Permittees without Access Code

Once you have selected to register you will be directed to the page below.

1. Enter a valid Email address in the Email field.
2. Confirm the Email Address in the Confirm Email field.
3. Enter the desired password in the Password field.
4. Confirm the password entered from the previous step in the Confirm Password field.
5. Enter the first name of the user in the First Name field.
6. Enter the last name of the user in the Last Name field.
7. Enter the user’s phone number in the Phone Number field.
8. Answer no to the question “Do you have an Online Access Code”, using the radio buttons located to the right of the question.

ARE YOU AN EXISTING LICENSE HOLDER?

Have you registered for an Online Access Code® before, answer yes to the question below and you will be able to enter your code to link your new account to your existing account.

Do you have an Online Access Code?  Yes  No

SECURITY QUESTION FOR PASSWORD RESET

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

Security Question:  Home
Security Answer:

Code:  Enter the code you see below.
a. No, continue on with the registration process.

9. Select a security question from the drop down list.
10. Enter the answer to the security question that was selected in the Security Answer field.
11. Enter the code visible in the graphic below the Code field into the Code field.
12. Select “Finish Registration”
   a. An activation email will be sent to the email address provided during registration, this email will be needed in order to complete registration and activate the account.

13. Click the link that is in the email.
   a. The link will open a new window
   b. Put in the password that was used to register the account
   c. Select the button that says Activate
   d. From there it will navigate to the home page for the account

**Note:** Please be aware it is your duty as a permittee to keep track of who has access to your license via the online licensing system. If you should sever ties with a specific REPRESENTATIVE it is your duty to inform the Division in writing so appropriate action can be taken to remove unauthorized users.