

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.

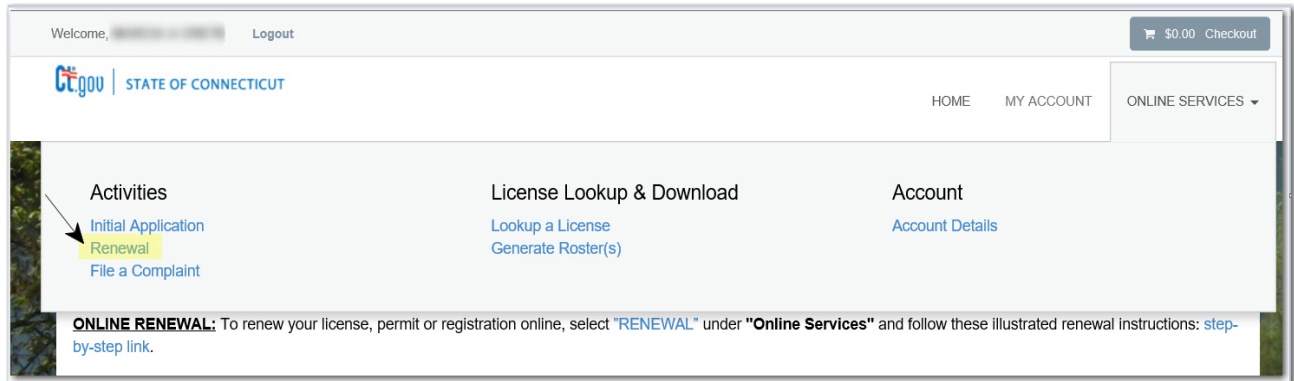
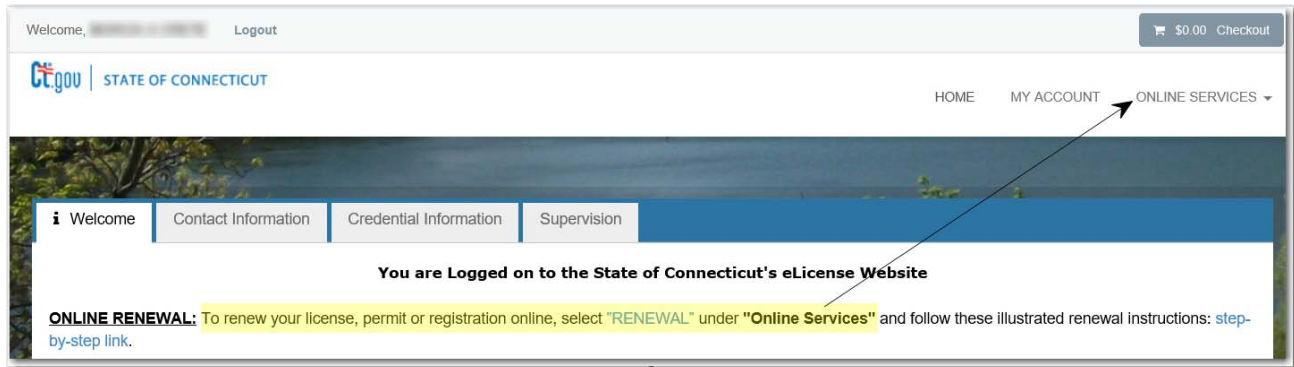
1). Click on the gray Fast Track Renewal tab

The screenshot shows the State of Connecticut eLicense Website. The top navigation bar includes the logo, 'STATE OF CONNECTICUT', and links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main content area is titled 'Welcome to the State of Connecticut's eLicense Website'. It contains three sections: 'VERIFY A LICENSE & ROSTER:', 'LICENSE RENEWAL:', and 'INITIAL APPLICATION:'. The 'LICENSE RENEWAL:' section is highlighted in yellow and includes instructions for accessing the account and renewing a license. The 'FAST TRACK RENEWAL:' section is also highlighted in yellow and includes instructions for checking renewal notifications and accessing the Fast Track Renewal tab. The 'INITIAL APPLICATION:' section includes instructions for registering a new account. On the left side, there is a 'Access Your Account' panel with a 'Fast Track Renewal' tab highlighted in gray. An arrow points from this tab to the 'LICENSE RENEWAL:' section in the main content area.

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 highlighted in gray. Below the tabs, there is a section titled 'Enter' 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)'. Below the note are two input fields: 'PIN #' and 'License #', both with question mark icons. A 'Log In' button is located below the input fields. At the bottom, there are links for 'Don't have an account? Register' and '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 inactivate 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 such 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, [User Name] Logout \$375.00 Checkout

ct.gov The State of Connecticut eLicensing Website HOME MY ACCOUNT ONLINE SERVICES

Invoice [Pay Invoice](#) [Print](#)

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**

Date: 4/21/2016
Invoice #
1210528

Description	Amount
Renewal - [ID]	
Renewal Fee	\$375.00
Subtotal:	\$375.00
Total:	\$375.00

[Pay Invoice](#)

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

Welcome, [User Name] 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**

**** Credit Card Type**

**** Card Number**

**** Expiration Month / Year**

**** CVV Code**

**** First Name**

**** Last Name**

Company Name:

Attention

**** Address**

Address

**** City**

**** State**

**** Zip**

**** Country**

**** Phone**

**** E-mail Address**

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
1071132	Renewal Fee	\$375.00
	Subtotal:	\$375.00
	Total:	\$375.00
	Amount Paid:	(\$375.00)
	Total Amount Due:	\$0.00