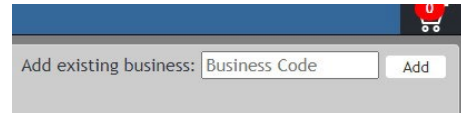
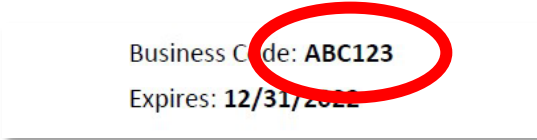


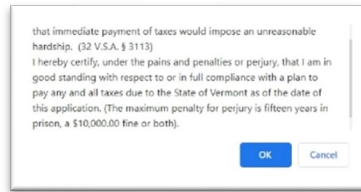
Online License Renewal Instructions

Step 1: [Log in](#) or Create a New Account. If you forgot your log in information, use the “Forgot User Name or Password” options or create another account.

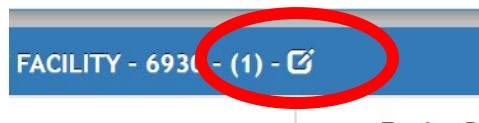
Step 2: Choose the license you want to renew and select “Add to Cart.” If the license isn’t listed, enter the Business Code from the renewal notice into the “Add existing business” field.



Step 3: Answer the tax compliance and child support compliance questions by selecting “OK” if you are in compliance. If not in compliance, select “Cancel” and contact the Food & Lodging Program for further instructions.



Step 4: Select the “Edit” icon to update email, phone, mailing address, or facility contacts. To update the physical address, stop this process and contact the Food & Lodging Program for further instructions.



Step 5: Pay and Complete Transaction. Go to the cart and select “Checkout” to continue to the third-party payment site. It’s important to select “CONFIRM PAYMENT” at the end of the payment to complete your transaction and return to the Food & Lodging page.

