* Go to [www.pla.in.gov](http://www.pla.in.gov). You will then see a blue box to the right of the screen. Click on “Order or Print a License” then click on “Get Started”.
  + For Dentists and Dental Hygienists - your login ID will be your entire license number including the “A” with the password being the last 4 digits of your social security number.
  + For Professional Corporations - your login ID and password will be the entire registration number including the “A”.
* Once logged in, you will see a menu to the left of the screen with the descriptions of the licenses, permits, and registrations that are accessible through this account.
  + You will have access to renew your license, update your contact information without renewing, and print or order any license card. In general, it is a good idea to double check to ensure that your contact and general information is correct and current.
* Click on “Order License Card”
  + - ***Please note: every 5”x7” wall certificate that is generated also comes with a pocket card and vice versa.***
* The next screen will have the descriptions of the licenses, permits, and registrations with a blue continue link above the descriptions.
* Click on the blue continue link directly above the license, permit, or registration you wish to print.
* You will now be on an ordering page.

(*Please note that you can only print or order one license, permit, or registration at a time. You will have to navigate back to the description page with the blue continues and repeat the actions for the other license, permit, or registration.*)

* + To order a printout on our standard blue marble cardstock to be mailed to you -
    - Ensure the description in box next to “Type of License Card” states which kind of printout you wish to order
      * The “Permanent License Card with Wall Certificate” will state your expiration date with even numbered years or odd numbered years. It will not have the actually year your license will expire
      * The “License w/ Expiration Date” will have the actual date of expiration with the year. This will need to be replaced when your license is renewed. Ensure that you put a quantity of 1 in the box next to “Quantity Requested (1 or more)”.
    - Now you click on “Add to Cart”. The description of the license, permit, or registration will appear in the “Requested Cards in Cart” box.
    - Click on “Next Step - Checkout”. You will be taken to a screen that states the cost of the printout. You will need to click on “Proceed to Payment Processor”.
    - You will need to complete the credit card information and click “submit”.
    - On this page, you will need to verify the information and then submit the order.
    - The license, permit, or registration should be delivered to the address that we have on record for that license, permit, or registration within 2 weeks.
  + To print a free online certificate *(this option is not available for Professional Corporations*)-
    - If the box next to “Type of License Card” does not state “Free Paper Certificate Printout”, you will need to click on the arrow on the right of the box, highlight “Free Paper Certificate Printout”, and click. The description should now be the only description in the box
    - Ensure that you put a quantity of 1 in the box next to “Quantity Requested (1 or more)”.
    - Now you click on “Add to Cart”. The description of the license, permit, or registration will appear in the “Requested Cards in Cart” box.
    - Click on “Next Step - Checkout”.
    - The next page shows your newly generated license, permit, or registration along with information on the “Total Fee”. It will be zero. Below this description is the “Print” button. You can print your license, permit, or registration on any paper or cardstock you wish.

If you wish to have a larger certificate with calligraphy and a seal, you can go onto [www.officialframes.com](http://www.officialframes.com) and order one there. You will be able to choose the size and design. You can also order a frame to fit any certificate purchased from this site.