From the home page, click on the “Licenses” tab shown here in the red square.
Click the indicated link labeled “Amendment” that is located to the right of license under which the permits you wish to renew are held.
1. Select “Multiple Permit Renewals”.

2. Press the “Continue Application” button.
1. Press “Select from Account”.

2. A pop-up window will appear. Select the appropriate Associated Contact then press “Continue”.

3. A second pop-up will appear. Select “Applicant” for “type”. The window will refresh. Check “Mailing” address and press “Continue”.
NOTE: You may see this series of windows. If so, follow these steps. If not, skip to the next page.

1. If there is an address in the chart at the bottom of the form, you will only need to fill in “Work Phone” before pressing continue.

2. If there is not an address in the chart at the bottom of the form, you will need to fill in “Work Phone” and then select “Add Additional Contact Address”. Enter in the required information and set “Address Type” to “Mailing”. Select “Save and Close”.

3. Once the address information is entered you will return to the first screen and see “✓ Contact address added successfully.” in green letters. Press “Continue”.
1. Once the information is entered you will return to this screen and see in green letters “✓ Contact added successfully”.

2. Press “Continue Application”.

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Multiple Permit Renewals

**Step 1: Step 1 > Page 1**

**Contact List**

If you are applying for this license, use ‘Select from Account’ option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant. Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>First Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>Work Phone</th>
<th>E-mail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Josh</td>
<td>Grossman</td>
<td></td>
<td>5555555555</td>
<td><a href="mailto:joshua.grossman@txdot.gov">joshua.grossman@txdot.gov</a></td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

✓ Contact added successfully

Save and resume later

Continue Application »
It is recommended that you only search for one month at a time (e.g., March 1, 2017 to March 31, 2017). Attempting to search multiple months at a time may result in an error causing the system to fail in finding all eligible permits in the date range entered.

1. Enter the start of the month in which the permit(s) are set to expire in the “From Date” field.
2. Enter the end of the month in which the permit(s) are set to expire in the “To Date” field.

If you are renewing more than 300 permits at one time, you will need to enter the same date range each time you complete the renewal application flow.
1. The number of permits eligible for renewal will be displayed in this blank.
2. Check the “Select to Mark all Records for Renewal” box.
   IMPORTANT: If there are permits in this section that you do not wish to renew click on the tab labeled “Actions’ to the right of the desired record and change the status to either "Not Ready for Renewal" or "Permit No Longer Needed".
3. Press “Continue Application”.
1. For most licensees, this will always be zero. If you are attempting to renew more than 300 permits at once, you will see a value which indicates how many additional times you will need to complete the renewal process in order to capture all of the permits eligible for the renewal in the specified date range. See Page 7 for an important note regarding the date range.

2. Press “Continue Application”.

Step 1: Step 1 > Page 3

Custom Fields

REMAINING TRANSACTIONS
Due to volume of Renewals, you will need to complete the renewal process the following number of times

Number of Remaining Transactions: 1
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.