

Renew License

On the License screen you may perform the following.


The screenshot shows the 'License' screen for Terry G. Wix, a Residential Pool and Spa Contractor. The screen displays the contractor's name, address, and license number (CPC-1458338). It also shows the expiration date of the license (08/31/2016) and the expiration dates for Liability Insurance (03/17/2015), Bond (01/01/2016), and Workers Comp (01/01/2016). On the right, there are buttons for 'RENEW LICENSE', 'VIEW LICENSE INFO', and 'UPDATE INSURANCE'. A 'View Renewal History' link is also present.

1.  Click the **Renew License** button to initiate a License Renewal.


2.  Click the **Update Insurance** button to initiate an Insurance Update outside of the Renewal Process.

3. Recent Activity

After a Renew License or Update Insurance has been started, the Recent Activity will be displayed on the screen.

In-Review: The example below is a Renewal that has been submitted by the contractor and is "In-Review". The contractor may click the View button  to see what had been submitted.

This screenshot shows the 'License' screen with the 'Recent Activity' section expanded. It displays a 'Renewal' entry with the reference number CCREN-2017-60288, submitted on 02/24/2017, with an amount due of \$0.00. The status is 'In-Review -- 02/24/2017', and there is a 'View' button next to it. The 'RENEW LICENSE' and 'VIEW LICENSE INFO' buttons are still visible at the bottom.

Return: The example below is a Renewal that has been submitted by the contractor and subsequently Returned during the Contractor Certification review process. The contractor may click the Resume button  to make corrections and Submit again. (Please note this is test data).



CPC-1458338
Residential Pool
and Spa
Contractor
Expired 08/31/2016

Wix, Terry G
Pools by Greg Inc
873 NW Archer Ave, Port St
Lucie, FL 34983

Liability Insurance: **03/17/2015**
Bond Expiration:
Workers Comp: **01/01/2016**
Work Comp Exmpt:


Returned

Cert#: CPC-1458338

Recent Activity

Renewal

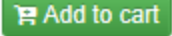
Ref#: CCREN-2017-60288 Submit Date: 02/24/2017 Amt. Due: \$0.00
[Invoice](#)

 **Status:** Returned-- 02/24/2017 

Reasons:

- Certificate on file has expired for General liability
- Certificate holder must be listed as Palm Beach County

Comments: This is a test rejection for the purposes of creating a Help document. This certification was not actually rejected.

Payment: At any time during the process, click the Add to Cart button  to pay the amount that may be due.