Instructions to Enter Checks as Payment for the Limited Certification Exams

Everyone in the state, regardless of what test they are taking should be getting a voucher number, to do this, they need to visit [https://aesecomm.freshfromflorida.com](https://aesecomm.freshfromflorida.com).

1. The participant can register for a pin from FDACS or you can open the system using your credentials.

2. For Limited Licenses, they should click on Structural/Residential Pest Control – Chapter 482.

3. Click on “Exam Sign-up”

4. Choose which limited exam they need. (LCLM is listed as “Commercial Landscape Maintenance Personnel”)

5. Have them answer the question if they have applied before.

6. Have them fill out the form. Remember to erase your email address if you logged into the system for them. This form takes the place of the application.

7. Uploading Training/Insurance Certificate: Click the appropriate box. They can log back in to upload their CEU form and Proof of Insurance to expedite the process.
8. Check the boxes if appropriate and submit the application.
9. They will then be prompted to pay and may choose the payment method.
10. Follow the prompts to enter the information either from the checks or the credit card. For examples on checks:

![Image of a check with fields for routing number, account number, and bank name highlighted.]

**Enter Payment Information**

Required fields are highlighted with an asterisk.

**Payment Information:**

Please enter the following information about your bank account:

- **Company Name:**
- **Routing Transit Number:**
- **Account Number:**
- **Confirm Account Number:**
- **Employer Identification Number (EIN):** (e.g., 00-0000000)
- **Type of Account:**
- **Address Line 1:**
- **Address Line 2:**
- **Country:**
- **ZIP Code:**
- **City:**
- **State:**

11. They will then receive confirmation of payment in the form of a receipt that includes their voucher number. They should print and bring this piece of paper with them to the test. This proves that they already paid.

12. Keep in mind, if they do not bring their voucher with them or schedule online then you cannot look up their voucher for them.
13. If they use a check, that check becomes no good at that point and needs to be voided and should not be used again.

**What do you mail?**

This process takes the place of the application and payment. The only thing people may bring in are their proof of insurance (LCLM and wildlife) and CEU forms (LCLM only). Limited structural and limited lawn and ornamental do not have CEU requirements.

You can either mail these documents for applicants or have them upload them to the FDACS website at [https://aesecomm.freshfromflorida.com](https://aesecomm.freshfromflorida.com). If you mail the documents it is easiest to include a copy of their receipt as proof of payment. If there is no money involved (pre-paid), you can mail them directly to FDACS, Bureau of Licensing and Enforcement at 3125 Conner Blvd, Bldg 8, Tallahassee, FL 32399-1650.