



THE STATE

of

ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

State Office Building

PO Box 110806, Juneau, AK 99811-0806

Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov

MY LICENSE Instructions – Renew Professional License Registered with MY LICENSE

NOTE: If you have completed an online renewal for your professional license, it is possible you have already linked your license and do NOT need an Authorization code.

If you need to renew and your professional license is already registered with MY LICENSE, follow these steps:

- 1) Visit the MY LICENSE customer home page, available via myAlaska, at ProfessionalLicense.Alaska.Gov/MYLICENSE
- 2) Log in to the myAlaska account associated with your professional license. Once logged in, you'll be redirected to the MY LICENSE customer home page.

If you are unable to log in to your existing account, visit myAlaska Help at: <https://my.alaska.gov/Help.aspx>

- 3) To renew your license:
 - a. Select the license number you wish to renew from the Professional Licenses section. This will bring you to your license details page.
 - b. Select the 'Renew License' button to enter the online renewal application.

If you have multiple professional licenses eligible for renewal, a separate online submission is required for each license.

If you need to renew and your professional license is not registered with MY LICENSE, follow these steps:

- 1) Visit the MY LICENSE customer home page, available via myAlaska, at ProfessionalLicense.Alaska.Gov/MYLICENSE
- 2) If you do not have an existing myAlaska account, please create one. Once created and logged in, you'll be redirected to the MY LICENSE customer home page.

If you are unable to log in to your existing account, visit myAlaska Help at: <https://my.alaska.gov/Help.aspx>

- 3) Under 'Access an Existing License', enter the license number and Web Authorization Code. You have successfully linked your professional license to your MY LICENSE account!

- 4) To renew your license:
 - a. Select the license number you wish to renew from the Professional Licenses section. This will bring you to your license details page.
 - b. Select the 'Renew License' button to enter the online renewal application.

If you have multiple professional licenses eligible for renewal, a separate online submission is required for each license.

If you still have questions after following the instructions, call the Division of Corporations, Business and Professional Licensing at (907) 465-2550.



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MY LICENSE Instructions – Access License Details to Update Contact Information

To access a professional license already registered with MY LICENSE, follow these steps:

- 1) Visit the MY LICENSE customer home page, available via myAlaska, at ProfessionalLicense.Alaska.Gov/MYLICENSE
- 2) Log in to the myAlaska account associated with your professional license. Once logged in, you'll be redirected to the MY LICENSE customer home page.
If you are unable to log in to your existing account, visit myAlaska Help at: <https://my.alaska.gov/Help.aspx>
- 3) Any professional licenses previously registered with MY LICENSE will appear within the Professional Licenses section at the top of the page. Select the license number to view the license details page.

MY LICENSE

Professional Licenses

License #	Program	Status	Owner(s)	DBA	Expiration
144986	Big Game Guides and Transporters	Active	- Test Account		

Additional Actions

[Apply for a New License](#)

To update the contact information for a professional license already registered with MY LICENSE, follow these steps:

- 1) Complete steps 1-3 above.
- 2) After accessing the license details page, locate the 'Actions' box to the far right. Select the 'Edit Contact Information' link.

LICENSE DETAILS

License Number: 132080

Actions

[Edit Contact Information](#)

- 3) You will be prompted to update the mailing address and email of record.

While opting-in and providing an email of record is optional, it is required to go paperless and receive electronic communication from our office about licensure, regulations changes, and other important news.

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