From the home page, click on the “Licenses” tab shown here in the red square.
Click the indicated link labeled “Renew License”. Be sure to not select “Amendment” by mistake.
1. Here you will see the contact information for the applicant. You may add an additional contact address by pressing “Add Additional Contact Address”.

2. Press “Continue Application”.

---

**Step 1: Applicant Info**

**Applicant**

- **Thomas Blanco**
  - thomas.blanco@escbenterprise.com
  - Home phone:
  - Mobile Phone:
  - Work Phone: 77777777

- **Contact Addresses**

  - **Add Additional Contact Address**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
<th>Recipient</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing</td>
<td>99 Washington St</td>
<td></td>
<td>Actions</td>
</tr>
</tbody>
</table>

---

**Save and resume later**

**Continue Application**
1. Select “Yes” under “Do you want to renew this license?”.

2. Press “Continue Application”.

Custom Fields

<table>
<thead>
<tr>
<th>LICENSE RENEWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you want to renew this license</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

1

2 Continue Application »
1. OPTIONAL: For the license renewal it is not currently necessary to attach any documentation. However, if there is any documentation you deem necessary to the renewal, you may attach it here by pressing the “Add” button. Otherwise, skip this step.

2. Press “Continue Application”.
1. This is the “Review” page. Scroll down through the information on the screen to ensure completeness and accuracy.
   NOTICE: The system does not provide an itemized receipt once you submit payment. You can print this page to attach to your receipt for your records.

2. Verify the information is correct and press “Continue Application”.
1. Here you will see the application fee. Press “Check Out” to continue and place the application in your cart.

2. You will then be directed to your cart. Select “Checkout” to make payment on your application or select “Continue Shopping” to perform additional transactions before paying.
Select the form of payment you wish to use and press “Submit payment”. You will be routed to a third-party site to complete the payment process. Once the payment is made, you will be automatically returned to the EPS website home page. The transaction receipt will be sent to you via email.