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Complete License Renewal



Complete License Renewal

The License Renewal process is for current county registered License Professionals who have a current license status of about to expire or expired. The License Renewal option opens **30 days** prior to the current license expiration date.

Complete License Renewal

The steps listed below provide instructions on how to complete the License Renewal Process:

- 1) Log in to the <u>portal</u>.
- 2) Select My Records from the top menu bar.



۶	Licenses	

Please note: If a license is not displayed, you may need to tie the license to your login credentials first by selecting **My Account**, then **Add a License**.

- 4) Select **Update Renew Application** link under Action to proceed to the **Application Details** page.
- 5) Complete the renewal and license information fields. Required fields are marked with a red asterisk.

Please Note: The new expiration date must be entered in the State License Expiration field. If the incorrect date is entered and submitted an email must be sent to <u>Licensing@HillsboroughCounty.org</u> to have it corrected

6) Select Continue Application.

Application Details		
RENEWAL		
Is the information in this form still accurate?:	⊖ Yes ⊖ No	
STATE LICENSE INFORMATION		
State License Number:	88223658	
State License Expiration:		
Save and resume later		Continue Application »

7) Confirm **Contact information** is correct and select **Continue Application**.

ADD MULTIPLE CONTACTS:						
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Full Name Business Name	Coneact Type	Work Phone	Fax	E-mail	Action	
	License	#13111111		John Smither Test com, TURNEDOFF	Edit Delete	

8) Select **Add** in the **Document** section to add required documents.

Please Note: You may upload a copy of your new State license or select Continue Application to skip this step.

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larrie	Туре	Size	Latest Update	Action	
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9) Select Add, Browse for file, and select Open.



10) Select **Continue** once the file upload is complete.

The maximum file size allowed is 500 MB. ade; adp; bat; chm; cmd; com; cpl; exe; hi mhtml; msc; msp; mst; php; plf; scr; sct; s file types to upload.	ta; htm; html; hb; sys; vb; vb	ins; isp; Jar; js; j pe; vbs; vxd; wsc	se; llb; lnk; mde ; wsf; wsh are d	; mht; lisallowed
Supporting Documentation.pdf		100%		

HillsGovHub

11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.

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Description:			
Enter description here.			*
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12) Select **Continue Application** to review the application.

Attachment					1			
The maximum file size allowed is \$60 MB. Mer adop, bat; chur; cand; cans; cpi; ease, Max Men; Man; lag; jac; jp; jac; Bi; lad; and/or mMt; mMtmit; map; mit; phay; pH; sor; sot; shb; spi; vb; vbi; vait; wat; wat; wah are disallowed file types to upload.								
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Supporting Documentation.pdf	Supporting Documents	32.06 KB	12/16/2020	Actions 🗸	I			
Add Save and resume lat	er -			Continue Application a				

13) Review the application. If changes are needed, select **Edit** to edit the applicable section of the application.

Step 2:Review						
Please review all informatio	n below. Click the "Edit" b	unions to make chan	ges to sections or "Continue Applica	eion' to move on.	Sove and resume later	Continue Application »
Record Type						
			State	e Registered Renewal		
Application Deta	ils					
JENEWAL Is the information in this I	form still accurate?:	Yes				Edit
TATE LICENSE INFORMATION		R81.	3654			Edit
itate License Expiration:		08/3	1/2022			Lat
Required Contact Ty License Applicant Showing 1-1 of 1	pe Minimum 1					
Full Name Busine Name	G Contact Type	Work Phone	Fax E-mail	Action		
John Smith	License Applicane	813111111	JohnSmithe Test.co	m_TURNEDOFF Lan		
Attachment						Edit
The maximum file size allow ide: adp: bac chm; cmd; co	red is 500 MB. m; cpl: exe; hsa; hum; hum	sk: Inst: Isp: Jar: Jsc Jse:	lib; lnk; mde; mh;; mhumi; ms;; msj	p: mss; php: pif; scr; scr; shb; sys; vb; vbv	e vbs; vad; wsc; wsf; wsh are disallowed file ty	pes to upload.
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Save and resume I	alex					Continue Application »

14) Select **Continue Application**. The system will display confirmation that the application was received successfully and will send an email confirmation to the contacts on the application.

