PULSE Portal provides users with a paper free way to maintain licensing and education information. This guide will show you how to renew your license.

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:

**Individuals**
- Social Security Number
- License Number
- Renewal ID (sent to you by e-mail)
- Last Name

**Businesses**
- EIN (Federal Tax Number)
- License Number
- Renewal ID (sent to you by e-mail)
- Postal Code

**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.
Renew an Existing License

1. From the PULSE Portal Services Menu, select **Renew an Existing License** under the License Renewals subhead.

2. On the Search License Renewal screen, select **Business** or **Individual**. Enter the appropriate search information, and then click **Next**.

   - For Businesses: EIN, License Number, Renewal ID, and Postal Code.
   - For Individuals: Last Name, License Number, Renewal ID, and SSN.

**Important:** The renewal ID is automatically sent to you by the District of Columbia when your license is set to expire.
Renew an Existing License

3. Select a renewal action and click **Next**.

4. Read the Attestation information. If you agree, click **I Agree** and the renewal process will continue.

**Important:** In order to request an online license renewal, you must agree to the terms presented to proceed.

To go back to the Attestation page, click **Back**. Click **Cancel** to go back to the main menu.
Renew an Existing License

5. One copy of your license is provided with your renewal. If you need additional copies you can request them in the next screen for a fee.

If you do not want any copies, click Continue.

6. Verify your information is correct. Click Continue.

7. Respond to each question by clicking Yes or No. When done, click Continue.

**Important:** Depending on your response, you may be required to add an explanation in the comment box.

8. Review the confirmation screen. You may edit your records or you may click Continue to move on.
Renew an Existing License

9. Enter your credit card and billing information. Blue fields are REQUIRED. Click Continue when finished.

10. Scroll through your license summary and verify that your information is correct. If the information is correct, click Renew My License.

Important: Upon clicking the renew my license button, you will be charged the transaction amount shown.

11. Please ensure all data is accurate before renewing. To make changes, click Change My Request. To renew, click Renew My License.