Directions for using Apiary registration form Update 11-2015

Please read carefully as this will help things go smoother.

*This form does not work with Google Chrome or Windows 10 on the Departments web site. It will work if you down load the file to your desk top and open the form and enable its security for one time use. Then follow the directions below.

1. Open the form; you may see a yellow bar on top of the document saying (Java script is currently disabled). Because it is linked to the database, some computer security settings may block it or ask you if you want to allow it. **You should do a file /save as / select location as your desk top.** Then open the file and if you see a green bar at the top of the form you can begin your entry. If the bar is still yellow, to the right of the yellow bar is a button called options. Under options select **enable java script always for this form**. The yellow bar should now turn green and you are ready to enter your data.
2. Select **new registration** or **renewal**. If you are a new beekeeper just fill in the form.
3. **If renewal enter Your AIS number and last name**. The AIS number comes from Tim Schuler Tim.Schuler@ag.state.nj.us or from your copy of a bee inspection report from the bee inspection program. Click on the green prefill form button.
4. Check your name, address, phone number and e-mail address to make sure it is accurate.
5. When adding phone numbers, you only need to use numbers, **no other characters**.
6. Type your name in the shaded Beekeeper field.
7. Click the box to select any services you will provide or unclick them if you no longer provide those services.
8. Scroll through your yard information and make sure it's correct.
9. Make sure your number of hives is accurate and the yard status is correct.
10. You can add a new yard by clicking on the add another yard button.
11. If there are no new yards to add, **you must make sure you click on the green Submit button or the form will not update in the database.**
12. You will get a pop up box that says successful with a red X. This means it worked.
13. If you **do not** get a pop up box that says successful with a red X then it did not work. You may try again or print the filled in form and mail to the address at the top of the form.
14. You can then print a hard copy or save an electronic copy for your records. The form is date stamped with the date you registered. This is adequate to show a local official who may question if you are registered with the State Department of Agriculture.
15. Click on the X button at the top right side of the form to exit.

To enable the e-form open the form, Click on edit, then click on preferences. When the preferences window opens, select security (enhanced). Then click on the add file button at the bottom. Then click ok.