How to Inquire About Your Application/Renewal Status

PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to inquire about your application or renewal status.

From the PULSE Portal Home Page (www.pulseportal.com), select **District of Columbia** from the drop-down list. You can access services from all 17 Boards of the Occupational and Professional Licensing Division:

To use these services, first select your Board. Services available vary depending on the Board chosen. You will need the following personal or business information to use these services:

<table>
<thead>
<tr>
<th><strong>Individuals</strong></th>
<th><strong>Businesses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number (SSN)</td>
<td>EIN (Federal Tax Number)</td>
</tr>
<tr>
<td>Confirmation ID</td>
<td>Confirmation ID</td>
</tr>
<tr>
<td>Last Name</td>
<td>Business Name</td>
</tr>
</tbody>
</table>

**PULSE Portal Navigation Guidelines**

- PULSE Portal is compatible ONLY with Internet Explorer 6.0 or better. Earlier versions of Internet Explorer, Mozilla Firefox, or other browsers will NOT work.

- If a link/screen is not loading, make sure that you do not have a pop-up blocker activated on your computer or your web browser.

- DO NOT use your browser’s back button; you will lose your information and will have to reenter the Portal.

- When the Portal asks for a license or social security number, do not include dashes, spaces, or special characters.

**Error Messages**

- **Inquiry Services**
  If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the criteria you still need to enter.

- **Address Forms**
  If the address you are entering is within the United States then select ONLY a state with the street address. If the address is within Canada then select ONLY a province with the street address. For all other addresses, you will need to add the country.

- **Application and Credit Information Forms**
  If you do not enter all the required fields or enter information incorrectly, a message in red will appear at the top of the page indicating the fields you still need to enter. For example, you must enter a state or province if you have an American or Canadian address.
1. From the PULSE Portal services menu, select **Application/Renewal Status Inquiry** under the Search/Inquiry subhead.

2. Select the type of licensed entity: Business or Individual.

3. Enter the Confirmation ID that was e-mailed to you after completing the application or renewal and either of the following information:
   - **For Individuals**: SS number and last name
   - **For Businesses**: EIN number and company name

4. Select either License Application or License Renewal.

   **Important**: Make sure your pop-up blocker is disabled.
5. View the information. You can scroll from page to page with the controls at the top of the screen. You may also print the screen.

When you are finished, you close out of the screen by clicking the X in the top right corner.

6. Closing the report will take you back to the application/renewal status inquiry page.

Click Cancel to return back to the main menu.