



MyTN App: TDA Pesticide Applicator Card Wallet User Guide

MyTN Wallet User Guide | Content

- **Step 1:** Installing the MyTN App
- **Step 2:** Creating Your MyTN Profile
- **Step 3:** Identity Verification
- **Step 4:** Finding Your Pesticide Applicator Card
- **Step 5:** Adding Your Pesticide Applicator Card to Your Digital Wallet

Step 1:

Installing the MyTN App

Installing the MyTN App:

MyTN is the official mobile application for State of Tennessee. To get started, download the MyTN app from the Apple Store or Google Play.

[MyTN on the Apple Store](#)

[MyTN on Google Play](#)

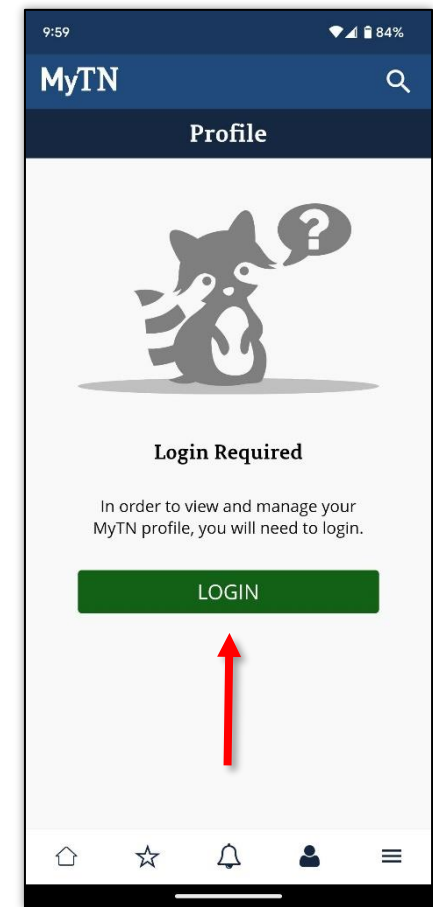
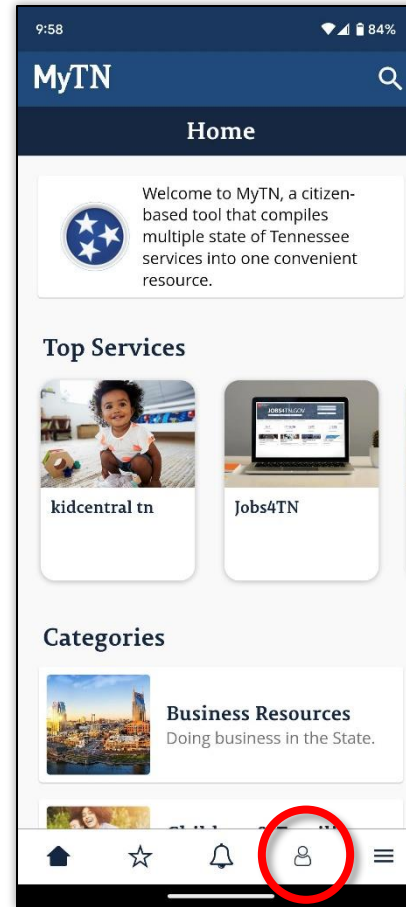
Important: This feature requires MyTN version 3.6.0 or later.

Step 2:

Creating Your MyTN Profile

MyTN App Navigation:

1. Open the MyTN app & **click the Profile Icon**
2. Next, **click the green Login Button**
 - See the next slide for MyTN Profile setup instructions



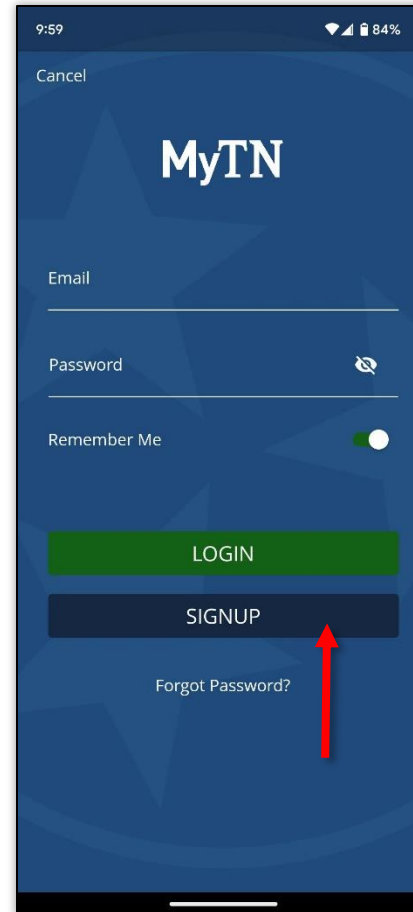
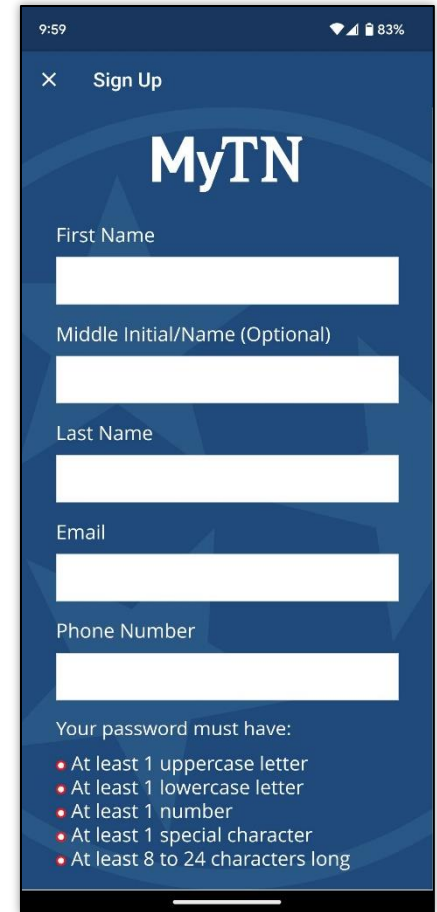
Create Your Profile:

3. If you are new to the MyTN App:

- Click the “Sign Up” button
- Create your profile:
 - First Name*
 - Middle Name (Optional)
 - Last Name*
 - Email*
 - Phone Number*
 - Password
- Then verify your account
 - A pin number will be sent to your email inbox

Important

Your MyTN Profile **MUST** match your TDA applicator card information

The image shows the MyTN app's login and sign-up screen. At the top, there's a 'Cancel' button. The MyTN logo is prominently displayed. Below the logo, there are input fields for 'Email' and 'Password'. A 'Remember Me' toggle switch is located below the password field. There are two main buttons: a green 'LOGIN' button and a dark blue 'SIGNUP' button. A red arrow points to the 'SIGNUP' button. At the bottom, there is a link for 'Forgot Password?'.The image shows the MyTN app's sign-up screen. At the top, there's a close button (X) and the text 'Sign Up'. The MyTN logo is prominently displayed. Below the logo, there are input fields for 'First Name', 'Middle Initial/Name (Optional)', 'Last Name', 'Email', and 'Phone Number'. Below these fields, there is a section titled 'Your password must have:' followed by a list of requirements: 'At least 1 uppercase letter', 'At least 1 lowercase letter', 'At least 1 number', 'At least 1 special character', and 'At least 8 to 24 characters long'.

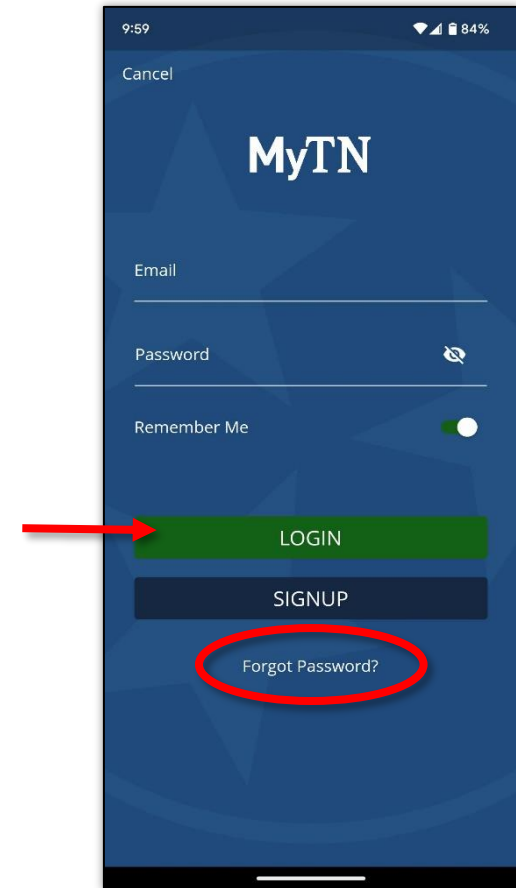
Log-in:

4. Once your account is created, OR if You already have a MyTN Account:

- **Log-in** using your MyTN Email and Password.

Important: The first time you log in, you may be asked to verify your account using your email address or phone number.

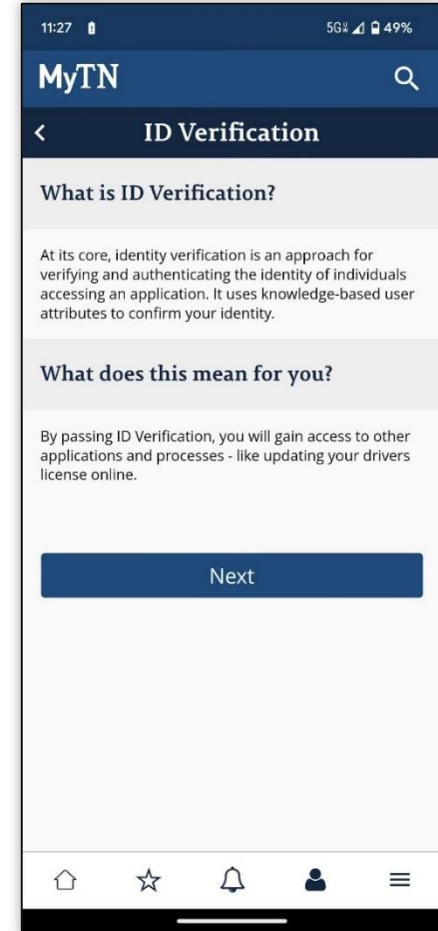
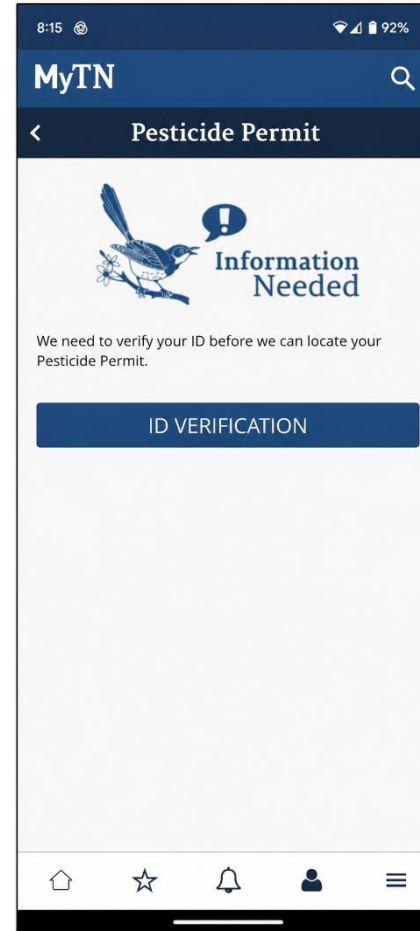
- **OR, Click the “Forgot Password” button** for assistance recovering your login information



Step 3: Identity Verification

ID Verification Process

1. Click the “ID Verification” button to begin the ID Verification process.
2. Read about what ID Verification is and how it affects you (*Optional*)
3. Click the “Next” button



ID Verification Process Continued

4. Confirm or edit Personal Information*

*This information **MUST** be accurate and match your applicator card data.

5. Answer LexisNexis Security Questions and Submit your responses.

*For testing, select the last option for each question.

8:13 MyTN

STEP 1
Personal Information

Please enter or correct the information **exactly** as it appears on your driver's license.

* Fields are required.

***Name**

First Name

Last Name

***Date of Birth**

***Address**

Address, Line #1

City

Navigation icons: Home, Star, Bell (2), Profile, Menu

8:15 MyTN

STEP 2
Security Questions

The following questions are to verify your identity and come from national records databases. Your answers will only be used to verify your identity, they will not be stored on the MyTN server.

Which of the following addresses have you ever been associated with?

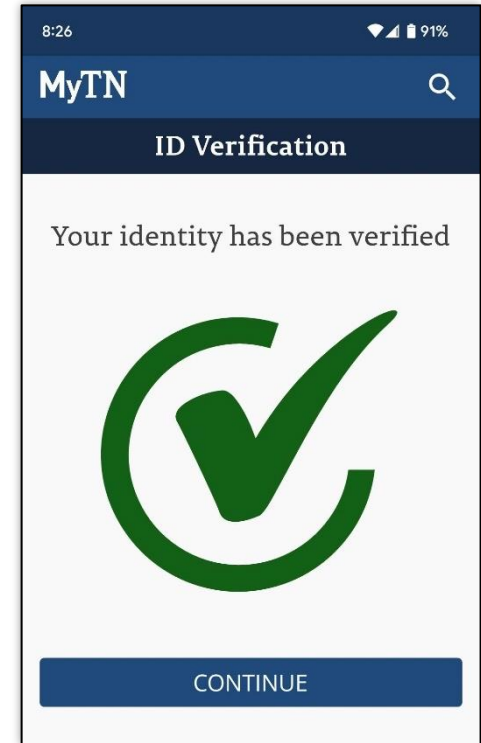
The addresses listed may be partial, misspelled or contain minor numbering variations from your actual address

- ☐ 1234 Sample Oak Drive
- ☐ 456 Test Maple Avenue
- ☐ 789 Mockingbird Lane
- ☒ 101 Demo Cedar Court
- ☐ I have never been associated with any of these addresses

Navigation icons: Home, Star, Bell (2), Profile, Menu

ID Verification Process Continued

6. You will receive the green ID Verification checkmark for your profile, with all questions answered correctly.
7. Click the “Continue” button.



Step 4:

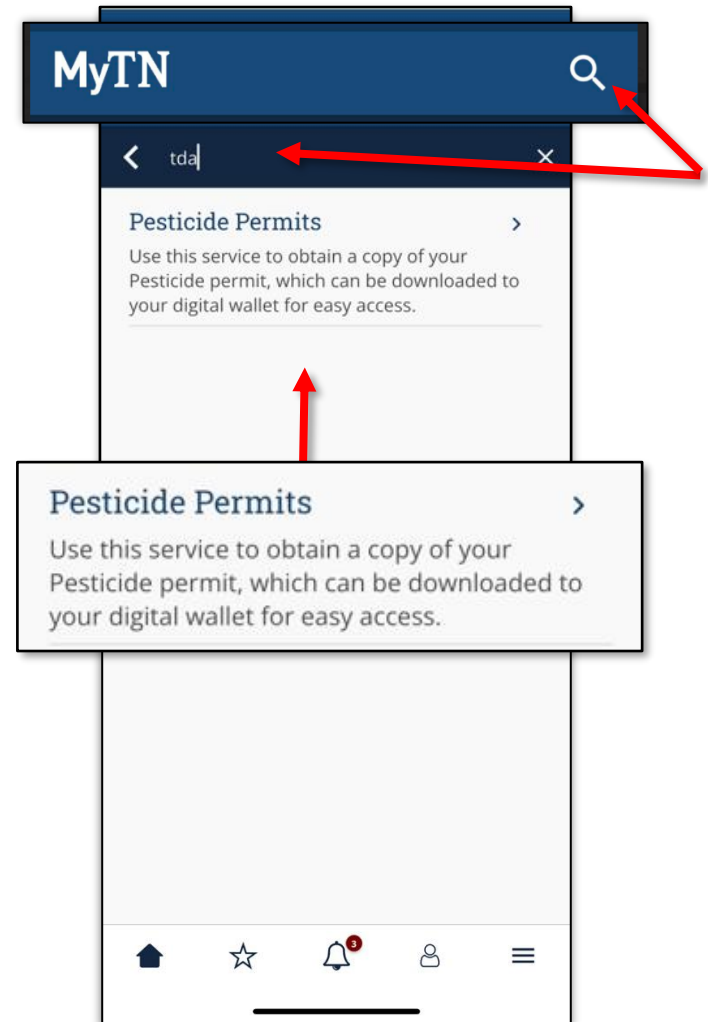
Find My Pesticide Applicator Card

Find My TDA Pesticide Applicator Card:

1. Click the **Search Icon (spyglass)** located to the right of the MyTN logo
2. Search for **"TDA"** and **click** the **"Pesticide Permits" service***

Important

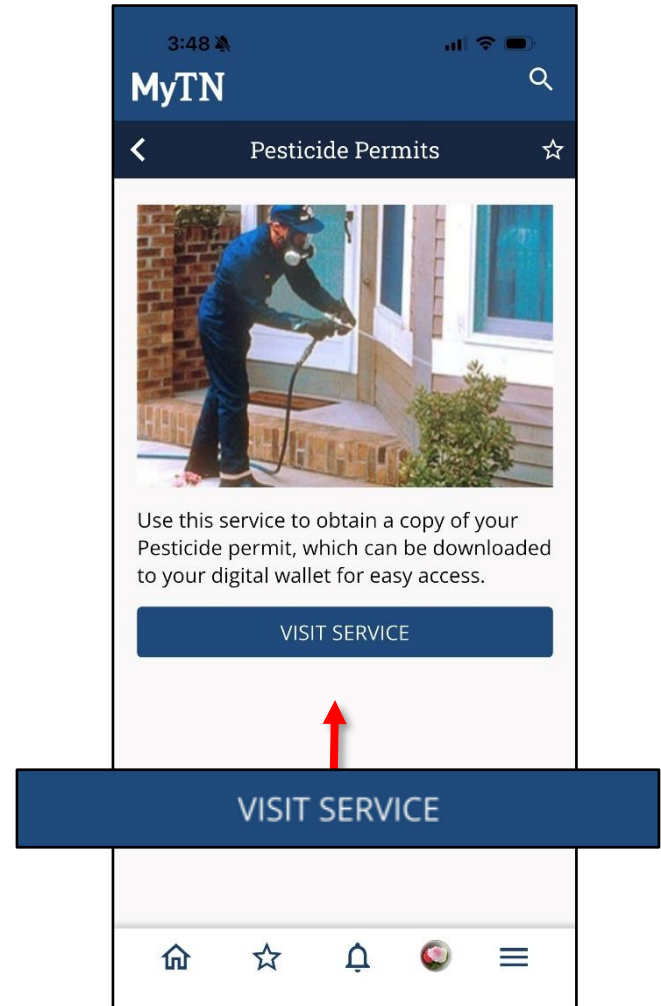
This is a protected service so you **MUST BE LOGGED IN** to access this service. If you are not logged in, a pop-up will show prompting you to login. You will want to login with the account you just created in the MyTN App!



Find My TDA Pesticide Applicator Card:

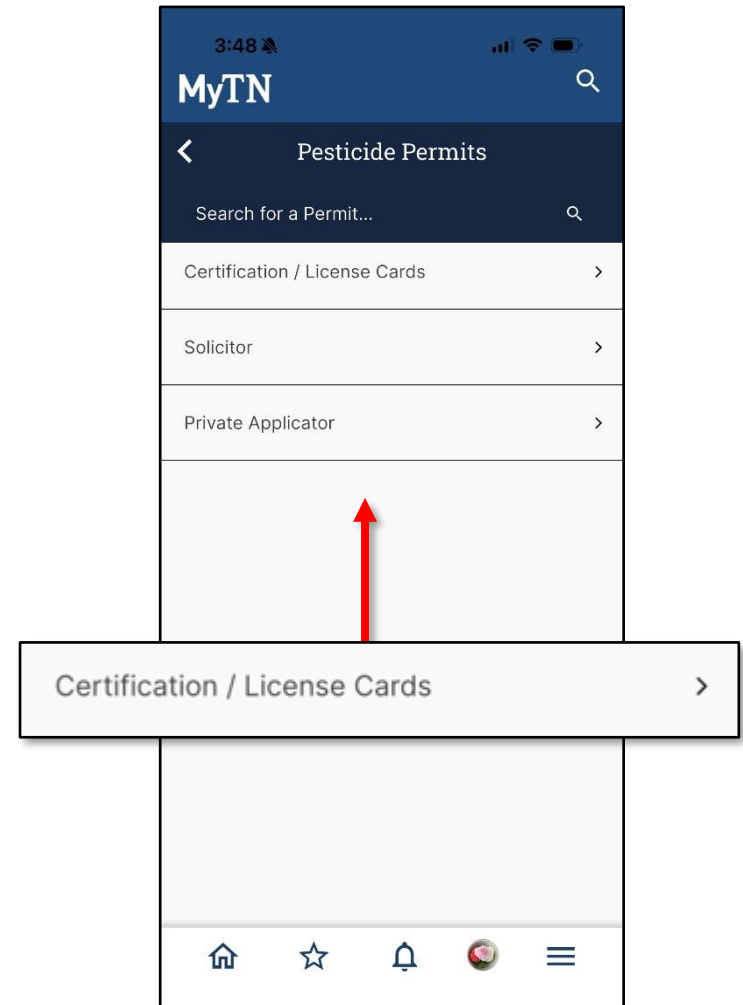
3. Tap the “Visit Service” Button*

***Your MyTN profile MUST be validated to use this service.** If not previously done, you will be required to complete the Identity Verification process next.



Find My TDA Pesticide Applicator Card:

4. Once the Pesticide Applicator Cards service is accessed, you will see a list of applicator cards to select from.
5. Select the applicator card you would like to search for.



Find My TDA Pesticide Applicator Card:

6. Enter the information that matches your applicator card
7. Tap ***Search For Permit*** button to search for your applicator card

***NOTE:** Some data will auto-populate from your **MyTN Profile** (*these fields are greyed out*). If this data needs to change, you will need to go to the MyTN Profile section to update those fields.

Information in this form should match the record in the TDA system.

The screenshot shows the 'MyTN' mobile app interface for 'Pesticide Permits'. The form is titled 'Pesticide Permits' and includes a section for 'Permit Selected: Certification / License Cards'. The form contains several input fields: 'Last Name' (greyed out), 'Please enter last name of permit holder' (6/18), 'Zip Code' (greyed out), 'Please enter zip code of permit holder' (5/10), 'Cert ID' (greyed out), and 'Please enter certid' (6/6). A blue button labeled 'SEARCH FOR PERMIT' is located below the form. A red arrow points from the text 'Tap *Search For Permit* button' to this button. Below the app screenshot, a larger blue button labeled 'SEARCH FOR PERMIT' is shown, with another red arrow pointing to it from the text 'Tap *Search For Permit* button'.

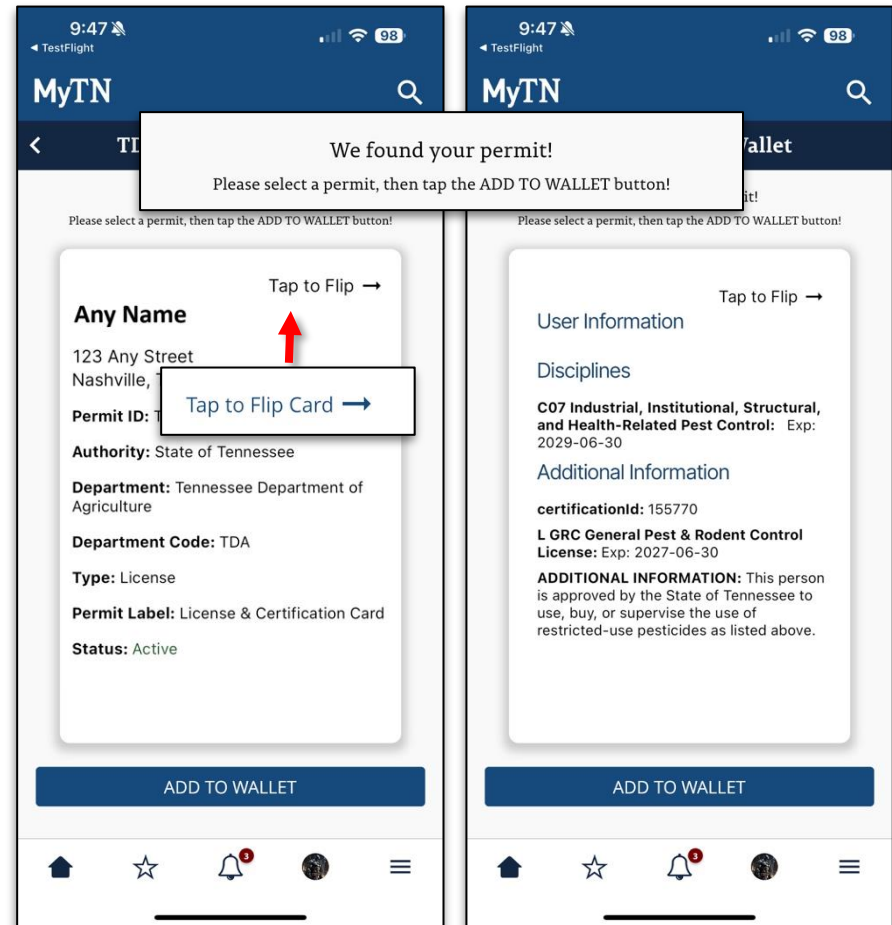
Find My TDA Pesticide Applicator Card - Results

8. View your applicator card details*

***Results will vary** based upon your applicator card status

- If your applicator card is not valid, or your application hasn't been processed, an error message will be displayed

***NOTE:** You can view the back of the applicator card by tapping **"Tap to Flip Card"** or simply just tapping the card itself.



Step 5:

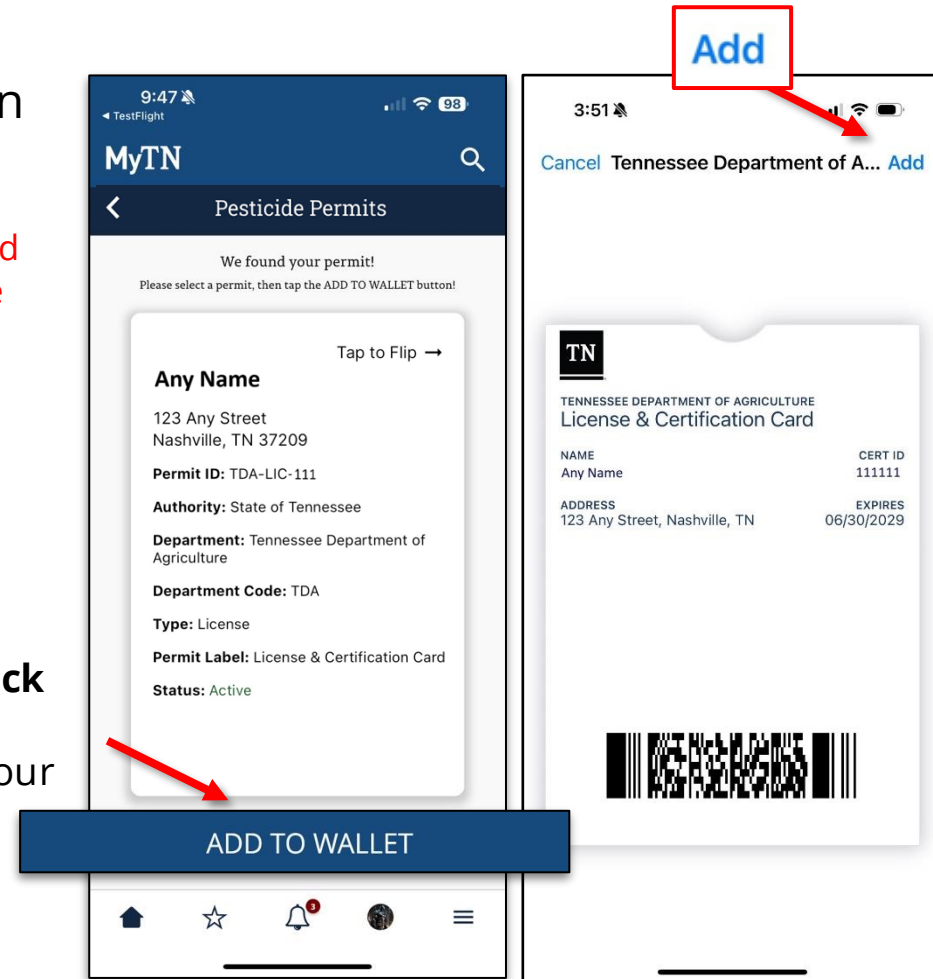
Adding Your Applicator Card to Your Digital Wallet

Add Applicator Card to Wallet

1. Continuing in the MyTN App, you can now click **"ADD TO WALLET"**

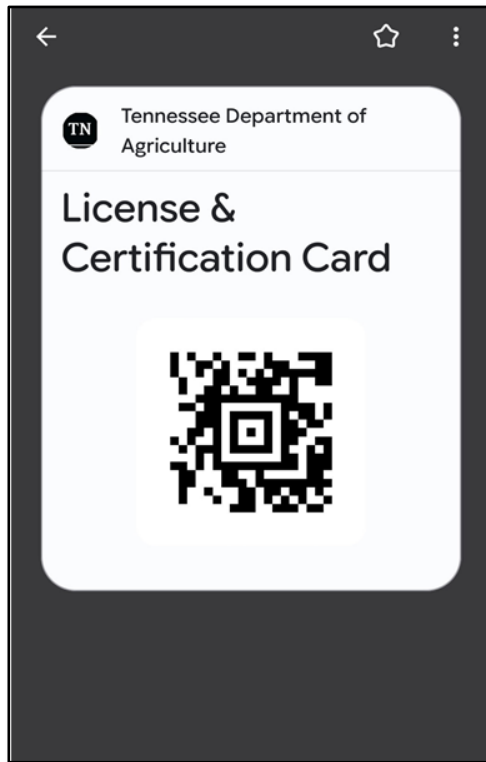
***NOTE:** If you have more than one applicator card shown, you can select an applicator card with the toggle button or click **"ADD ALL TO WALLET"** to add all of them!

2. On the next screen, you may be presented with a preview of your digital applicator card.
 - If this is applicable for your device, click the **"Add"** button on that screen to ensure the applicator card is added to your mobile wallet
 - After you tap **"Add"**, once the popup disappears, you can now navigate to the **Wallet App**.



Add Pesticide Applicator Card to Wallet - Result

Congratulations! You have successfully saved your pesticide applicator card to your digital wallet.



Google Wallet Example



Apple Wallet Example

Help & Support

Helpful Tips

MyTN Wallet User Guide

For assistance:

- Commercial Applicators: Pesticides.CEU@tn.gov
- Private Applicators: Pesticides.PrivateApplicators@tn.gov



Thank You