

## How To Renew Your License

- Wait 5 business days from the time of the completion of the course before you renew your license
- Go to **www.dopl.utah.gov**
- On the left hand side hit “renew license”
- Then click on “continue to DOPL’S Online Renewal Login>>”
- Put your license number in the “License Number” slot
- You should have received a blue card in the mail that will have your renewal ID number. Take your renewal ID number and put it in the “Renewal ID” slot
- Put in the last four digits of the qualifiers social security number in the “Last 4 SSN” slot.
- Click “Submit”
- It will then ask you a list of questions about your company
- You Will Need:
  - Your liability insurance Policy Number
  - Name of the insurance company
  - Phone number of the insurance company
  - Liability coverage amount
  - Date policy expires
- If you have employees, you will also need:
  - Your Workers Compensation insurance information
  - Workers comp policy number
  - Workers comp phone number
  - Workers comp liability coverage amount
  - When your workers comp expires
  - Workers comp, company name
- You will then be asked to pay the renewal fee with a credit card
- At the end of payment you will be given the option to print a temporary license, one will also be emailed to you.
- Your actual certificate will arrive in the mail in about 4 weeks