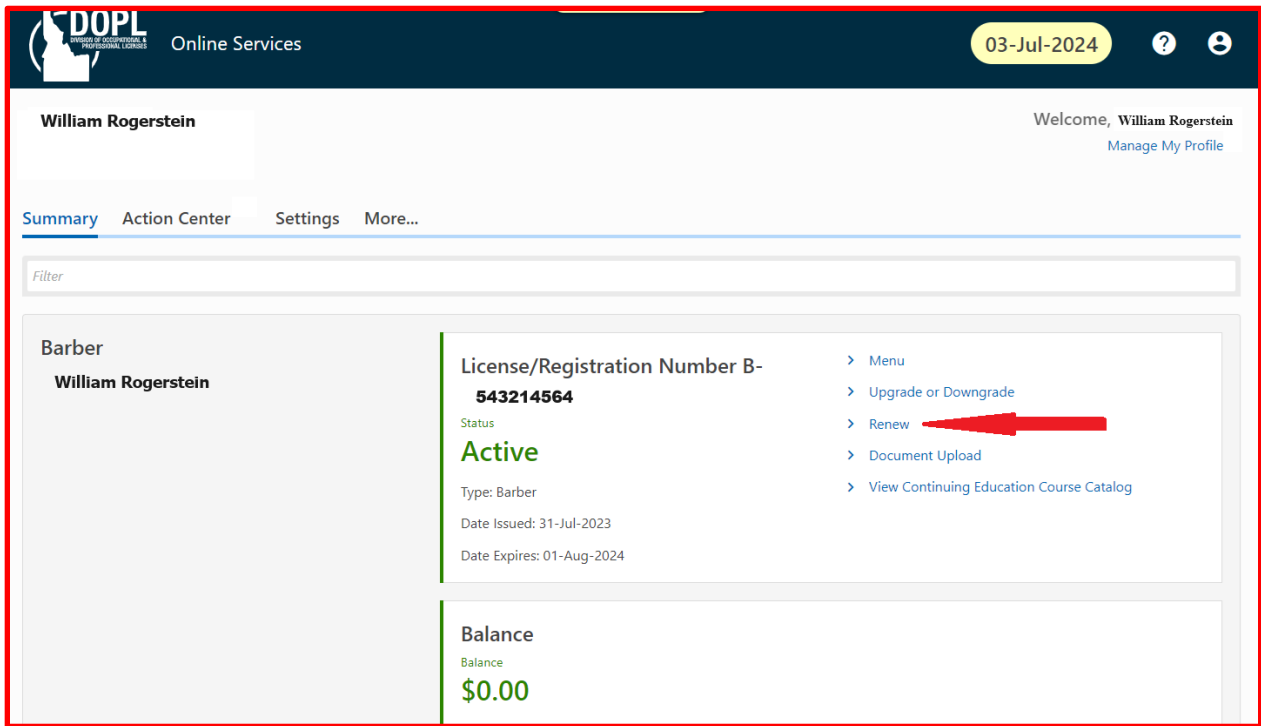


How to Renew a License Online

After you have associated your existing License or Registration to your online profile you can renew your license or registration from the “Summary” tab. 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 be in the “Summary” tab. The “Summary” tab will show your License(s) or Registration(s). In this example, the individual has a Barber license.

To begin the Renewal process, click on the “Renew” Link in the License panel:



The screenshot shows the DOPL Online Services interface. At the top, the user is logged in as William Rogerstein, with a welcome message and a "Manage My Profile" link. The navigation menu includes "Summary", "Action Center", "Settings", and "More...". A "Filter" input field is present. The main content area displays a license panel for a Barber license. The license details include the License/Registration Number B-543214564, an Active status, and a balance of \$0.00. A list of actions is available for the license, with the "Renew" link highlighted by a red arrow.

License/Registration Number B-	543214564
Status	Active
Type	Barber
Date Issued	31-Jul-2023
Date Expires	01-Aug-2024
Balance	\$0.00

- > Menu
- > Upgrade or Downgrade
- > Renew
- > Document Upload
- > View Continuing Education Course Catalog

2. You will be taken to a page like this. The type of License or Registration you have will determine the sections that need to be completed for renewal. In this example we are renewing a Barber license. Click on the “Start” button in the “Update Info” section.

The screenshot displays the DOPL Online Services interface for a license renewal. The header includes the DOPL logo, the text "Online Services", the date "03-Jul-2024", and user icons. The user's name "William Rogerstein" is shown at the top left. The main heading is "License Renewal" with a sub-heading "License Renewal" and a total amount of "\$25.00" in red. Below this, there are three sections, each with an icon, a title, a description, and a "Start" button. The "Update Info" section includes a pencil icon and the text "Email, phone, and addresses available to be updated". The "Application Questionnaire" section includes a clipboard icon and the text "Questions specific to your selected license, registration, or permit.". The "Fees" section includes a receipt icon and the text "Fees associated to your transaction.". At the bottom left is a "Cancel" button, and at the bottom right is a "Start Update Info" button with a right-pointing arrow.

Section	Status	Action
Update Info <i>Email, phone, and addresses available to be updated</i>	<input type="radio"/> Not Started	Start
Application Questionnaire <i>Questions specific to your selected license, registration, or permit.</i>	<input type="radio"/> Not Started	Start
Fees <i>Fees associated to your transaction.</i>	<input type="radio"/> Not Started	Start

Cancel Start Update Info >

3. If you need to update your information, select “Yes” and modify the appropriate information. If your information is up to date, then select “No”. Click on the “Next” button at the bottom of the page. This will take you back to the “Renewal” page.

Update Info

Contact

Update Contact Info

Yes No

Email

Phone Type Country Phone Number ^{*} Extension

Required

Update additional phone number?

Yes No

Phone Type Country Phone Number Extension

Cell Phone USA

Address of Record (Public Record)

Update Address of Record

Yes No

Is the address of record the same as the current mailing address?

Mailing Address

Update Mailing Address

Yes No

Is the mailing address the same as the address of record?

- Click on the “Start” button in the “Application Questionnaire” section. Answer the questions present for the renewal. Not all renewals have the same questions. In this example we are renewing a Barber license. After answering the questions select the “Next” button at the bottom of the page. This will take you back to the “Renewal” page:

License Renewal

Application Questionnaire

Questions specific to your selected license, registration, or permit.

Amount **\$25.00**

Questions - 1

General Attestations

Since the date of your last application have you pled guilty, received a conviction, finding of guilt, withheld judgment, or suspended sentence for any felony in this or any other jurisdiction?

Yes No

Since the date of your last application have you received any type of disciplinary sanction, restriction, or limitation from any regulatory licensing authority or organization in this or any other jurisdiction?

Yes No

[Previous](#) [Next](#)

- Click on the “Start” button in the “Fees” section. In this example we are renewing a Barber license. The first page you receive will be a fees summary page. Click “Next” at the bottom of the page if you agree the charges are correct based on what you are renewing:

License Renewal

Fees

Fees associated to your transaction.

Amount **\$25.00**

Fee

Fees Calculated

These are the fees calculated depending on the answers in your submission.




Renewal Fee	25.00
Total	25.00

[Previous](#) [Next](#)

6. You will be taken back to the “Renewal” page. In this example, we have completed the Renewal application process and are ready to add the request to the shopping cart. Click on the “Add to Cart” button:

License Renewal Amount
\$25.00

License Renewal

 Update Info <i>Email, phone, and addresses available to be updated</i>	Complete	Edit/Review
 Application Questionnaire <i>Questions specific to your selected license, registration, or permit.</i>	Complete	Edit/Review
 Fees <i>Fees associated to your transaction.</i>	Complete	Edit/Review

[Cancel](#) [Add to Cart](#)

7. The next page will be the Cart Confirmation Page for the licensee to review. If all looks good, click on the “Checkout” button:

< William Rogerstein

Cart
1 item Amount Due
\$25.00

Items

License Renewal William Rogerstein Barber 543214564 Delete	\$25.00
--	---------

[Checkout](#)

- The next page you are taken to is the Payment confirmation page. The “Confirm Amount” will be blank. Enter in the amount that matches the “Amount” box and the select the “Next” button at the bottom of the page:

< William Rogerstein

Payment

Cart
1 item

Amount Due **\$25.00**

Amount

Confirm Amount

Cancel < Previous **Next** >

- The next page you are taken to is the Confirm Order Page. Click on the “Pay” button at the bottom of the page. You will then be taken to the payment portal to enter your payment method (credit card or eCheck):

< William Rogerstein

Payment Confirm Order

Cart
1 item

Amount Due **\$25.00**

Confirm Order
Are you sure you want to submit this payment for **\$25.00**?

Cancel < Previous **Pay**

10. After selecting the “Pay” button you will be taken to the payment processor. To Complete the renewal process, enter the required information and your payment method:

The screenshot displays the 'Payment' section of the Idaho State Payment Processor. At the top, the 'IDAHO Official Payment Site of the State of Idaho' logo is visible, along with the state seal. A progress bar indicates four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Information, and 4. Submit Payment. The main form area is titled 'Payment' and contains a 'Payment Type' section with a dropdown menu labeled 'Payment Type *' and the text 'Select One'. A blue 'Next >' button is positioned to the right of the dropdown. Below this section are two collapsed panels: 'Customer Information' and 'Payment Information'. A 'Cancel' button is located at the bottom left of the form area. On the right side, a 'Transaction Summary' table shows a 'Renewal Fee' of \$25.00 and an 'Idaho.gov price' of \$25.00. Below the summary is a 'Need Help?' section with the text: 'Select Payment Method and Continue to proceed with payment.'

IDAHO Official Payment Site of the **State of Idaho**

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit Payment

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

Transaction Summary

Renewal Fee	\$25.00
Idaho.gov price	\$25.00

Need Help?

Select Payment Method and Continue to proceed with payment.

11. When the payment has successfully processed you will be brought back to a confirmation page. Click on the “OK” button to go back to your profile main page:

Confirmation

Your order has been submitted.

Items:

License Renewal

Confirmation Number: 3MN3NVD3773

Amount: \$25.00

[Printable View](#)

[OK](#)

12. At your online profile main page, you can now see the license Issued and Expires dates have been updated. Your renewal is now complete.

DOPL Online Services 03-Jul-2024 [?](#) [⌵](#)

William Rogerstein Welcome, William Rogerstein
[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

Barber William Rogerstein	License/Registration Number B- 543214564 Status Active Type: Barber Date Issued: 03-Jul-2024 Date Expires: 01-Aug-2025	> Menu > Upgrade or Downgrade > Renew > Document Upload > View Continuing Education Course Catalog
	Balance Balance \$0.00	

