Online Renewal Instructions

1. Use your user name/email and password to log into the system. If you do not have an existing account, you will need to register for one using the link “Register for an Account” located in the upper right-hand corner of the screen.

2. Once you are logged in, go to the “Account Management” link and attach your license. You will only need to do this once. There will be a short delay in approving the link request, so please check back if your request is not approved right away.
3. When your link request has been approved, you will receive email confirmation, and you will see your license number displayed when you click on the “Licenses” tab.

4. To renew the license, click on the link labeled “Renew Application” and enter the requested information.

5. Once the renewal is complete, your license will be emailed to you.