

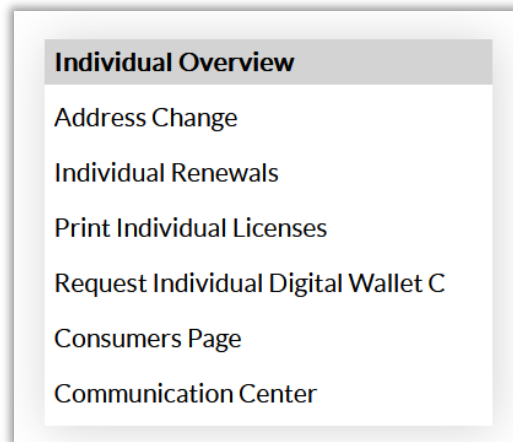
Online Renewal Instructions

When the login account is successfully created, the system will automatically open to the **Individual Overview/Dashboard**, where you can continue to renew an individual license, update your individual contact information, or manage corporations to which you are associated as the designated qualifying representative (DQR).

To Renew a License:

For Individual Licensees:

1. Select *Individual Renewal* from the menu on the left of the screen. NOTE: If visible, disregard menu option 'Pay Invoices – CE Hours'. This is for CE Providers ONLY>



2. This will display a grid containing the license(s) to be renewed. Select the **blue Renew** next to the license you wish to renew.

NOTE: The screenshot below represents an individual that holds both a Limited Home Builders License and a Roofers License. Each license requires a renewal application to be completed. Once one is submitted, click Return to Dashboard, to follow the same steps for the next. If only an Unlimited Home Builders License is held by an individual, only the unlimited license would appear in the list.

A screenshot of a web application showing the results of a license renewal search. On the left is a navigation menu with "Individual Renewals" highlighted. The main area is titled "Results" and contains a table with two rows of license data. The first row shows a "Limited Home Builder License" with a "Renew" button highlighted by a red box. The second row shows a "Roofing License" with a "Renew" button. A red button labeled "New Expired Pending License" is located in the top right corner of the results area.

	License Number	License Type	Status	Expiration Date
Renew	000000000121	Limited Home Builder License	Pending	
Renew	000000000121	Roofing License	Pending	

3. This will display the renewal application in three parts – Incomplete Requirements, Requirements Under Review and Completed Requirements. Select the arrow to the left of the requirement to expand for more details. As you complete each requirement, it will move to either Requirements Under Review or Completed Requirements.

NOTE: 1) Credit Report and CE Hours requirement sections are for information only. Those requirements will be completed by HBLB staff once the proper documentation is received.

ALL REQUIREMENTS MUST BE COMPLETED BEFORE A RENEWAL APPLICATION CAN BE FULLY PROCESSED.

The screenshot displays a web interface for managing renewal requirements. On the left, a sidebar contains two buttons: 'Requirements' (highlighted in grey) and 'Make Payment'. The main content area is divided into three sections: 'Incomplete Requirements', 'Under Review Requirements', and 'Completed Requirements'. The 'Incomplete Requirements' section lists five items, each with a downward-pointing chevron icon to its left: 'REGULATORY QUESTIONS (ACTIVE RENEWAL)', 'CREDIT REPORT', 'CE HOURS', 'SIGNATURE', and 'LICENSE FEE'. The 'Under Review Requirements' and 'Completed Requirements' sections are currently empty. A vertical blue scrollbar is visible on the right side of the main content area.

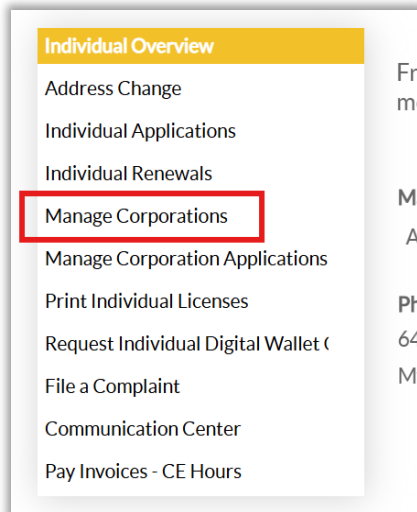
For Corporate Licensees:

1. From the Individual Overview Page, select *Manage Corporations* from menu on the left of the screen.

NOTE:

1) This option will only appear if the individual logged in to the portal is already associated to a corporate licensee as the Designated Qualifying Representative (DQR). If you do not see this option, contact the Board.

2) Disregard menu option 'Pay Invoices – CE Hours'. This is for CE Providers ONLY.



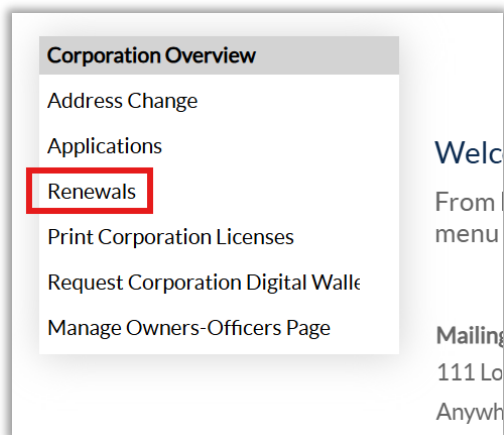
2. This will display a grid containing a listing of all corporations the individual is associated to as the DQR. Select the **blue** *Manage Corporation* next to the business to be renewed.

A screenshot of the 'Manage Corporations' grid. The grid has columns: Corporation Name, File ID#, License, and License Status. The first column contains a blue 'Manage Corporation' link for each row. The second row is highlighted with a red box. The grid shows three corporations: '_Test Roofers, Inc.', '_Test Talk to Ted, LLC', and '_Test BRC, Inc.'. The first two are 'Active' and the third is 'Incomplete'. The grid also includes a pagination bar at the bottom showing '1 - 3 of 3 items' and a '20 items per page' dropdown.

	Corporation Name	File ID#	License	License Status
Manage Corporation	_Test Roofers, Inc.	000000000202	Roofing License	Active
Manage Corporation	_Test Talk to Ted, LLC	000000000052	Home Builder License	Active
Manage Corporation	_Test BRC, Inc.	000000000022	Home Builder License	Incomplete

1 - 3 of 3 items

3. This will open the **Corporate Overview Page**. Select *Renewals* from the menu on the left.



4. This will display a grid containing the license to be renewed. Select **blue Renew** next to the license you wish to renew.

NOTE: The screenshot below represents a corporation that holds an Unlimited Home Builders License. If the corporation held both a Limited Home Builders License and a Roofers License, each license requires a renewal application to be completed. Once one is submitted, click Return to Dashboard, to follow the same steps for the next.

A screenshot of a web application's "Results" page. On the left is a navigation menu with "Renewals" highlighted. The main content area displays a table with the following data:

	License Number	License Type	Status	Expiration Date
Renew	000000000052	Unlimited Home Builder License	Pending	

The "Renew" link in the first row is highlighted with a red rectangular box.

5. This will display the renewal application in three parts – Incomplete Requirements, Requirements Under Review and Completed Requirements. Select the arrow to the left of the requirement to expand for more details. As you complete each requirement, it will move to either Requirements Under Review or Completed Requirements.

NOTE: Credit Report and CE Hours requirement sections are for information only. Those requirements will be completed by HBLB staff once the proper documentation is received.

Requirements	Incomplete Requirements
Make Payment	▽ REGS QUESTIONS (CORPORATION RENEWAL) ▽ CREDIT REPORT ▽ CE HOURS ▽ DESIGNATED QUALIFYING REPRESENTATIVE SIGNATURE ▽ AUTHORIZED CORPORATE OFFICER, PARTNER, MEMBER, OR MANAGER SIGNATURE ▽ LICENSE FEE TASK
	Requirements Under Review
	Completed Requirements

You will be notified via email when the renewal application as has been approved.