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

3. To renew your personal license select ‘LOG IN HERE’ under ‘Online Personal License Services’.
4. Enter your username and password. Details about your first time user name and password log in information are located at the top of the page. Select ‘Log In’.

5. Enter your e-mail address in ‘New Email’. If your email address has not changed, you will still need to reconfirm your e-mail address. Select ‘Continue’.
6. Select ‘View/Renew’, which is located in the ‘Licenses’ box on the right hand side.

7. Review the information provided. Contact the SDREC office if any of the information is incorrect. If it is correct, select ‘Renew This License’ located in the upper right hand corner.
8. 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 Personal Online Licensee Services page, and your renewal process is complete.

9. You will be prompted to 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’. *

*If you are a nonresident licensee and you need to submit a certificate of licensure from your resident state, you can upload the certificate of licensure during the renewal application process. Please see the last page of this tutorial for additional details.
10. 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’.

11. 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’.

12. You will receive a receipt of your transaction. You may print this for your records. Your renewal process is now complete.
*Uploading Out-of-state Certificate of Licensure

1. If you are an active nonresident licensee, you will need to answer ‘yes’ to #8 to prompt the system to send you to the page to upload your certificate of licensure.

2. To upload the certificate, select ‘Browse’ to search for your copy of the certificate. Once you have found the certificate you wish to upload select ‘ok’ to be prompt back to this screen. Select ‘Upload’ to upload to the online application. Select ‘Continue’.