Performing a License Renewal

1) Login with your Registered username or email.
   If you have NOT registered, click the link “Register for an Account” to do so.

2) Once registered, check to be sure you have your License associated to your account.
   Click “Account Management” at the top right.
   Look at the License Information.

   If your License # displays under the License Information group and the status is Approved, you can skip the rest of section 2. If the status is Pending, you must wait until the Permits Office approves your license before doing a License renewal.

   If you do NOT see your License #, click “Add a License”. Enter your License Type and the License Number and click [Find License].

   Updating Your Account:
   Adding a License:

   By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact Permits & Inspections at 410-396-2674.

   * License Type: 
   * County License Number:
If the system finds your license, you will see a screen that displays the license and shows an Action where you can click “Add License to Account”. Click “Add License to Account” and [OK] to associate it.

**Adding a License:**

![License Information Table]

You will receive a green successful message if the license was associated successfully to your account as shown below.

![Success Message]

Notice the message above that states “The license must be activated before use.”. Your License Information displays below and the Status is “Pending” until approved by the Permits Office.

![License Information Table]

You CANNOT continue with License Renewal until your License is APPROVED by the Permits Office.
3) Click the Licenses tab.

4) Click on [Search Applications].

5) Click on the “Renew Application” hyperlink.

6) Step 1: Applicant Information > Contact Information.
If you click the url to view the information, you can click the back arrow to get back to your application.

Click [Select from Account] to pull in their Contact information.

Click [Continue Application].
7) Answer State license information and whether you want to make you license Inactive and click [Continue Application].

8) Step 2: Documents >> Add Required Documents and click [Continue Application]. PLEASE see the document url or the listing below to know what documents you MUST attach. If you click the url to view the information, you can click the back arrow to get back to your application.
Click [Add] until all of your documents are included. Click [Continue].

Include the Type and a Description for each attachment, click [Save], and click [Continue Application].
If you Save your Application and want to resume later, the system will give you a temporary number to access.

When ready to resume, simply login, click Licenses, and Search Applications. You will see the temporary file number (similar to what displays above beginning with 21TMP) to click on to access.

Once you have added all of your documents, click [Continue Application] and you should receive a successful message.
9) Step 3: Review
Review all your information and click [Continue Application] to continue. You can click [Edit] on the far right to make changes.

Step 3: Review

Record Type
Master Plumber or Master Plumber/Gas Fitter License

Applicant
Nettye Redline
Nettye's Plumbing
5 Dakota Drive
Hanover, PA 17331
Company Phone: 333-333-3333
Cell Phone: 717-222-2222
E-mail: Nettye@plumbing.net

License Information
APPLICANT INFO
Are you Licensed through the State of Maryland? Yes State License No: 50775
State Expiration Date: 05/28/2022

INACTIVE STATUS
Do you desire to make No your license inactive?

Attachment
The maximum file size allowed is 100 MB. PDF file types are preferred.

Name: Plumbing App (3).pdf
Type: Documents
Size: 2.57 MB
Latest Update: 05/24/2021

10) Step 4: Confirmation.

Home Permits Planning

Master Electrical License Renewal

You have successfully submitted your application. Please allow time for it to be processed.

If submitting a NEW application, a new License number will be generated for you. If it is a Renewal, the temporary license number will begin with REN-#.
An email should be sent to you indicating that we have received your application.

<table>
<thead>
<tr>
<th>Your Renewal# REN-000109-P has been received</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:support@acella.com">support@acella.com</a></td>
</tr>
<tr>
<td>To  Markle, Scott A</td>
</tr>
</tbody>
</table>

Dear Applicant,
This notification is to let you know that your Renewal# REN-000109-P has been received. Please allow up to 2 weeks for review.

Thank you,
Carroll County Permits and Inspections

Once a Permits Staff person reviews your application and approves it, you will be notified by email to log back into the portal and pay your fees so that your license can be issued. Once issued, the Permits Office will produce your new License pocket card and mail it to you.