

## [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. 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 #9
3. Select the "Register" link to create a new account

The image shows two screenshots from the eLicense website. The top screenshot shows the navigation bar with 'Login' and 'Register' links. The 'Register' link is highlighted in yellow, and a blue arrow points to it from the right. Below the navigation bar is the 'ct.gov | STATE OF CONNECTICUT' logo and a menu with 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The bottom screenshot shows the 'Access Your Account' page on the left and the 'Welcome to the State of Connecticut's eLicense Website' page on the right. The 'Access Your Account' page has a 'Log In' button and links for 'Register', 'Forgot Password?', and 'Forgot User ID?'. The 'Welcome' page has a 'Welcome' header and three main sections: 'VERIFY A LICENSE & ROSTER:', 'LICENSE RENEWAL:', and 'INITIAL APPLICATION:'. The 'VERIFY A LICENSE & ROSTER:' section includes a list of services and a note about data maintenance. The 'LICENSE RENEWAL:' section includes instructions for accessing accounts and validating email addresses. The 'INITIAL APPLICATION:' section includes instructions for first-time applicants and a link to 'File a Complaint'. There is also a 'FILING A COMPLAINT:' section with instructions for logging in and filing a complaint. A 'QUESTIONS:' section is partially visible at the bottom.

4. Select to register as a "Business"

5. Select "Next"

Login Register

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HOME MY ACCOUNT ONLINE

### Register new Account

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

**Register as:**

Individual

Business

**Note: Register as the Individual or Business to whom the credential will be issued.**

**\*\*PLEASE READ\*\***

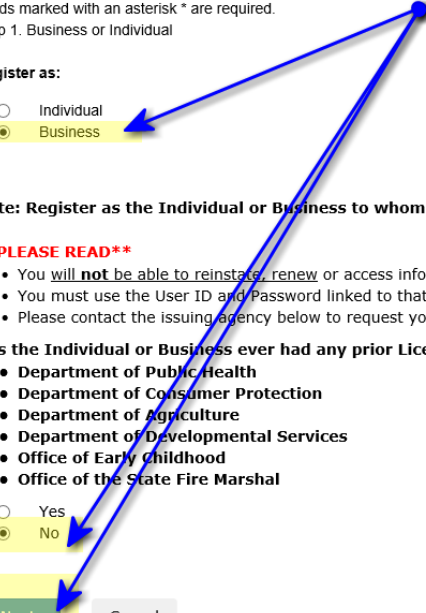
- You **will not** be able to reinstates, renew or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

**Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:**

- Department of Public Health
- Department of Consumer Protection
- Department of Agriculture
- Department of Developmental Services
- Office of Early Childhood
- Office of the State Fire Marshal

Yes

No



6. Complete the required fields, including Account Information, Personal Information and Public and Mailing Addresses. Select "Create Account"

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Registration

**Account Information** \* denotes required fields

\*User ID ✓

\*Email ✓

\*Password

Confirm Password

**Personal Information**

Business Name

**Public Address**  Same as Public Address

Attention

Address

City

State

Country

Zip

Phone Number

Cell Phone

**Mailing Address**  Same as Public Address

Attention

Address

City

State

Country


Zip

Phone Number

Cell Phone

**Captcha Verification**

Please note that this code is case sensitive.



Enter Code\*

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

Welcome, [REDACTED] Logout \$0.00 Checkout

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### User Account

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.

⚠ There is currently 1 issue with your account.  
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	[REDACTED]	Change User ID
E-mail:	[REDACTED] Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access.  If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email. <input type="button" value="Generate E-mail"/>	Change Email
Password:	<a href="#">Change Password</a>	

8. This is the email you will receive in your email inbox. "Click here" to continue.

Search Inbox (Ctrl+E)

From	Subject
donotre... Email Verification	

**Email Verification**  
donotreplylicense2@ct.gov  
Sent: [REDACTED]  
To: [REDACTED]

Dear [REDACTED]

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality. To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.


[Click here](#)

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

[https://www.elicense.ct.gov/Account/VerifyEmail.aspx?guid=f12a305c-22c4-4c1b-ab17-85cf2712fda4&email=\[REDACTED\]](https://www.elicense.ct.gov/Account/VerifyEmail.aspx?guid=f12a305c-22c4-4c1b-ab17-85cf2712fda4&email=[REDACTED])

## 9. You can now apply for your license – Select “Initial Application”

Welcome, [redacted] Logout \$0.00 Checkout

 STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

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### User Account


Your e-mail address has now been verified. The Online Services link allows you to navigate our site by selecting the appropriate transaction you wish to accomplish. Online Services is located at top and bottom of this screen.

<b>User ID:</b>	[redacted]	<a href="#">Change User ID</a>
<b>E-mail:</b>	[redacted]	<a href="#">Change Email</a>
<b>Password:</b>	<a href="#">Change Password</a>	

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### More Online Services

<b>Activities</b> <a href="#">Initial Application</a> <a href="#">File a Complaint</a>	<b>License Lookup &amp; Download</b> <a href="#">Lookup a License</a> <a href="#">Generate Roster(s)</a>	<b>Account</b> <a href="#">Account Details</a>
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10. Select "Agriculture" and the license, permit or registration you wish to apply for, and click "Start"

Apply for new license

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
- Drug Control
- Medical Marijuana
- Environmental Health Practitioners
- Home Contractors
- Agriculture**

	License	Board
Start	ANIMAL IMPORTER	Department of Agriculture
Start	CHEESE MANUFACTURER	Department of Agriculture
Start	COMMERCIAL ANIMAL FEED MANUFACTURER	Department of Agriculture
Start	FRUIT AND VEGETABLE GROWER	HEMP AND PRODUCE SAFETY
Start	HEMP GROWER	HEMP AND PRODUCE SAFETY
Start	HEMP PROCESSOR	HEMP AND PRODUCE SAFETY
Start	LIVE POULTRY DEALER	Department of Agriculture
Start	LIVESTOCK DEALER/BROKER	Department of Agriculture
Start	MILK DEALER	Department of Agriculture
Start	MILK PRODUCER	Department of Agriculture
Start	MILK SUB-DEALER	Department of Agriculture
Start	RAW MILK CHEESE MANUFACTURER	Department of Agriculture
Start	RETAIL DAIRY STORE	Department of Agriculture
Start	RETAIL RAW MILK PRODUCER	Department of Agriculture
Start	SEED LABELER	Department of Agriculture

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

License For

New State Instructions

Address Update

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

12. 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

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 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

13. The next screen will confirm you have added the item successfully and you may now click “Pay Invoice” to pay for the renewal. Enter the Credit Card or Check Draft (eCheck) 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 [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
<b>Renewal - [REDACTED]</b>	
Renewal Fee	\$375.00
Subtotal:	\$375.00
<b>Total:</b>	<b>\$375.00</b>

[Pay Invoice](#)

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

Welcome, [User Name] Logout \$375.00 Checkout

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Invoice Payment [Back to Invoice](#)

**Total:** \$375.00

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

**Check Draft Instructions:**  
\*Where is Account & Routing #?

\*\* Indicates a value is required

**\*\* Payment Type**  Credit Card  Check Draft

**\*\* Account Owner** Personal

**\*\* Credit Card Type**

**\*\* Card Number**

**\*\* Expiration Month / Year**

**\*\* CVV Code**

**\*\* First Name**

**\*\* Last Name**

**Company Name**

**Attention**

**\*\* Address**

**Address**

**\*\* City**

**\*\* State** Connecticut

**\*\* Zip** 06776-2009

**\*\* Country** UNITED STATES

**\*\* Phone**

**\*\* E-mail Address**



15. Once the transaction is complete, you will receive an "Approved" message. Click "Print Receipt" for your records

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HOME MY ACCOUNT ONLINE SERVICES

Payment Receipt

[Print Receipt](#)

State of Connecticut  
Online Enterprise Licensing Site

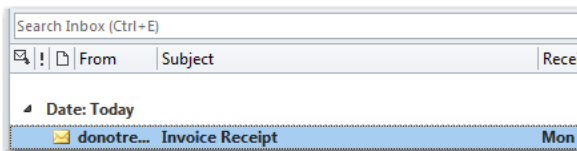
Date: 4/22/2016 Invoice # 1052245 Confirmation #: 358825

**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)
	<b>Amount Due: \$0.00</b>

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



**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)
	<b>Total Amount Due:</b>	<b>\$0.00</b>