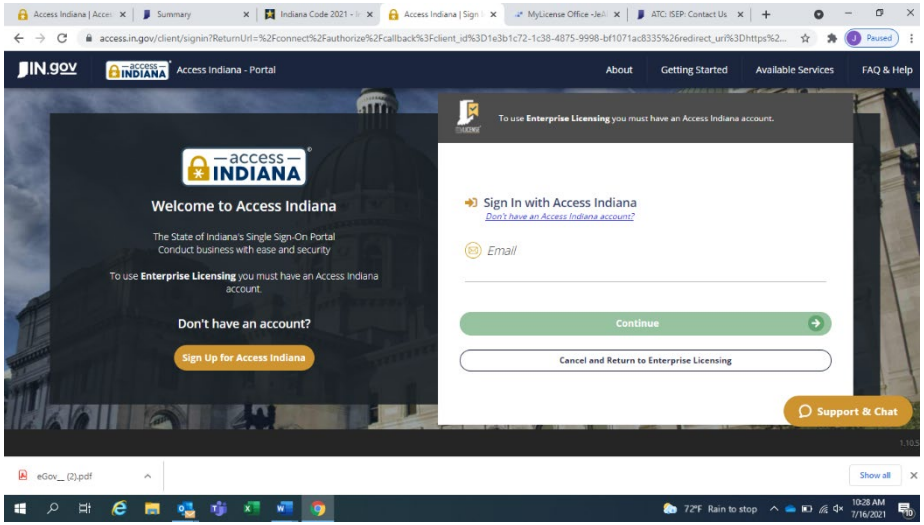
Step 1: Log in with Access Indiana

Visit https://mylicense.in.gov/eGov/index.html.

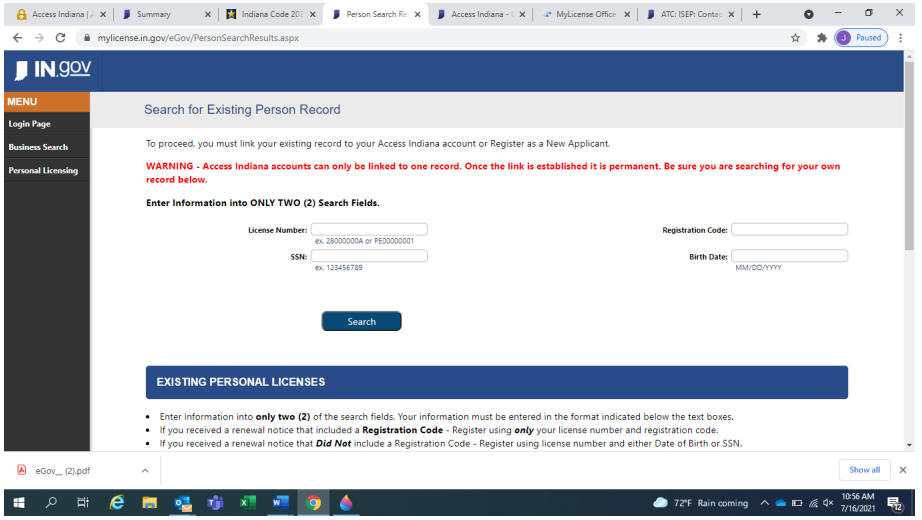
Sign in using an existing Access Indiana account or Click Sign up for Access Indiana to create an account.

If you need instructions for signing up for a new Access Indiana account, please visit https://www.in.gov/access/getting-started.html.



Step 2: Search for an existing record

Enter information in 2 of the 4 search fields and click search.



EXISTING PERSONAL LICENSES

- Enter information into **only two (2)** of the search fields. Your information must be entered in the format indicated below the text boxes.
- If you received a renewal notice that included a **Registration Code** - Register using ***only*** your license number and registration code.
- If you received a renewal notice that ***Did Not*** include a Registration Code - Register using license number and either Date of Birth or SSN.
- All characters must be entered in the License Number. This includes any letters at the start or at the end like 'A'.

If done correctly the Registration page will be populated with your name and address.

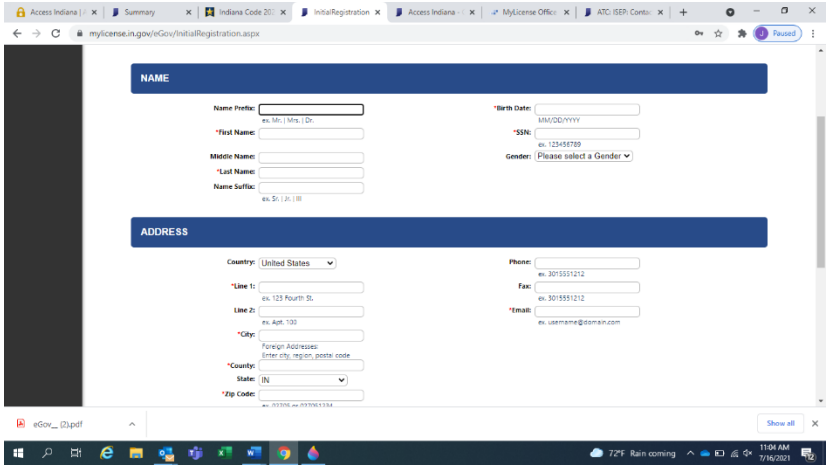
NEW APPLICANTS

- Enter your **Birth Date** and **SSN** in the fields above and click Search. If you already exist in the Indiana Licensing Database, your name and address will be populated on the Registration page and your new application will be linked to your existing record.

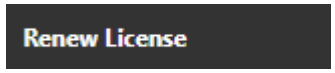
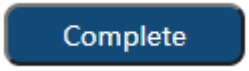
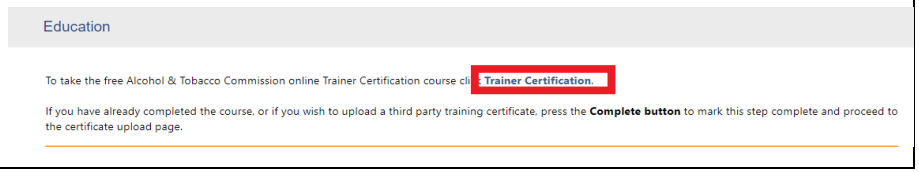
Step 3: Register

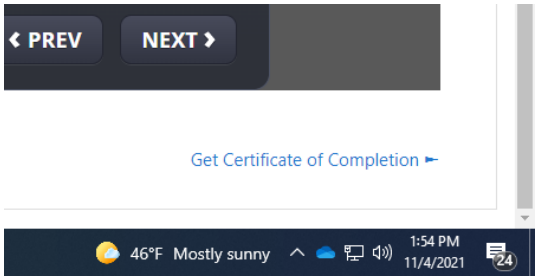
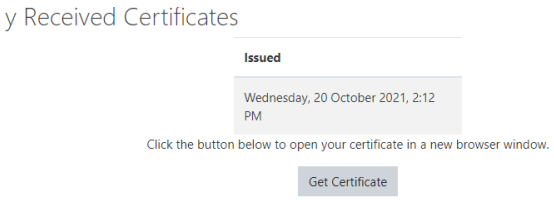
For a new applicant, enter the required information as instructed and click Register. *The registration will work best if you do not use autofill.*

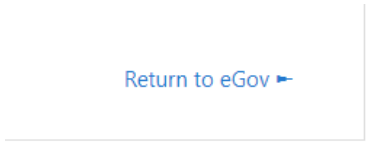
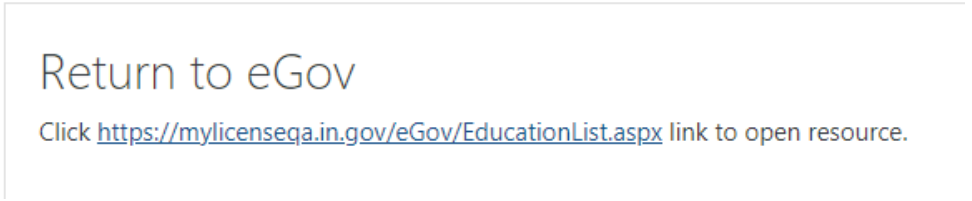
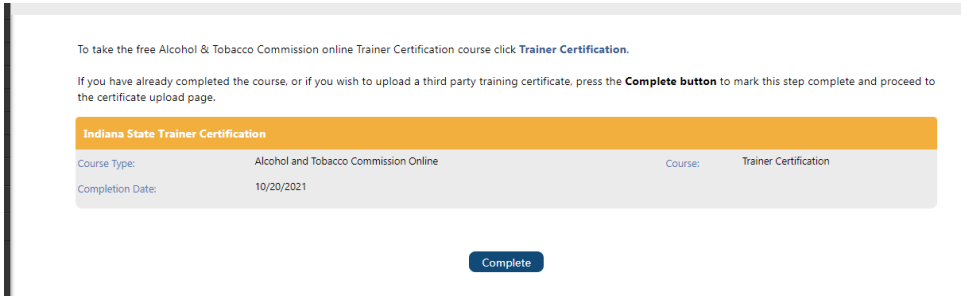
For a person with an existing record, the record will populate. Click register. *If your address is incorrect, you can update the address after clicking register.*

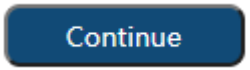


Step 4: Complete the application and refresher course

Navigate to the Renew License button on the left panel.	
Select the Trainer Certification record in the list of Renewable Licenses and click Continue.	
Fully read the instructions and then click Nest Step.	
Review the Mailing Address Information. If you need to edit the mailing address, click Edit. If the mailing address is correct, click Complete.	
Review your employment information. If the information is correct, click complete. To edit the existing information, click edit. To add a new employer, click Add.	
Review the supplemental information and click complete.	
Answer the questions using the drop-down answers to the right. After you answer the questions, click Confirm.	
Click Trainer Certification to take the required refresher course.	

You will be rerouted to the training page. Click “Enter” to begin the training. Continue through the training lessons and quizzes.	
Continue through the training and quizzes. Click Get Certificate of Completion.	
Click Get Certificate. A pop up window will appear letting you know the certificate was emailed. The email will be sent to you email account on record.	

Click Return to eGov in the lower left corner.	
Click the website for eGov to return and complete your renewal application. You may need to log in to eGov again.	
If you have to log in to eGov again, you may need to navigate back to the renewal application page.	
The training will appear with the completion date. Click Complete.	

You do not need to upload any document. Click Continue.	
Review your application information. Then click Pay Fees.	
Follow the payment instructions to pay the renewal fee and the processing fee. Submit the application.	