

## Follow these steps to renew your license, permit or registration online using Fast Track Renewal

- Fast Track Renewal allows access to the online renewal function only and applies to the current renewal. You will receive a new PIN# for each renewal.
- We recommend use of a desktop or laptop computer to renew; webpages may not display properly on a tablet or mobile device.

### 1). Click on the gray Fast Track Renewal tab

The screenshot shows the State of Connecticut eLicense Website. The top navigation bar includes 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main content area is titled 'Welcome to the State of Connecticut's eLicense Website'. On the left, there is a 'Welcome' sidebar with a 'Fast Track Renewal' tab highlighted in gray. The main content area contains sections for 'VERIFY A LICENSE & ROSTER:', 'LICENSE RENEWAL:', 'FAST TRACK RENEWAL:', and 'INITIAL APPLICATION:'. The 'FAST TRACK RENEWAL:' section is highlighted in yellow and contains instructions for renewing a license.

**Access Your Account**

Account **Fast Track Renewal**

User ID

Password

Log In

Don't have an account? [Register](#)  
[Forgot Password?](#) [Forgot User ID?](#)

**Welcome**

**Welcome to the State of Connecticut's eLicense Website**

**VERIFY A LICENSE & ROSTER:**

- Select **ONLINE SERVICES** for a list of available services.  
NOTE: All data contained within License Lookup is maintained by the state of Connecticut, updated instantly and is considered primary source verification.

**LICENSE RENEWAL:**

- To access your account, enter your User ID and Password.
- First time users MUST validate an active email address and answer three security questions
- DO NOT REGISTER A NEW ACCOUNT TO RENEW.

**FAST TRACK RENEWAL:**

- Check your renewal notification for availability.
- To access, click the gray Fast Track Renewal tab.
- Allows access to online renewal only.

**INITIAL APPLICATION:**

- All applicants MUST register if this is a first time application
- Select the "Register" link and create a new account.

### 2) Enter the PIN# and the numeric portion of your license number.

The screenshot shows the 'Access Your Account' section of the website. The 'Fast Track Renewal' tab is selected. Below the tabs, there is an 'Enter' section with two numbered instructions: 1. The PIN # provided with your renewal notice. 2. Your License #. A note states: 'NOTE: Fast Track renewal is only available for participating license types. (see your renewal notice to confirm)'. There are two input fields: 'PIN #' and 'License #', both with a question mark icon. A 'Log In' button is at the bottom. Links for 'Don't have an account? Register', 'Forgot Password?', and 'Forgot User ID?' are at the very bottom.

**Access Your Account**

Account **Fast Track Renewal**

Enter

1. The PIN # provided with your renewal notice.
2. Your License #

NOTE: Fast Track renewal is only available for participating license types. (see your renewal notice to confirm)

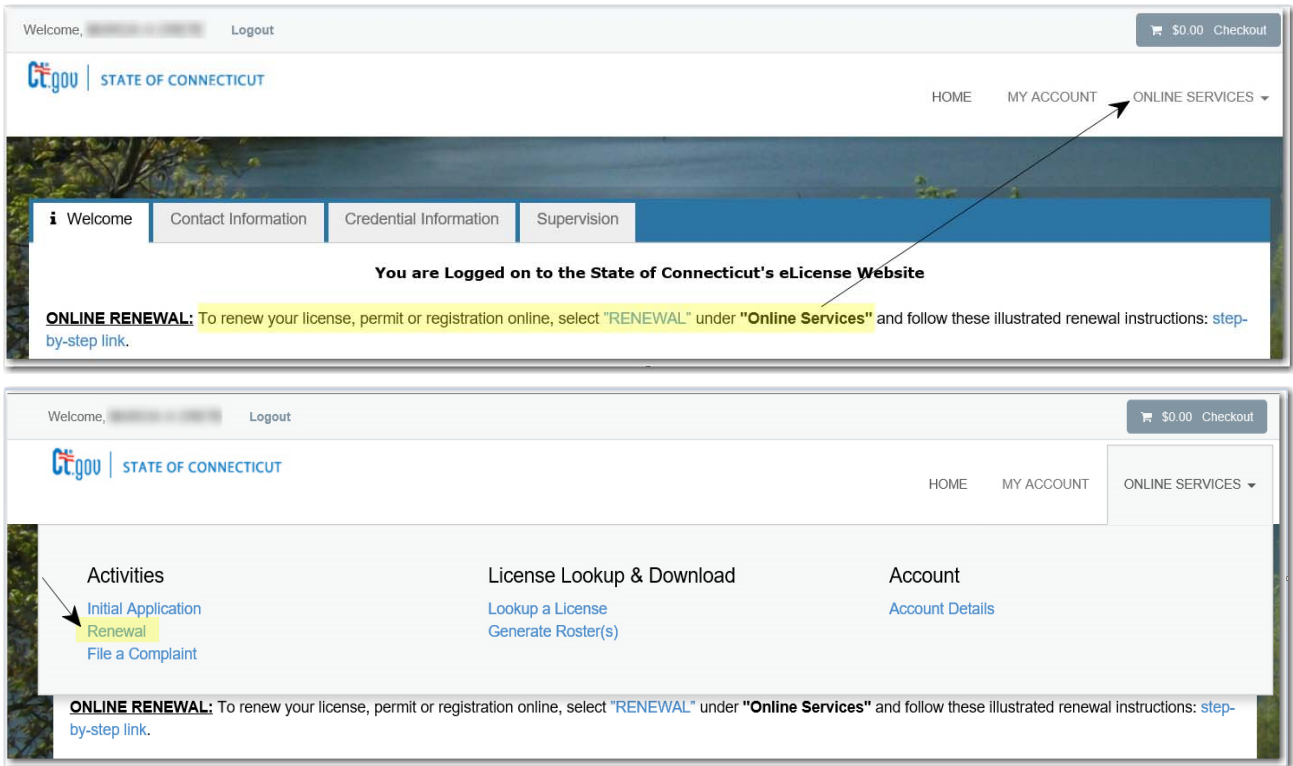
**PIN # ?**

**License # ?**

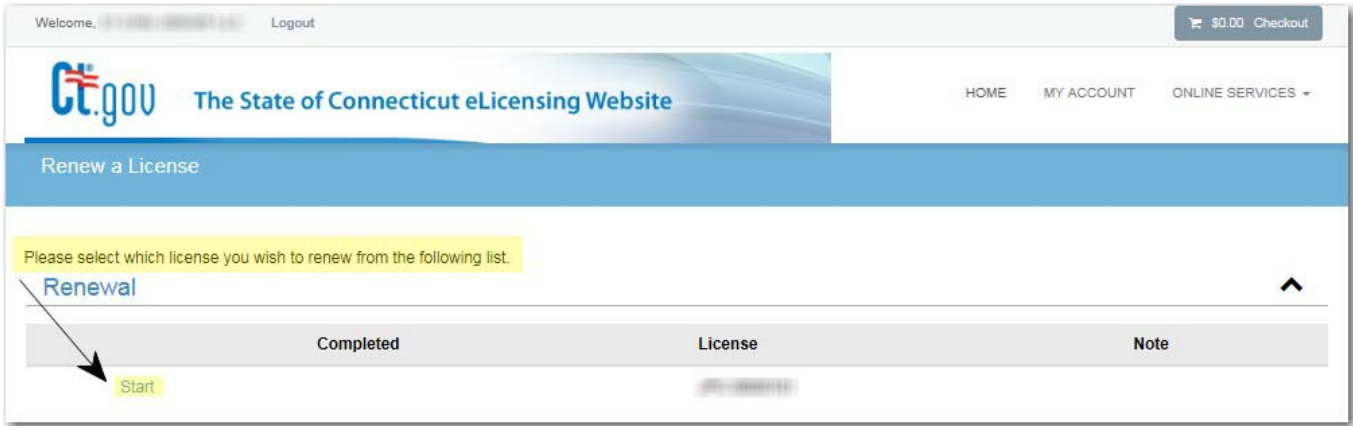
Log In

Don't have an account? [Register](#)  
[Forgot Password?](#) [Forgot User ID?](#)

3). Once you are logged in, click Online Services and then “Renewal” under “Activities”



4). Select the license, permit or registration you wish to renew and click “Start”



5). Make any address changes and complete the question(s). Click “Next” after each section to continue to the next page.

License For [REDACTED]

New State Instructions

Address Update

1. Please update any changes to your mailing address:

Address 1: [REDACTED]  
Address 2: [REDACTED]  
City: [REDACTED] State: Connecticut Zip Code: 06460 Country: UNITED STATES  
Telephone Number: [REDACTED]  
Cell Phone: [REDACTED]

Edit Address

-- OR --Change to an address already on file:  
[REDACTED] Update

2. Please update any changes to your primary address:

Address 1: [REDACTED]  
Address 2: [REDACTED]  
City: [REDACTED] State: Connecticut Zip Code: 06460 Country: UNITED STATES  
Telephone Number: [REDACTED]

Edit Address

-- OR --Change to an address already on file:  
[REDACTED] Update

Previous Next

6). Once you have completed all sections, review the information and click “Add to Invoice” for the renewal fee to be added to the invoice for payment.

License For [REDACTED]

New State Instructions

Address Update

Licensed Individuals Responsible

New Individuals Responsible

Affirmation

Review

Print Review

Fees

Renewal Fee \$375.00

Total Fees: \$375.00

New State Instructions

NEW - As part of this renewal, you will have the ability to add and/or inactive licensed individuals responsible for signing and sealing documents on behalf of the corporation.

PLEASE NOTE: To ADD a new individual, you will be required to upload a signed and dated letter from the individual acknowledging they will be responsible for signing and sealing documents on behalf of the corporation. Please have each letter available BEFORE you continue.

Please review the following pages and complete all applicable questions.

To continue, click NEXT

Address Update

1. Please update any changes to your mailing address:

Address 1: [REDACTED]  
Address 2: [REDACTED]  
City: [REDACTED] State: CT Zip Code: 06460 Country: UNITED STATES  
Telephone Number: [REDACTED]  
Cell Phone: [REDACTED]

2. Please update any changes to your primary address:

Address 1: [REDACTED]  
Address 2: [REDACTED]  
City: [REDACTED] State: CT Zip Code: 06460 Country: UNITED STATES  
Telephone Number: [REDACTED]

Licensed Individuals Responsible

3. Please confirm that the individuals listed below are still responsible for signing and sealing documents on behalf of the corporation.

If you need to REMOVE an individual, click on the paper and pencil icon and select "Inactive" and click "OK". DO NOT CLICK ON THE TRASH ICON

If you need to ADD a new individual, click "Add", search for the individual and click "Add". For Status select: Active.

For Relationship Type select: Licensee Responsible for Signing and Sealing. You do not need to enter any other information.

If no changes to report, click Next

Previous Add to Invoice Close and Save

- 7). The next screen will confirm you have added the item successfully and you may now click “Pay Invoice” to pay for the renewal.

Welcome, [REDACTED] Logout \$375.00 Checkout

**ct.gov** The State of Connecticut eLicensing Website

HOME MY ACCOUNT ONLINE SERVICES

Invoice Pay Invoice Print

**Invoice**

Date: 4/21/2016  
Invoice # 1210528

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction  
To add additional transactions to the invoice, select a command from the Online Services menu

State of Connecticut  
Online Enterprise Licensing Site

| Description                 | Amount          |
|-----------------------------|-----------------|
| <b>Renewal - [REDACTED]</b> |                 |
| Renewal Fee                 | \$375.00        |
| Subtotal:                   | \$375.00        |
| <b>Total:</b>               | <b>\$375.00</b> |

Pay Invoice

- 8). Enter the credit card information, name, address, telephone number and email address and click “Submit Payment.”

Welcome, [REDACTED] Logout \$375.00 Checkout

**ct.gov** The State of Connecticut eLicensing Website

HOME MY ACCOUNT ONLINE SERVICES

Invoice Payment Back to Invoice

**Total:** \$375.00

**Credit Card Instructions:**  
\*\* CVV Code Location:  
Where is CVV code?

\*\* Indicates a value is required

**\*\* Payment Type** ☒ Credit Card

**\*\* Account Owner** ☒ Personal

**\*\* Credit Card Type** ☒

**\*\* Card Number** [REDACTED]

**\*\* Expiration Month / Year** [REDACTED] [REDACTED]

**\*\* CVV Code** [REDACTED]

**\*\* First Name** [REDACTED]

**\*\* Last Name** [REDACTED] X

**Company Name:** [REDACTED]

**Attention** [REDACTED]

**\*\* Address** [REDACTED]

**Address** [REDACTED]

**\*\* City** [REDACTED]

**\*\* State** Connecticut ☒

**\*\* Zip** 06460

**\*\* Country** UNITED STATES ☒

**\*\* Phone** [REDACTED]

**\*\* E-mail Address** [REDACTED]

Note: This email is used for sending a copy of your receipt.

Submit Payment

- 9). Once the transaction is complete, you will receive an “Approved” message.  
Click “Print Receipt” for your records.

 STATE OF CONNECTICUT

HOME   MY ACCOUNT   ONLINE SERVICES ▾

Payment Receipt

Print Receipt

State of Connecticut  
Online Enterprise Licensing Site

Date: 4/22/2016   Invoice # 1052245   Confirmation #: 358825

Approved!

You have been charged **\$375.00**. Please print a copy for your records from the button above.  
This receipt is not a license or an authorization to do business.

| Description          | Amount     |
|----------------------|------------|
| Renewal - [REDACTED] |            |
| Renewal Fee          | \$375.00   |
| Subtotal:            | \$375.00   |
| Total:               | \$375.00   |
| Amount Paid:         | (\$375.00) |
| Amount Due:          | \$0.00     |

- 10). In addition to the receipt, an email confirmation will be sent confirming your payment.

Search Inbox (Ctrl+E)

   From   Subject   Rece

▴ Date: Today

 donotre... Invoice Receipt   Mon

#### Invoice Receipt

donotreplylicense2@po.state.ct.us

Sent: Fri 4/22/2016 11:01 AM

To: [REDACTED]

Dear [REDACTED]

Below is your detailed paid invoice.

Thank you.

State of Connecticut

| Item #            | Description          | Amount     |
|-------------------|----------------------|------------|
|                   | Renewal - [REDACTED] |            |
| 1071132           | Renewal Fee          | \$375.00   |
| Subtotal:         |                      | \$375.00   |
| Total:            |                      | \$375.00   |
| Amount Paid:      |                      | (\$375.00) |
| Total Amount Due: |                      | \$0.00     |