

On-line Renewal Instructions

Four good reasons to renew on-line – **REDUCED FEES, NO PROGRAM ATTENDANCE RECORDS, DECEMBER 31 DEADLINE TO SUBMIT BEFORE LATE FEES ARE IMPOSED, AND NO RETURNED APPLICATIONS!!!** The fees to renew are: active certificate \$265; firm permit \$200; inactive certificate \$100. All convenience fees will be waived. To renew on-line, **you'll need to have the active renewal application or inactive invoice in front of you.** There are circumstances which will disallow on-line renewal, see enclosed *Alert*. The system will notify you in these cases when you attempt to renew on-line. If you have any questions or problems, please contact the Board office at 307-777-7551.

INITIAL ON-LINE RENEWAL:

Before you can access the on-line renewal system, you must create a profile on Wyoming's e-government site. During this process you'll create a login and password. You will need your login ID and password to access the Professional Licensing Renewal site each year. **Do not forget to make a note of your User ID and password and keep that information in a safe place - you'll need it to renew on-line next year** and make any needed changes to your profile. You will also need this information if you need to make changes to your profile. **If you have changed your address, e-mail address, employment, etc. you will need to make those changes on your profile. The Board's office cannot update your profile. Updates cannot be made to your profile through the renewal process on the PLR site.** If you are the DCH you will need to create a business profile as well (see number 3 below.) If this is your first on-line renewal, proceed as follows.

- 1) Go to the Wyoming e-Government Portal site at <http://egov.state.wy.us>. Click the "New Profile" link on the left. Enter the required information (you must include your SSN and e-mail address. Click the "Add" button). If you are not a DCH (or are renewing your inactive status), you can now renew by going to the Professional Licensing Renewal site at <http://plr.state.wy.us>. A drop down box will display on the upper left hand side of the page. Make sure your individual information displays. Take the option to "Register for Access". If you are the DCH, you must return to the index page, select the business name in the drop down box, and take the option to "Register for Access" to register the business. **If the firm is paying for your license, please follow the steps in section 3.**
- 2) Your renewal application will indicate if you are the designated certificate holder (DCH). Locate the first box on the renewal form. If "yes" follows the acronym "DCH," our records indicate you are the designated certificate holder (DCH) for your business; therefore you are responsible for renewing the business's firm. Remember to display the business in the drop down box and select "renew a license". Once the business has been renewed, you can renew your individual active certificate by returning to the index page and selecting your individual name in the drop down box and selecting "renew a license".
- 3) **To renew your firm's permit on-line, you must create a profile for your firm as well as an individual profile for yourself. You must complete step one (create an individual profile) before you can create a profile for your firm. Again, if you've previously created this profile and nothing has changed, you can skip these sections and go directly to <http://plr.state.wy.us>. If this is your first on-line renewal, please continue.**

Go to <http://egov.state.wy.us> and login using your individual login ID and password (if you are not already logged in). **Add a business profile** by clicking "Manage My Business Profile and Business Memberships". Fill in the required information and click "Add". **Note that the EIN is required for on-line renewal of a firm permit.** If your firm or office has not reported it's EIN to the board, you will not be allowed to renew on-line. To report the EIN to the board, please send an e-mail to Rwesto@wyo.gov. Once the business profile has been created, proceed to the Professional Licensing Renewal site at <http://plr.state.wy.us>.

If your business name or DCH has changed, you need to amend your business profile(s) accordingly. Check the information on the paper renewal application to confirm the Board has current information. If not, you'll need to contact the Board's office to make corrections before you renew on-line.

Your firm will have the option of paying the renewal fees for individuals associated with the firm, e.g. employees of the firm. If the firm intends to pay renewal fees for individual(s), the individual(s) must be added as members of the firm.

After the firm's profile has been created, members can be added by the DCH by clicking "Manage Members" on the firm's profile. You'll need to create a business process requiring individuals who are to be members of the firm to first create profiles for themselves and then to report their login IDs to you. Only individuals with existing profiles can be members of a business. Only the "creator" of the business profile, the DCH, will be allowed to attach members to a business. Members are added to the firm by entering the individual's login ID and clicking "Add". Members should be assigned a member type of "Associate." Each individual must then visit the State e-Government site (<http://egov.state.wy.us>) and accept membership with the business (by clicking "I Accept" when given the opportunity to accept or decline membership with the business) before the business can pay renewal fees for the individual.

After accepting membership with a business, individuals may now renew their licenses at <http://plr.state.wy.us> by following the instructions there. **BE SURE TO REGISTER THE BUSINESS (AS APPLICABLE) AND YOUR SELF BEFORE YOU ATTEMPT TO RENEW EITHER LICENSE. Be sure to select the correct application type referenced on the renewal application you received.** Once a renewal application has been completed, the individual designates that renewal fees are to be paid by a business by clicking "Queue". The application will repopulate and give you the option to select the business at the bottom of the page, then just select the desired business.

NOTE* The questions on the form are numbered. If you haven't completed a required question, you'll be prompted with the request to respond. Most of the fields on the application form are pre-populated. Applicable changes can be made if that information is incorrect.

4) How to pay?

On-line renewal fees can be paid using either MasterCard or Visa. We cannot accept "debit only" cards.

NO convenience fees will be charged for on-line renewal.

Please provide the firm name on the fee page when renewing for the firm. Always provide the applicant's name only on the payment page for the individual license – do not use the cardholder name if different than the licensee name.

Be sure to print your receipt and retain it for your records – this is the only receipt you will receive.

5) How is the license issued?

The receipt issued by the system will document your certificate status and constitute your firm's permit-to-practice as applicable, **so remember to print receipts** for future reference. If a firm elects to pay the renewal fees of its members, one receipt will be displayed containing information for each member whose renewal fees were paid. Each member may get a receipt that includes only his or her information, by visiting the Professional Licensing Renewal site (<http://plr.state.wy.us>), clicking

“Renewal History” and clicking “View Receipt.” Once a renewal has been successfully completed, the receipt can be viewed and printed on the Professional Licensing Renewal site at any time.

6) You can check your current status on the Board’s website at any time - <http://cpaboard.state.wy.us>. Click on database search, select certificate holders, and insert your name and submit. You can use this tool to provide license verification to others.

7) When renewing on-line, make sure you only check the extension box when you need to complete CPE after 12/31/2010. If you check the box you’ll be audited!