To complete this application you will need, if applicable:

- Voided copy of a Scale Ticket
- Voided copy of a Warehouse Receipt
- Voided copies of Credit-Sale Contracts
- Partnership Agreement
- Storage and Handling Policy
- Diagram and Bin Chart of the Facility
- Warehouse Bond SFN7573
- Certificate of Insurance on Grain SFN16698
- Payment
- Conversion Policy

Licensing Application and Renewal System Tutorial
Facility Based Grain Buyer

Beginning in 2017 and moving forward, the PSC Compliance Division is implementing an online Licensing Application and Renewal System, or LARS. While the program and the process will be new, the information required for filing applications and renewing your license will be the same as the Commission has required for years.

With the implementation of the new system, registration and renewal applications are only accepted using this platform. Paper submissions are no longer processed.

https://www.psc.nd.gov/webapps/lars/login

Page - Section

02 - Creating a User Name and Account
02 – Site Navigation Help
03 - Selecting the Correct License Type
03 - Continuing a Saved Session and Adding Multiple Locations
04 - Facility Based Grain Buyer License
05 - Facility Based Grain Buyer License - Adding a Warehouse
06 - Facility Based Grain Buyer License – Bond Calculation
07 - Facility Based Grain Buyer License – Partners or Officers
07 - Facility Based Grain Buyer License - Outstanding Accounts
08 - Facility Based Grain Buyer License – Uploads
09 - Facility Based Grain Buyer License – Uploads – Bond
09 - Facility Based Grain Buyer License – Validate
10 - Facility Based Grain Buyer License – Final Review
11 - Facility Based Grain Buyer License – Payment
11 - Facility Based Grain Buyer License – After the Submission
11 - Facility Based Grain Buyer License – Questions
Creating a User Name and Account

Before logging in and getting started, you will first have to request a registration.

This process will create a username and password that will allow you access to the registration and renewal system.

To access this Registration Request, click the Registration Request link next to the yellow arrow seen here.

The Registration Request screen asks some basic information we need to create an account. Similar to most forms, the asterisked fields are required.

Once you have the form filled out, type a brief description of why and what your firm does in the Additional Details box at the bottom, “I need to register to renew my Facility Based Grain Buyer License” or “I am opening a new processing facility and need a license to operate.” Click Submit.

We will respond to a request within 5 business days.

Our response will be an email with login credentials and a canned password you will be required to change upon initial login.

Once you get your login information, you will be prompted to log into the screen at the top of this page.

Site Navigation Help

If you ever get lost or confused, the Home link in the corner will take you to the screen seen here. Edit starts you from the beginning however your information, if saved will be displayed. Continue will take you to where you left off.

Do not use the browser Back button.
Selecting the Correct License Type

The screen shown here is the initial screen you will see after login.

ND PSC offers license renewals and applications using this platform for a:

- **Facility-Based Grain Buyer (Federal License)** is a grain buyer who operates a facility licensed under the United States Warehouse Act where grain is received.

- **Grain Warehouse (State License)** is any elevator, mill, warehouse, sub terminal, grain warehouse, terminal warehouse, or other structure or facility not licensed under the United States Warehouse Act in which grain is received for storing, buying, selling, shipping, or processing for compensation.

- **Roving Grain Buyer** is a grain buyer who does not operate a facility where grain is received.

You can access the North Dakota Century Code that corresponds to your license type, a checklist with the required materials you will need to complete the application, a list of supporting documents you will need to upload later in the application process, the cost and a link to apply for a license. All of the links and forms listed are the same forms that were available to help with the paper application. Click Apply in the column on the right to get started with the application.

License Renewals - If you are Renewing a License, please skip this page, your license type will already be selected when we approve your Registration Request. Continue to Page 4, Facility Based Grain Buyer License.
confirm the information on the pages that is already entered during your last saved attempt, such as Warehouse Information, Bond Calculation, or Partner and Officer Information. These fields will be auto populated with the information you already provided. Click Continue until you can get to where you left off.

If you have multiple license types (ex: Grain Warehouses and Roving Grain Buyer), click Licensee Types and select apply next to the correct type. If you have a Roving Grain Buyers License and a Facility Based Grain Buyer License.

To add multiple warehouses, use the Add a Warehouse page explained on page 5 of this tutorial.

**RENEWALS RESUME HERE**

Renewals will have their license type already selected for them. After logging in the below screen will display. To process a renewal click the Edit or Continue links under the Action heading. Edit will take you to the beginning as shown below, Continue will take you to a validation screen, shown right, showing the different sections you will need to complete, click Edit to complete those sections.

<table>
<thead>
<tr>
<th>Facility Based Grain Buyer License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some of this information will auto-populate based on the information gathered during the Registration Request.</td>
</tr>
<tr>
<td>The Secretary of State, SOS, System ID is a number given by the SOS when a business first registers to do business in North Dakota. If you do not have this readily available, the Lookup link will direct you to the ND SOS website where you can perform a Business Records Search.</td>
</tr>
<tr>
<td>The system ID will show on the left side of the ND SOS screen after a search, typically 8 digits.</td>
</tr>
<tr>
<td>If you are not registered with the SOS please contact them direct to accomplish this. You cannot receive a license until you are registered with the SOS.</td>
</tr>
<tr>
<td>Click the Lookup link to take you to the page shown below.</td>
</tr>
<tr>
<td>Otherwise click Continue to advance.</td>
</tr>
<tr>
<td>Please contact their office at <a href="http://www.nd.gov/sos/">www.nd.gov/sos/</a> or call them directly at 701-328-4284 for assistance in getting your name registered.</td>
</tr>
</tbody>
</table>
ND Secretary of State, SOS, has an easily searchable webpage that will help find your System ID.

Every business organization or sole proprietor using a trade name other than its given name must be registered and in good standing with the North Dakota Secretary of State.

**Facility Based Grain Buyer License - Adding a Warehouse**

Next you will need to identify all of your warehouses and their capacities.

After you are done completing the fillable fields, click *Add* to add another warehouse if needed or if only one warehouse is necessary, click *Add* to save the information and then *Continue* to go to the next page.

If you need to edit a previously saved warehouse, the *Edit* link on the right hand side will populate the *Add Warehouse* fields so you can edit the information and to save click *Add*. *Delete* will remove a warehouse if needed. Click *Continue* to advance.

If there are multiple warehouses supporting a corporation, each individual warehouse and capacity must be entered.
Facility Based Grain Buyer License – Bond Calculation

Bonds for Facility Based Grain Buyers are based off of volume using a 3 year rolling average.

The Bond Calculation screen shown to the right will allow you to enter your grain purchases for the last three years. After you enter your purchases, click Compute which will calculate your bond amount.

Notice: The purchase volume used to calculate bond are based off of calendar year totals, Jan - Dec.

Click Continue to advance.
Facility Based Grain Buyer License – Partners or Officers

This page will allow you to enter the partners or officers information. If there is only one entry you must use the Add link to save the information before continuing.

If there are multiple partners or corporate officers, use the Add link at the bottom of the screen to add another partner or officer and to save the information you have entered.

If you need to edit a previously saved partner or officer, the Edit link on the right hand side will populate the Add Partner fields so you can edit the information, to save click Add.

Delete will remove a partner or officer if needed.

Click Continue to advance.

Facility Based Grain Buyer License - Outstanding Accounts

This screen asks, “Have you transacted business as a warehouseman at this location?” and requests the payment terms of the purchases and the amounts owed on each account, if applicable.

Any outstanding accounts must be listed individually along with the current amount owed to each individual.

After entering any outstanding accounts, Continue will advance you to the next screen.

When there is an Add option, you must click it to save your information before continuing to the next page.
Facility Based Grain Buyer License – Uploads

The Licensing Application and Renewal System requires the same information to be submitted as with the traditional paper application. This Uploads section allows users to upload and digitally submit the required documents.

This base page displays the Uploaded Documents on the top of the screen and an Add Supporting Document table on the bottom portion of the screen. Click on each supporting document to enter the required information and or upload the document. As you can see there are also links to the North Dakota Century Code outlining the requirements as well as the SFN 7573 (Bond) and SFN 16698 (Insurance) that is required to be submitted with the original bond and insurance submission.

The asterisked supporting documents highlight the documents that are required to be submitted with the application.

The other supporting documents do not require any information to be entered to the Licensing Application Renewal System. When you click to upload the document you will be directed to a screen to upload the digital document itself.

The Uploads screen will look and act the same for each document.

Click Continue to advance.

Do not forget to click the Upload link after browsing for your digital document!
Facility Based Grain Buyer License – Uploads – Bond

To help expedite the application process, you can enter the applicable information as it appears on the bond. The screen shot below shows this process.

After entering the information click Continue. The next page allows you to upload a digital copy of the bond. Browse will allow you to find the file on your computer, Upload will upload the document from your computer to the Licensing Application and Renewal System. Done will take you back to the Uploads screen to continue with the application process.

New Licensees Only:
The original bond with valid power of attorney is required to be mailed to the Public Service Commission.

Facility Based Grain Buyer License – Validate

This screen will allow you to go back to any section of the application and make any final changes or allow you to finish any incomplete sections.

Once you are ready, you can click through the Final Review link to view your application before it will be submitted.
Facility Based Grain Buyer License – Final Review

This last page will allow you an opportunity to give your application a final review prior to submission. There are no entry fields or data entry required except for a check box accompanying a certifying statement.

If all the information is correct, confirm the application and continue on to processing a payment for the application.
Facility Based Grain Buyer License – Payment

Payments are able to be accepted using any MasterCard or Visa. Checks will no longer be accepted.

Please remember to:

- Make sure your daily limit is raised to accommodate the payment
- Please only click Submit once
- A late fee of $100.00 per location is assessed for applications submitted after July 15th

<table>
<thead>
<tr>
<th>Payment Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
</tr>
<tr>
<td>Card Number</td>
</tr>
<tr>
<td>Expiration Date</td>
</tr>
<tr>
<td>Name on Card</td>
</tr>
<tr>
<td>CSC/CVV Number</td>
</tr>
<tr>
<td>Fee</td>
</tr>
<tr>
<td>Late Fee</td>
</tr>
<tr>
<td>Total Payment</td>
</tr>
</tbody>
</table>

Facility Based Grain Buyer License – After the Submission

Once an application has been submitted, we will review the application and will issue a license at our earliest convenience. This process may take several working days. You will receive your license by email as soon as your application has been processed.

Facility Based Grain Buyer License – Questions

If questions arise that were not answered with this Tutorial, contact the Public Service Commission at:

- Phone: 701.328.2400  Toll-Free: 877.245.6685
- Relay ND TTY: 800.366.6888  Email: pscgrainlicense@nd.gov