

How to Associate a License or Registration to Your Online Profile

To associate a License or Registration to your online profile you will need to have created an online profile. If you have not created an online profile, please see the “How to Create an Online Profile” document.

1. Once you have logged into your online profile, you will need to select the “More” tab. From this tab you will see the “Start Here” panel.

Click on the “Associate an Existing License or Registration”:

The screenshot shows the DOPL Online Services user dashboard for William Rogerstein. The header includes the DOPL logo, the text "Online Services", a yellow "RD Testing" button, and user profile icons. The main content area displays the user's name "ROGERSTEIN, WILLIAM" and a welcome message: "Welcome, William Rogerstein. You last logged in on Tuesday, Jun 11, 2024 8:46:51 AM. Manage My Profile". A "More..." button is highlighted with a red box. Below this is a search bar with the placeholder text "What are you looking for?". The dashboard is organized into six panels:

- Start Here:** Welcome to DOPL Online Services. Includes links for "Associate an Existing License or Registration" and "Apply for a License/Registration/Permit".
- License/Registration Actions:** Actions related to licensure or registration. Includes links for "View Continuing Education Course Catalog" and "Upload a Document".
- Non-Licensing Registration:** Register without issuing a license. Includes links for "Register an Accounting Firm", "Register a MFT Candidate", "Register a CPA Candidate", and "Register as a Course Developer".
- Submissions:** Search for previous submissions.
- Messages:** View messages I've received from the agency.
- Letters:** View letters I've received from the agency.

2. Select the “I want to provide verification information” option and enter the required information (such as License number, SSN and DOB):

Account Verification

William Rogerstein

Account

Verification

How would you like to verify?

I have received a verification letter.

I want to provide verification information.

License Number *
Required

Primary ID Type
Social Security Number

SSN Number *
Required

Date of Birth *
Required

Cancel Previous Next

3. If the information entered matches the information on your license or registration, the system will provide you with a confirmation page.

To continue with the Association, click on the “Submit” button. If you have multiple licenses or registrations that match the criteria entered the system will associate all your existing licenses or registrations to your profile.

DOPL Online Services

William Rogerstein

Account Verification

William Rogerstein

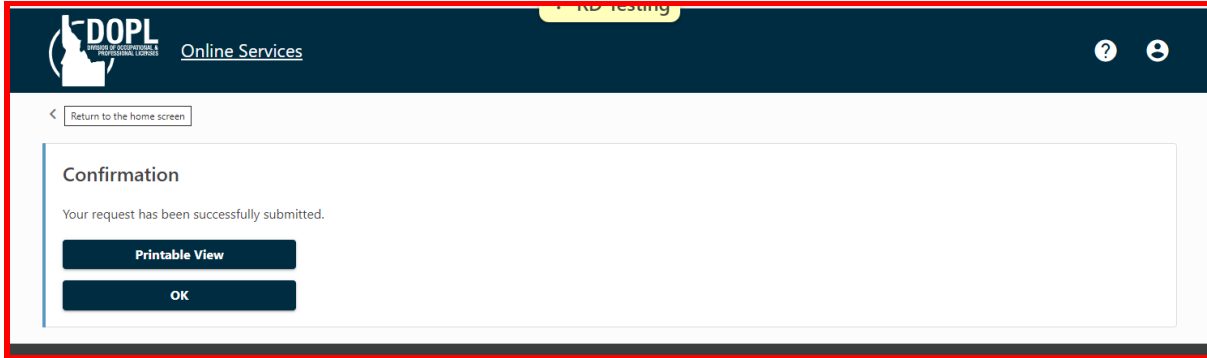
Account Confirm Submission

Confirm Submission

By clicking submit I affirm that I am the legal owner of this license/registration.

Cancel Previous Submit

4. Click on the “OK” button:



5. After clicking the “OK” button, you will be taken back to the main landing page and you will see additional Tabs. The Summary Tab will show the Licenses and/or Registrations that have been associated with your online profile.

