

# LICENSE RENEWALS FOR 2024 BEGIN IN OCTOBER

*Renew online beginning on OCTOBER 1<sup>st</sup>*

**PORTAL ACCESS:** [Environmental Licensing and Certification Online Renewal Portal \(wi.gov\)](#)

- ✓ **PLEASE RENEW ONLINE!** Renewing online saves significant department time and resources.
- ✓ Applications will also be mailed to all who are eligible to renew starting the first week of October.
- ✓ Individuals with 6 hours of 2023 continuing education are eligible to renew.
- ✓ Check 2023 attendance here: [Driller/Pump Installer Continuing Education Status \(wi.gov\)](#)
- ✓ Disregard applications received by mail for a credential that was already been renewed online.
- ✓ Supervisors renewing online need to do so before their rig operator or business can renew.
- ✓ Update contact information using the link at the top of the renewal portal page.
- ✓ Remember to print your license or registration credential at completion of online renewal.
- ✓ A “**User ID**” and “**Password**” are not required to process an online payment.
- ✓ Select the “**Pay Without Registering**” option to process payment online with a credit card.

## Electronic Payment System Tips:

The screenshot shows the login interface for the Electronic Payment System. At the top, it says "Welcome to the Electronic Payment System" with a circled '1'. Below this is the instruction "Please enter your User ID and Password and click Log In." There are two input fields: "User ID" and "Password". To the right of the "User ID" field is a link "Forgot Your User ID?" with a circled '4' next to it. To the right of the "Password" field is a link "Forgot Your Password?". Below the input fields is a red "Log In" button. Below the "Log In" button are two buttons: "Register" with a circled '3' and "Pay Without Registering" with a circled '2'.

1. Avoid using the browser back arrow. Attempting to use the back arrow will lock the payment process. You will need to wait until the next day and start the renewal process again from the beginning.
2. Most renewal applicants will use the “**Pay Without Registering**” option. A “**User ID**” and “**Password**” are not required unless you prefer to register and set up an account.
3. Use “**Register**” to set up an account and payment method. Registration is done by the first individual in the company to use the e-Payment process.
4. The registration process sets up a “**User ID**” and “**Password**” for others in the company to access the account and pay renewal fees. The account payment method is applied to each individual’s transaction.