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

In 2018, the Department of Commerce, Community, and Economic Development introduced a new online feature to help you conveniently manage your professional license. This platform is called MY LICENSE.

Using MY LICENSE will enable you to easily:

- **Apply -** for a new professional license online.
- **Renew -** an existing professional license online.
- **Update -** your email and mailing addresses.
- **Go Paperless -** Opt-in to receive electronic communication about licensure, regulations changes, and other important news.

Please identify your intended course of action:

- **Apply for a new professional license online** **Page 2**
- **Register an existing professional license with MY LICENSE** **Page 3**
- **Renew an existing professional license - may already be linked with MY LICENSE** **Page 4**
- **Access license details to update contact information (email and mailing addresses)** **Page 5**

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MY LICENSE Instructions – Apply for New Professional License Online

To apply for a new professional license online, follow these steps:

1) Visit the MY LICENSE customer home page, available via myAlaska, at *ProfessionalLicense.Alaska.Gov/MYLICENSE*

2) If you have an existing myAlaska account, enter your information to log in. If you do not have an existing myAlaska account, please create one.

If you are unable to log in to your existing account, contact MyAlaskaHelp@Alaska.Gov

3) Once created and logged in, you'll be redirected to the MY LICENSE customer home page.

4) Select 'Apply for a New License' within the Additional Actions section. You will be prompted to select the type of license you wish to apply for.

Please note: Only licenses issued through the Division of Corporations, Business and Professional Licensing will be accessible through MY LICENSE. For a list of professions licensed by the division, visit *ProfessionalLicense.Alaska.Gov*

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MY LICENSE Instructions – Register Existing Professional License with MY LICENSE

If 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, contact MyAlaskaHelp@Alaska.Gov

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

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 – Renew Professional License Registered with MY LICENSE

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, contact MyAlaskaHelp@Alaska.Gov

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, contact MyAlaskaHelp@Alaska.Gov

3) Under 'Access an Existing License', enter the license number and Web Authorization Code listed above. 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.

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MY LICENSE Instructions – Access License Details to Update Contact Information

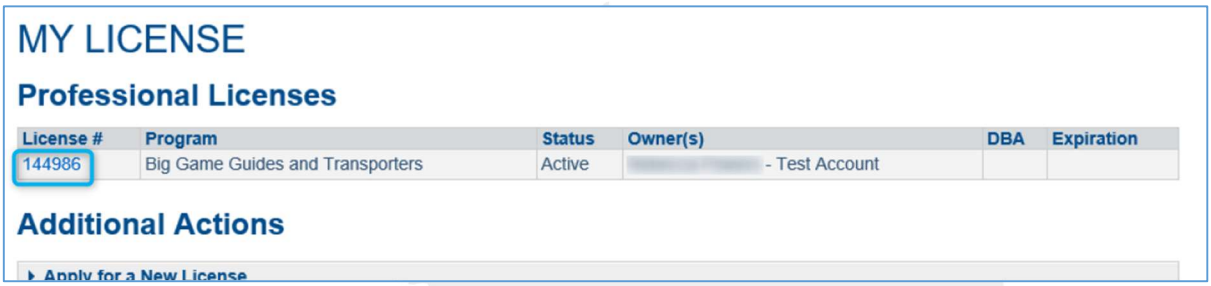
To access a professional license <u>already registered</u> with MY LICENSE, follow these steps:

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, contact MyAlaskaHelp@Alaska.Gov

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.



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.

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.

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