

Follow these steps to renew your license, permit or registration online with a User ID and Password

We recommend use of a desktop or laptop computer to renew; webpages may not display properly on a tablet or mobile device

1). Enter your User Id and Password

Access Your Account

Account | **Fast Track Renewal**

User ID
[Input Field]

Password
[Input Field]

Log In

Don't have an account? [Register](#)
Forgot Password? [Forgot User ID?](#)

Welcome

Welcome to the State of Connecticut's eLicense Website

VERIFY A LICENSE & ROSTER:

- Select **ONLINE SERVICES** for a list of available services.

NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.

LICENSE RENEWAL:

- To access your account, enter your User ID and Password. [Step-by-Step Instructions](#).
- First time users **MUST** validate an active email address.
- DO NOT REGISTER A NEW ACCOUNT TO RENEW.

FAST TRACK RENEWAL:

- Check your renewal notification for availability.
- To access, click the gray Fast Track Renewal tab. [Step-by-Step Instructions](#).
- Allows access to online renewal only.

INITIAL APPLICATION:

- All applicants **MUST** register if this is a first time application
- Select the "[Register](#)" link and create a new account.

2). First time users will need to enter an email address. The system will prompt you for an email address and once entered, will send a confirmation to your email account which you will need to verify. Click Save once complete.

Welcome, [User ID] Logout

Change E-mail

There is currently 1 issue with your account.
Please resolve it before going further.

No Email

Change Email

Current E-mail: [Input Field]

New E-mail: [Input Field]

Enter your password: [Input Field]

Your email address must be validated to proceed.
Enter your email address and the password as it appears on your renewal notice and click Save.
You will be sent an email from "donotreply" with a subject of "Email Verification".
Click the link within the email and follow the instructions to login.

Save **Cancel**

3). You must verify the email that was sent to your email account before proceeding

Welcome, [redacted] Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT 1 ONLINE SERVICES ▾

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

⚠ There is currently 1 issue with your account.
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	[redacted]	Change User ID
E-mail:	[redacted] Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access. If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.	Change Email
Generate E-mail	<input type="button" value="Generate E-mail"/>	
Password:	Change Password	

4). This is the email you will receive in your email Inbox. In the body of the email, "Click here" to continue to the online renewal page

Search Inbox (Ctrl+E)

✉ ! 📄 From Subject

📅 Date: Today

✉ donotre... Email Verification

Email Verification
donotreplylicense2@ct.gov
Sent: [redacted]
To: [redacted]

Dear [redacted],

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

[Click here](#)

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

[https://www.elicense.ct.gov/Account/VerifyEmail.aspx?guid=f12a305c-22c4-4c1b-ab17-85cf2712fda4&email=\[redacted\]](https://www.elicense.ct.gov/Account/VerifyEmail.aspx?guid=f12a305c-22c4-4c1b-ab17-85cf2712fda4&email=[redacted])

5). Click Login and enter your User Id and Password

5). Click Login and enter your User Id and Password

The screenshot shows the State of Connecticut Ct.gov website. The top navigation bar includes "Login" and "Register" links. Below the navigation bar, a message states "E-mail Verification" and "The e-mail address [redacted] has now been verified. Please continue to Login." The main content area features a "Login" form titled "Access Your Account" with tabs for "Account" and "Fast Track Renewal". The form includes fields for "User ID" and "Password", a "Log In" button, and links for "Don't have an account? Register", "Forgot Password?", and "Forgot User ID?".

6). Once you are logged in, click Online Services and then "Renewal" under "Activities"

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The screenshot shows the State of Connecticut Ct.gov website. The top navigation bar includes "HOME", "MY ACCOUNT", and "ONLINE SERVICES". The "ONLINE SERVICES" dropdown menu is open, showing "Activities", "License Lookup & Download", and "Account". Under "Activities", the "Renewal" link is highlighted. Below the menu, a message states "ONLINE RENEWAL: To renew your license, permit or registration online, select "RENEWAL" under "Online Services."" and provides links for "User Id and Password Instructions" and "Fast Track Renewal Instructions".

7). Select the license, permit or registration you wish to renew and click "Start"

Welcome, [redacted] Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

Renew a License

Please select which license you wish to renew from the following list.

[Renewal](#) ^

Completed	License	Note
Start	[redacted]	

8). Make any address changes and complete the question(s). Click "Next" after each section to continue to the next page

License For [redacted]

Address Update

1. Please update any changes to your mailing address:

Address 1: [redacted]
Address 2: [redacted]
City: [redacted] State: Connecticut Zip Code: 06460 Country: UNITED STATES
Telephone Number: [redacted]
Cell Phone: [redacted]

-- OR --Change to an address already on file:

2. Please update any changes to your primary address:

Address 1: [redacted]
Address 2: [redacted]
City: [redacted] State: Connecticut Zip Code: 06460 Country: UNITED STATES
Telephone Number: [redacted]

-- OR --Change to an address already on file:

- 9). Once you have completed all sections, review the information and click “Add to Invoice” for the renewal fee to be added to the invoice for payment

License For [Redacted]

Review Print Review

Fee
Renewal Fee \$375.00
Total Fees: \$375.00

New State Instructions
NEW - As part of this renewal, you will have the ability to add and/or inactivate licensed individuals responsible for signing and sealing documents on behalf of the corporation.
PLEASE NOTE: To ADD a new individual, you will be required to upload a signed and dated letter from the individual acknowledging they will be responsible for signing and sealing documents on behalf of the corporation. Please have each letter available BEFORE you continue.
Please review the following pages and complete all applicable questions.
To continue, click NEXT

Address Update
1. Please update any changes to your mailing address:
Address 1: [Redacted]
Address 2: [Redacted]
City: [Redacted] State: CT Zip Code: 06460 Country: UNITED STATES
Telephone Number: [Redacted]
Cell Phone: [Redacted]

2. Please update any changes to your primary address:
Address 1: [Redacted]
Address 2: [Redacted]
City: [Redacted] State: CT Zip Code: 06460 Country: UNITED STATES
Telephone Number: [Redacted]

Licensed Individuals Responsible
3. Please confirm that the individuals listed below are still responsible for signing and sealing documents on behalf of the corporation.
If you need to REMOVE an individual, click on the paper and pencil icon and select "Inactive" and click "OK". DO NOT CLICK ON THE TRASH ICON.
If you need to ADD a new individual, click "Add", search for the individual and click "Add". For Status select: Active.
For Relationship Type select: Licensee Responsible for Signing and Sealing. You do not need to enter any other information.
If no changes to report, click Next

Previous **Add to Invoice** Close and Save

- 10). The next screen will confirm you have added the item successfully and you may now click “Pay Invoice” to pay for the renewal.

Welcome, [Redacted] Logout \$375.00 Checkout

ct.gov The State of Connecticut eLicensing Website HOME MY ACCOUNT ONLINE SERVICES

Invoice **Pay Invoice** Print

Invoice Date: 4/21/2016
Invoice #
1210528

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

**State of Connecticut
Online Enterprise Licensing Site**

Description	Amount
Renewal - [Redacted]	
Renewal Fee	\$375.00
Subtotal:	\$375.00
Total:	\$375.00

Pay Invoice


11). Enter the Credit Card or Check Draft (eCheck) information, name, address, telephone number and email address and click "Submit Payment"

Welcome, [REDACTED] Logout \$ Checkout

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

Invoice Payment Back to Invoice

Total: \$ [REDACTED]



Credit Card Instructions :
*Where is CVV code?

Check Draft Instructions:
*Where is Account & Routing #?

**** Indicates a value is required**

**** Payment Type** Credit Card Check Draft

**** Account Owner** Personal ▾

**** Credit Card Type** [REDACTED] ▾

**** Card Number** [REDACTED]

**** Expiration Month / Year** [REDACTED] ▾ [REDACTED] ▾

**** CVV Code** [REDACTED]

**** First Name** [REDACTED]

**** Last Name** [REDACTED]

Company Name [REDACTED]

Attention [REDACTED]

**** Address** [REDACTED]

Address [REDACTED]

**** City** [REDACTED]

**** State** Connecticut ▾

**** Zip** 06776-2009

**** Country** UNITED STATES ▾

**** Phone** [REDACTED]

**** E-mail Address** [REDACTED]

- 12). Once the transaction is complete, you will receive an "Approved" message. Click "Print Receipt" for your records

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES

Payment Receipt

[Print Receipt](#)

State of Connecticut
Online Enterprise Licensing Site

Date: 4/22/2016 Invoice # 1052245 Confirmation #: 358825

Approved!

You have been charged \$375.00. Please print a copy for your records from the button above. This receipt is not a license or an authorization to do business.

Description	Amount
Renewal - [REDACTED]	
Renewal Fee	\$375.00
Subtotal:	\$375.00
Total:	\$375.00
Amount Paid:	(\$375.00)
Amount Due:	\$0.00

- 13). In addition to the receipt, an email confirmation will be sent confirming your payment

Search Inbox (Ctrl+E)

From Subject Rece

Date: Today

donotre... Invoice Receipt Mon

Invoice Receipt
donotreplylicense2@po.state.ct.us
Sent: Fri 4/22/2016 11:01 AM
To: [REDACTED]

Dear [REDACTED],

Below is your detailed paid invoice.

Thank you.

State of Connecticut

Item #	Description	Amount
1071132	Renewal Fee	\$375.00
	Subtotal:	\$375.00
	Total:	\$375.00
	Amount Paid:	(\$375.00)
	Total Amount Due:	\$0.00