

RENEWAL APPLICATION INSTRUCTIONS

REGISTER/LOGIN TO THE LICENSING PORTAL (See Registration/Login Instructions If Needed)

DASHBOARD

Once you are logged into the Licensing Portal, you will see your license ***Dashboard***. The dashboard displays your pending license applications (if you have any pending submission or review) as well as your credentials/licenses that were previously issued.

YOUR LICENSE APPLICATIONS/YOUR LICENSES

Under ***Your Licenses***,

1. Find the license that you are wanting to renew. (You will see the expiration date displayed and an application status bar that tells you whether you are Active, Inactive, Expired, etcetera.).
2. Click on ***Manage This License***
3. Click on ***Renew***
4. Click on ***License-click here***

APPLICATION INSTRUCTIONS

Application Instructions will now appear. Read through the Renewal Process to make certain that you are ready to renew. Once you are ready,

5. Click on ***Proceed to Application***

PERSONAL INFORMATION

The Personal Information page will appear and display all of your previously submitted information. This information was obtained from applications that were submitted in the past to either of the State Licensing Boards. If any of the information has changed, this is the time and opportunity to update your personal information. After you have verified and/or updated your personal information,

6. Click ***Save and Continue***

Note: Changing your email address will not change your username for the portal. If you would like your username to match the new email address, then please contact the Board to have your username updated.

QUESTIONS PAGE

7. Answer all questions on the Questions page and *Save Answers*
8. Click *Save and Continue*

If you answer YES to disciplinary action of a professional license and/or YES to a new conviction that has not yet been reported to the Board, then you will be asked to submit supporting documentation on the next page – the Attachments Page.

ATTACHMENTS PAGE

The Attachments Page will allow you to upload documents to your renewal application. The documentation must be attached before you can complete your renewal application. If necessary, please *Save & Finish Later* so that you can gather and scan your supporting documents.

9. Click *Add Attachment*
10. Find and Select all files that you are wanting to add. Multiple files can be selected at once.
11. Click *Open* to attach all selected files.
12. Click *Save and Continue*.

If there are no attachments listed for you to upload, simply click *Save and Continue* to move forward with your renewal application.

REVIEW & SUBMIT

Application Review should say “Completed.” If the application is not complete, you will be prompted to go back and complete/correct the areas that need completion/correction. If you are prompted to go back, be sure to *Save Answers* before clicking *Save and Continue*.

Note: You can cancel your application at any time by clicking “Save & Finish Later” at the bottom of the page you are currently working in.

Attestation

13. Click *I Accept* for your consent to sign your renewal application using your electronic signature.
14. Type your name into the signature box just as it appears on your application (your name appears directly below the signature box as a reminder).

Submit Your Application

Click ***Submit*** to move forward to the payment page. YOUR APPLICATION IS NOT SUBMITTED UNTIL YOUR PAYMENT IS SUCCESSFULLY PROCESSED!

APPLICATION PENDING SUBMISSION

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15. Click ***Make Payment*** to pay for and officially submit your renewal application. You have the option to pay with a credit card or electronic check. Remember, your application is not submitted until your payment is successfully processed.

You will receive both an emailed receipt of payment and a renewal approval letter . An updated license/wallet card will be mailed to the address on your profile. You can also immediately verify your renewal status and approval by going back to your Dashboard to see your new license expiration date displayed under your license.