
2. Select ‘Online Licensee Services’ from the left side menu. You can also access the log in for your firm license on our home page.

3. To renew your firm license, select ‘LOG IN HERE’ under ‘Online Firm License Services’.
4. Enter your username and password. Details about your first time user name and password log are sent to the responsible broker of the firm. Select ‘Log In’.

5. Select ‘Renew License’ located from the left side.
6. Under ‘Renewal Type’, select from the drop down box if you are renewing active, inactive or non-renewal. Then select ‘Continue’. *

*If you renew on a ‘non-renewal’ status your request will be sent to our office and you will be redirected to the Firm Online Licensee Services page and your renewal process is complete.

7. You will see a questions and answers page. Complete the page in its entirety. Be sure to review and check the box at the bottom of the page. Select ‘Continue’.
8. Review the Invoice page to ensure you have the correct license(s) you wish to renew and the correct amount for the license(s). Your renewal is **NOT** complete until you pay. If you do not see the ‘Continue to Payment’ and ‘Return to Licensee Form’, your browser is not the most current version. You will need to update your browser to complete the process. If the information looks correct, please select ‘Continue to Payment’.

9. Complete the Billing Information page in its entirety. You can select ‘Fill with Licensee Information’ to automatically fill in your information. Once you have completed your credit card information, select ‘Submit’.

10. You will receive a receipt of your transaction. You may print this for your records. Your renewal process is now complete.