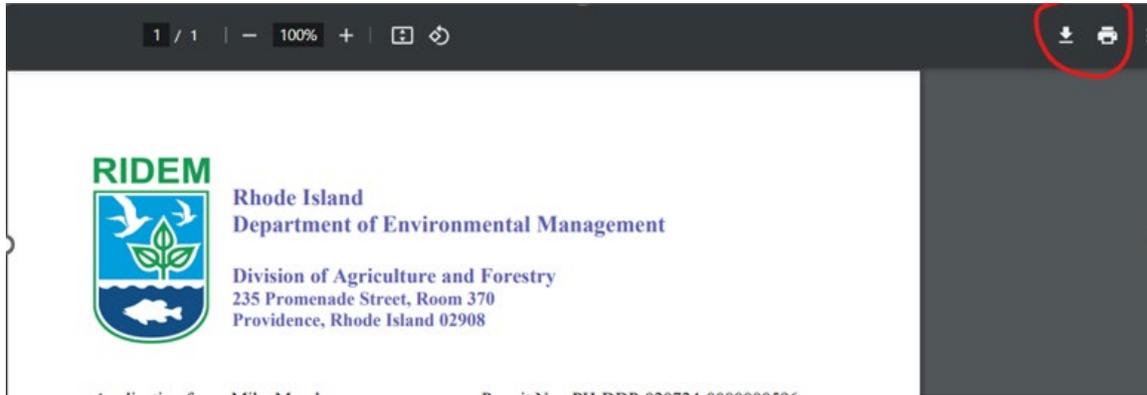
Home Applications **My Licenses** My Permits My Registrations My Requests My Details

My Licenses Permit/License/Registration Tagging

License Number	Board	License Type	Sub Type	Status	Issue Date	Expiration Date	Renew	Action
CP-PDL-000002	Commercial Pesticides	Pesticide Dealer's License		Active	9/16/2024	2/28/2025		▼
CP-CL-000002	Commercial Pesticides	Commercial License		Active	9/16/2024			Print Report Restricted Use Pesticides
N-NSDLA-080124-0000001099	Nursery	Nursery Stock Dealer's License Application		Active	8/1/2024	3/31/2025		▼

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Use the **Download** or **Print** buttons.



### 26. Renew your License/Permit

To renew lo License/Permit go to **“License/Permit/Registration”**.

Go to **“My License** then Click on **“Renew”**. The renew button will only reflect when the current license is due renewal (60, 30 days prior expiry date)

DEM RHODE ISLAND  
Division of Agriculture and Forest Environment  
Permit Application Portal

Home Applications My Licenses My Permits My Registrations My Requests My Details

My Licenses Permit/License/Registration Tagging

License Number	Board	License Type	Sub Type	Status	Issue Date	Expiration Date	Renew	Action
CP-PDL000002	Commercial Pesticides	Pesticide Dealer's License		Active	9/16/2024	2/28/2025		▼
CP-CL000002	Commercial Pesticides	Commercial License		Active	9/16/2024	2/28/2025		▼
N-NSDLA-080124-0000001099	Nursery	Nursery Stock Dealer's License Application		Active	8/1/2024	3/31/2025		▼
N-NSDLA-080124-0000001099	Nursery	Nursery Stock Dealer's License Application		Active	8/1/2024	3/31/2025		▼
N-NSDLA-080124-0000001099	Nursery	Nursery Stock Dealer's License		Active	8/1/2024	3/31/2025		▼
N-NSDLA-020624-000000587	Nursery	Nursery Stock Dealer License Application		Active	2/6/2024	3/31/2024	Renew	▼