



Georgia Department of Agriculture Structural Pest Division

Employee Registration Online Guide

For more information about the requirements for Registered Employees please review the [Employee Registration Compliance Fact Sheet](#)

☐ Step 1

Log in to your Company Profile at <https://www.kellysolutions.com/ga/Structural/UpdateInfo/Login.asp>

Pro Tip: Make sure you are logging in using your company license number and not logging into your personal account. The company page will have different options available.

☐ Step 2

Scroll down the page and click on the red text that reads "Add Registered Employee". The screen will look like the image below with a list of employees who are currently registered with the company. This will open a pop-up box or new browser window.

Click here

Registered Employees working for Company (Add Registered Employee)				
Category	License #	Name	Categories	Lic. Exp. Date
Registered Employee	SP12345	JOHNNY SMITH	HPC; WDO;	6/30/2025
Registered Employee	SP00000	JOHN DOE	FUM;	6/30/2023
Registered Employee	SP11111	JANE DOE	HPC; WDO;	6/30/2025

What if they have an SP number already? or What if they have never been registered before?

If you are adding a registered employee who had been previously registered or already has an SP number, proceed to step "3A - Employees with an SP Number". You may skip steps in this guide labeled as "3B"

If you are adding a registered employee who has never held a license before and does not have an SP number, then please skip ahead to the section of this guide titled "Step 3B - First Time Registered Employees" on the next page.

☐ Step 3A - Employees with an SP Number

For employees who are already registered in Kelly Solutions enter their license number in the search box including the "SP", and click "Search".

Enter a License Number to search for:

Enter SP#

Search

Then click "Search"

If adding a Registered Employee that has not previously held a license [click here](#) to apply

Step 4A - Employees with an SP Number

Then click on "Select" for the registered employee you'd like to add. After you have clicked on "Select" it will take you back to the previous page. If you have more than one employee to register, you can repeat steps 2 through 4 to add each employee before proceeding to step 5 to complete payment.

Enter a License Number to search for:

If adding a Registered Employee that has not previously held a license [click here](#) to apply

License #	Old License #	Name	Status	Type	Address	Categories	Test Result
SP22222 0		TAYLOR, JIM view	Active	Registered Employee	- Works For: PEST CONTROL COMPANY; CITY GA 123 STREET, CITY GA	HPC - Household Pest Control (41);	Test Date: <input type="text" value="7/28/2020"/> Test Score (%): <input type="text" value="81"/> Employee Registration Exam <input type="button" value="Update"/>

Click here

Proceed to Step 5

Step 3B - First Time Registered Employees

For employees that are being registered for the first time, you will instead click on the blue "click here" link.

Enter a License Number to search for:

Click here

If adding a Registered Employee that has not previously held a license [click here](#) to apply

Step 4B - First Time Registered Employees

Clicking on the link will open a new window where you will then fill out all of the employee's information.

Be sure to fill the information out completely and accurately, taking special note to check all the pest control categories that the registered technician will operate in at your company.

At the bottom of this screen, the DCO should verify all the information and enter their SP number. Then click the "Save & Confirm for Payment" button. If you have more than one employee to register, you can repeat steps 2 through 4 to add each employee before proceeding to step 5 to complete payment.

Drivers License #: *

Test Date (MM/DD/YYYY): *

Test Score (%): *

Categories: **Check Categories** FUM(Fumigation) HPC(Household Pest Control) WDO(Wood Destroying Organisms)

Fill in all required blanks

Verification of Employment
To be completed by Designated Certified Operator

I verify that the above identified employee has met all requirements of employee registration as required by chapter 620-3-.02 of the Rules of the Georgia Structural Pest Control Act.

DCO License Number: SP * **Enter DCO SP#**

Agree

Click here when complete

"Employee already on file" Error Message

If you see the error message shown below when attempting Step 4B, it means the employee has been registered previously but their registration might have expired.

If you encounter this error, please call our office at 404-656-3641 and provide the employee's name when requested.


Structural Applicators Licenses - Update Info

This employee is already on file with the Georgia Department of Agriculture. Contact GDA for further assistance.

□ Step 5

Scroll all the way down to the bottom of the page and locate the buttons to confirm your updates and choose your method of payment. The \$10 fee will automatically be applied for each employee registration. You can choose to pay by credit card or by ACH (Bank Account).

Confirm Updates and Pay by Credit Card or Confirm Updates and Pay by ACH (Bank Account)

 **Select One**

□ Step 6

Fill out the payment details on the page that appears. Once you have completed payment, a receipt will be emailed to the company email listed in your Company Profile.

Employee registration cards will be mailed to the mailing address on file for the company.

*If you have any questions about employee registration,
please contact us at pest@agr.georgia.gov or call 404-656-3641.*