Instructions for Renewal Application

Login to your account to create and submit a renewal application on your existing license (s). Ensure all your account information is updated in the licensing portal prior to beginning the renewal process.

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To begin your renewal application from your *License Dashboard*, go to the far right under "*Actions*" and click on the three lines for the license you are renewing.

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Click on "Business License Renewal."



You are now in your renewal application. If a field cannot be edited, it is because that information cannot be changed or amended during the renewal process. Documents can be uploaded under corresponding tabs. If there is not a corresponding tab for the renewal document(s) you wish to submit, the document(s) can be uploaded under the "Other Documents" tab.

Please save your changes on each screen and move through your application updating any changes and uploading any necessary and required documents.

When complete, submit the renewal application and the NJ-CRC will review your request. If additional information is needed, the application will be returned to you in the portal to cure. The *Primary Point of Contact* will be notified. Please make sure this information is up to date. Additionally, renewal fees will be charged upon submission.

Upon successful submission, you will see the following screen which includes your *Renewal Application ID #*:

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If you have any questions, please contact your assigned Field Monitor or email <u>CRC.Licensing@crc.nj.gov</u>

Technical support questions about the portal should be directed to https://appengine.egov.com/apps/nj/crc/licensinghelp