RIDEM
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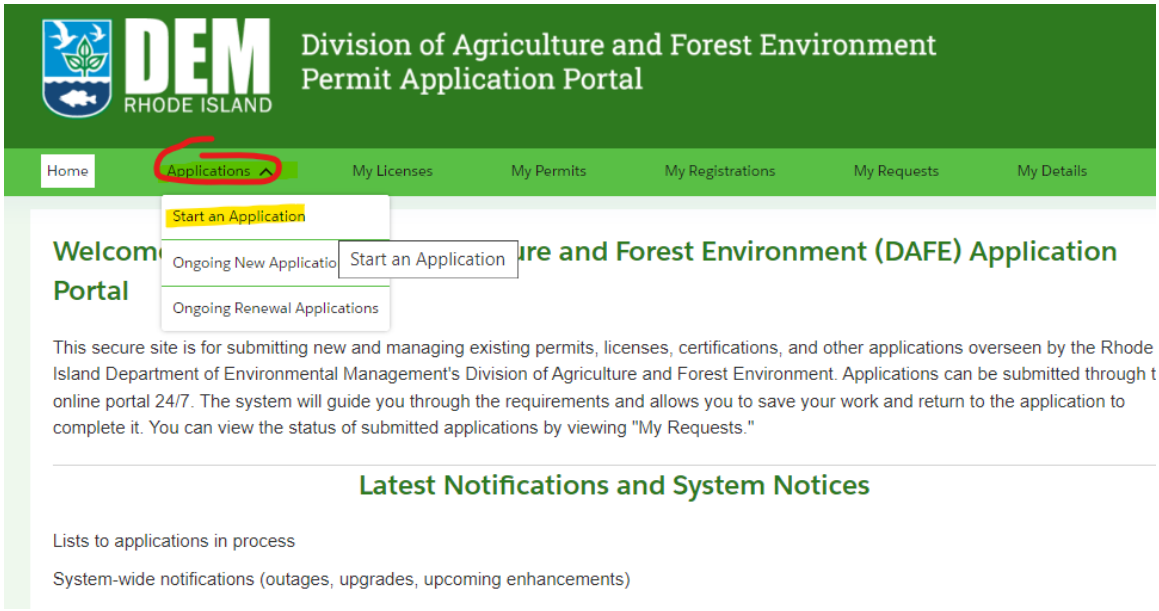
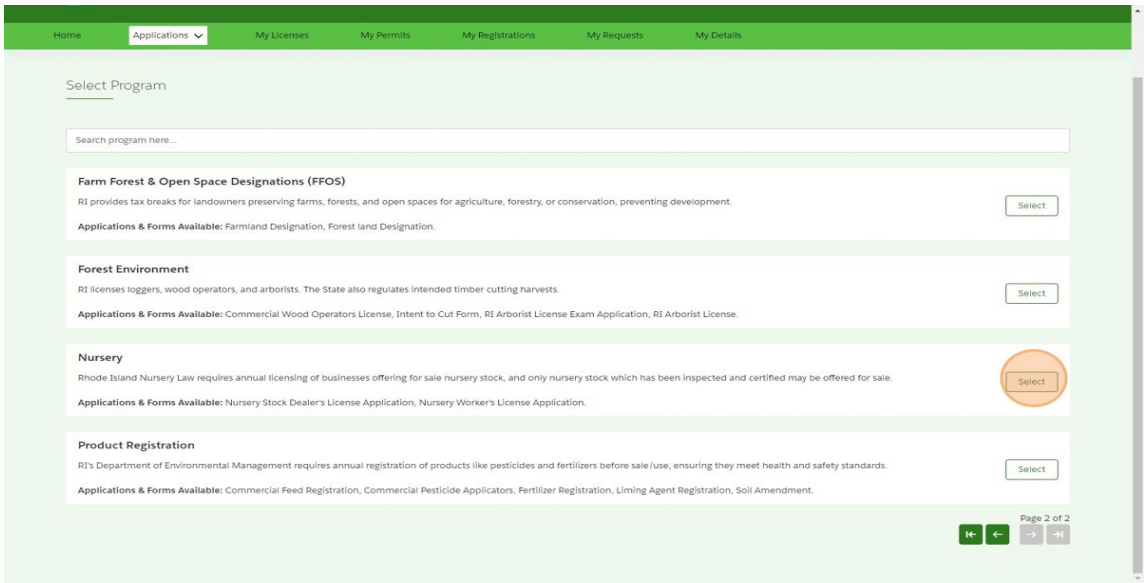
# User Guide-Nursery Worker's License Application

1. Navigate to https://demri.my.site.com/agr/s/login/

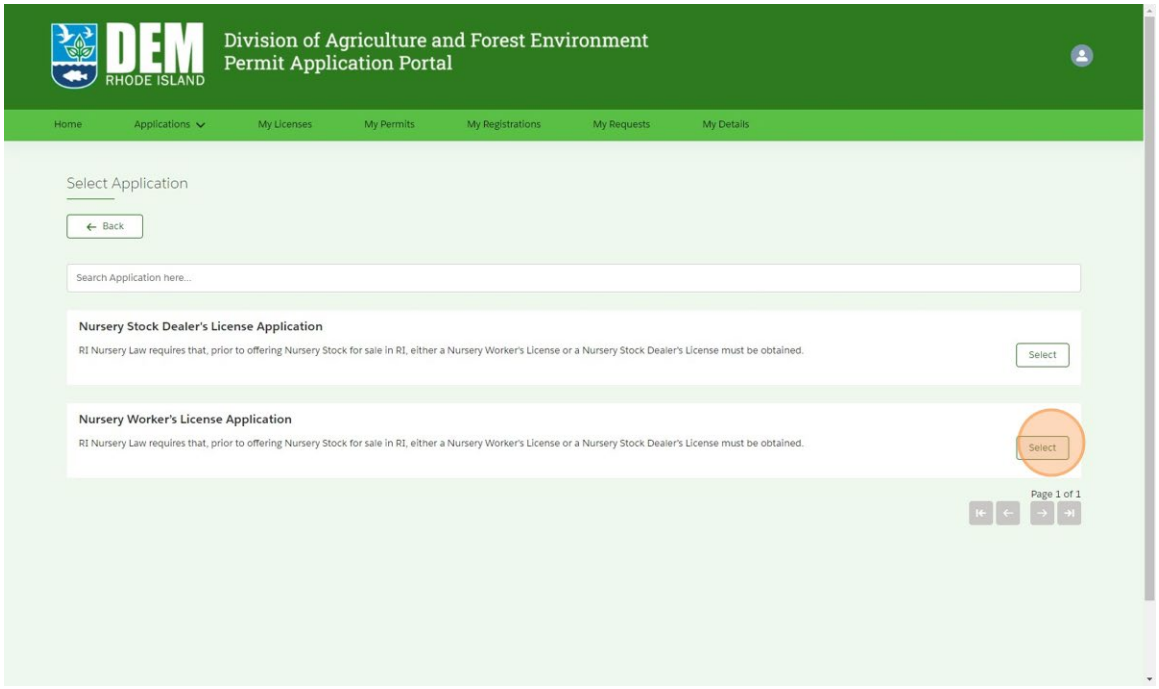
Click on Applications -> Start an Application as shown below



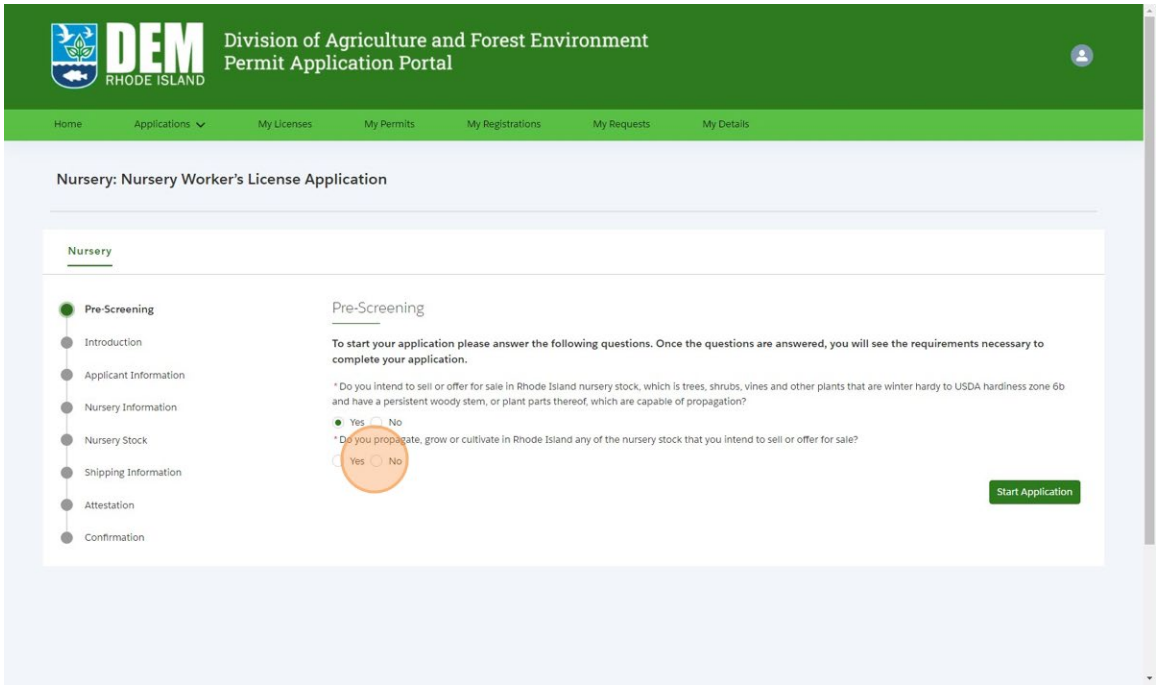

2. Click "Select" next to Nursey Program



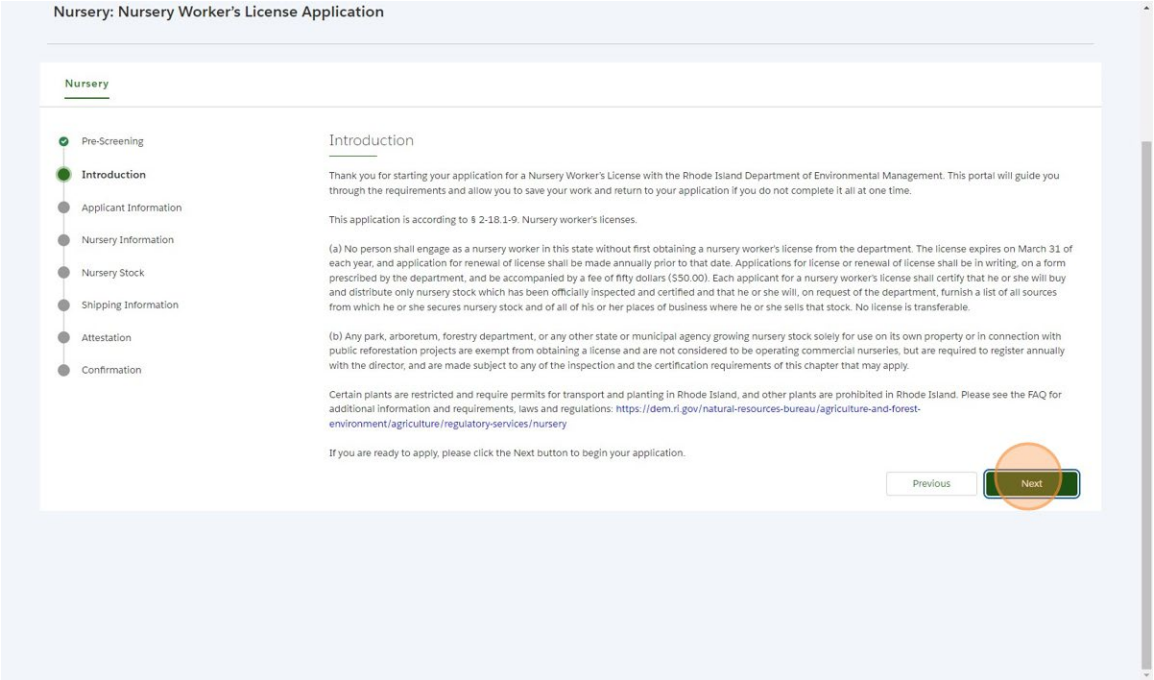
3. Click "Select" next to the application you wish to apply



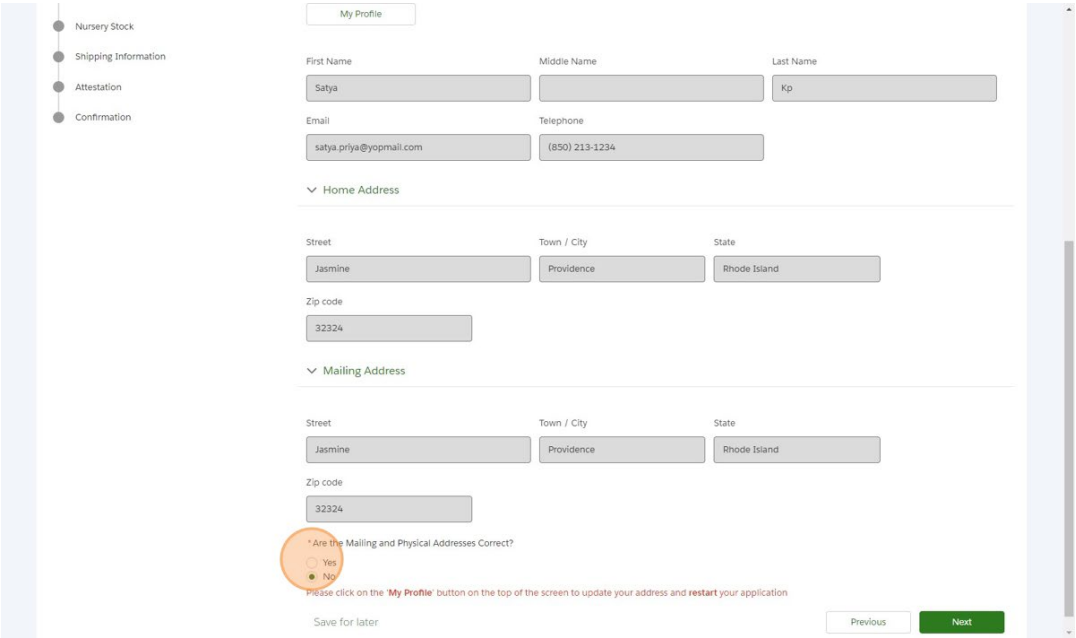

4. First screen is the Pre-Screening
   If above question is answered as 'Yes' the second question will appear. You MUST answer both to proceed. Click 'Start Application after answering to proceed



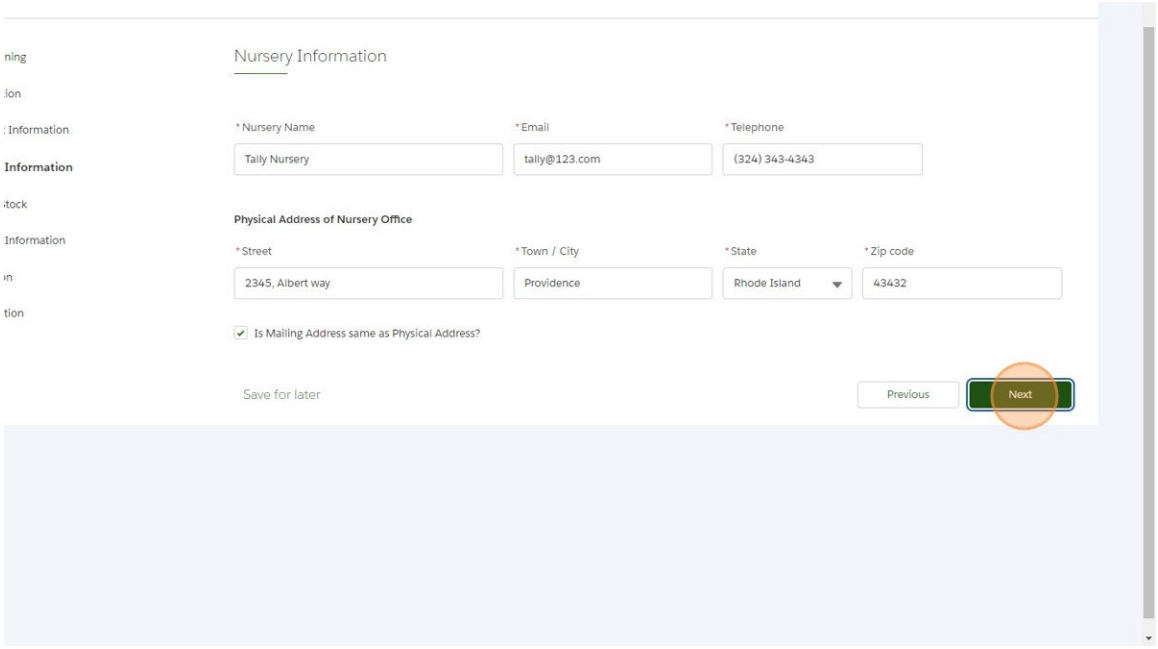
5. Next is the Introduction Screen. Upon carefully reading the information, click Next to proceed



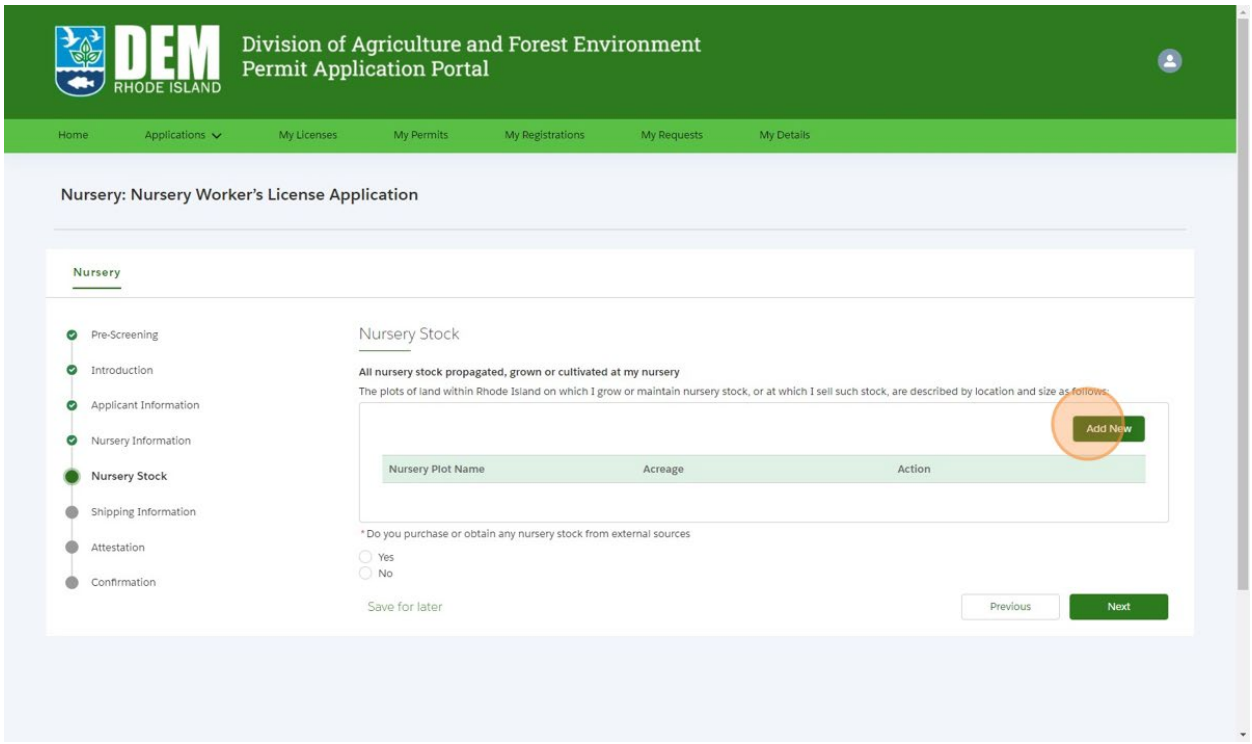

6. Next is the Applicant Information Screen. You MUST confirm if the Physical & Mailing Addresses are the same. If they are different, then you will need to scroll to the top of the screen and route to 'My Profile' to make the necessary changes and 'Restart the Application'. Click next to proceed once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



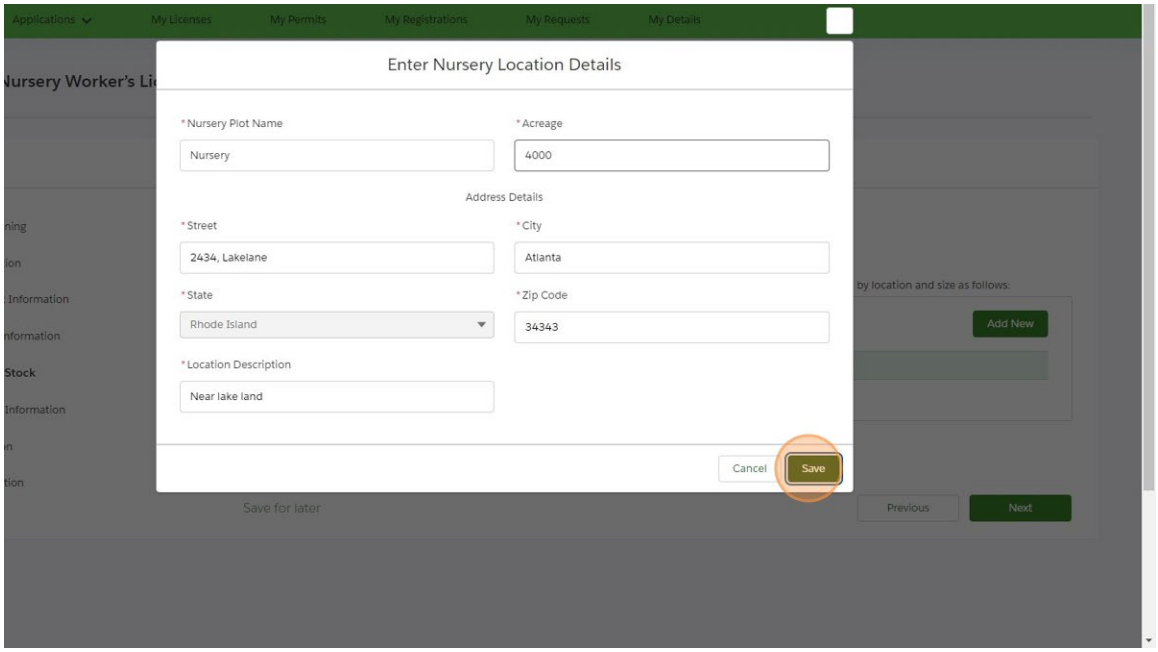
7. Next is the Nursery Information Screen. You Must populate all the fields to proceed.



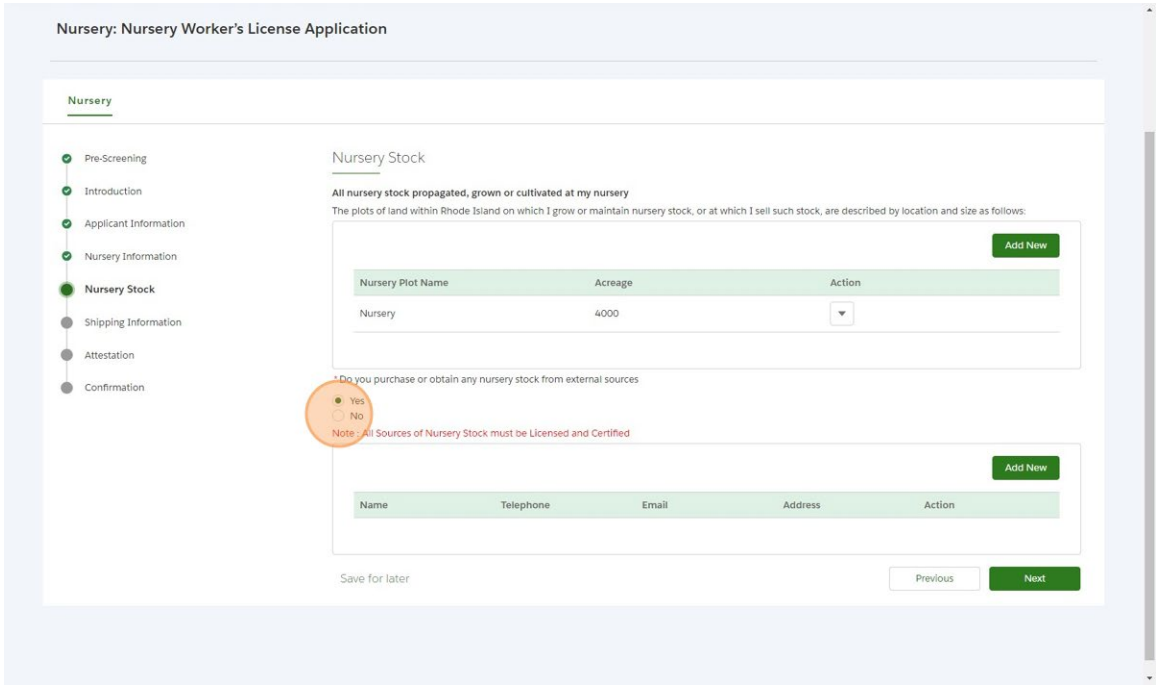

8. Next is the Nursery Stock Screen. Click 'Add New' to add each line item. You have the ability to add multiple, if applicable



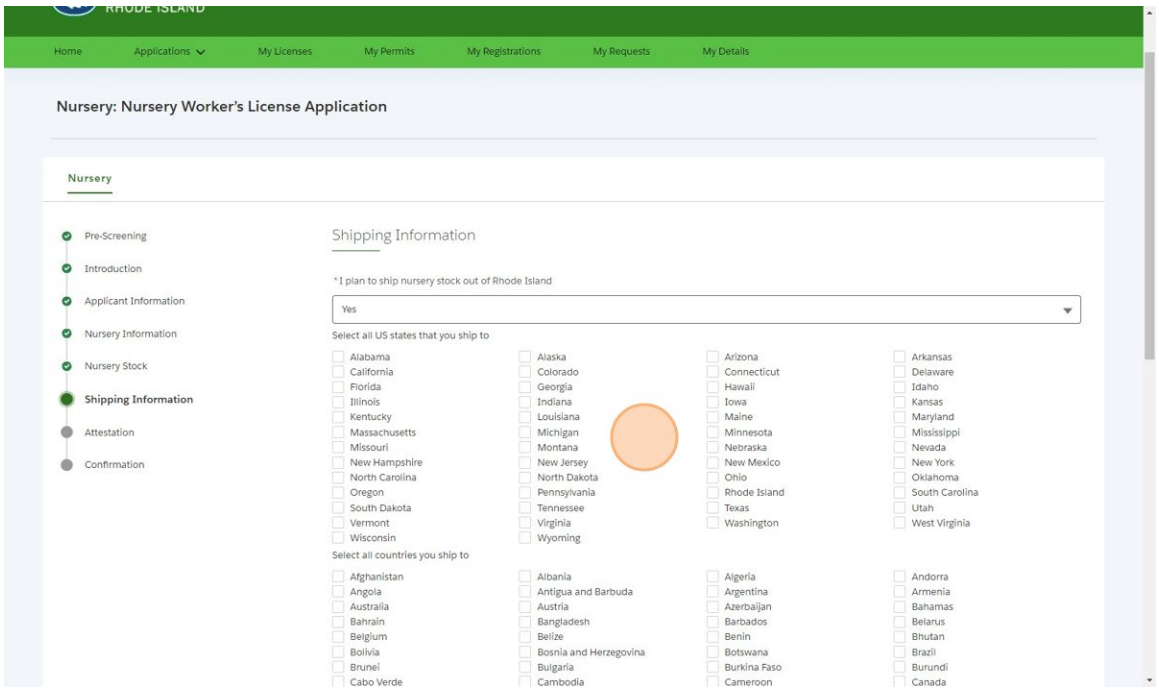
9. Below is the prompt which is displayed upon clicking 'Add New' which is required to be populated. Click Save to insert this information to the Application.



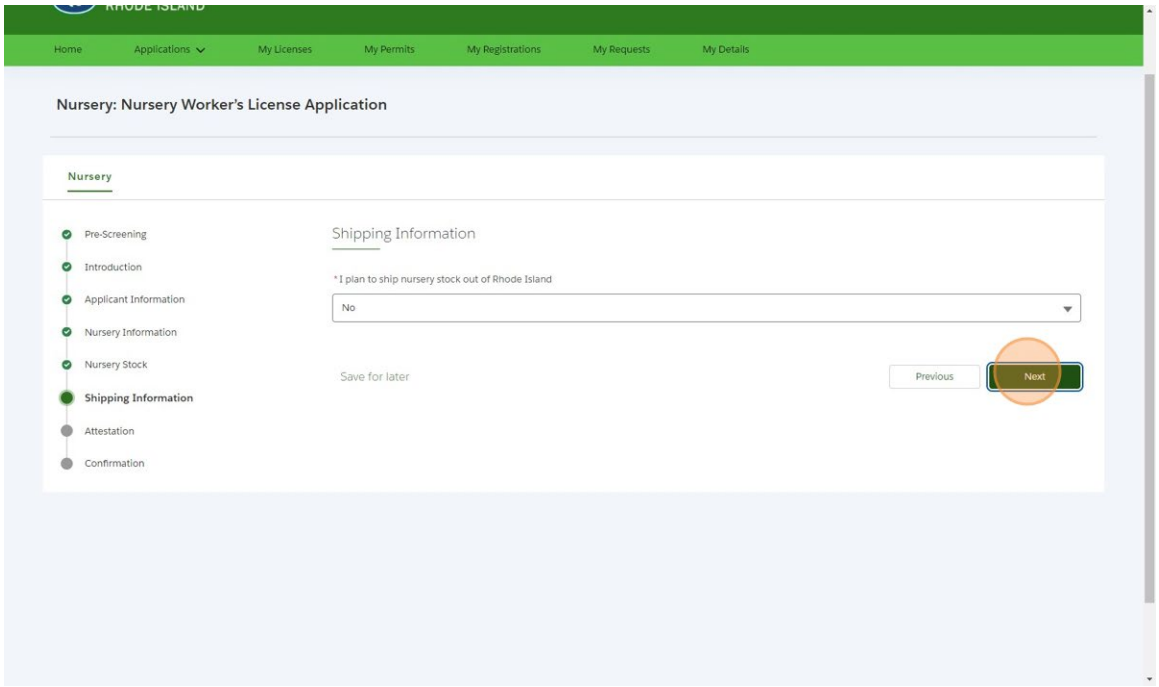

10. You must answer all questions on the screen to proceed. Click Next once done.



11. Next is the Shipping Information Screen. If you answer yes, you will need to specify the information below

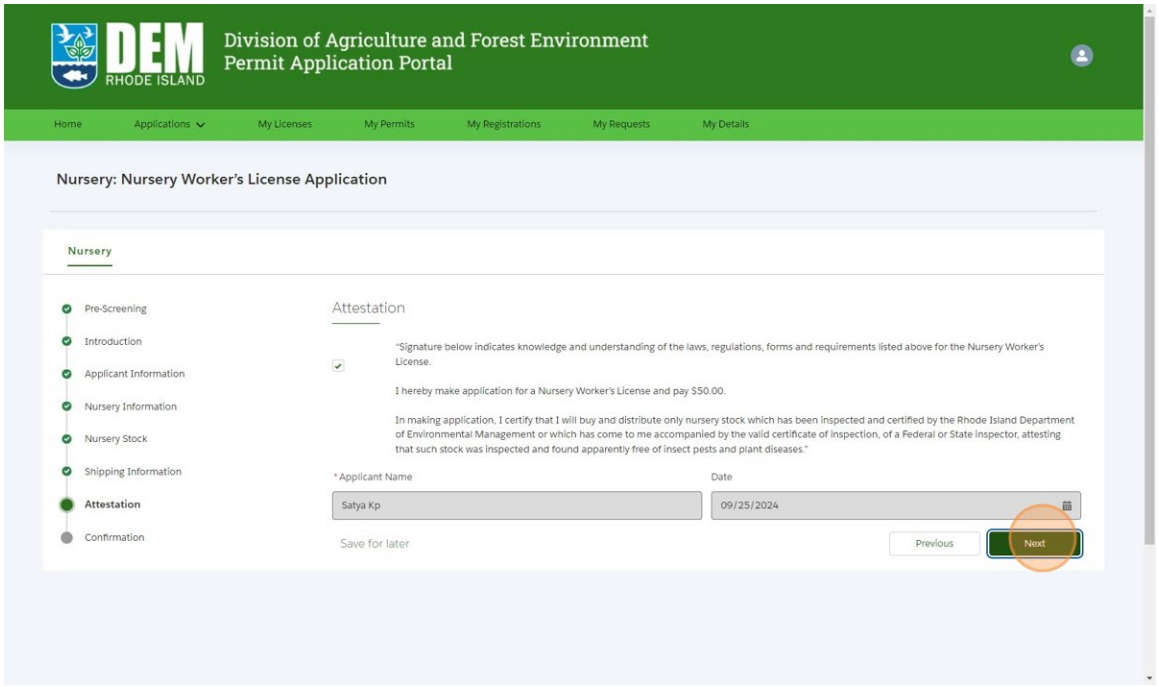



12. If answer is No, you can proceed without further information.

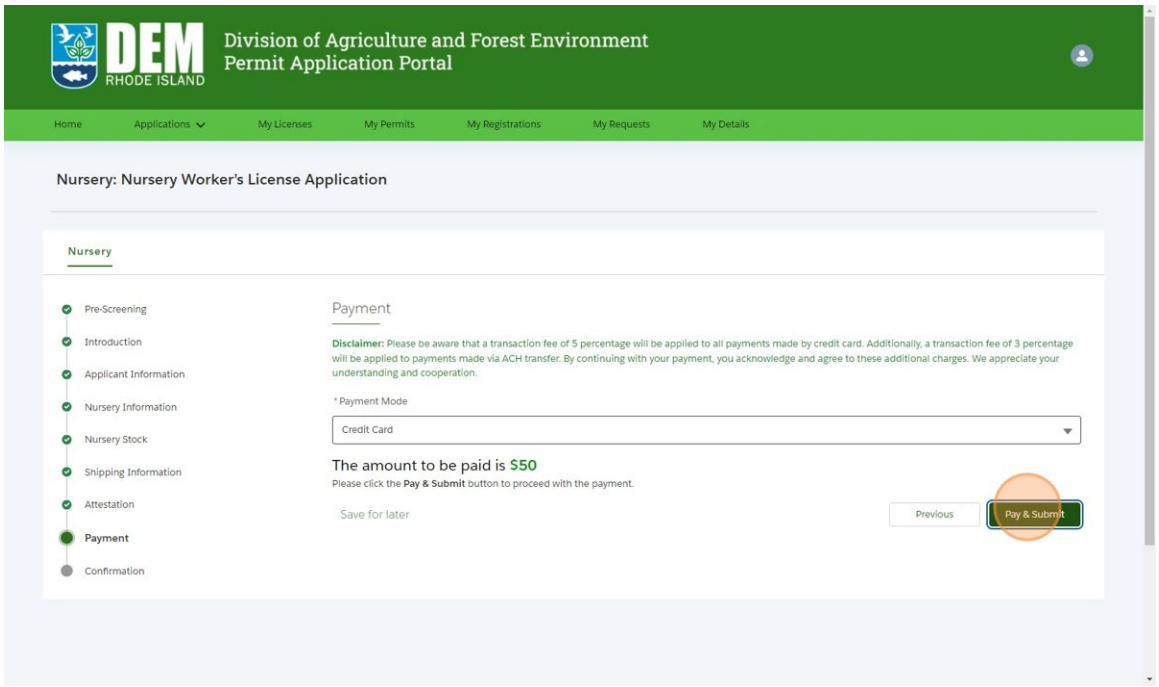



Click "Next" to proceed

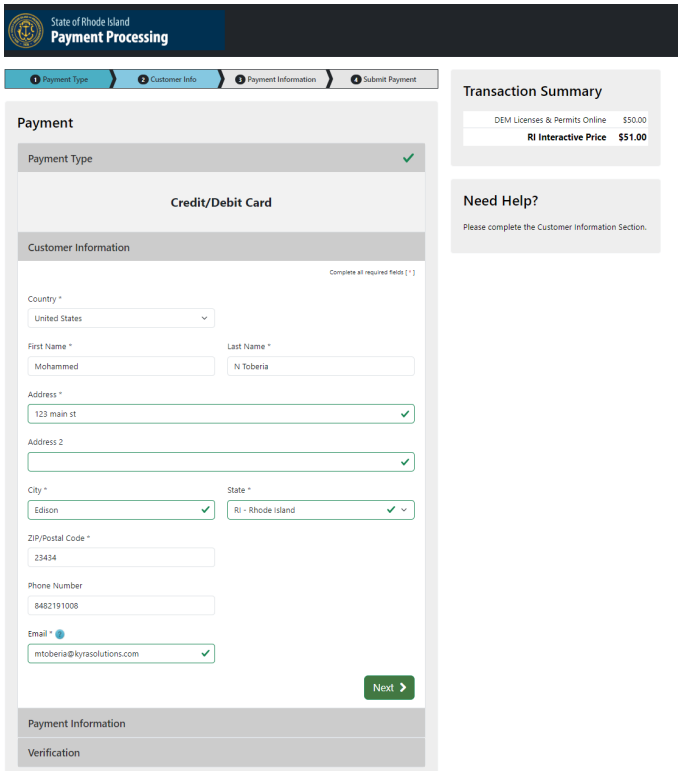
13. Next is the Attestation Screen. Click the checkbox to authorize your consent/attestation and click 'Next' to proceed



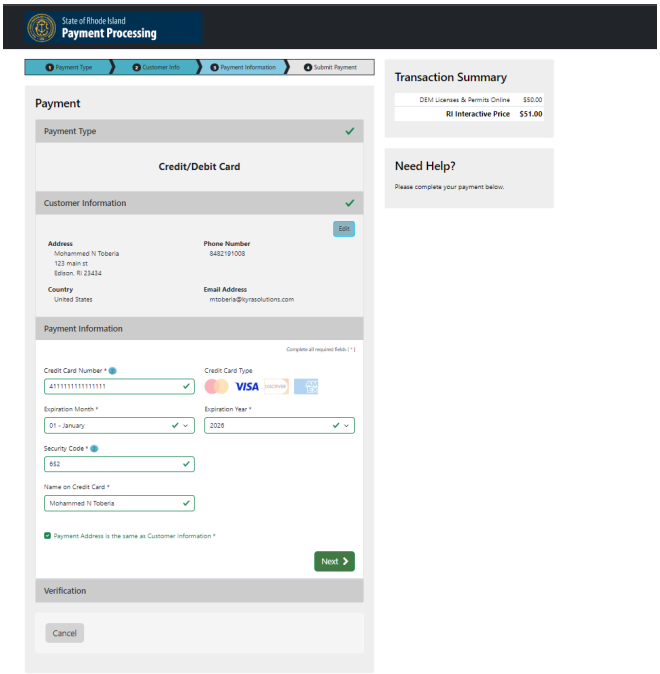

14. Next is the Payment Screen. Select Payment Mode and click on 'Pay & Submit'.



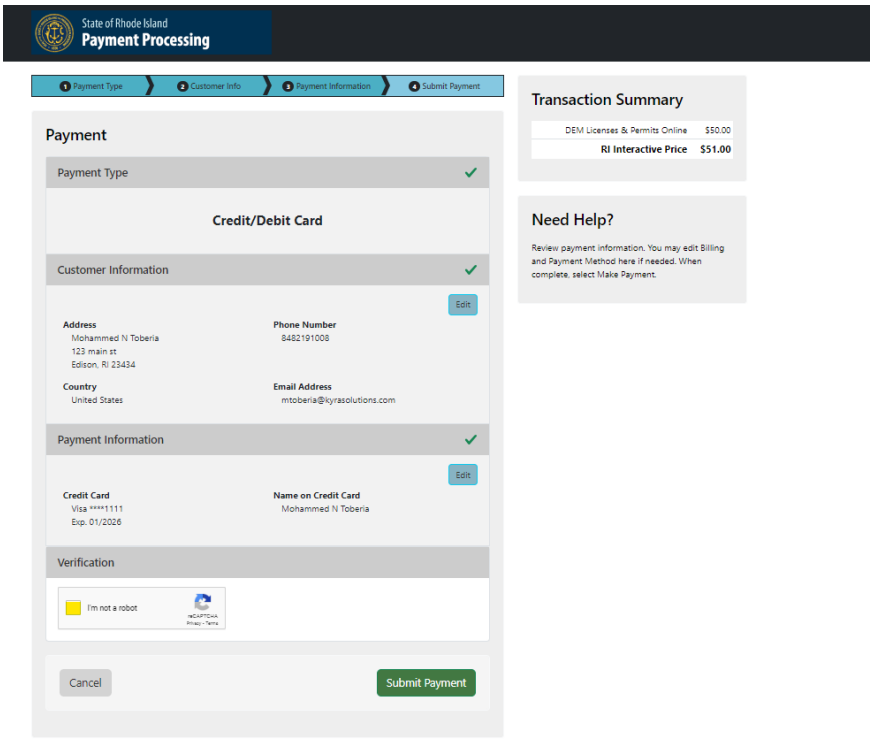
15. Online Portal will be launched and you will be routed to the below screen. Please populate all the fields and click 'Next' to proceed.




16. Next is the 'Payment Information Screen'

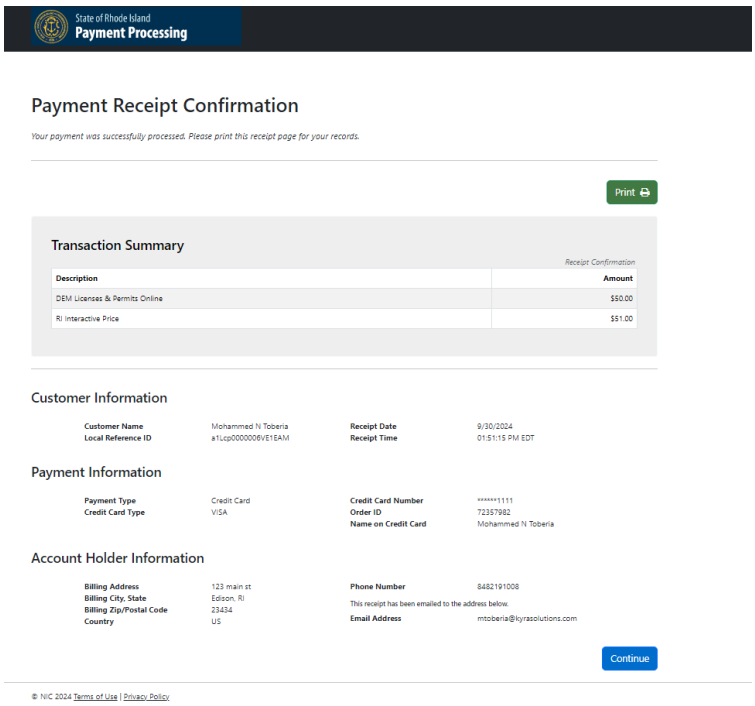


17. Next is the Verification Screen

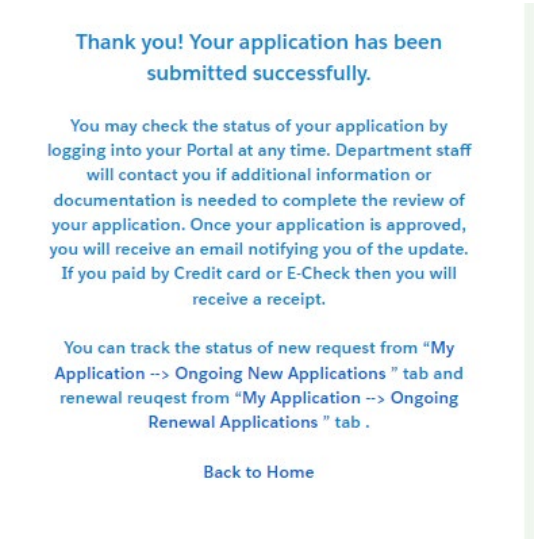



Select the checkbox to confirm you are NOT a robot and click 'Submit Payment'.

17. Upon successful payment, you will see the below screen which you can print for your records



Once you have reviewed / printed, click Continue to return back to the Portal

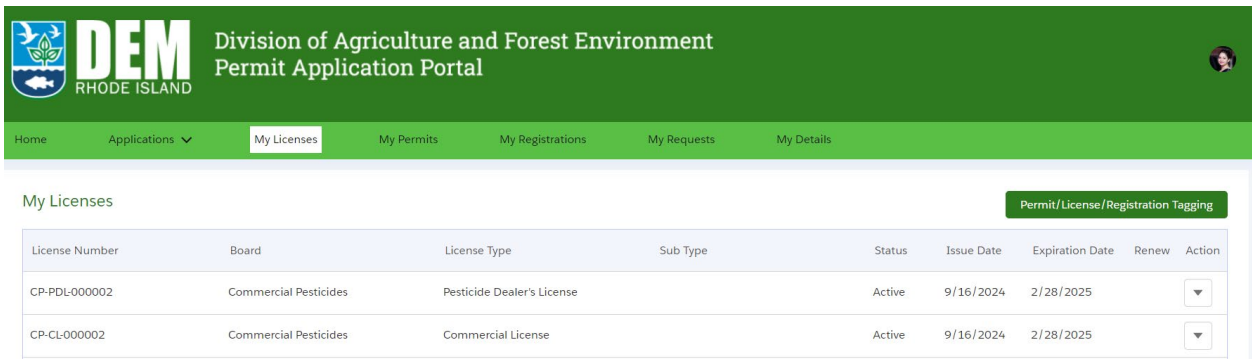



You will see above prompt. Click Back to Home to return to the Home page of the Portal.

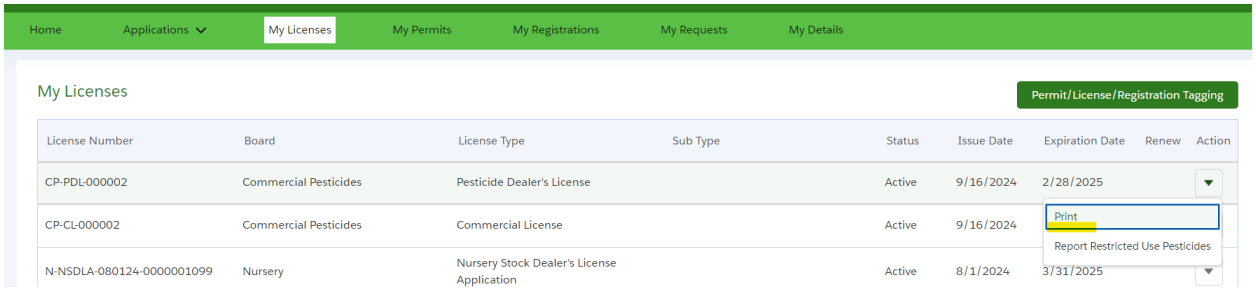
## 18. Print Certificate License

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."

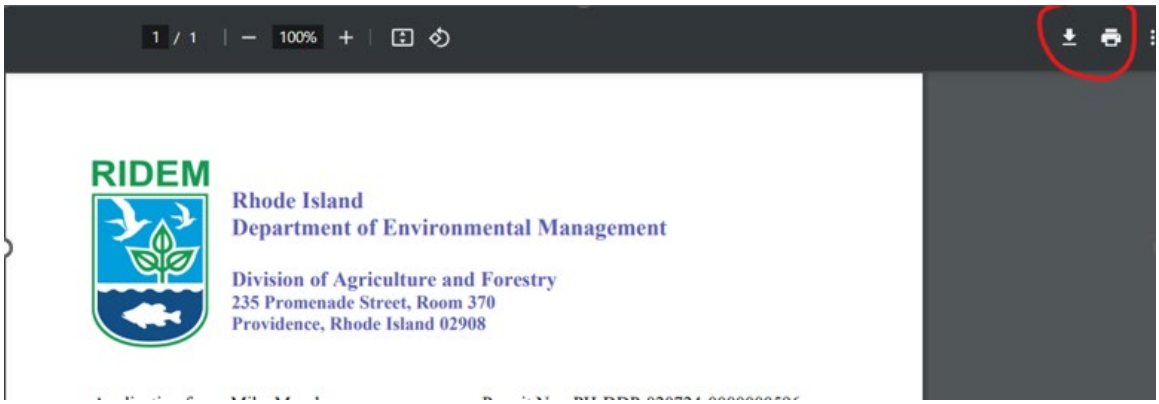
Select **"My Licenses"**




then click on **"Print".**



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




## 19. 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)