

Renew Administrator Emergency Permit

1. Log into your [LVIS](#) account.
2. Click the green “**Renew, Convert or Professionalize my license**” box.
3. Select **Administrator**
4. Select **I have an Emergency Permit**
5. Select the license you wish to renew. Click **Next**.
6. Click **Next**.
7. Answer the questions and provide documentation if required. Click **Next**.
8. Upload required documentation. Click **Next**.
9. If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
10. Click the link to pay for all pending applications.
11. Mark the box under the “**Pay?**”
12. Fill out all the Billing information.
13. Click **Review Summary**.
14. Check the box next to the Refund Policy.
15. Click **Submit**.

At any point you need to stop the application, click **Save for Later**. To check the status or return to your application, click “Application Status” on the right hand side when you are in your [LVIS](#) account.