

## **Instructions for Renewals**

To begin the renewal process, you will need to reset your account's password. You will receive an email when the renewal for your profession opens, which includes your username. Please follow these steps, entering your account's username where required. If you did not receive an email with a username, please use your email address with .dsps at the end as your username. For example, <u>Jane.Doe@gmail.com.dsps</u>

## **Password Reset:**

- 1. Open https://license.wi.gov
- 2. Click on "Forgot Password" beneath the username and password fields.

Licens		
Home Request Support Third Party Document Upload		
Apply for a License	Welcome back	
This portal can be utilized to apply for a new license and some license renewals.	Please enter your username and password to sign in.	
Please visit the LicensE Customer Information page for a list of licenses and license renewals available in the system as well as links to the profession pages with requirements for each type of license. Please register for an account or sign in to your existing account to proceed.	* Username	
Don't have an account?	* Password	
No problem! Click the button below to register.	Forrant Password?	
Register for an individual Register an organization	Sign In	
Contact Information 4822 Madison Yards Way Madison, WI 53705 (608) 266 2112 (877) 617-1565	( <u>)</u> gov	
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3. Enter your **Username** and click **Reset Password**. The password reset information will be sent to your account's email address.

<u>Licens</u>		
Home Request Support Third	Party Document Upload	
Forgotten Password?		
* indicates a required field		
No worries. We'll send you a li	k to reset it.	
To reset your password, we'll n We'll send password reset inst	ed your username. uctions to the email address associated with your account.	
* Username  baraw63895@5k2u.com		
Reset Password		
Contact Information 4822 Madison Yards Way Madis	on, WI 53705 (608) 266-2112 (877) 617-1565	© 1002 Wicconsin Liventi - All Einhie meaned
		s sense han indense han ingite reserves.

4. Open the email you have received and click the link.

WDo	Wisconsin Department of Safety and Professional Services dspslicense@wisconsin.gov	Date: 28-07-2022 23:56:27		
Subject:	Sandbox: Your new dsps password			
Hi Allen, Your pas	sword has been reset for dsps. Go to:			
https://d	sps-govnewqa.sandbox.my.site.com/secur/forgotpassword.jsp?			
r=00DHv	0000008gwA005Hv000000J9R1CjwKMwoPMDBESHYwMDAwMDA42	Z3dBEg8wMkczZDAwMDAwM		
DBabVcaDzAwNUh2MDAwMDAwSjISMRjxq72wpDASEEALaRGxiX9v5FYez_Z55jcaDI0_1zOF0u2AK_NgUil5i2v				
l0oH-UHmZ80wF-LFcGKVCOmPXwJPefy-JgyEiqzg-Q-H9e_1H6UsKITFZnbQjWMY-				
u3tWujiP&display=page&fpot=2f21ed69-e3a0-4ccb-ab2a-012bf5d78b0a2bec09c5-12a5-426c-a990-				
632e57d	eaa9d			
Thanks,				
Wisconsi	in Department of Safety and Professional Services Gov Cloud Plus Org	g		

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- 5. Fill in a new password in the New Password and Confirm New Password fields.
- 6. Click **Change Password** to complete the process.

	salesforce
Chan	ange Your Password
Enter a new pas Make sure to im	password for baraw63895@5k2u.com. > include at least: aracters ter mber ecial character cord Good ew Password
	Match Chapge Bassword
Password was las	s last changed on 7/28/2022, 1:27 PM.

## Renewal:

7. Once you have logged in to LicensE, click on "Licenses and Applications" and choose "Renew My License"

 Licens		🗶 Subham Singh 👻	
Home License and Applications 👻 Technical Support Welcome to Wise	ssional Services		
	• <b>`</b>	* — "	
Apply for a License?	Check your License Status?	My Approved Licenses	
If you are new to the site and need to apply for a new license, click the Apply for a License button below.	If you have submitted an application and want to check its status, click the Check Application Status button below.	Find all of your Approved Licenses, view and download Certificates, and apply for Specialities	
Apply for a License	Check Application Status	My Approved Licenses	
* <u> </u>			
Renew Licenses			
If you would like to renew you existing license, Please click the Renew My License button below.			
Render My License			

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8. Select the credential to renew and complete all steps in the renewal process. You will receive a confirmation email once your license is renewed.

 Licens				Subham Singh 👻	
Home License and Applications	<ul> <li>Technical Support</li> </ul>				
My Licenses For Renewal					
LICENSE NO.	LICENSE TYPE	ISSUED ON	EXPIRES ON	ACTION	
10001 - 45	Wholesale Distributor of Prescription Drugs	07/06/2022	07/07/2022	Renew	
501 - 48	Home Medical Oxygen Provider	07/01/2022	07/12/2022	Renew	
506 - 115	Mobile Dentistry Program	07/01/2022	07/07/2022	Renew	
504 - 115	Mobile Dentistry Program	07/01/2022	07/06/2022	Renew	
1001 - 44	Drug or Device Manufacturer	07/08/2022	07/12/2022	Renew	
3105 - 43	Pharmacy (Out-of-State)	07/01/2022	07/12/2022	Renew	
10006 - 42	Pharmacy (In-State)	07/01/2022	07/12/2022	Renew	
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Detailed instructions for individual and organizational renewals can also be found in the LicensE <u>User Guide</u> starting on Page 59. If you have additional questions, please use the "Request Support" option from <u>https://license.wi.gov.</u>

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