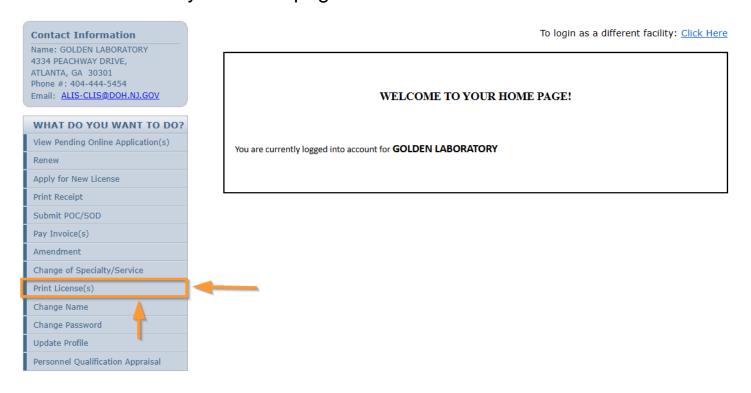
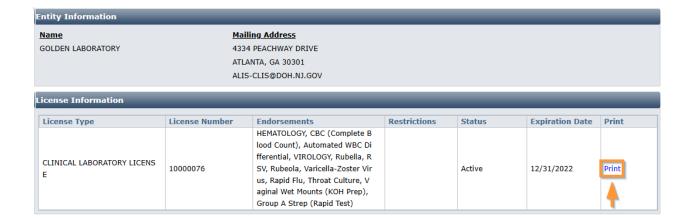
## How to Print Your License

## Primary Contact with an Individual Facility

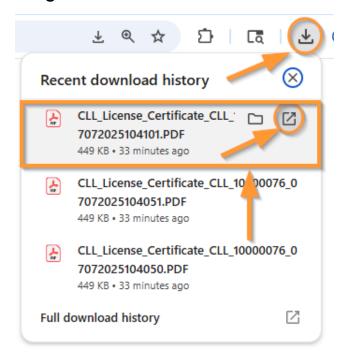
**Step 1**: Select Print License(s) from the "What Do You Want To Do?" Menu on the left side of your home page.



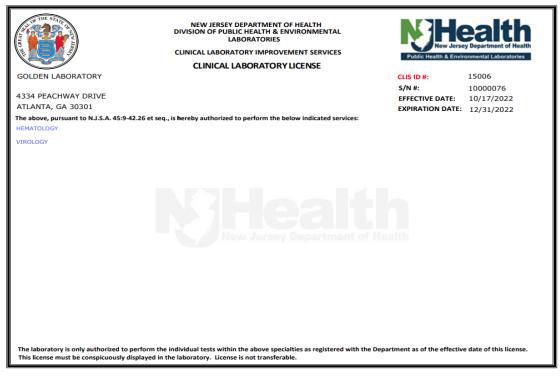
Step 2: Select the Print link (in blue).



**Step 3:** After selecting the Print link, an electronic copy of your license will be generated as a Portable Document File (PDF) file.



Step 4: Open the file and print the license.



## **Primary Contact with Multiple Facilities**

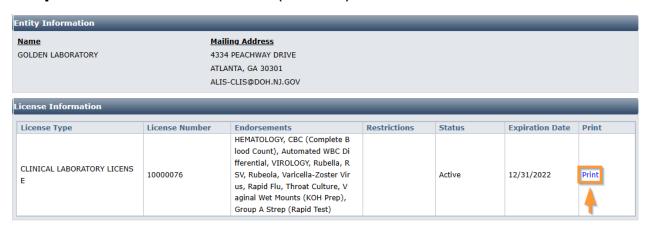
**Step 1**: Select one facility from the Login Options page and click on the next button at the bottom of the page.



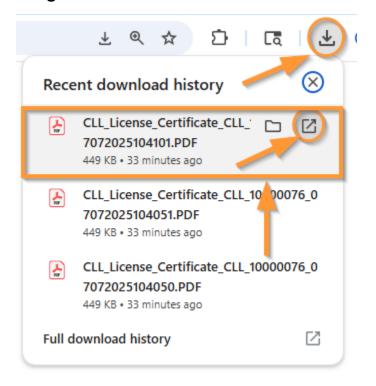
**Step 2**: You will then land on the facility's home page. Select Print License(s) from the "What Do You Want To Do?" Menu on the left side of your home page.



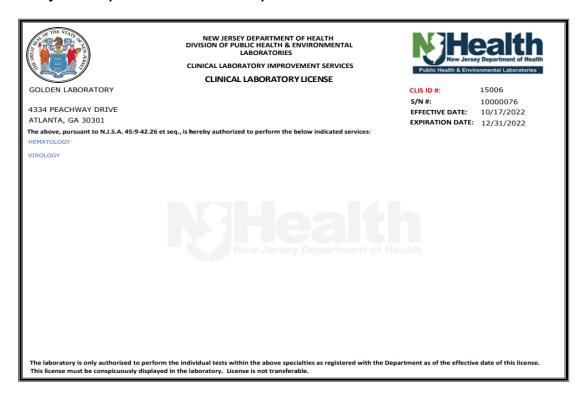
Step 3: Select the Print link (in blue).



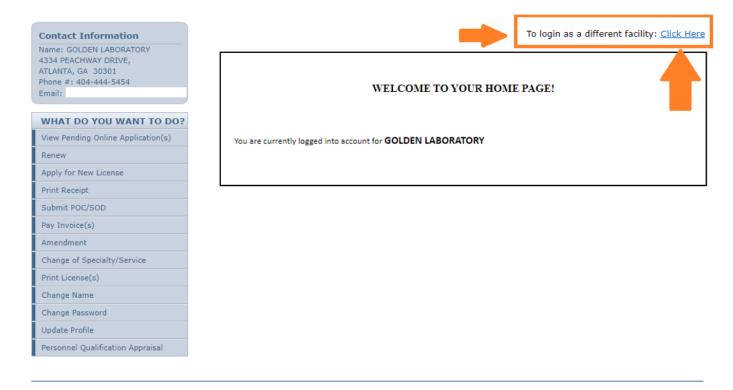
**Step 4:** After selecting the Print link, an electronic copy of your license will be generated as a Portable Document File (PDF) file.



**Step 5:** Open the file and print the license.



**Step 6:** To print a license for another facility, you must return to the Login Options page. Select the Click Here link in the upper right corner.





## Repeat Steps 1 through 6 to print licenses for multiple facilities.

For prompt assistance, please email the Clinical Laboratory Licensing Program at <a href="mailto:alis-clis@doh.nj.gov">alis-clis@doh.nj.gov</a>, including the Facility Name and CLIS ID number in the subject line.