


Getting Started Guide - Option B

 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.

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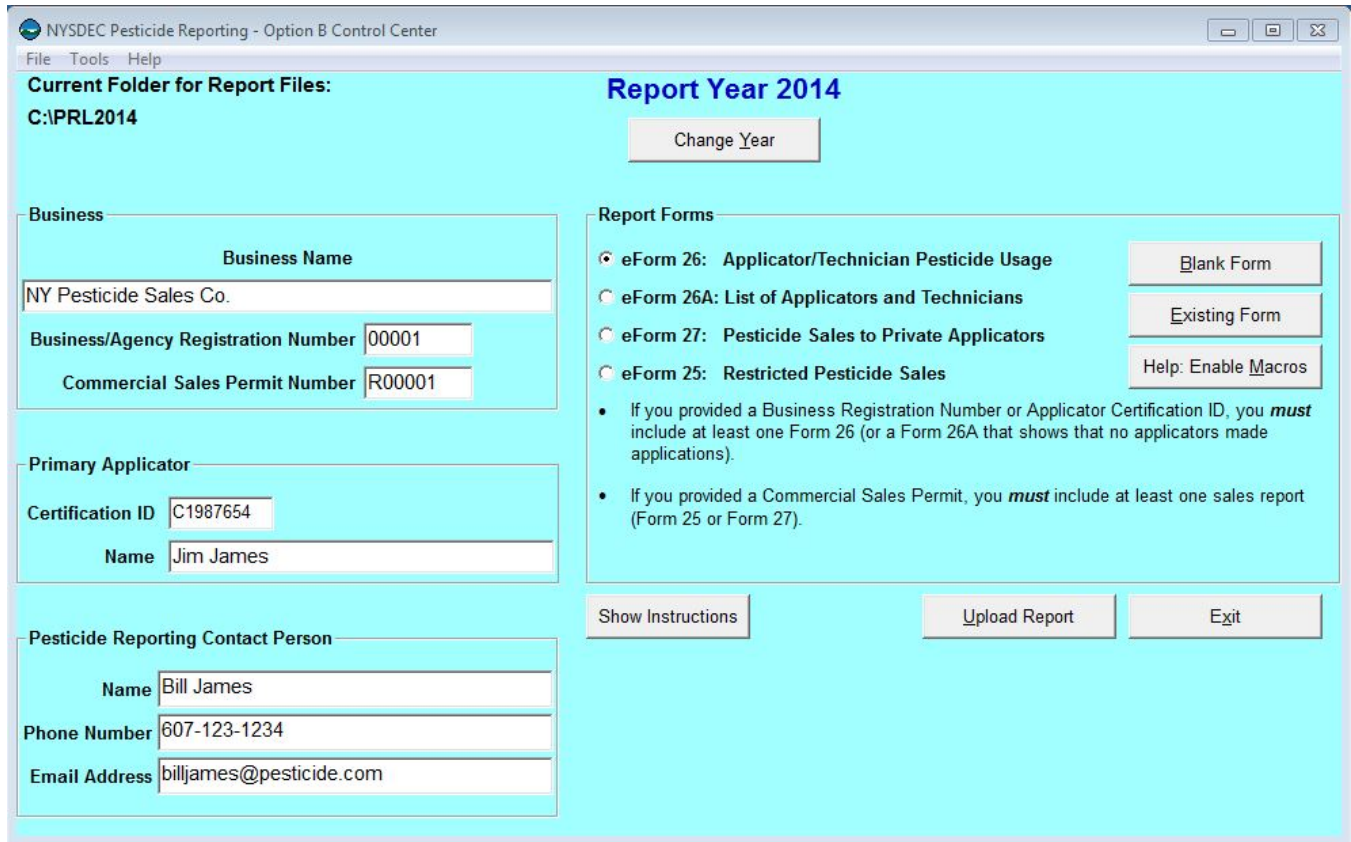
Before you [download](#) one of our software packages, determine [which option is best suited to your needs](#).

Starting the Software

There are a couple of ways¹ to open up the main window:

- Double-click the "PRL Option B" shortcut on your computer's desktop.
- Click on the Windows **Start** button and navigate to **Programs -> Pesticide Reporting -> PRL Option B**. Windows 8 users will have a "PRL Option B" icon on their **Start Screen**.

When you start the program, the [Control Center](#) opens.



The screenshot shows the 'NYSDEC Pesticide Reporting - Option B Control Center' window. The interface is light blue and contains several sections:

- Current Folder for Report Files:** C:\PRL2014. A 'Change Year' button is located to the right.
- Report Year 2014:** A 'Change Year' button is located below this header.
- Business:** Fields for Business Name (NY Pesticide Sales Co.), Business/Agency Registration Number (00001), and Commercial Sales Permit Number (R00001).
- Primary Applicator:** Fields for Certification ID (C1987654) and Name (Jim James).
- Pesticide Reporting Contact Person:** Fields for Name (Bill James), Phone Number (607-123-1234), and Email Address (billjames@pesticide.com).
- Report Forms:** A list of radio buttons for selecting a form: eForm 26 (selected), eForm 26A, eForm 27, and eForm 25. Below the list are instructions: 'If you provided a Business Registration Number or Applicator Certification ID, you **must** include at least one Form 26 (or a Form 26A that shows that no applicators made applications).', and 'If you provided a Commercial Sales Permit, you **must** include at least one sales report (Form 25 or Form 27)'. To the right of the list are buttons for 'Blank Form', 'Existing Form', and 'Help: Enable Macros'.
- Buttons:** 'Show Instructions', 'Upload Report', and 'Exit' buttons are located at the bottom right.

Control Center

Entering Contact and Identity Information

Use the [Control Center](#) to tell us who to contact when we communicate with you about your report. Please fill out all three fields under **Pesticide Reporting Contact Person**. You also need to provide identification information, so that we can associate your report with the correct applicator(s) or organization.

Are you in the pesticide application or sales business?

Pesticide application businesses should submit

- a [certification ID](#),
- the **Applicator Name** associated with the [certification ID](#),
- optionally, a [business registration number](#), and
- optionally, the **Business Name**.

Pesticide applicators should submit

- a [certification ID](#), and
- the **Applicator Name** associated with the [certification ID](#).

Pesticide sales businesses should submit

- a [commercial permit number](#),
- the **Business Name**,
- optionally, a [certification ID](#), and
- optionally, the **Applicator Name** associated with the [certification ID](#).



Multiple Applicators or Sales Permits

If your organization employs [multiple applicators](#), just choose one of them to enter in this form.

If your business has more than one [business registration number](#), enter the one for the main business office. You may — but are not required to — submit the other [business registration numbers](#) using a [Form 26A](#). See this [FAQ](#) for more information.

If your business has more than one [commercial permit number](#), you may enter one number here and provide separate [Form 25s](#) or [Form 27s](#) for each [commercial permit number](#). The header areas of both forms have a [commercial permit number](#) field, which is editable. You may also send us separate reports for each [commercial permit number](#).

Decide Which Forms to Use

If you have [multiple applicators](#) to include on your report, we recommend using a [Form 26A](#) to enter their information. The pesticide applications they made should be entered on a [Form 26](#). If any of the applicators that you are reporting for made any applications during the report year, you should submit a [Form 26](#).



You may enter all your applications in one file even if they were made by multiple applicators; we do not need a separate report for each applicator.

If you are reporting for a pesticide sales business and you sell restricted use pesticides, use [Form 25](#). If you sell pesticides to private applicators, we will need a [Form 27](#). If you have a [commercial permit number](#), you must submit either a [Form 25](#) or a [Form 27](#) or both.



Be sure to include applicators who [did not make applications](#) on your report and applicators who left your organization during the report year. If your organization is a pesticide sales business, you must file a report even if you [did not make any sales](#) during the report year.

You can report two different types of sales on [Form 25](#); report either sales to another [commercial permit holder](#) who will resell the products or sales to [commercial applicators](#) for their end use. In Options A and B there are a set of radio buttons in the [Form 25](#) header where you can specify the sales type. Options D and O have drop down lists for specifying the sales type. If you have both types of sales to report, please send us a separate form for each type. However you do not need to complete a form for the type of sales you did not make (but you still need to report even if you [did not make any sales](#)).

Opening up a Form

When you have decided which form(s) to use, click the corresponding radio button in the **Report Forms** area. Do you want to start a new file or add to an existing one? To start a new file, click on the **Blank Form** button. For an existing file, click the **Existing Form** button. This will open up a dialog in which you can choose the file you want.

