



# HillsGovHub

## User Guide

### Complete License Renewal



**Hillsborough  
County Florida**

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# 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 [portal](#).
- 2) Select **My Records** from the top menu bar.



- 3) Select the arrow next to Licenses to display associated License Records to the account.



**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**.

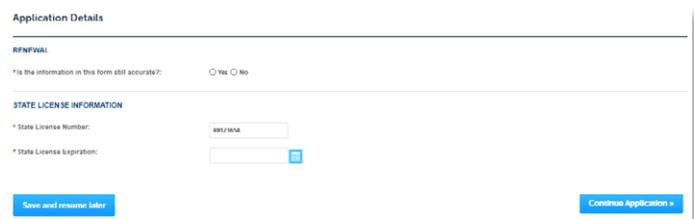
- 4) Select **Update Renew Application** link under Action to proceed to the **Application Details** page.



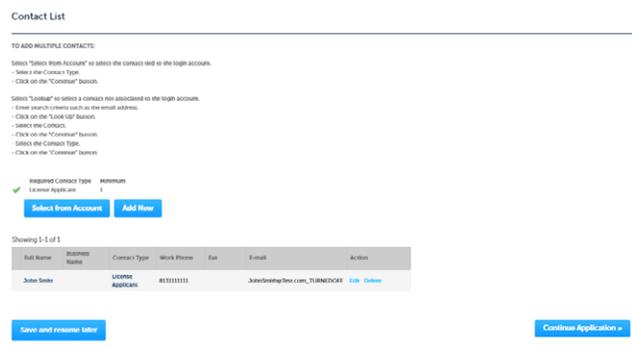
- 5) Complete the renewal and license information fields. Required fields are marked with a red asterisk.

**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 [Licensing@HillsboroughCounty.org](mailto:Licensing@HillsboroughCounty.org) to have it corrected

- 6) Select **Continue Application**.



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

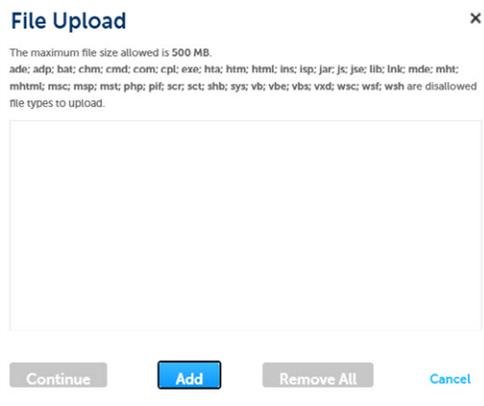


- 8) Select **Add** in the **Document** section to add required documents.

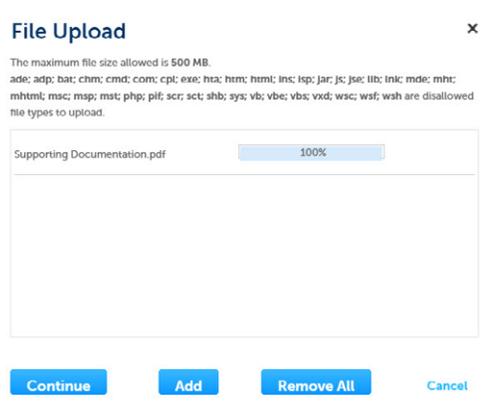
**Please Note:** You may upload a copy of your new State license or select Continue Application to skip this step.



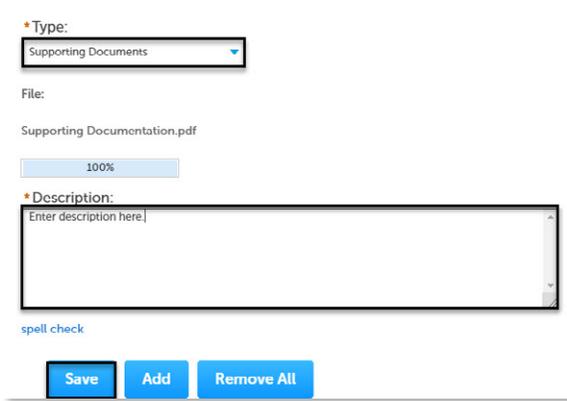
- 9) Select **Add, Browse for file**, and select **Open**.



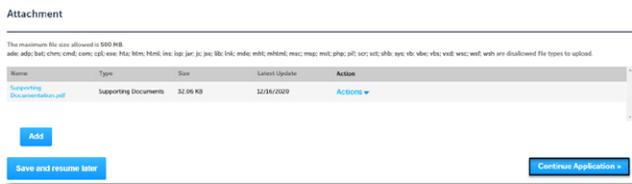
- 10) Select **Continue** once the file upload is complete.



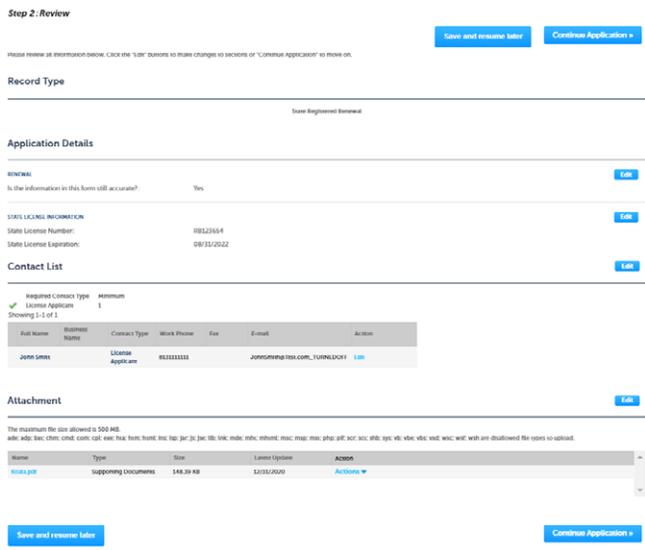
11) Select the document **Type** from the drop-down list, enter a description, and select **Save**. Repeat for each document added.



12) Select **Continue Application** to review the application.



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