

# Reporting for Multiple Applicators

The information on this page only applies to version 6.1 of the Reporting Software Options and related documentation. See [this page](#) for other versions of the documentation. The version number of the PRL software you are using can be found on the Help menu under the About item.

If your business employs multiple applicators, you can submit a single report on behalf of all of the applicators employed by your business during the report year. There are three methods of doing this.

Unless **all** of the applicators on whose behalf you are reporting made **no** pesticide applications during the report year, you must include at least one [Form 26](#) regardless of which of the three methods you use.

## Compatibility

Option A: Methods 1, 2

Option B: Methods 1, 3

## Method 1 - Recommended

1. Enter the name and [certification number](#) of one applicator on the [Control Center](#).

It does not matter which of your business's applicators you enter on the [Control Center](#); however, if your company has one applicator with primary supervisory responsibility over other applicators, that applicator would be a reasonable choice.

2. Fill out or create a [Form 26A](#) listing **all** applicators employed by your business during the report year, whether or not they made any pesticide applications.
3. Fill out or create a [Form 26](#) for **all** reportable pesticide applications made by all your applicators.

The information on the [Control Center](#) does not need to be changed to report for multiple applicators. Normally, when you open a blank [Form 26](#), the [certification number](#) on the [Control Center](#) is copied to the new [Form 26](#). This is acceptable, even though the applicator shown might not have personally performed all (or even any) of the pesticide applications reported or supervised the making of those applications.

## Method 2

Although it is not required by the DEC, you may maintain a separate [Form 26](#) for each applicator entered on [Form 26A](#).

1. On the [Control Center](#) check the box labeled "Check here if you wish to maintain separate application files ...".
2. A list of the applicators from your [Form 26A](#) will be shown (see Multiple Applicators image).
3. Select one of the applicators. The name and [certification ID](#) of the applicator you select will be written to the header area of the empty [Form 26](#).

Cert ID	Bus Num	First Name	Last Name
C1987654	54321	Jim	James
T2882680	16007	Clyde	Henderson

Show:  Only Applicators who Made Applications  All Applicators

Cancel OK

### Multiple Applicators

### Method 3

If you are using [Option B](#), you can create separate [Form 26s](#) for each applicator:

1. Enter the name and [certification number](#) of one applicator on the [Control Center](#).
2. Create a separate [Form 26](#) for each applicator.
3. Change the [certification number](#) and applicator name in the header of each [Form 26](#).
4. Saving the form will save the name and ID of the applicator with that [Form 26](#) file.