

# Renewing a License

Please click “My Licenses/Registrations” tab and click “Renew Application” under Actions.

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Home / **My Licenses & Registrations**

## My Licenses & Registrations

This page will display a list of all of your active licenses and registrations.

When an expiration date is approaching for a specific license/registration, you can select the 'Renew Application' menu item in the Actions column to begin filing the renewal application.

To notify DCA of a change in business name, business type, ownership, business address, or to request a reprint of a license/registration, select the 'Submit a Request' menu item in the Actions column.

Business ↑	Application Type	License/Registration Number	License/Registration Date	Expiration Date	Status	Actions
						<a href="#">Renew Application</a>

Click under the blue arrow on Renew Application

To continue your renewal application go to “My Applications” tab and click “Edit Application” under Actions.

This page will display a list of all your applications that are being processed by a DCA staff member.

You can click the 'Apply for New License/Registration' button to file a new application of any kind.

All "Draft" applications that are not "Submitted" within 90 days will be removed.

You can select the 'Upload Documents' menu item in the Actions column to provide any additional documentation to address a deficiency.

[Apply for New License/Registration](#)

Application ID ↓	Business	Application Type	Type	Certification Status	Status	Actions
HCSI000C	TestABX	Health Care Services	<b>Renewal</b>	Pending Certification	Draft	<a href="#">Edit Application</a> <a href="#">Upload Documents</a> <a href="#">Discard Application</a> <a href="#">Inspections</a>

Make sure it says "Renewal"

Click on "Edit Application" to continue