



APPLYING FOR PA MILK MARKETING BOARD LICENSE

Subdealers

PMMB Enforcement and Accounting
Auditing Team

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New Subdealer Application

Accessing The Application

Location: MARS > Licensing > Application

1. Following your login to MARS, navigate to the location provided above. Figure 1.

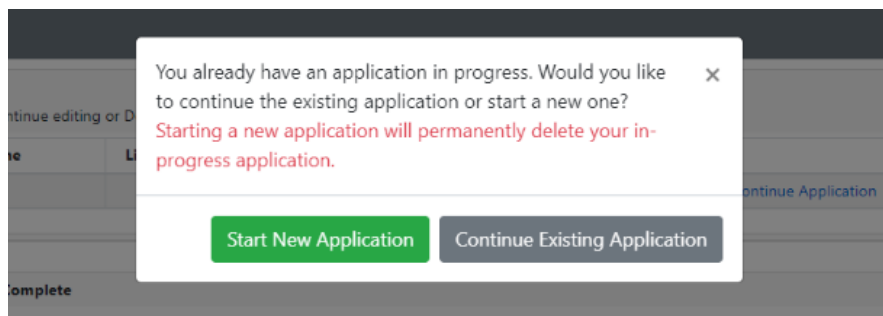
Figure 1. Navigate to submit New Application



2. **Select** “New SubDealer Application” from the application homepage.

After **selecting** to process a “New SubDealer Application” a pop-up box will appear if an existing application exists. The pop-up box will ask if you want to “Start New Application” (green) or “Continue Existing Application” (gray) Figure 2.

Figure 2. New SubDealer Application Pop-up Box



New SubDealer Application Dashboard

3. **To start a new application**, select “Start New Application.” You will be directed to the New Subdealer Application dashboard. Figure 3.
 - a. Staff recommend working left to right, beginning with “License Year” and ending with “Certification.”

Important Note: If you have an existing subdealer application and select start a new subdealer application then your existing one will be deleted and all information on that application will be deleted.

- b. **To continue an application you have already started and saved**, select “Continue Existing Application.” You will be **directed** to the SubDealer Application dashboard.
 - i. You will be informed about which items are missing or need your attention in order to complete the application process.

Figure3. New SubDealer Application Dashboard/SubDealer Application Dashboard

New Subdealer Application			New Subdealer Application		
Section	Status	Completed	Section	Status	Completed
License Year	Not Started	⊗	RA Milk Marketing Areas	Not Started	⊗
Applicant/Business Information	Not Started	⊗	Persons Responsible Contact Info	Not Started	⊗
Out of State Questions	Not Started	⊗	Subdealer Financial Schedule	Not Started	⊗
Places Conducting Business in RA	Not Started	⊗	Attachments	Not Started	⊗
Background Check	Not Started	⊗	Payment	Not Started	⊗
Affiliations	Not Started	⊗	Certification	Not Started	⊗
Purchases	Not Started	⊗			

License Year

4. License Year:
 - a. **Select** the license year you are applying for.
 - b. **Click** “Save Progress” and “Application Home” to save your work and exit the application. You can finish the application at a later date.
Or
 - c. **Click** “Mark page as complete” and then **Click** the “Next” button to go to the next section of the application. Figure 4

Figure 4. New Subdealer Application – License Year

Select radio button for license year

Application - License Year

All required and applicable fields and click 'Mark page as complete' when it is finished. To proceed to the next set of application questions or Back to return to a previous page. If you may click Save Progress to save your application to complete at a later time.

Mark the page as complete and Click the next button

License Year *

July 1, 2022 - June 30, 2023

[Application Home](#)

[Save Progress](#)

Mark page as complete

[Next](#)

If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov

Applicant/Business Information

5. All the fields with an asterisk (*) are **required** to be **filled** out before you can move on to the next section.
 - a. **Click** “Mark page complete” and then **Click** “Next” button.
Or
 - b. **Click** “Save Progress” and exit to the “Application Home.”

Out of State Questions

Note: PA SubDealers do not have to complete this section. **Check** “Does not apply.”

6. Complete this section if you are an out of state subdealer seeking a PA Milk Marketing Board license.
 - a. **Click** “Mark page complete” and then **Click** “Next” button.
Or
 - b. **Click** “Save Progress” and exit to the “Application Home.”

Places Conducting Business in PA

Important Note: If your information is the same as that filled out in Applicant/Business Information then you can **click** on “Same as Licensee address” and it will auto-fill your information.

7. **Fill out** all required information. Once finished you can
8. **Click** on “Mark page as complete” the **Click** on the “Next” button.
Or
9. **Click** “Save Progress” and go back to the Application Home page.

Background Check

10. You are **required** to fill out this section. Some “Yes” or “No” answers may require additional questions or comments. Usually “Yes” answer will require comments. Figure 5.

Figure 5. New SubDealer Application – Background Check

The screenshot shows a web form titled "New Subdealer Application - Background Check". At the top, there is a grey instruction box: "Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click 'Next' to proceed to the next set of application questions or 'Back' to return to a previous page. At any time you may click 'Save Progress' to save your application to complete at a later time." Below this is the "Background Check" section with the question: "Has applicant or any partner, officer or management employee been convicted of a felony, or forfeited bond or collateral in connection with a criminal charge within the last 5 years? *". There are radio buttons for "Yes" and "No". To the right of the "Yes" option is the text "If yes, please explain." Below this is a large text area with a box containing the text "Comment area for explanations." At the bottom of the form, there are buttons for "Application Home", "Save Progress", a checkbox for "Mark page as complete", and "Previous" and "Next" buttons.

Affiliations

11. This section consists of a series of “Yes” or “No” response questions.
 - a. Most “Yes” responses will require a comment or explanation in the text box to the right of the screen *similar to the “Background “Check” of the application.*
 - b. **Click** “Mark page complete” and then **Click** “Next” button.
Or
 - c. **Click** “Save Progress” and exit to the “Application Home.

Purchases

12. Answer all required questions and items that may apply to you.
 - a. Provide comments/explanations if necessary.
13. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
14. **Click** “Mark page as complete” and then the “Next” button.

PA Milk Marketing Areas

15. **Check** the areas into which you sell packaged milk/cream products.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Next” button.

Persons Responsible Contact Info

16. You are required to provide us with contact information for whom we should contact at your business when needed, or where things should be e-mailed or mailed. This information is in the “Persons Responsible Contact Info” section.
 - a. Make sure you provide the preferred method of contact (e-mail, phone, etc.)
 - b. Once completed, you can **Click** “Save Progress” and **Click** “Application Home”
Or
 - c. **Click** “Mark page as complete” and then the “Next” button.

Financial Schedule

17. **Select** your Annual Quart-Equivalent Fee.
 - a. BOND REQUIRED – Must fill out “Computation of SubDealer Bond section.
 - b. BOND NOT REQUIRED – **Click** “Bond not Required.”
18. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
19. **Click** “Mark page as complete” and then the “Next” button.

Note: If you are not certain whether you need a bon or not, call Fatima Roberge at 717-487-4194.

Adding Attachments

20. Upload attachments/documentation required to support your application.
 - a. Instructions are provided above some of the items to explain exactly what we are requiring.
 - i. Partnerships, etc.
 - ii. Information about ownership
 - iii. SubDealer bond
 - iv. Other attachments.
 - b. **Click** “Mark page complete” and then **Click** “Next” button.
Or
 - c. **Click** “Save Progress” and exit to the “Application Home.”

Payment

Important Note: There is a payments section in this user guide that will explain in detail all payments and give step by step directions.

21. **Click** your method of payment.
 - a. “Payment not included.” If payment is not included, **choose** reason.
 - i. Mailing a check.
 - ii. Paid by another License.” State who will pay and their license number.
 - iii. Other. If you select “Other” you must provide an explanation.
 - b. If paying by debit/credit card or telecheck, **Click** “Proceed to payment” and complete all fields.

Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

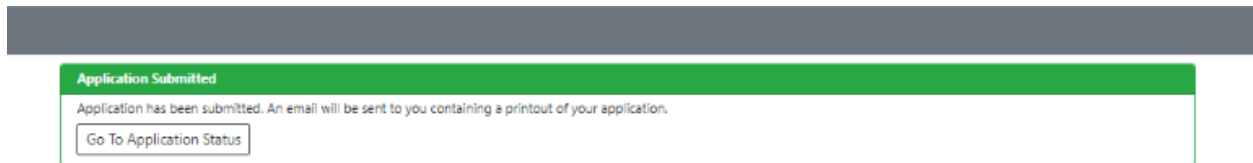
- c. **Click** “Go Back to Application” at the bottom left of the screen.
- d. **Click** “Mark page as complete” and then **click** the “Next” button.
Or
- e. **Click** “Save Progress” and exit to the Application Home.

Certification/Authorization

22. **Provide** your first and last names.
23. **Enter** your title(s).
24. **Enter** the date.
 - a. Once completed, you can **Click** “Save Progress” and then **Click** “Application Home”
Or
 - b. **Click** “Mark page as complete” and then the “Submit” button.
 - i. A pop-u- will appear to confirm you want to submit your application.
 - ii. **Click** “Yes” to submit your application.
 1. “Application Submitted” screen appears. Figure 6.
 - iii. Do NOT exit: **Click** “Go to application.”

c. **Click “No”** to save your progress.

Figure 6. Application Submitted – New SubDealer Application



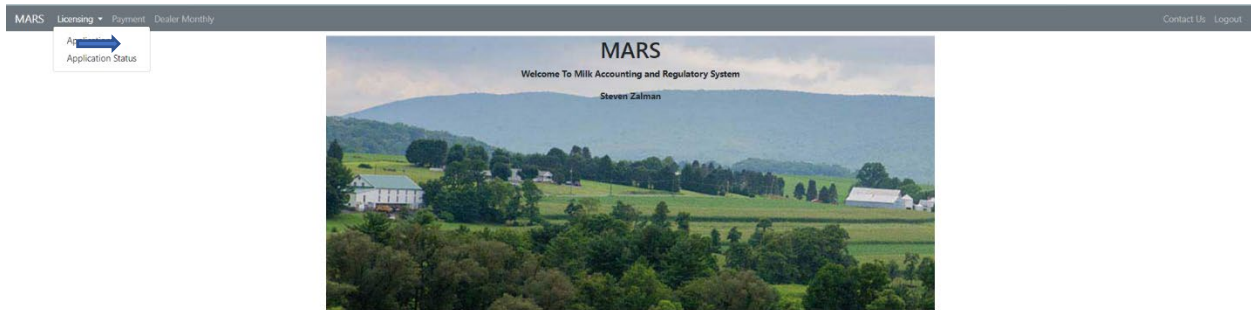
25. **Click “Go to Application Status.”**

Renewal Subdealer Application

Location: *MARS > Licensing > Application > Renewal Subdealer Application*

1. After logging onto MARS, **navigate** to the location provided above. Figure 1.

Figure 1. Renewal Subdealer Application – Navigation



1. **Select** “Renewal Subdealer Application.”
2. **Select** the dealer from the “License to Renew” dropdown menu.
3. **Click** “Renew Dealer Application” in **blue**. Figure 2.

Note: If you will be renewing a license for more than one dealer/license, **each must be done separately.**

Renew SubDealer Application Dashboard

2. Application Information:
 1. Each section of the Application needs to be completed in order to be reviewed and approved by PA Milk Marketing Board staff.
 2. Staff recommend working left to right, beginning with “License Year” and ending with “Certification.” Figure 2.

Figure 2. Renewal Subdealer Application – Application Dashboard

Renewal Subdealer Application - 10002727					
Section	Status	Completed	Section	Status	Completed
License Year	Not Started	⊘	PA Milk Marketing Areas	Not Started	⊘
Applicant/Business Information	Not Started	⊘	Persons Responsible Contact Info	Not Started	⊘
Out of State Questions	Not Started	⊘	Subdealer Financial Schedule	Not Started	⊘
Places Conducting Business in PA	Not Started	⊘	Attachments	Not Started	⊘
Background Check	Not Started	⊘	Payment	Not Started	⊘
Affiliations	Not Started	⊘	Certification	Not Started	⊘
Purchases	Not Started	⊘			

License Year

3. Once section is displayed, **Click** on the license year you are renewing.
4. **Click** “Save Progress” and then **click** “Application Home”
Or
5. **Click** “Mark page as complete and then **Click** the “Next” button. Figure 3.

Figure 3. Renewal Subdealer Application – License Year



The screenshot shows a web form titled "Renewal Subdealer Application - License Year". At the top, there is a grey box with instructions: "Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time." Below this, the "License Year" section is visible, with a radio button selected for "July 1, 2022 - June 30, 2023". At the bottom of the form, there are four buttons: "Application Home" (white), "Save Progress" (green), "Mark page as complete" (checkbox), and "Next" (blue). A footer bar contains the text: "If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov".

Applicant Business Information

6. All required fields are noted with an asterisk (*).
7. **Click** “Save Progress” and then **Click** “Application Home”
Or
8. **Click** “Mark page as complete and then **Click** the “Next” button.

Out of State Questions

Note: If you are a PA business, you do not have to answer these questions. Check “Does not apply.”

9. All out of state businesses must answer the questions in this section.
10. **Click** “Mark page as complete” and then **Click** “Next.”
 - a. You may also save progress and go to application home.
11. **Click** “Save Progress” and then **Click** “Application Home”
Or
12. **Click** “Mark page as complete and then **Click** the “Next” button.

Places Conducting Business in PA:

13. Certain information in the “Places Conducting Business in PA” section is required before you will be able to move forward.
 - a. Required information is generally marked with an asterisk (*).
 - i. Answer “Yes” if your business has a PA address.
 - ii. Answer “No” if your business does not have a PA address.

- b. Finish other required fields such as contact information, etc.

Important Note: You can **Click** “Same as license address” to avoid filling out all the information again.

- c. **Click** “Mark page complete” and then **Click** “Next” button.
Or
- d. **Click** “Save Progress” and exit to the “Application Home.”

Important Note: You can **Click** “Same as Licensee address” to skip filling out the same information.

Background Check

14. You are **required** to fill out this section.

- a. Some of the “Yes” or “No” answers you provide may lead to additional questions or requests for comments. Usually any “Yes” answer will require comments. Figure 4.
- b. **Click** “Save Progress” and then **click** “Application Home”
Or
- c. **Click** “Mark page as complete and then **Click** the “Next” button.

Figure 4. Renewal Subdealer Application – Background Check

The screenshot shows a web form titled "Renewal Subdealer Application - Background Check". At the top, there is a grey box with instructions: "Complete all required and applicable fields and click 'Mark page as complete' when it is finished. Click Next to proceed to the next set of application questions or Back to return to a previous page. At any time you may click Save Progress to save your application to complete at a later time." Below this is the "Background Check" section with the question: "Has applicant or any partner, officer or management employee been convicted of a felony, or forfeited bond or collaterals in connection with a criminal charge within the last 5 years? *". There are radio buttons for "Yes" and "No". To the right of the "No" button is a text box labeled "If yes, please explain:" with a placeholder text "Comment area for explanations." At the bottom of the form, there are buttons for "Application Home", "Save Progress", "Mark page as complete", "Previous", and "Next". A footer note reads: "If you have any questions regarding your application please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov".

Affiliations

15. This section contains a series of “Yes” or “No” questions.

- a. Most “Yes” responses will require a comment or explanation in the text box to the right of the screen *similar to the “Background “Check” of the application.*
- b. **Click** “Mark page complete” and then **Click** “Next” button.
Or
- c. **Click** “Save Progress” and exit to the “Application Home.

Purchases

16. Answer all required questions and items that may apply to you.
 - a. Provide comments/explanations if necessary.
17. Once completed, you can **Click** "Save Progress" and then **Click** "Application Home"
Or
18. **Click** "Mark page as complete" and then the "Next" button.

PA Milk Marketing Areas

19. **Check** all areas in which you sell packaged milk/cream products.
 - a. **Click** "Save Progress" and then **click** "Application Home"
Or
 - b. **Click** "Mark page as complete" and then **Click** the "Next" button.

Persons Responsible Contact Info

20. You are required to provide us with contact information for whom we should contact at your business when needed, or where things should be e-mailed or mailed. This information is in the "Persons Responsible Contact Info" section.
 - a. Make sure you provide the preferred method of contact (e-mail, phone, etc.)
 - b. Once completed, you can Click "Save Progress" and **Click** "Application Home"
Or
 - c. **Click** "Mark page as complete" and then the "Next" button.

Financial Schedule

21. **Select** your Annual Quart-Equivalent Fee.
 - a. BOND REQUIRED – Must fill out "Computation of SubDealer Bond section.
 - b. BOND NOT REQUIRED – **Click** "Bond not Required."
22. Once completed, you can **Click** "Save Progress" and then **Click** "Application Home"
Or
23. **Click** "Mark page as complete" and then the "Next" button.

Attachments

24. Upload attachments/documentation required to support your application.
 - a. Instructions are provided above some of the items to explain exactly what we are requiring.
 - i. Partnerships, etc.
 - ii. Information about ownership
 - iii. SubDealer bond
 - iv. Other attachments.
 - b. **Click** "Mark page complete" and then **Click** "Next" button.
Or
 - c. **Click** "Save Progress" and exit to the "Application Home."

Payment

25. **Click** on how you will be making your payment.

- a. "Payment not included." If payment is not included, **choose** reason.
 - i. Mailing a check.
 - ii. Paid by another License." State who will pay and their license number.
 - iii. Other. If you select "Other" you must provide an explanation.
- b. If paying by debit/credit card or telecheck, **Click** "Proceed to payment" and complete all fields.

Note: If your online payment is processed a screen will appear to tell you that your transaction has been approved.

- c. **Click** "Go Back to Application" at the bottom left of the screen.
- d. **Click** "Mark page as complete" and then **click** the "Next" button.
Or
- e. **Click** "Save Progress" and exit to the Application Home.

Certification/Authorization:

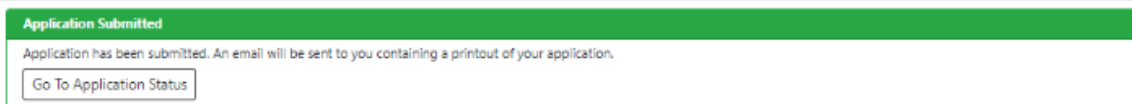
26. **Provide** your first and last names.

27. **Enter** your title(s).

28. **Enter** the date.

- a. Once completed, you can **Click** "Save Progress" and then **Click** "Application Home"
Or
- b. **Click** "Mark page as complete" and then the "Submit" button.
 - i. A pop-u- will appear to confirm you want to submit your application.
 - ii. **Click** "Yes" to submit your application.
 1. "Application Submitted" screen appears. Figure 5.
 - iii. Do NOT exit: **Click** "Go to application."
- d. **Click** "No" to save your progress.

Figure 5. Application Submitted – New SubDealer Application



29. **Click** "Go to Application Status."