Instructions for navigating the Online Licensing and Registration program for Apiary.

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If you still have questions about the online system or need additional assistance please call Samantha at 701-328-4765 or email sbrunner@nd.gov.

2. Enter your log-in credentials or create a log-in by clicking register now. (If you already have a state of North Dakota log-in, that may work here too). Once account is created, go back here and log-in.

3. If you have had a beekeeping license at any time since 2020 but haven’t gone online yet please contact NDDA for your claim code to link your account. Once you’ve claimed your account, you will now be connected to all of the registrado locations, license history and your contact information that the department has. If you have a claim code, please proceed to step 4. If you do not have a claim code, you will need to click “+ New Beekeeper” and go to step 5.
4. If you claimed an account, your contact information should populate. Click “Claim this Account”. Go to step 6.

5. For new beekeepers fill out the information required. Click on each section to expand it and enter the information. If you do not have a business name, just enter your name. If you receive mail at the same address year round please leave the ‘Applicant (Winter)’ section blank. However if you travel the winter address is where we will mail your renewal packet for the following year, the summer address is where we will mail any paperwork over the summer such as inspection reports. The ‘Owner’ information only needs to be filled out if you lease any bees. The ‘Manager’ section can be left blank if the applicant and the manager are the same person. Resident agents- if you are keeping fewer than 50 colonies, the applicant can also be the resident agent. If you keep over 50 the resident agent must be a resident of ND and CANNOT be the applicant. Once finished click ‘SUBMIT’.
6. To edit any of the “BEEKEEPER INFO” scroll to the bottom of the page and click “Edit information”, once done click ‘submit’ at the bottom of the page.

7. Now you will add/edit or review your registered apiary locations. Click “LANDOWNERS & APIARIES”.

If you are an existing beekeeper all of your registered locations will populate here, to edit or view any of those locations just click on the landowner’s name.
8. To add a new registered apiary you have 2 options, you can add it to a new landowner or you can add the location to an existing landowner. To add to an existing landowner skip to step 9. Click ‘+ADD LANDOWNER’.

a) To expand out the sections, click ‘Landowner’ The landowner name and phone number are required, the lessee information is optional.

b) Current- if using on a mobile device, and you are in the yard you want to register, this will zoom the map to your current location.

c) Address-you can enter a city or street address in ND and it will zoom you to that location.

d) LAT/LONG- GPS coordinates, this uses decimal degrees, make sure you are using the correct format of GPS coordinates, once entered it will place a teardrop on the location

e) T/R/S- Township, Range Section of a legal description, enter the numbers only not any directional indicators such as N or W.
Once you have zoomed into your location, click on the teardrop circled in blue on the image above. Next, click the exact location on the map that you want to register, a small blue circle will appear. If you have multiple locations to register under this landowner you can click the teardrop again and add another location.

In the image below:

![Image](image_url)

- This indicates the location where the entered Latitude and Longitude are at.
- Indicates the location that will be registered.

Once done, click on “Submit”. If you have an active license the location will be immediately published the website and is registered, if you do not have an active license the location won’t be published but will remain in your account. You will be taken back to the list of locations.

Other map view options:

To view the map with a streets view click on “STREETS” to go back to the imagery click “SATELLITE”:

To view township and sections or to view other registered apiary locations click on the “Layers...” button and check the boxes for the layers you want to view.
9. To edit existing locations or add new locations to an existing landowner. If you need to change the name of a landowner you can do that in this step too.
   a) Find the landowner you want to edit. Click on the landowner name.
   b) You can edit the landowner name or contact information in this screen. Keep in mind that if multiple locations are registered on the map below that changing the name on this screen will change it for all of the registered locations under this name. If only one of the locations is changing names then you should delete it from this landowner and create a new landowner for that location.
   c) To reposition a registration, scroll down to the map, a hand appears on the map, once you hover over the dot for the location you want to move, it will turn into a pointer finger. Click on the dot. It should now turn yellow. If you hover over the location again a cross will appear, allowing you to click and drag the dot to a new location. Once done, click submit at the bottom of the screen, your changes will be saved.
   d) To delete a location. There are a couple ways to delete locations
      1. If you want to delete a landowner, and all the locations registered under that landowner, there is a delete option at the top of the screen.
      2. If you only want to delete one location and either add a new one, or just delete one of several under a landowner, use the delete button on the map. First click on the dot you want to delete, it will turn yellow, next click on the trash can. The location will be removed from the map. Click submit when done to save the changes.
10. Apiary Status: if you have apiary locations that you do not use, but want to keep registered, you can mark them as “inactive”. To do that click on the “manage apiary status” button from the “Landowners & Apiaries’ screen.

Once on that page, to mark a location as inactive, you simply toggle the blue check mark, active is checked, inactive is unchecked. There is no ‘submit’ here, once checked or unchecked the status is immediately updated.

11. To apply for a license or to renew your license click on “LICENSE” then “+ ADD LICENSE”.
If you have a previous license, they will be listed here and you will have “+ RENEW LICENSE” option.
The next screen will be the rest of the information needed to fill out your license. This information is specific to the current license application.

Please note that all of the fees are required.

b) Inspections. You are not required to get an in hive inspection in North Dakota. We do offer inspection services and we encourage you to select an inspection option during licensing if you know you want one. If you select No inspection when you submit your license application and later change your mind, DO NOT go back and edit the application, we will not know that you have changed your mind, instead just give us a call.

If you select “yes” for inspections, a box will appear allowing you to select what kind of inspection you would like. You can select as many as you want.

c) The last step of applying for your license is to read through some statutory requirements, check the box, and the “Request Date” is just the date you are submitting the application. Once done, hit submit.
After hitting submit on the previous page you have submitted an application however if you have not paid the fees or added any of the other required information your license will not be processed. Other required information includes applicant contact information, a proper registered agent and at least 1 registered apiary location.

On this screen you can review the application you submitted and choose how to pay for your license. If you want to mail in the payment you can click on that option and print the page provided, it will show you where to mail the check, please do not mail cash. If you choose the option to pay online it will navigate you to a secure Chase payment screen, once you have submitted your payment you can monitor the status of your application from the license tab.

12. To edit a license after it has been issued. There are times when you may need to increase the number of colonies on your license. Please note that we will modify current licenses but will not go back to previous years to increase colonies. If you increase your colony count you will have to pay the added fees before we will approve the increase. If you have fewer colonies than you applied for, you will NOT get a refund.

Find the license that you want to edit, and click on the license number.
On the next screen, click on “Edit”

You will return to the application page, simply change the colonies number to your new TOTAL colonies that you want on the license. It will recalculate your total fees and then show you how much more you will need to pay. You can do this regardless of if you submitted a paper application or online application for the initial application.

For example. On the original license was 100 colonies, and this beekeeper leased an additional 300 colonies, so the new total is 400 colonies. You would click on the 100, change it to 400 and hit submit at the bottom. You do not need to change the application date or anything else.

The next screen will show how much you now owe, you have the same payment options as before.
13. How to get a copy of your license. Please note that if you make any changes to an issued license, you will not be able to get a copy until we have approved the changes. If you don’t have the option shown below and you believe your license has been approved or issued, please call our office at 701-328-2391.

Go to the license tab and click on the license number for the license you want to view. If you have been a beekeeper for many years you can see your old licenses on this screen, if you need a past license that isn’t available, please call us. Look at the license expiration date to view which license year you are selecting, the most recent should be at the top.

Once you click on the license number you will see the overview, click on the “GENERATE AND PRINT A COPY OF THIS LICENSE”. A PDF will generate. If you do not see this option on this page there is something that has not been approved or something has changed since your license was first issued, please contact us if this happens.

14. How to get a copy of your registered locations. Go to the “LANDOWNERS & APIARIES” tab. And click on “MANAGE APIARY STATUS”
You have 2 different types of options to view or print your registered locations.

DOWNLOAD LOCATIONS will generate an excel spreadsheet of all your locations along with the GPS coordinates for each location.

PRINT LOCATIONS will generate a PDF list of landowner names and legal descriptions, this is the one we typically mail out.