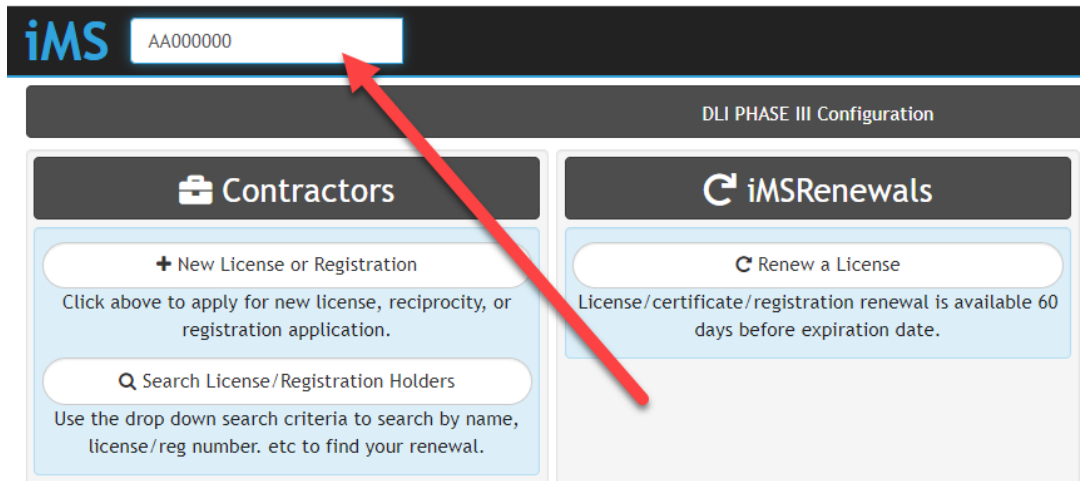
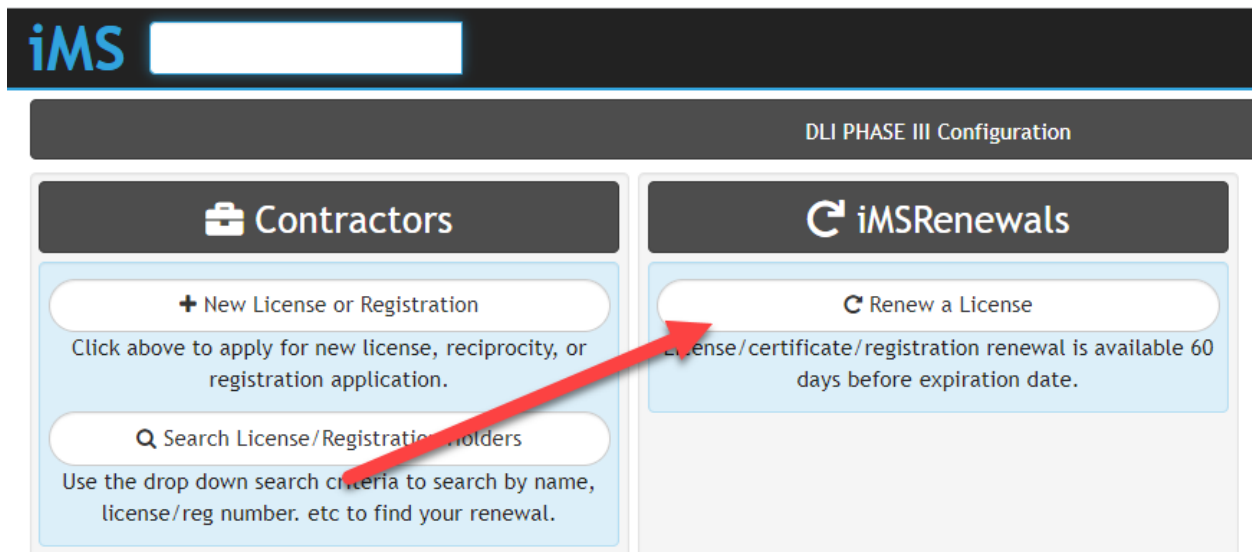


Renewing a registration or license

If you know your *complete* license number (first two characters and the six numerical digits) you can “Quick Search” for your license using the quick search box on the iMS Home Screen.

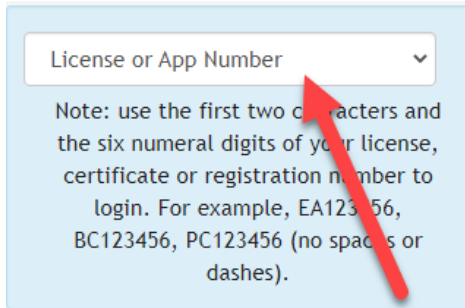


If you do not know your complete license number, click the “Renew a License” button in the iMS Renewals Tile.



On the Search License/Registration Holder page you can search by your license or registration number.
***Note* you can do a partial search of our license number here if you do not know your full number.**

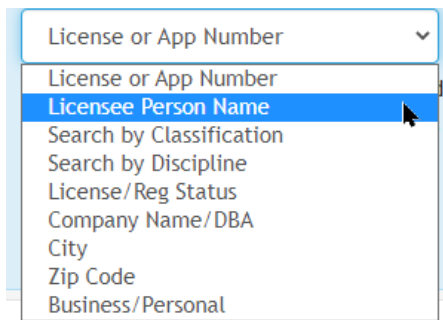
To search by other criteria click in the drop down box where you see License or App Number.



License or App Number ▾

Note: use the first two characters and the six numeral digits of your license, certificate or registration number to login. For example, EA123456, BC123456, PC123456 (no spaces or dashes).

From the drop down, select the criteria you would like to use.



License or App Number ▾

License or App Number

Licensee Person Name

Search by Classification

Search by Discipline

License/Reg Status

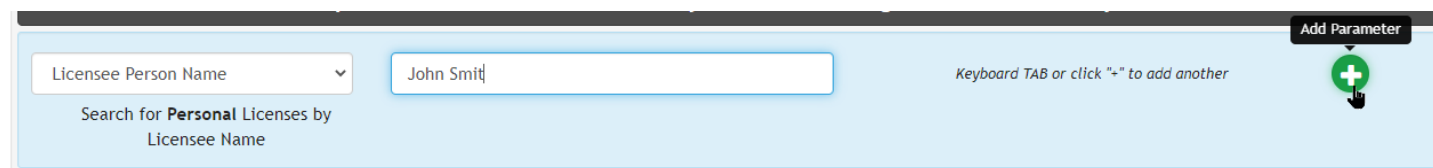
Company Name/DBA

City

Zip Code

Business/Personal

Additional search criteria can be added for a quicker search by selecting one search criteria option from the drop down shown above and then clicking the green “Add Parameter” button. This will add a second search line, the steps above can then be repeated.

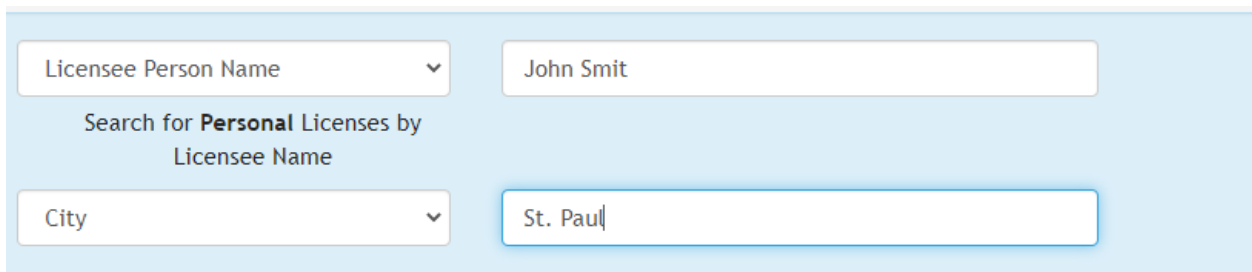


Licensee Person Name ▾ John Smit

Search for **Personal** Licenses by Licensee Name

Keyboard TAB or click “+” to add another

Add Parameter



Licensee Person Name ▾ John Smit

Search for **Personal** Licenses by Licensee Name

City ▾ St. Paul

Once you have located your record, please confirm that it is your license/registration record by reviewing the additional information on the record. If you are on your record, click the “Renew” button to begin the renewal process.



John Smit



Renew

