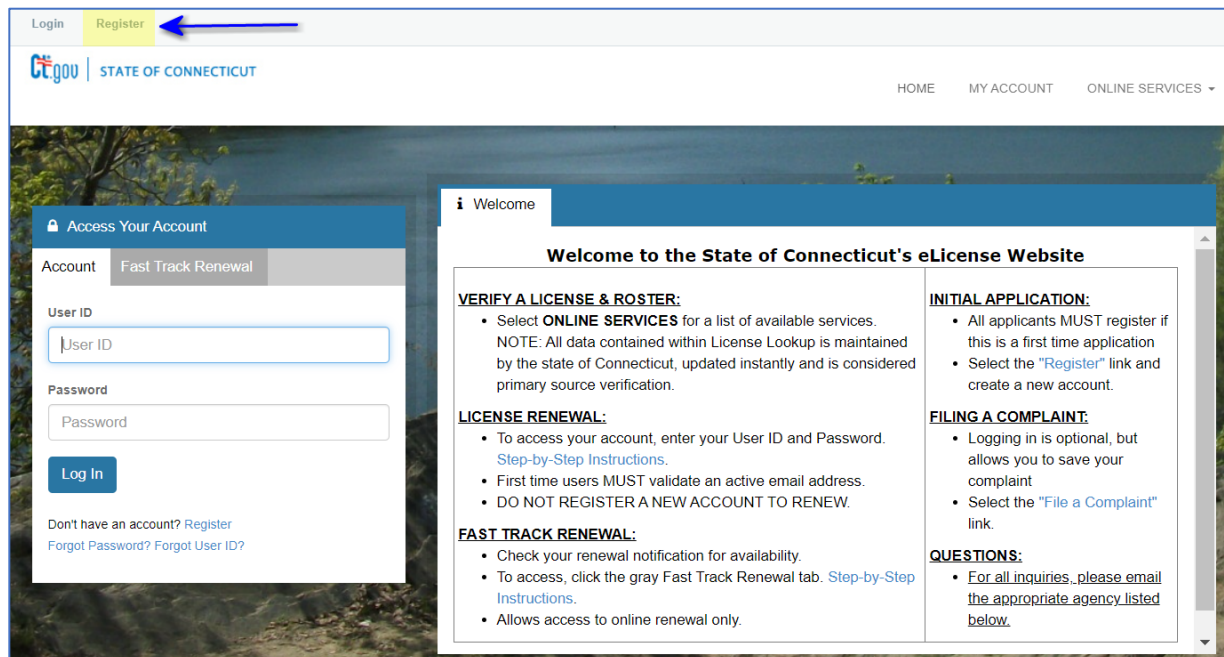


# Follow these steps to apply online for a new license, permit or registration

We recommend the use of a desktop or laptop computer; webpages may not display properly on a tablet or mobile device.

1. All applications, descriptions of license types and eligibility requirements can be found at <https://portal.ct.gov/DCP>  
To apply online go to the eLicense website at [www.eLicense.ct.gov](http://www.eLicense.ct.gov)
2. If you have previously set up an account in eLicense, please log in to your account and skip to step #11
  - If you are renewing or reinstating an existing license or registration, do not create a new account. Information on how to renew or reinstate an existing license can be found at: <https://portal.ct.gov/DCP/License-Services-Division/License-Division/To-Renew-Online>
3. Select the “Register” link to create a new account



#### 4. Select to register as a an “Individual” or “Business”

- Register as the individual or business to whom the credential will be issued to

#### 5. Answer “Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies?”

- If you select YES to this question, you will be directed to find your existing account via Account Matching
- If you select NO to this question, you will proceed with the online registration process

#### 6. Select “Next”

This screenshot shows the 'Register new Account' page for an individual. The page header includes 'Login Register' and 'ct.gov | STATE OF CONNECTICUT'. Navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES' are present. The main heading is 'Register new Account'. Below this, it states 'Fields marked with an asterisk \* are required.' and 'Step 1. Business or Individual'. The 'Register as:' section has two radio buttons: 'Individual' (selected) and 'Business'. A note below reads: 'Note: Register as the Individual or Business to whom the credential will be issued.' A red asterisk warning says '\*\*PLEASE READ\*\*' and lists instructions: 'You will not be able to reinstate, renew or access information for an existing license if you register a new account.', 'You must use the User ID and Password linked to that account.', and 'Please contact the issuing agency below to request your User ID and Password.' A list of state agencies follows: Department of Public Health, Department of Consumer Protection, Department of Agriculture, Department of Developmental Services, Office of Early Childhood, and Office of the State Fire Marshal. At the bottom, there are radio buttons for 'Yes' and 'No' (selected), and a 'Next' button highlighted in green and a 'Cancel' button.

This screenshot shows the 'Register new Account' page for a business. The layout is identical to the individual registration page. The 'Register as:' section has two radio buttons: 'Individual' and 'Business' (selected). The note and red asterisk warning are the same. The list of state agencies is also the same. At the bottom, there are radio buttons for 'Yes' and 'No' (selected), and a 'Next' button highlighted in green and a 'Cancel' button.

7. Complete the required fields, including Account Information, Personal Information, Public and Mailing Addresses and Captcha Verification

8. Select "Create Account"

The image shows a registration form with three main sections: "Account Information", "Personal Information", and "Captcha Verification".

- Account Information:** Includes fields for \*User ID (with "Create Online User ID" text), \*Email (with "Enter Email Address" text), \*Password (with "Enter Password" text), and Confirm Password (with "Re-enter password" text). A note states "\* denotes required fields".
- Personal Information:** This section is partially visible at the bottom left.
- Captcha Verification:** Includes a note "Please note that this code is case sensitive.", a captcha image, a "0:00 / 0:09" timer, and an "Enter Code\*" input field.

A blue arrow points from the "Create Account" button, which is highlighted in yellow, to the right.

9. Before proceeding, you must verify the email that was sent to your email account

The image shows a "User Account" page from the State of Connecticut's Ct.gov website. The page has a navigation bar with "HOME", "MY ACCOUNT 1", and "ONLINE SERVICES".

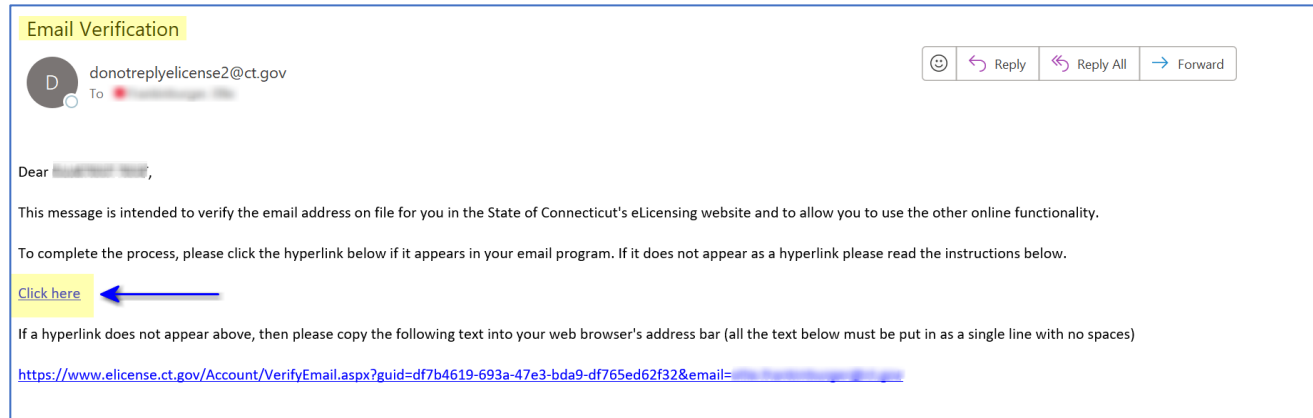
The main content area is titled "User Account" and contains the following information:

- A message: "In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access."
- A warning message: "There is currently 1 issue with your account. Please resolve it before going further."
- A yellow highlighted message: "Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below."
- Fields for "User ID:" and "E-mail:" with "Change User ID" and "Change Email" buttons respectively.
- Text explaining the email verification process and a "Generate E-mail" button.
- A "Password:" field with a "Change Password" button.

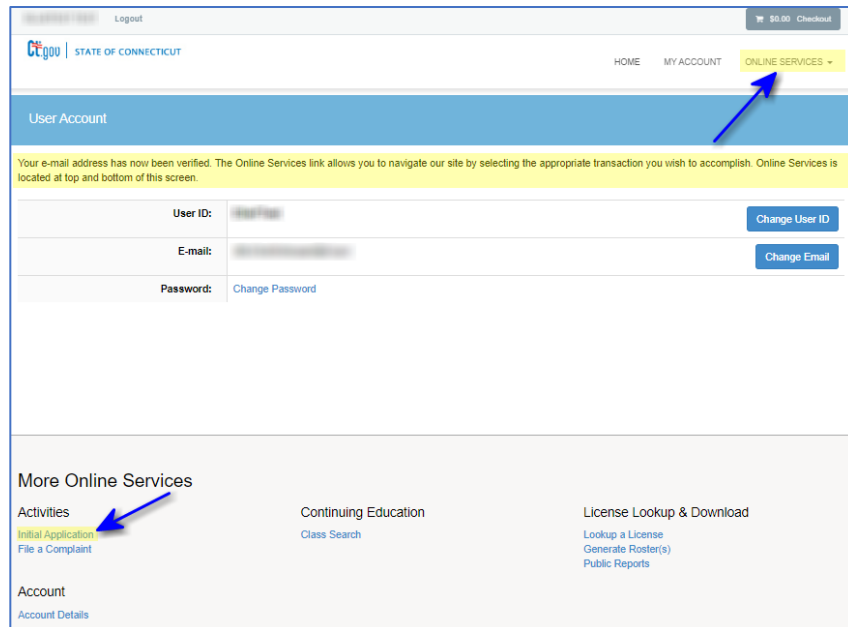
A blue arrow points from the yellow highlighted message down to the "Generate E-mail" button.

10. This is the email you will receive in your email inbox. Select “[Click here](#)” to verify your email address and continue with the initial application

- If you do not receive an email 1-5 minutes after creating your account, check your junk and spam folder



11. Your email address has been verified. You can now apply for your license, permit or registration – Select “Online Services”, then “Initial Application” in the upper right corner or “Initial Application” in the lower left corner of the screen



12. To view an application, expand the category associated with the license, permit or registration you wish to apply for.

13. Click “Start” to open the application

Below are all current License/Certification types available for online application.

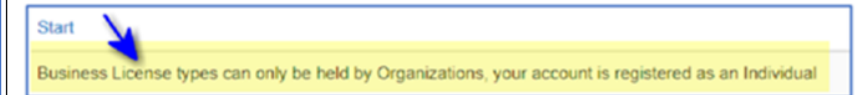
Please expand a category to view the available types, then select “Start” for the License/Certification you wish to apply from the list:

- All
- Public Health Practitioners
- Accountancy
- Adult-Use Cannabis
- Agriculture
- Amusement Permits
- Appearance Enhancement
- Bedding Permits
- Charities & Solicitation
- Cranes, Hoisting, and Demolition
- Department of Banking
- Developmental Services
- Drug Control
- Emergency Medical Services
- Environmental Health Practitioners
- Food Permits
- Gaming
- Home Contractors
- Liquor Control
- Medical Marijuana
- Medication Administration
- Miscellaneous Trades
- Notary Public Certification
- Nursery & Honey Bee Registration
- Occupational Trades

License	Board
Start AUTOMOTIVE GLASS UNLIMITED CONTRACTOR (GLZ-AG1)	Occupational
Start AUTOMOTIVE GLASS UNLIMITED JOURNEYPERSON (GLZ-AG2)	Occupational
Start ELECTRICAL CONTINUING EDUCATION COURSE (ECE-CRS)	Occupational

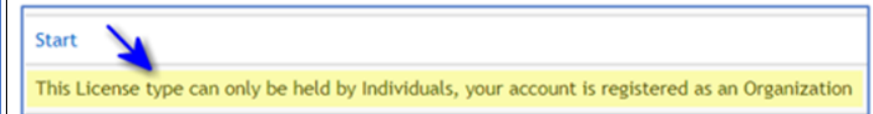
### For Individual Applicants

If the license, permit or registration you wish to apply for does not have a blue “START” link and states: *Business License types can only be held by Organizations, your account is registered as an Individual*, log out and create a new account as a Business and not an Individual account.



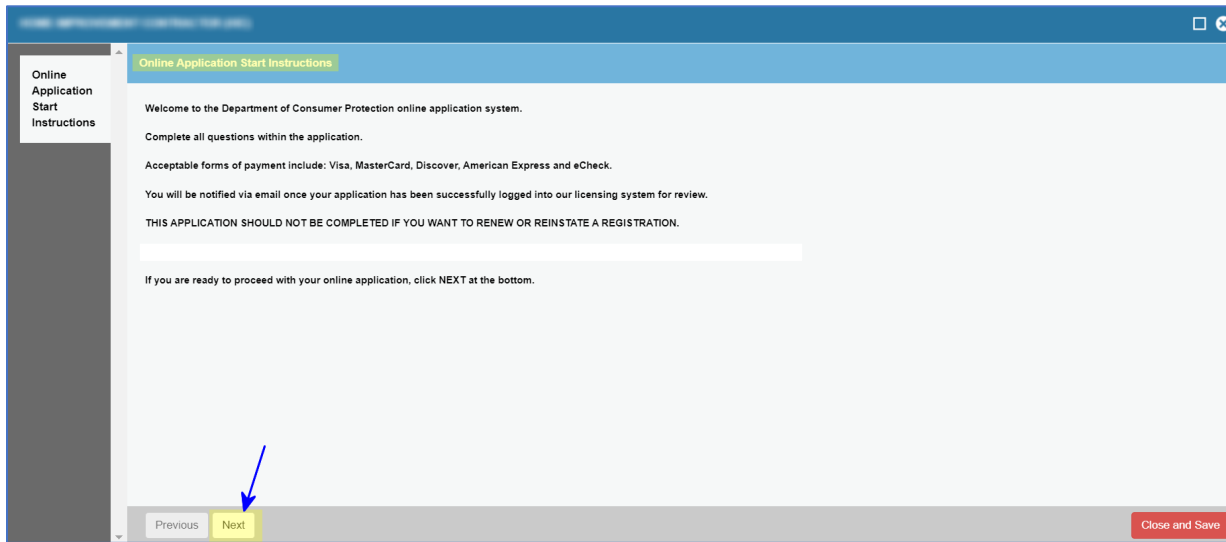
### For Business Applicants

If the license, permit or registration you wish to apply for does not have a blue “START” link and states: *This license type can only be held by Individuals, your account is registered as an Organization*, log out and create a new account as an Individual and not a Business account.

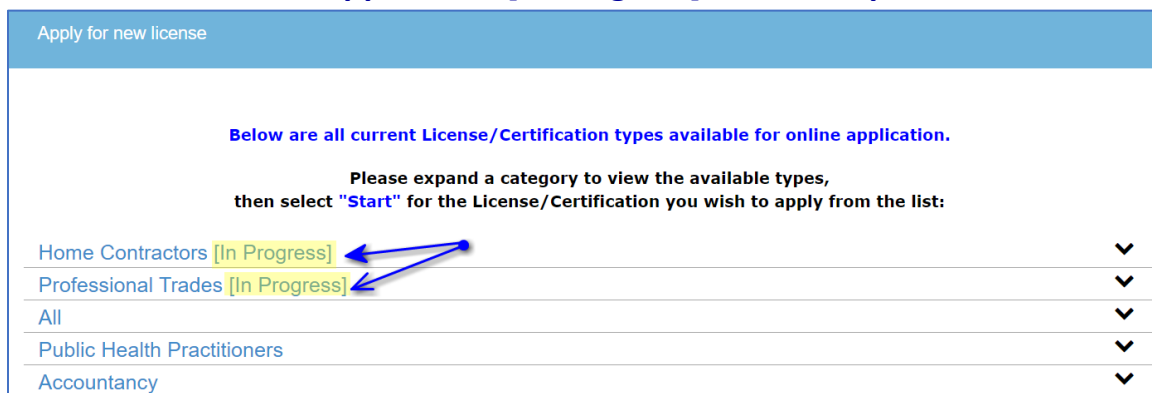


14. Read through the start instructions and eligibility requirements. Answer all required questions truthfully, to the best of your knowledge and provide supporting documentation if necessary. An incomplete application can result in delayed processing time

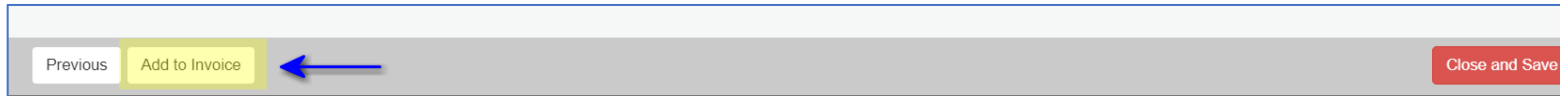
15. Select “Next”



16. If you need further clarification on an application question or need to come back to the application at a later date, select Save and Close. Answers to the initial application will be saved for fourteen (14) days and your application will be stored under Initial Application [In Progress]. See example screenshot below



17. Once you have completed all sections and reviewed the information, select “Add to Invoice” to proceed with payment of the initial application



18. The next screen will confirm you have successfully added the invoice to your account. You may now click “Pay Invoice” to pay for the initial application

The screenshot shows the 'Invoice' page on the State of Connecticut website. At the top, there is a navigation bar with 'Logout' and 'Checkout' links. Below the navigation bar, the 'Invoice' title is displayed on the left, and a green 'Pay Invoice' button and a 'Print' button are on the right. A blue arrow points to the 'Pay Invoice' button. Below the navigation bar, there is a section with a yellow background that says 'This item was successfully added to the invoice'. Below this, there is a text box with instructions: 'Select Pay Invoice above to complete this transaction. To add additional transactions to the invoice, select a command from the Online Services menu.' Below the text box, there is a link: 'State of Connecticut Invoice Transaction Summary Online Licensing, Credentials, and Certifications'. Below the text box, there is a table with the following data:

Description	Amount
Application - INITIAL REGISTRATION - ONLINE LICENSING	
Initial Registration Fee	\$ 100.00
Application Guaranty Fund Fee	\$ 100.00
Subtotal:	\$ 200.00
Total:	\$ 200.00

At the bottom of the page, there is a green 'Pay Invoice' button with a blue arrow pointing to it from the right.

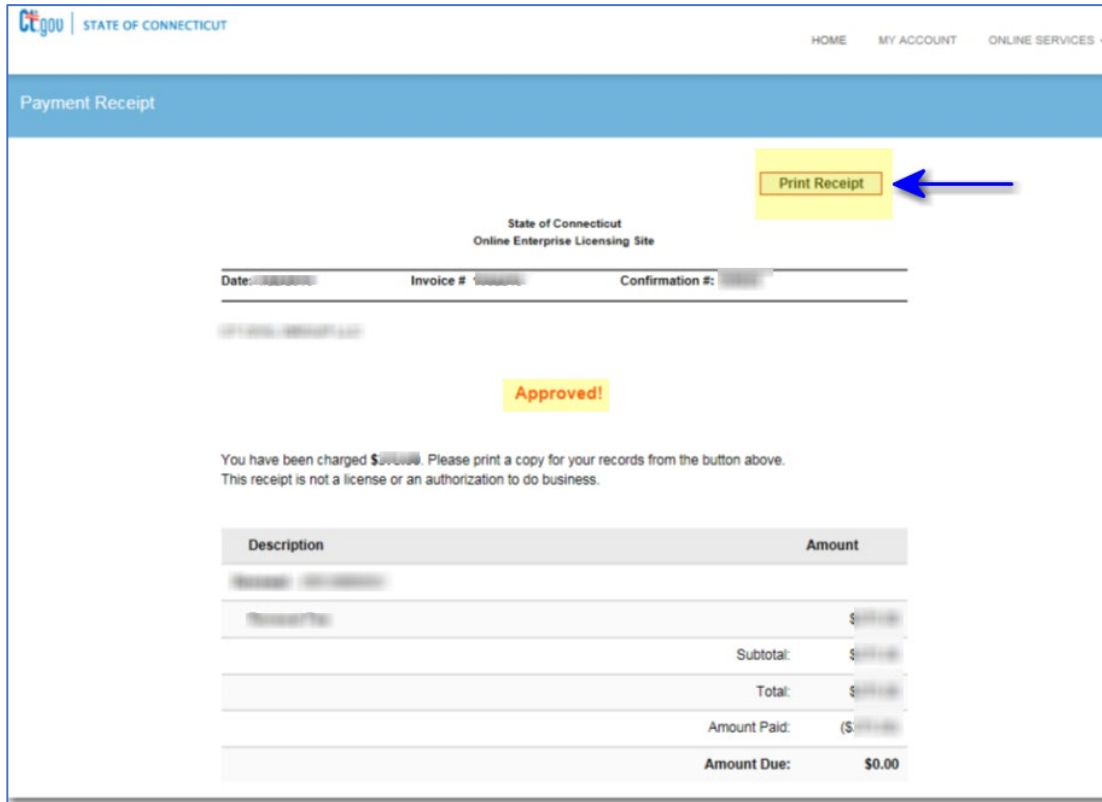
19. Enter the Credit Card or Check Draft (eCheck) information, name, address, telephone number, email address and click “Submit Payment”

- If you are experiencing payment issues, please see our [Frequently Asked Questions \(FAQ\) page here](#)

The screenshot shows the 'Invoice Payment' page on the State of Connecticut website. The page includes a navigation bar with 'Logout' and 'Checkout' links, and a header with the state logo and navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main content area is titled 'Invoice Payment' and features a 'Back to Invoice' button. The payment form is divided into two main sections: payment type selection and contact information. The payment type section includes a 'Total' amount of \$1,234.56 and radio buttons for 'Credit Card' (selected) and 'Check Draft'. Below this are fields for 'Account Owner', 'Credit Card Type', 'Card Number', 'Expiration Month / Year', 'CVV Code', 'First Name', and 'Last Name'. The contact information section includes fields for 'City', 'State', 'Zip', 'Country', 'Phone', and 'E-mail Address'. A note states: 'Note: This email is used for sending a copy of your receipt.' The 'Submit Payment' button is highlighted with a green box and a blue arrow pointing to it.



20. Once the transaction is complete, you will receive an “Approved” message
  - Click “Print Receipt” if you need a copy for your records



Payment Receipt

State of Connecticut  
Online Enterprise Licensing Site

Date: [REDACTED] Invoice #: [REDACTED] Confirmation #: [REDACTED]

[REDACTED]

**Approved!**

You have been charged \$[REDACTED]. 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
[REDACTED]	[REDACTED]
[REDACTED]	\$[REDACTED]
Subtotal:	\$[REDACTED]
Total:	\$[REDACTED]
Amount Paid:	(\$[REDACTED])
Amount Due:	\$0.00

21. In addition to the receipt, an email confirmation will be sent confirming your payment
22. Please allow the Department of Consumer Protection 5-10 business days for review of your application. You will be notified by email once your application has been successfully logged into our licensing system for review
23. If you have any questions regarding the licensing process, contact [DCP.LicenseServices@CT.Gov](mailto:DCP.LicenseServices@CT.Gov) or visit our website: <https://portal.ct.gov/DCP>