

## ONLINE LICENSE RENEWAL PROCESS

### ➤ First Step: Search for Existing Records Screen

- If you already you have your User ID and Password, click “**Login Page**” under Menu on the top left side of the page.

Menu
Login Page
Register a Facility

Enter your User ID and Password and click “**Login**”. Skip down to **Licensing Home Page Screen** below for further instructions.

- If you do not have a User ID and Password you will need to register. Please make sure you have your license number and registration code. The registration code can be found in the e-mail or postcard you received from the Board Office. **Please Note: The registration code never changes. It is just as permanent as your license number, so keep it for your records.** (If you do not have your license number or registration code, please contact a Receptionist to provide you with this Information.) Enter your License Number and Registration Code (these entries are case sensitive) at the bottom of the screen, then click “**Search**”.

License Number:

Registration Code:

Your Licensing Information will appear. Continue to create your User ID and Password and click “**Register**”. (If the Licensing Information appears blank, or if you receive a message that there are no licenses to renew check with the Receptionist.)

### ➤ Licensing Home Page Screen – Click “**Renew License**” under Menu on the top left side of the page.

Menu
Initial Application
Renew License
Duplicate License
Demographics Update
Logout

- Application for License Renewal Screen – A list of Renewable Licenses will appear. Click “**Continue**” to renew license. If you have multiple licenses, be sure to click on the appropriate license you are renewing.
- License Renewal Application Screen – Read the context, then click “**Next**”.
- Personal Address Information Screen – This is also known as Demographics Page. You can update your mailing address, phone number and email address by clicking “**Edit**”, then “**Update**”. **It is mandatory to provide an updated email address so you can receive future email notifications.** After verifying your information is correct click “**Next**”.
- Continuing Education Courses Screen – (Not all Boards will have this screen.) Click “**Add**” for each course you are entering. Once all courses have been entered click “**Complete**”.
- Application Questions Screen – **Please read all questions thoroughly before answering.** After all questions have been answered click “**Submit**”.
- Application Summary Screen – Verify all information is correct. Some professions may be required to complete a survey at this point. (Survey must be completed in order for you to continue and close the renewal process.) Click “**Pay Fees**”.
- Application Fees Screen – Enter your account information and submit payment. **DO NOT PRESS “SUBMIT PAYMENT” MORE THAN ONCE.** If you do not have access to a printer, please be sure to write down your authorization code and transaction number.