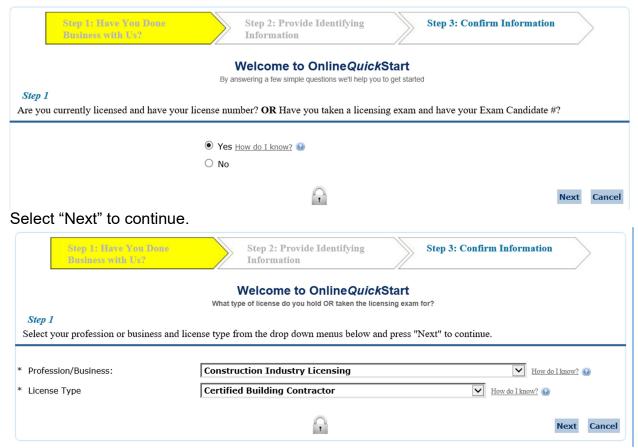


If you are already licensed with DBPR **OR** have your Exam Candidate ID# select "Link an Existing License/Applicant Record to My Account". **Note:** You must first be logged into your online services account.



Now select your Profession/Business and specific License Type from the drop down menus and then select "Next".

Link an Existing License/Applicant Record to My Account



- If you are already licensed with DBPR enter your License Number and Last 4 digits of your SSN/Tax# OR if you have your Exam Candidate ID# select the radio button next to License Applicants and enter your Exam Candidate ID# and the Last 4 digits of your SSN/Tax#.
- 2. Check the Checkbox next to I'm not a robot and follow the next set of directions.
- 3. Select "Next to Continue".



If the information that is populated on the screen is your information select the radio button next to "I confirm this is my information." and then "Next" to continue.

Link an Existing License/Applicant Record to My Account

Congratulations! You have successfully linked your license(s) and/or Applicant Record. Select "Next" to continue.

Example of a License linked to the Online Account -

Licenses Linked to My Online Services Account Select a license below to renew/maintain:

<u>Certified Building Contractor #CBC057997 (Expiration Date: 2020-08-31)</u>

The license has now been linked under "Licenses Linked to My Online Services Account". You can now select this license to renew, maintain license information and apply for additional licenses.

Example of an Applicant Record linked to the Online Account -

Licenses Linked to My Online Services Account

Select a license below to renew/maintain:

Certified General Contractor

The Applicant Record has now been linked under "Licenses Linked to My Online Services Account". You can now select this record to complete the next step in the licensure process.