

EXTERNAL USER LOGIN GUIDE

To ensure compliance with State Information Management Manual ([SIMM](#)) 5305- A, DPR has implemented Multi-Factor Authentication (MFA). Any publicly accessible information asset that stores, processes, transmits or visually presents confidential, sensitive, or personal information (as defined in Civil Code sections 1798-1798.140) is subjected to this standard. This standard is designed to align with and support the California Information Practices Act of 1977 and Cal-Secure.

Instructions

On the MillPay landing page, users will now be presented with a “Log On With MFA” button.



MillPay Mill Assessment Online
Department of Pesticide Regulation

Log On

Welcome to the California Department of Pesticide Regulation's (DPR) Mill Assessment site & sign in page.
This site is for the payment of Mill Assessment Fees only. Registration and Licensing Fees cannot be paid through this site.
Please refer to the [FAQ](#) section for questions.
Interested in uploading your sales data? Please visit our [guide](#) for more information.

Login Information

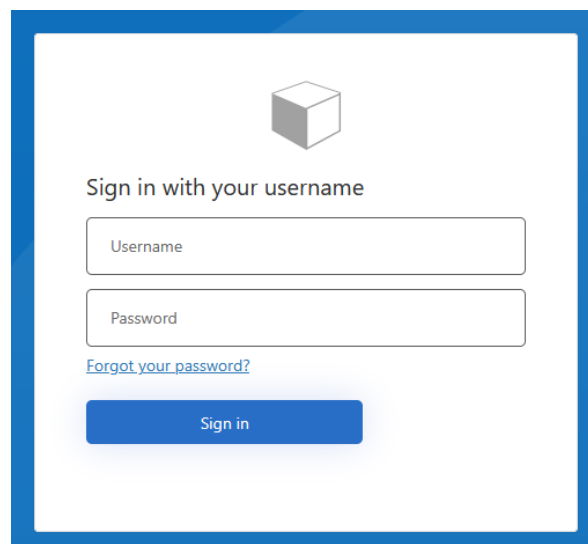
NEW! A [guide](#) is now available for logging in with MFA (Multifactor Authenticator) and for resetting passwords.


Please click the "Log On With MFA" button below to log on or [register here](#), if you do not have an account. If you forgot your password then use the "Forgot your password" link.

[Log On With MFA](#) 

Version: 1.3.3.1

After clicking the “Log On With MFA” button, users will be redirected to the Azure B2C login portal.





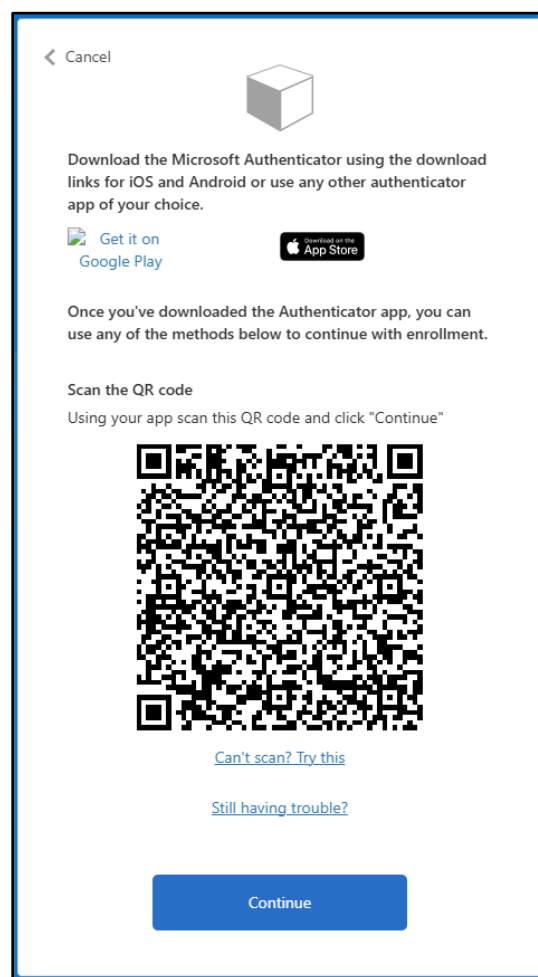
Sign in with your username

[Forgot your password?](#)

[Sign in](#)

Users will be able to use their existing MillPay username and password to sign in. A “Forgot your password?” link is also available so that the users can reset their own password if they forget it (instructions at the end of this document). After entering their MillPay credentials, if the user has not set-up MFA, they will be prompted to do so. If they have already set-up MFA, they will be prompted to enter their one-time password code.

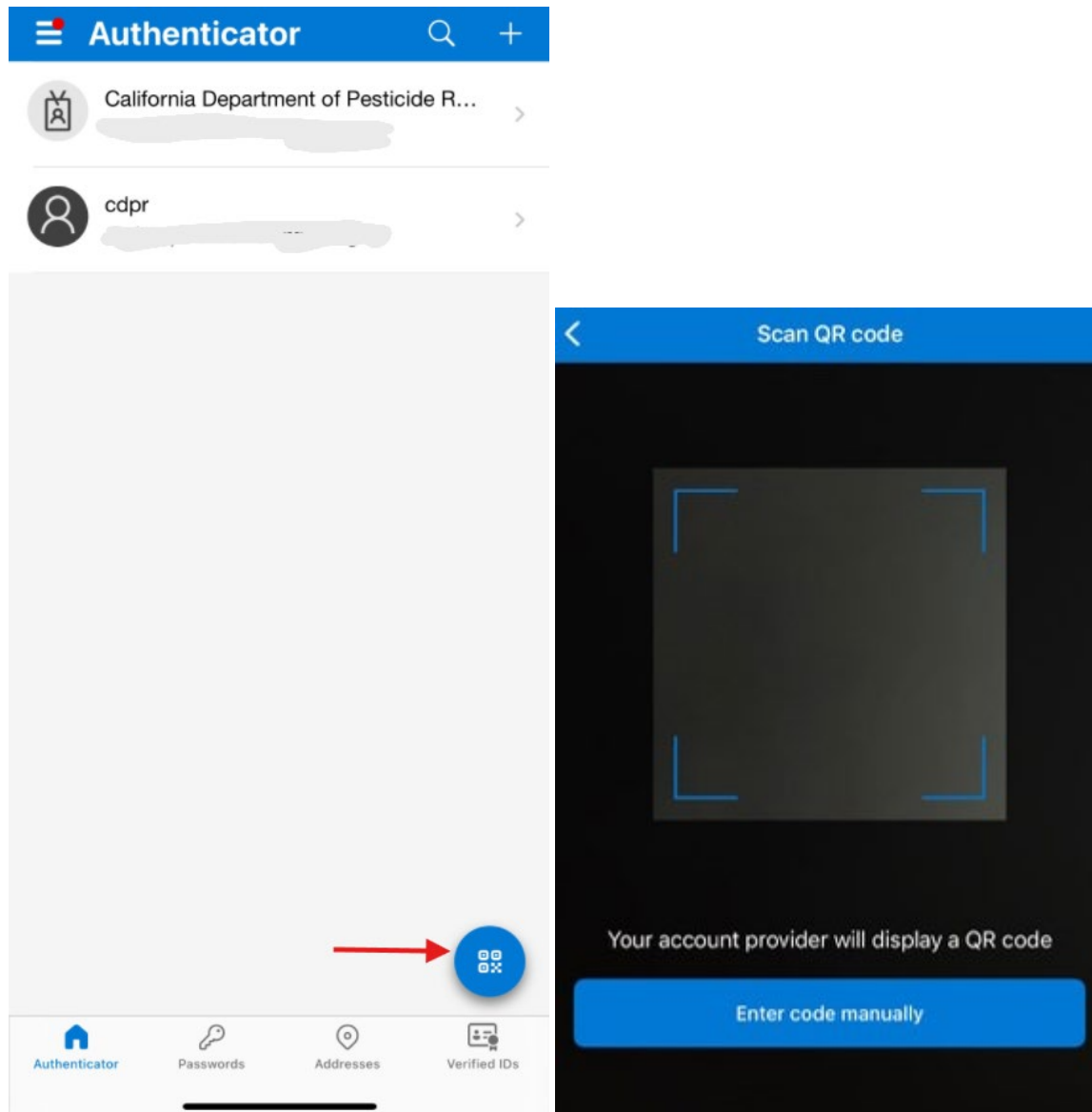
If the user is prompted with instructions to set-up MFA, they may use any authenticator app such as Microsoft Authenticator to set-up their account. If the user does not have an authenticator app, they may download one by using either the Google Play store for Android devices or the App Store for Apple devices.



IMPORTANT NOTE: The user will scan the QR code **using their authenticator application such as Microsoft Authenticator.** *This **will not work** if you scan the QR code with your phone camera.* Once scanned, the authenticator application will create a profile containing a time-based one-time password which will be used each time the user logs in.

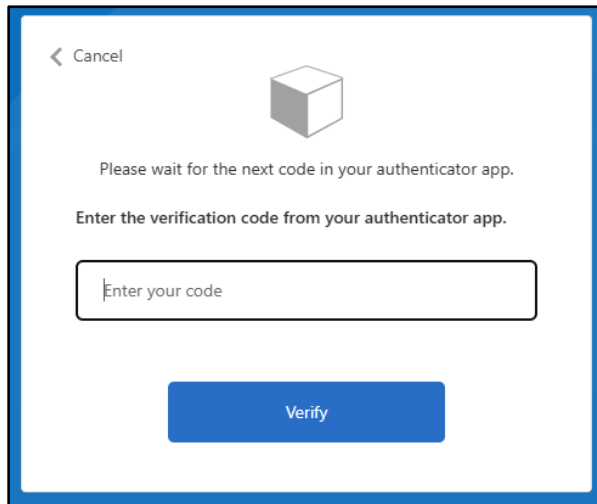
Screenshots that are provided below demonstrate the process of setting up MFA within Microsoft Authenticator.



NOTE: Steps may defer dependent on the authenticator app being used.



Press the QR button to enable your phone camera to scan the QR code that was prompted when setting up MFA.

If the user is prompted to enter their one-time password, they will need to open the authenticator application on their phone, and enter the displayed one-time password registered to their MillPay login.

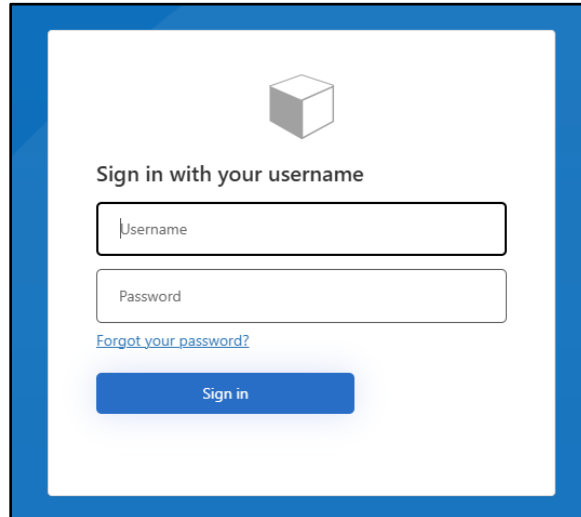


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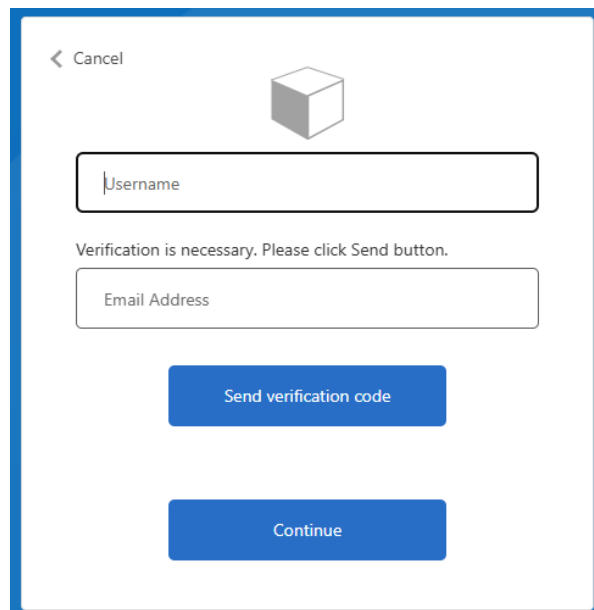
After entering the code from the authenticator application, the user will be logged in and redirected to MillPay.

SELF SERVICE PASSWORD RESET

On the Azure B2C login screen, the user has the option of clicking a “Forgot your password?” link to begin the self-service password reset process.



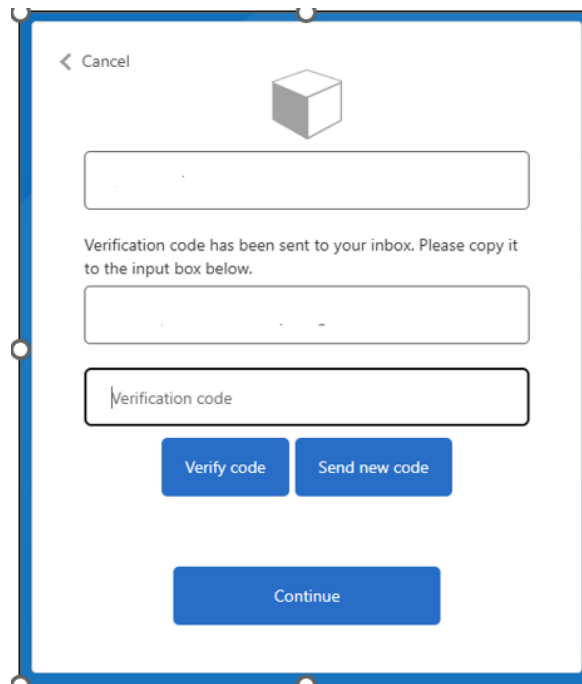
The screenshot shows a login interface with a blue border. At the top center is a 3D cube icon. Below it, the text "Sign in with your username" is displayed. There are two input fields: "Username" and "Password". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom is a blue button labeled "Sign in".



The screenshot shows a verification interface with a blue border. At the top left is a back arrow and the text "Cancel". At the top center is a 3D cube icon. Below it is a "Username" input field. Below the input field is the text "Verification is necessary. Please click Send button." Below this text is an "Email Address" input field. At the bottom are two blue buttons: "Send verification code" and "Continue".

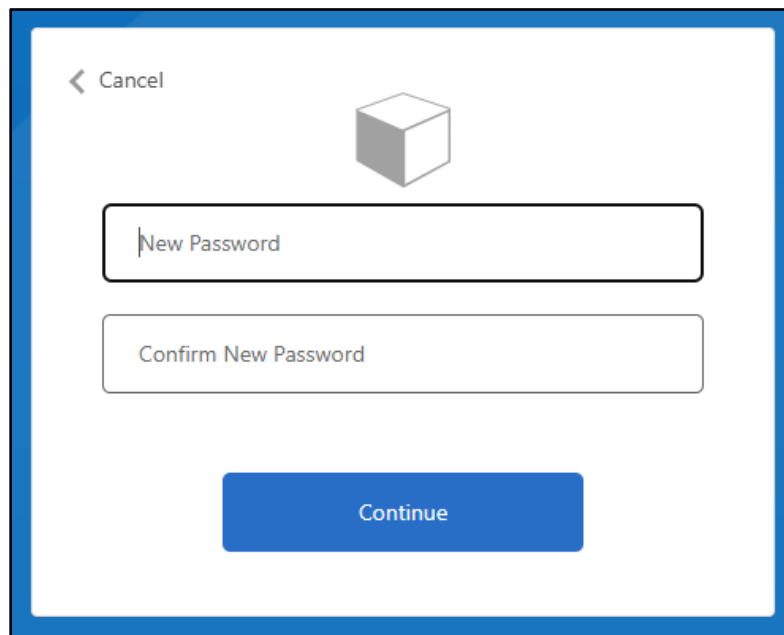
The user must enter their MillPay username, and the email address associated with their MillPay username. After clicking “Send Verification Code”, the user will receive an email with a one-time password.

The user then enters the code into the verification code field.



A mobile app screen for verification. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below it is a text input field. A message reads: "Verification code has been sent to your inbox. Please copy it to the input box below." Below this is another text input field. A third text input field is labeled "Verification code". At the bottom are three buttons: "Verify code", "Send new code", and "Continue".

After clicking “Verify code” and “Continue”, the user will be prompted to enter a new password.



A mobile app screen for setting a new password. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below it is a text input field labeled "New Password". Below that is another text input field labeled "Confirm New Password". At the bottom is a blue button labeled "Continue".

After entering a new password and clicking “Continue”, the user will be prompted for their one-time password from their authentication device and will be logged into MillPay.