



## Introduction

A new type of user account has been added to the BeeWhere web site specifically designed for Bee Brokers. In the past, a Bee Broker needed a separate account for each Beekeeper they represent. This was necessary because the registration and location information for each Beekeeper must be kept separate and confidential by law. For Bee Brokers with many customers, this meant keeping track of multiple accounts and logging into and out of BeeWhere frequently.

The new account type allows a Bee Broker to establish one login for BeeWhere and then create or link individual Beekeeper accounts to the broker account. The Bee Broker can view a list of all the Beekeepers they currently represent and easily switch between different Beekeeper accounts for managing registration and apiary location data.

Here are the key concepts to understand about how this feature works:

1. Each Beekeeper has their own account in the system that maintains their data confidentially. The account may be one that the Beekeeper created previously, or it may be one that the Bee Broker creates on behalf of the Beekeeper. In the latter case, it is not necessary for the Beekeeper to ever log in to BeeWhere – the Broker can manage everything on their behalf.
2. Beekeepers grant and revoke access to Bee Brokers. If a Beekeeper switches brokers, they can revoke access for the original broker and grant access to the new broker. The data remain in the system and do not need to be re-entered by the new broker.
3. The contact information for advance notifications of pesticide applications can be for the Bee Broker or for the Beekeeper.
4. A Beekeeper that has granted access to a Bee Broker can still log in to BeeWhere and manage and update their information.
5. A Beekeeper can only be associated with one Bee Broker at a time in BeeWhere.

There is a new section on the BeeWhere home page for Bee Broker logins:

BEE BROKERS CLICK HERE

Bee Brokers who manage BeeWhere data for multiple beekeepers can access all of their beekeeper data using a single bee broker account in BeeWhere. If you have previously created multiple beekeeper accounts in BeeWhere and want to convert them all to a single Bee Broker account, please contact the help desk at [help@beewhere.calagpermits.org](mailto:help@beewhere.calagpermits.org) and we will be happy to help get your broker account set up.

All information provided by bee brokers on behalf of beekeepers through this site is carefully protected according to the provisions of California law.



## Creating or Converting a Bee Broker Account

You can add the Bee Broker role to an existing BeeWhere account or create a new account in the system. When you log in to the system using the “BEE BROKERS CLICK HERE” button, you will need to register your Bee Broker contact information:

Current User: beebroker01@calicosol.com

User Roles:

Manage Account ▾

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### Register as a Bee Broker

Your account is not currently registered as a Bee Broker. When you register your account as a Bee Broker, you must provide contact information so County Agricultural Commissioners can reach you if necessary. Each of the Beekeepers you represent will have their own contact information as well - for Notifications of Pesticide Applications you can use your contact information or the Beekeeper's contact information. If you don't want to receive any Pesticide Notifications yourself, select None as the Notification Preference.

COMPLETE BEE BROKER CONTACT INFORMATION

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Need Help? Contact the help desk at [help@beewhere.calagpermits.org](mailto:help@beewhere.calagpermits.org)

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The Bee Broker Information form is similar to the Beekeeper Registration form. When filling out the Notification section, keep in mind you can easily use your Notification Contact information for each of the Beekeepers you manage.

If you are a Bee Broker and already have multiple Beekeeper accounts in BeeWhere, please contact the help desk at [help@beewhere.calagpermits.org](mailto:help@beewhere.calagpermits.org) and we will assist you in creating a single Bee Broker account with your existing Beekeepers linked to it.



## Bee Broker Registration

### Bee Broker Information

Name:  *Your name or the name of your bee broker business*

### Mailing Address

Address Line 1:  *Mailing address line 1.*

Address Line 2:  *Mailing address line 2.*

City:  *Mailing address city.*

State:  *Mailing address state.*

Zip Code:  *Mailing address zip code.*

### Contact Information - How Can BeeWhere Reach You for Account Verification and Support?

Contact Name:  *Name of the person we should contact.*

Contact Preference:  *Preferred contact method.*

Contact Phone:  *Phone number.*

Contact Email:  *Email address.*

### Pesticide Notification Information - How Can Pesticide Applicators Reach You for Notifications?

Notification Preference:  *Preferred contact method.*

Notification Phone:  *Phone number.*

Notification Window:  *2-hour time window for phone notifications (or select 6am - 8pm if you can receive notifications at any time of day).*

Notification Email:  *Email address.*

Submit

Cancel



## Beekeeper Listing

Once you have completed your initial contact information form, you will see a list of the Beekeepers who are linked to your Bee Broker account:

Current User: beebroker01@calicosol.com  
User Roles: Broker  
Manage Account

### Bee Broker - Beekeeper List

[Click here for help on setting up the beekeepers you manage](#)

[UPDATE INFORMATION](#) Last Updated: 10/21/2023 1:51:05 PM

Pending  Approved  All

[REGISTER NEW BEEKEEPER](#) [REQUEST BEEKEEPER ACCESS](#)

Request Status	Name	State Beekeeper ID	Home County	Reg. Year	Payment
No items to display					

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At first, you will probably not have any Beekeepers listed here (unless you have contacted the help desk to ask for help in merging your existing accounts). Read the next sections on how to add Beekeepers to your account.

## Adding Beekeepers

There are two ways to add a Beekeeper to your Bee Broker account:

### If the Beekeeper is Already in California

All Beekeepers who are already operating in California should have an account in BeeWhere and will have been assigned a California State Beekeeper ID. You must ask the Beekeeper for their State Beekeeper ID and enter it into BeeWhere by clicking on the Request Beekeeper Access button:

[Click here for help on setting up the beekeepers you manage](#)

[REGISTER NEW BEEKEEPER](#) [REQUEST BEEKEEPER ACCESS](#)

County	Reg. Year	Payment
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**Enter State Beekeeper ID** ✕

Please enter the State Beekeeper ID for which you would like access to manage colony locations. When you click "Submit Request", the system will notify the beekeeper of your request. Once notified, the beekeeper will be able to approve or deny your request. The beekeeper will display in your list of beekeepers with a status of Pending until your request is approved or denied.

B-40-2023-00001

Submit Request
Cancel

**Attention** ✕

Your request to manage colony locations for State Beekeeper ID B-40-2023-00001 has been submitted.

Close

Please DO NOT create new Beekeeper records for Beekeepers that are already in the system as this creates duplicate records and makes it harder for your customers to see and understand the data they are reporting (or you are reporting for them) per the California apiary regulations. The request is emailed to the existing Beekeeper, and they must approve it before you will have access to their account data. Meanwhile, they will be listed on your Bee Broker home page in Pending status:

Request Status	Name	State Beekeeper ID	Home County	Reg. Year	Payment	
PENDING		B-40-2023-00001				

Pending  Approved  All
 
[REGISTER NEW BEEKEEPER](#)
[REQUEST BEEKEEPER ACCESS](#)

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 20 items per page
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If the Beekeeper does not respond, please contact the help desk so we can make sure the email address on file for them is correct.

Once the Beekeeper has approved the request, their status will change to APPROVED and you will be able to manage their registration information and apiary locations using the View button:

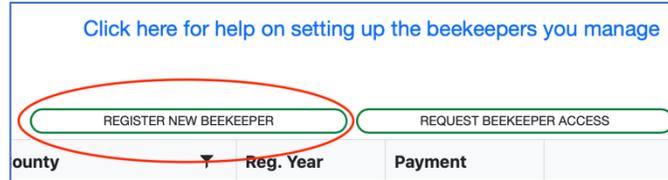
Request Status	Name	State Beekeeper ID	Home County	Reg. Year	Payment	
APPROVED	CallCo Bees	B-40-2023-00001			UNPAID	View

Pending  Approved  All
 
[REGISTER NEW BEEKEEPER](#)
[REQUEST BEEKEEPER ACCESS](#)



### If the Beekeeper is New

If the Beekeeper is a new business in California or is bringing bees into California for the first time, they will need to have a State Beekeeper ID assigned to them. Click the “REGISTER NEW BEEKEEPER” to fill out their initial registration and receive their assigned State Beekeeper ID:



#### Add New Beekeeper (Broker)

Use this form to register a new beekeeper that you will manage.

**Registration Information**

Calendar Year:  Calendar year that this registration information is valid for.

Home County:  Your home county or the county in which you will first place your bees on January 1, or within 30 days of possession.

Swarm Pickup:  Opt in to honeybee swarm pick up referral list?

Pickup Cities:  Cities where you can pick up swarms.

**Beekeeper Information**

Name:  Your name or the name of your beekeeping business.

Hive Markings:  Required hive markings.

**Mailing Address**

Address Line 1:  Mailing address line 1.

Address Line 2:  Mailing address line 2.

City:  Mailing address city.

State:  Mailing address state.

Zip Code:  Mailing address zip code.

For the Home County, you should select the County where the Beekeeper is based (for California Beekeepers) or the County where the Beekeeper’s bees will first be placed in California (for out-of-state Beekeepers).

At the bottom of the form, in the section for Pesticide Notification Information, you can easily insert your Bee Broker Notification information for a Beekeeper by clicking the “Use My Broker Notification Information” button:

**Pesticide Notification Information - How Can Pesticide Applicators Reach You for Notifications?** [Use My Broker Notification Information](#)

Notification Preference:  Preferred contact method.

Notification Phone:  Phone number.

Notification Window:  2-hour time window for phone notifications (or select 6am - 8pm if you can receive notifications at any time of day).

Notification Email:  Email address.



After clicking the Submit button, the new Beekeeper record is created and a State Beekeeper ID is assigned, which you will see in your Beekeeper List:

**Bee Broker - Beekeeper List** [Click here for help on setting up the beekeepers you manage](#)

[UPDATE INFORMATION](#) Last Updated: 10/21/2023 1:51:05 PM

Pending  Approved  All [REGISTER NEW BEEKEEPER](#) [REQUEST BEEKEEPER ACCESS](#)

Request Status	Name	State Beekeeper ID	Home County	Reg. Year	Payment	
CREATED	Paso Bees	B-40-2023-00006			UNPAID	<a href="#">View</a>

« < 1 > » 20 items per page 1 - 1 of 1 items

In some cases, the “new” Beekeeper you are entering may already have an account in the system, in which case you may see this message:

**Possible Duplicate Record**

There is already a beekeeper registered with very similar information. If you are sure that this beekeeper has not already registered, please click Continue then Resubmit the form. Otherwise, please contact the beekeeper and ask for their State Beekeeper ID, then use the Request Beekeeper Access button instead.

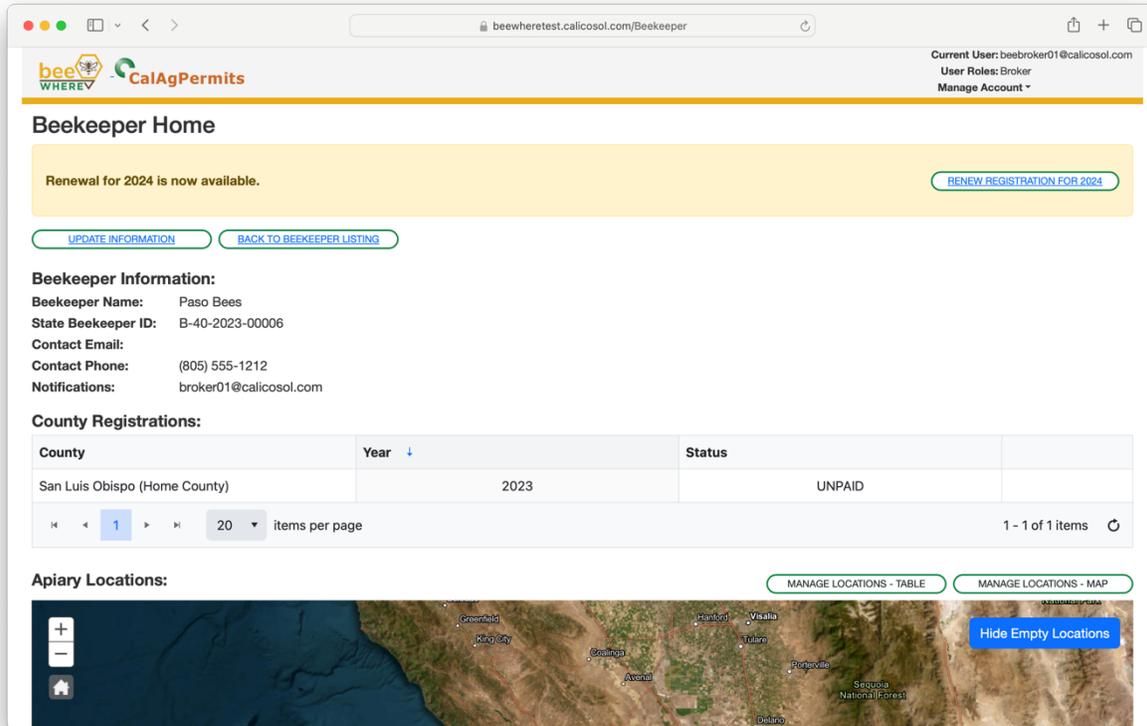
[Continue](#)
[Cancel](#)

If this happens, please contact the help desk or the Agricultural Commissioner in the Beekeeper’s home county so we can help determine if this is really a duplicate record.



## Managing Registration and Location Data for a Beekeeper

Click on the “View” link in the row for the Beekeeper to manage data for that Beekeeper. This will take you to the home page for that Beekeeper:



For additional details on how to use the various features, please refer to the Beekeeper User Guide which is available via the Help link at the top of each page.