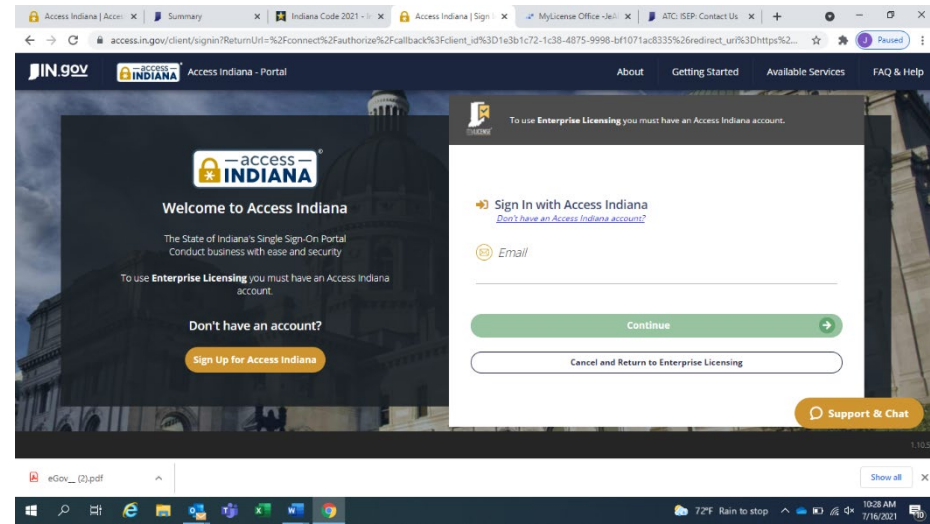


## Step 1: Log in with Access Indiana

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

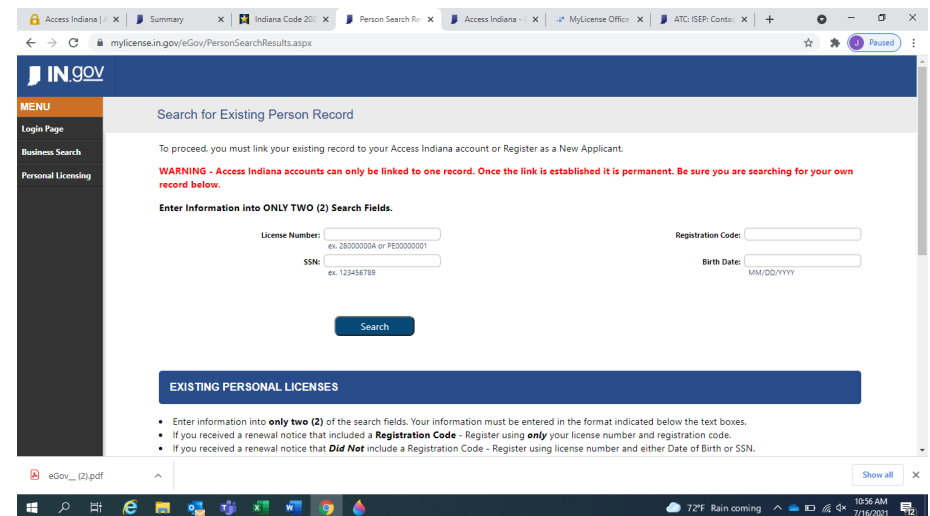
Sign in using an existing Access Indiana account or Click Sign up for Access Indiana to create an account.

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.*

The screenshot shows a web browser window displaying the registration form at [mylicense.in.gov/eGov/InitialRegistration.aspx](http://mylicense.in.gov/eGov/InitialRegistration.aspx). The form is divided into two main sections: NAME and ADDRESS.

**NAME Section:**

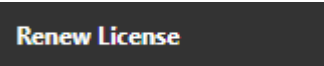

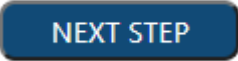


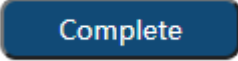
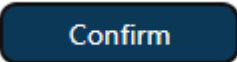
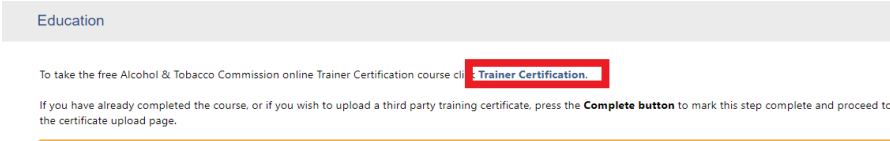
- Name Prefix:  (examples: Mr., Mrs., Dr.)
- \*First Name:
- Middle Name:
- \*Last Name:
- Name Suffix:  (examples: Sr., Jr., III)
- Birth Date:  (format: MM/DD/YYYY)
- \*SSN:  (example: 123-45678)
- Gender:  (Please select a Gender)


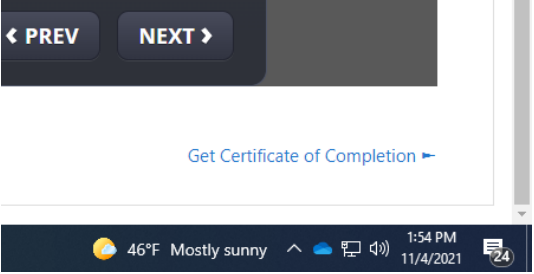
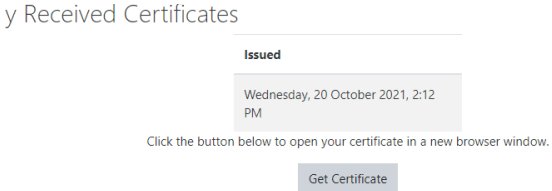
**ADDRESS Section:**

- Country:  (United States)
- \*Line 1:  (example: 123 Fourth St.)
- Line 2:  (example: Apt. 100)
- \*City:
- \*Country:  (Foreign Addresses: Enter city, region, postal code)
- State:  (IN)
- \*Zip Code:
- Phone:  (example: 3075551212)
- Fax:
- \*Email:  (example: username@domain.com)

The browser's taskbar at the bottom shows the system time as 11:04 AM on 7/16/2021, with a weather forecast of 72°F Rain coming.

Step 4: Complete the application and refresher course

<p>Navigate to the Renew License button on the left panel.</p>	
<p>Select the Trainer Certification record in the list of Renewable Licenses and click Continue.</p>	
<p>Fully read the instructions and then click Next Step.</p>	
<p>Review the Mailing Address Information. If you need to edit the mailing address, click Edit. If the mailing address is correct, click Complete.</p>	
<p>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.</p>	
<p>Review the supplemental information and click complete.</p>	
<p>Answer the questions using the drop-down answers to the right. After you answer the questions, click Confirm.</p>	
<p>Click Trainer Certification to take the required refresher course.</p>	 <p>Education</p> <p>To take the free Alcohol &amp; Tobacco Commission online Trainer Certification course click <b>Trainer Certification</b>.</p> <p>If you have already completed the course, or if you wish to upload a third party training certificate, press the <b>Complete button</b> to mark this step complete and proceed to the certificate upload page.</p>

<p>You will be rerouted to the training page. Click “Enter” to begin the training. Continue through the training lessons and quizzes.</p>	
<p>Continue through the training and quizzes. Click Get Certificate of Completion.</p>	
<p>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.</p>	

Click Return to eGov in the lower left corner.

Return to eGov ▶

Click the website for eGov to return and complete your renewal application. You may need to log in to eGov again.

## Return to eGov

Click <https://mylicenseqa.in.gov/eGov/EducationList.aspx> link to open resource.

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.

To take the free Alcohol & Tobacco Commission online Trainer Certification course click **Trainer Certification**.

If you have already completed the course, or if you wish to upload a third party training certificate, press the **Complete button** to mark this step complete and proceed to the certificate upload page.

### Indiana State Trainer Certification

Course Type: Alcohol and Tobacco Commission Online

Course: Trainer Certification

Completion Date: 10/20/2021

Complete

<p>You do not need to upload any document. Click Continue.</p>	<p><a href="#">Continue</a></p>
<p>Review your application information. Then click Pay Fees.</p>	<p><a href="#">Pay Fees</a></p>
<p>Follow the payment instructions to pay the renewal fee and the processing fee. Submit the application.</p>	