

How To Create A UtahID Account and Register AIMS Account



If you have multiple UtahIDs or share the device with others, it is recommended to use an incognito browser or to clear cache and cookies.

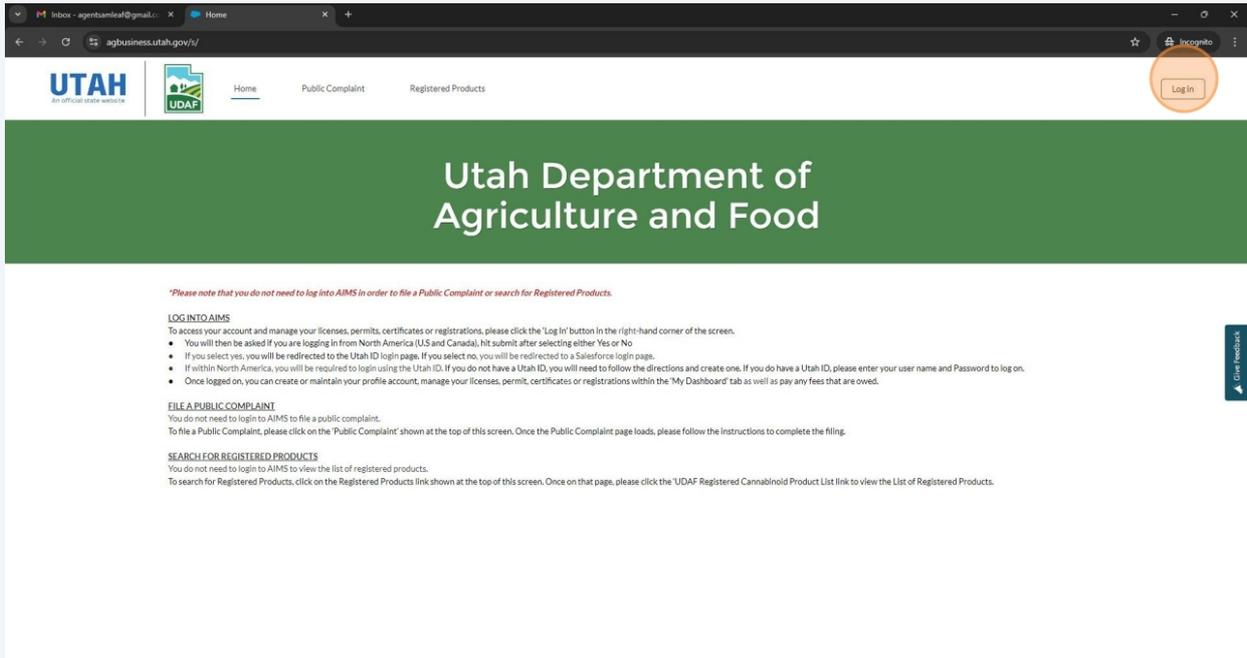
1

Navigate to id.utah.gov, select "Create an account", and follow instructions for account creation.

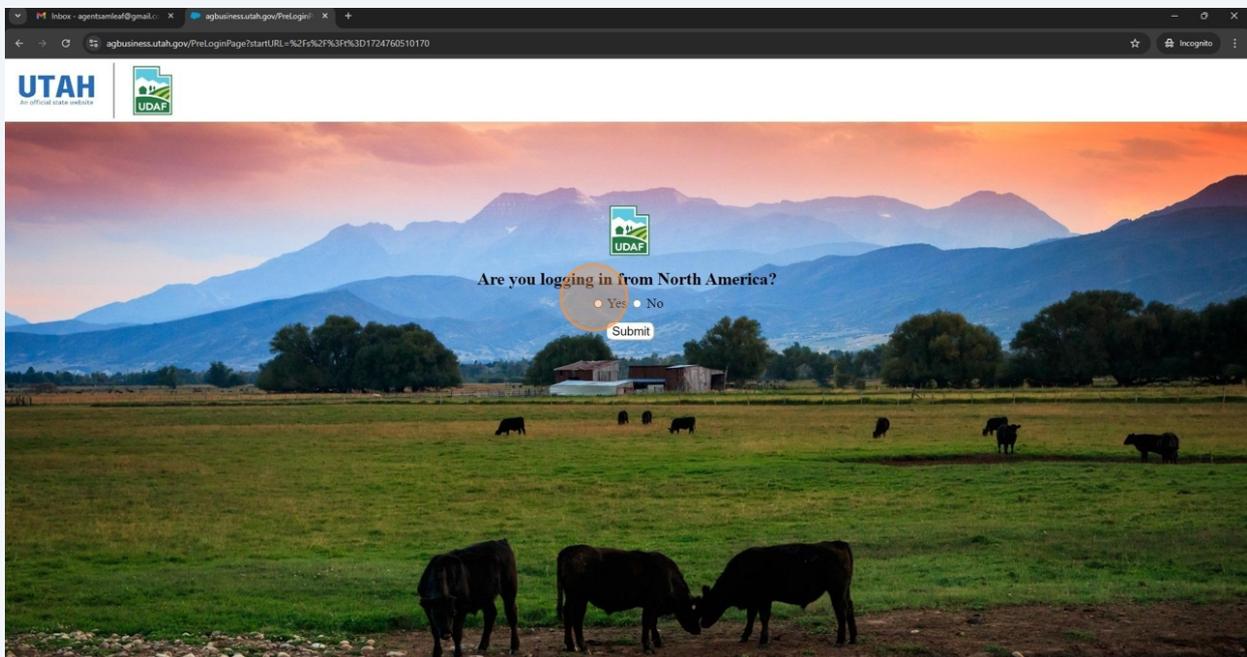


We recommend using a personal (ie: not work) email address to create your UtahID.

2 Navigate to agbusiness.utah.gov and press "Log in"



3 Click "Yes" and "Submit"



4 Click "Save Consent" and "Allow"



5 Select "No"



6 Click "Next"

Utah Department of Agriculture and Food

Welcome Sam!
Kindly Fill in below Profile Registration Form

Account Register

Do you have a Registered Account?

Yes No

Select 'Yes' if you have or have had a permit, license, certificate or registration with UDAF. If, after selecting 'Yes' you still have issues finding your company, please contact your program support so that we can assist.

Next

7 Enter personal information

Utah Department of Agriculture and Food

Welcome Sam!
Kindly Fill in below Profile Registration Form

Account Information

Account Name

Physical Address:

Address Line 1

Address Line 2

Country State

City County

Zip Long (L):

Lat (A):

Mailing Address: Same As Physical Address

Address Line 1

8 Select "Individual" as Entity Type

Individual: An individual is someone who is applying for a personal use license, permit, or product registration. For Example: A Pesticide applicator, An Individual industrial hemp grower etc.
Company/Business: A company is a stand alone entity that manages licenses, permits and product registrations for themselves. Do not pick this option if you intend to manage licenses/permits or product registrations on behalf of other companies or Individuals.

Entity Type Individual Company Corp HQ

UDAF Program Affiliation

Organics Medical Cannabis Industrial Hemp Pesticides Feed & Fertilizers Kratom
Error: Required

Previous

Next

9 Select "Medical Cannabis" as UDAF Program Affiliation

Individual: An individual is someone who is applying for a personal use license, permit, or product registration. For Example: A Pesticide applicator, An Individual industrial hemp grower etc.
Company/Business: A company is a stand alone entity that manages licenses, permits and product registrations for themselves. Do not pick this option if you intend to manage licenses/permits or product registrations on behalf of other companies or Individuals.

Entity Type Individual Company Corp HQ

UDAF Program Affiliation

Organics Medical Cannabis Industrial Hemp Pesticides Feed & Fertilizers Kratom
Error: Required

Previous

Next

10 Click "Next"

State Utah
County Salt Lake

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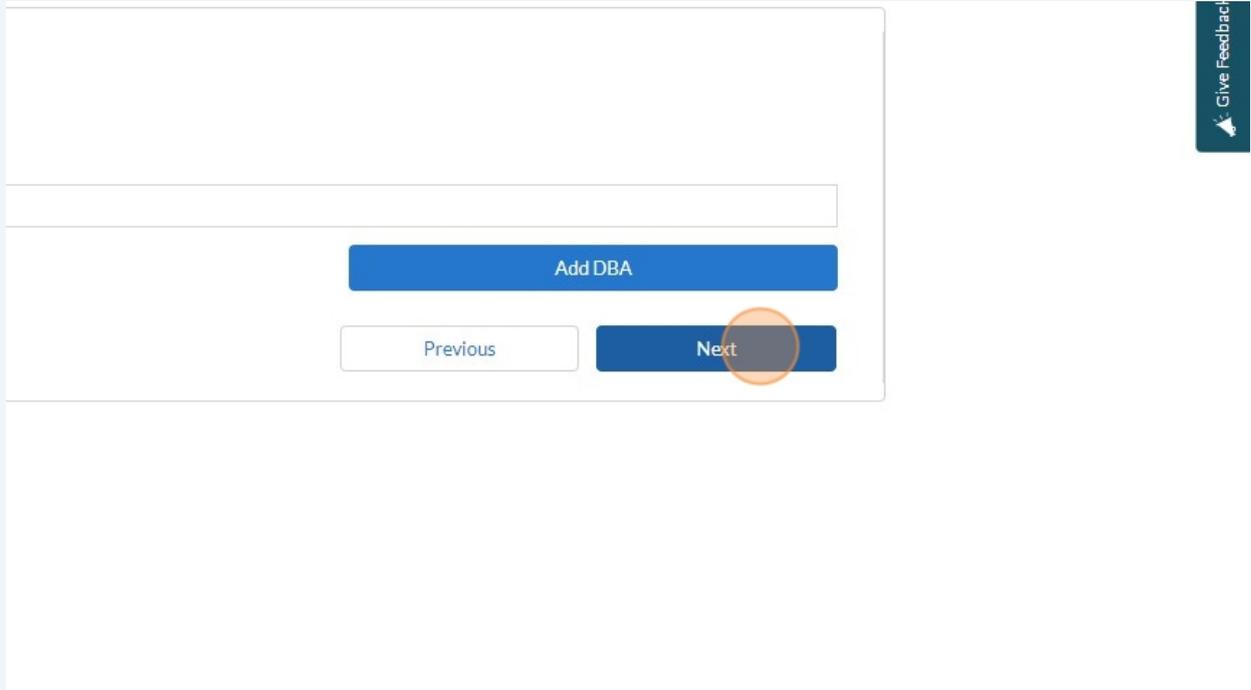
Pesticides Feed & Fertilizers Kratom

Previous

Next

Give Feedback

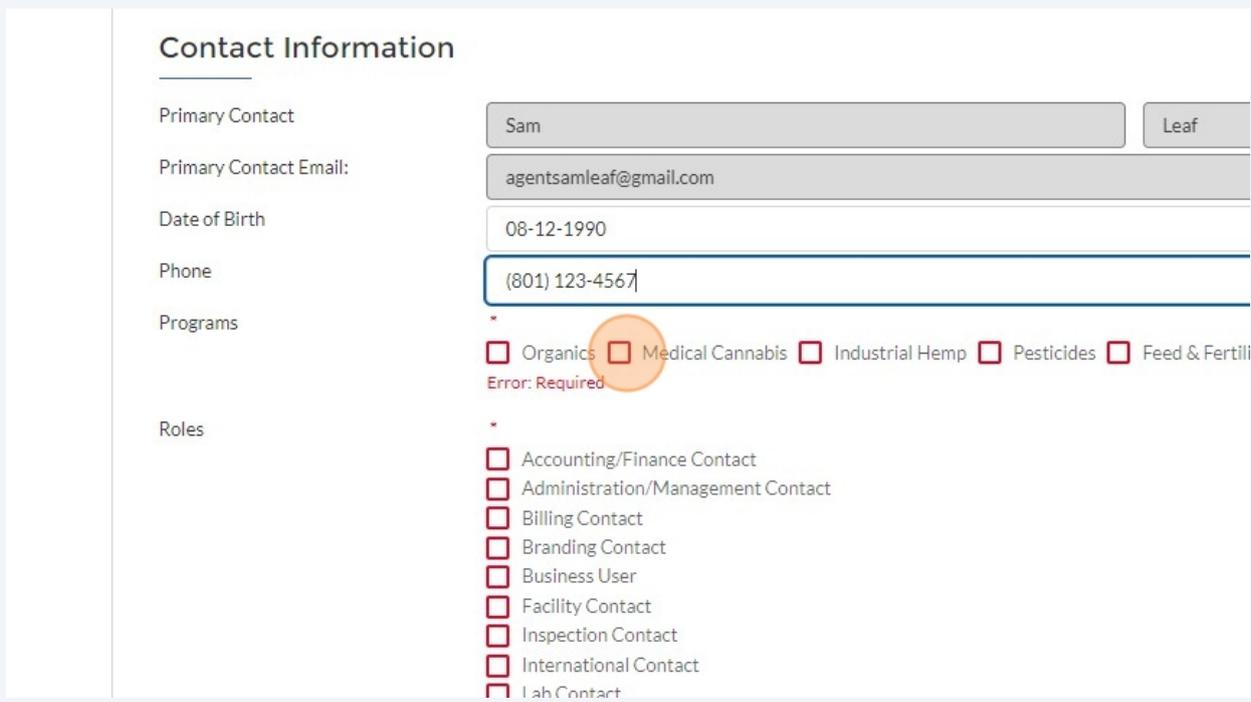
11 Click "Next" to skip DBA section



A screenshot of a web form. At the top right, there is a dark blue button with a white cursor icon and the text "Give Feedback". Below this, there is a large empty text input field. Underneath that is a blue button labeled "Add DBA". At the bottom of the form area, there are two buttons: a light blue button labeled "Previous" and a dark blue button labeled "Next". The "Next" button is circled in orange.

12 Enter your Date of Birth and Phone Number

Select "Medical Cannabis"



A screenshot of a "Contact Information" form. The form has several fields: "Primary Contact" with the value "Sam" and a "Leaf" button; "Primary Contact Email:" with the value "agentsamleaf@gmail.com"; "Date of Birth" with the value "08-12-1990"; "Phone" with the value "(801) 123-4567"; "Programs" with a red asterisk and a red error message "Error: Required", and five checkboxes: "Organics", "Medical Cannabis" (which is selected and circled in orange), "Industrial Hemp", "Pesticides", and "Feed & Fertil"; and "Roles" with a red asterisk and a list of checkboxes: "Accounting/Finance Contact", "Administration/Management Contact", "Billing Contact", "Branding Contact", "Business User", "Facility Contact", "Inspection Contact", "International Contact", and "Lab Contact".

13 Select Role

Roles *

- Accounting/Finance Contact
- Administration/Management Contact
- Billing Contact
- Branding Contact
- Business User
- Facility Contact
- Inspection Contact
- International Contact
- Lab Contact
- Marketing/Sales Contact
- Operations Contact
- Other
- Owner
- Production Contact
- Quality Assurance Contact
- Regulatory Contact
- Sampling/Results Contact
- Shipping Contact
- Technical Support Contact

Error: Required



Role does not affect your agent card. This field is primarily used for business contacts registering in AIMS. You can select "Other" and leave the pop-up field blank.

14 Click "Save"

Contact Information

Primary Contact: Sam Leaf Suffix

Primary Contact Email: agentsamleaf@gmail.com

Date of Birth: 08-12-1990

Phone: (801) 123-4567

Programs:
 Organics Medical Cannabis Industrial Hemp Pesticides Feed & Fertilizers Kratom

Roles:
 Accounting/Finance Contact
 Administration/Management Contact
 Billing Contact
 Branding Contact
 Business User
 Facility Contact
 Inspection Contact
 International Contact
 Lab Contact
 Marketing/Sales Contact
 Operations Contact
 Other
 Owner
 Production Contact
 Quality Assurance Contact
 Regulatory Contact
 Sampling/Results Contact
 Shipping Contact
 Technical Support Contact

Please specify other roles here

Additional Contacts

FIRST NAME	LAST NAME	EMAIL
<input type="button" value="Add Contact"/>		
<input type="button" value="Previous"/> <input checked="" type="button" value="Save"/>		