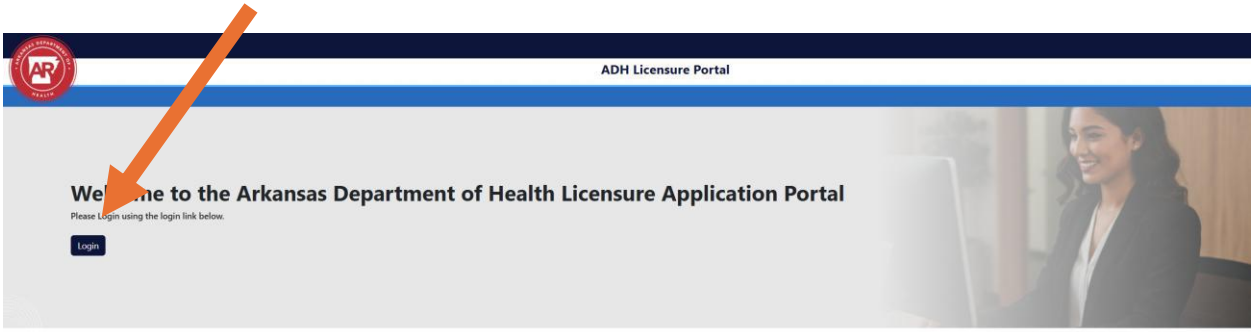
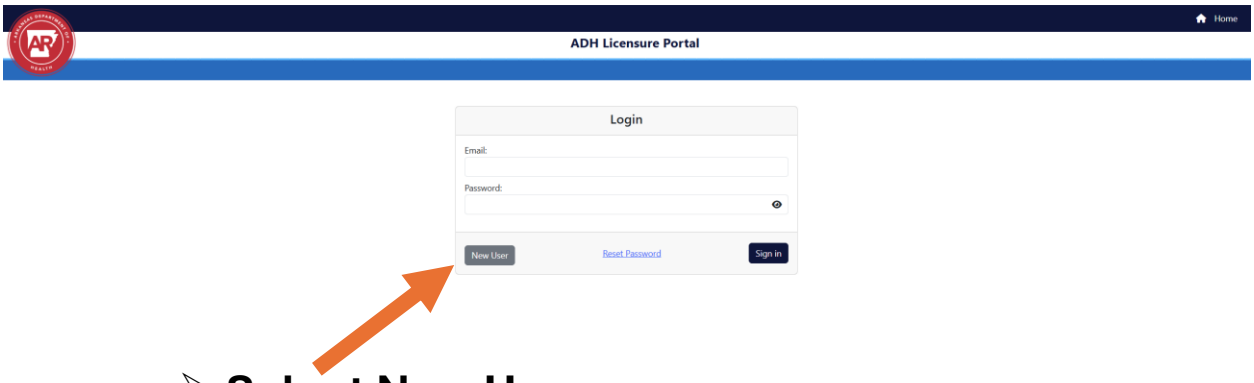
Accessing for the first time

Use the following link https://licensure.adh.arkansas.gov/ or the qrcode

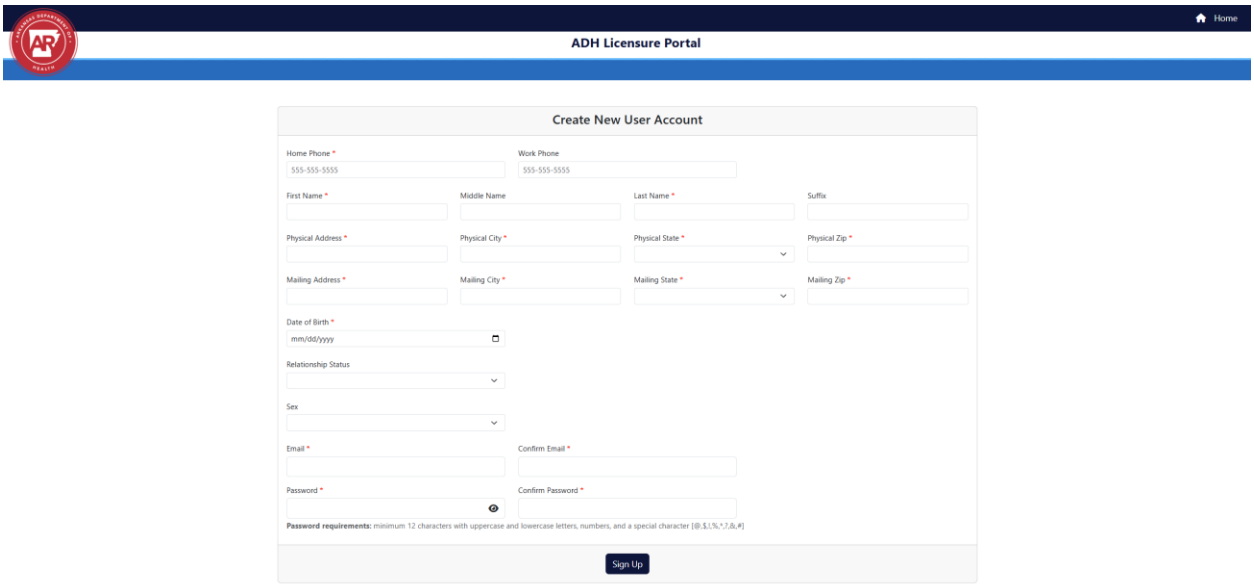
- **Click the Login button.**





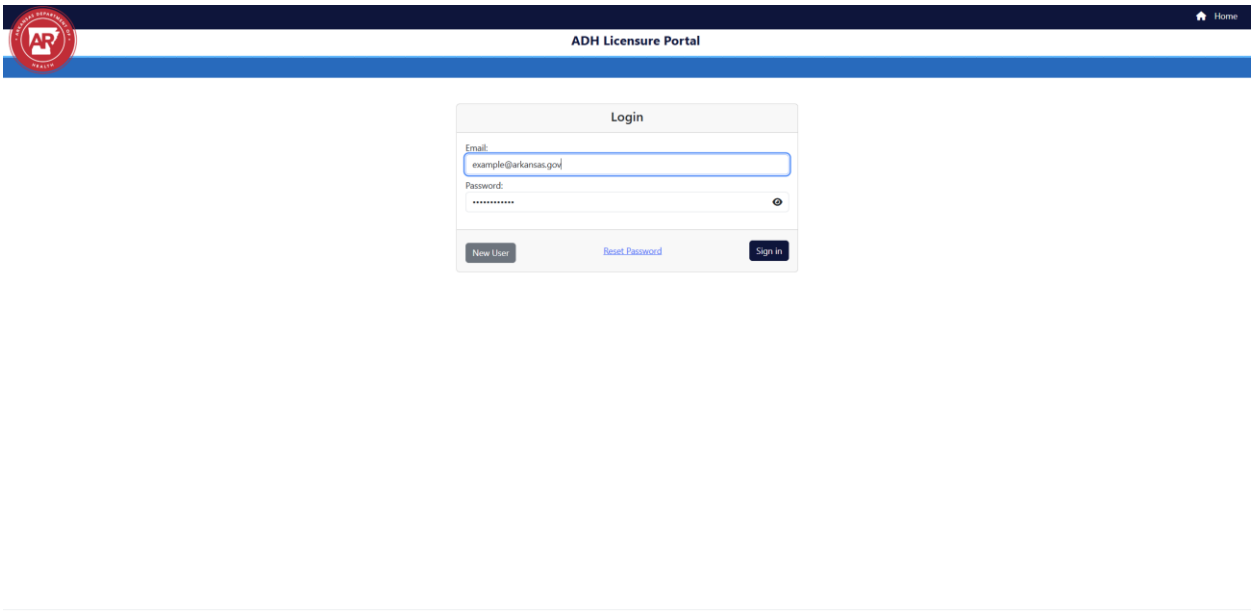
➢ **Select New User.**

➢ **Fill in the required information.**



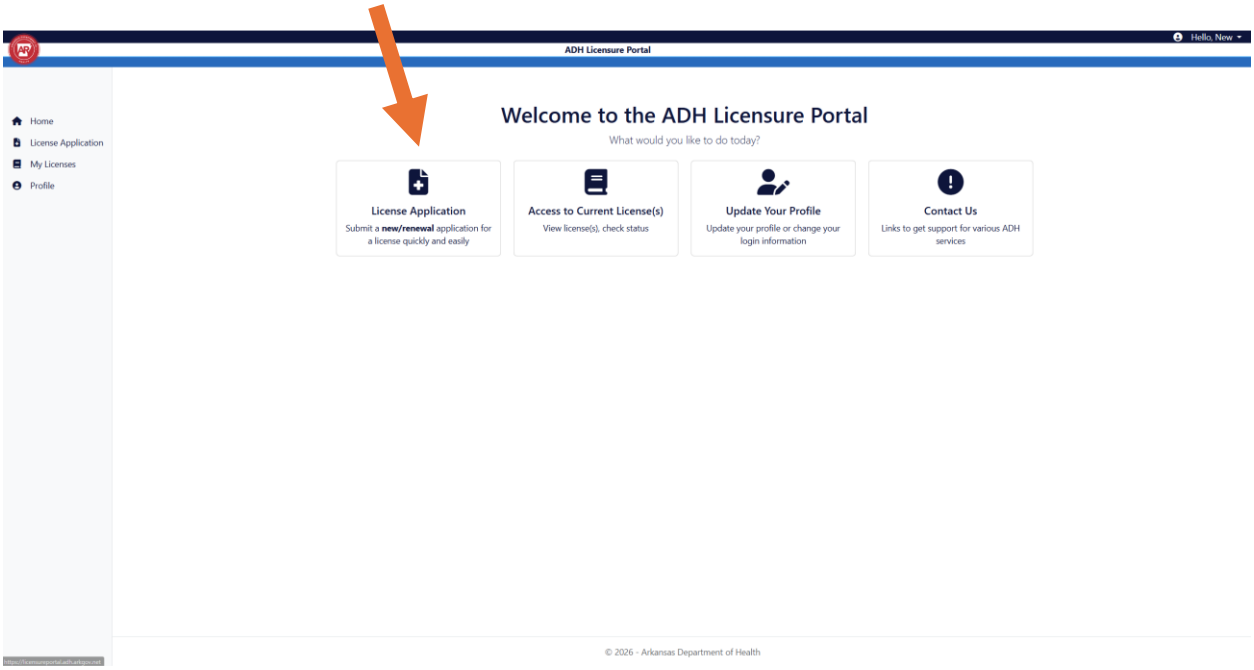
➢ **Return to the login page and enter your email and password.**

➢ **Then click Sign in.**

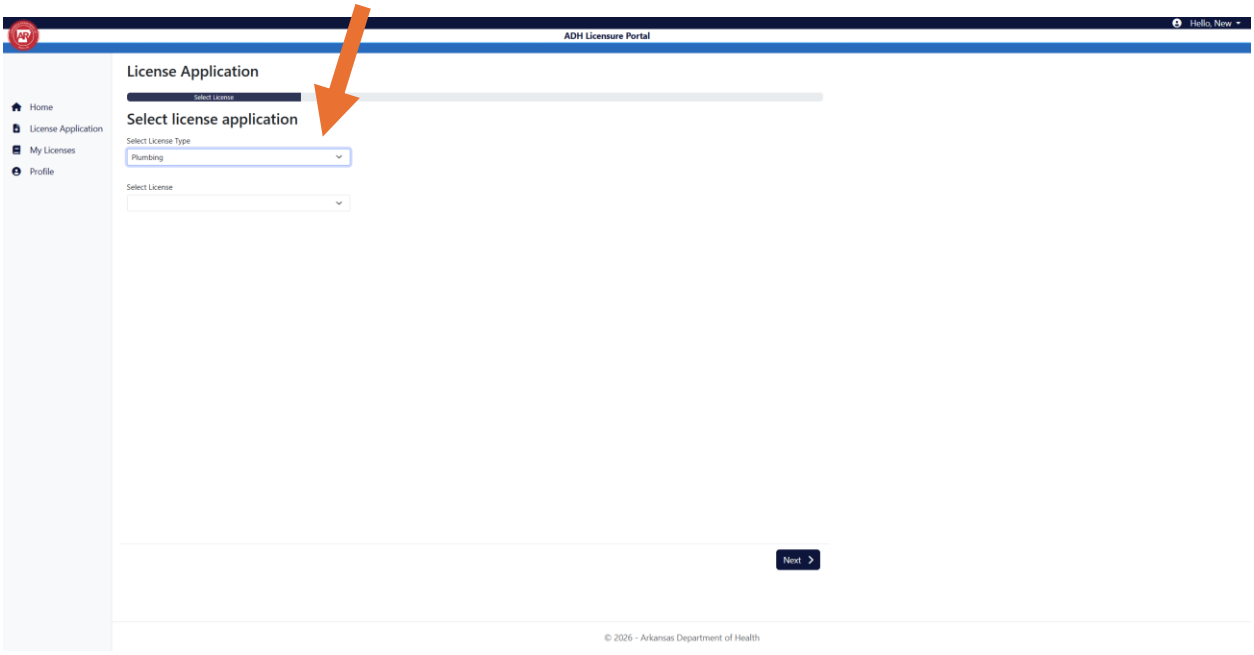


You will be brought to the ADH Licensure Portal Welcome page. You can use the boxes on the page to navigate the website.

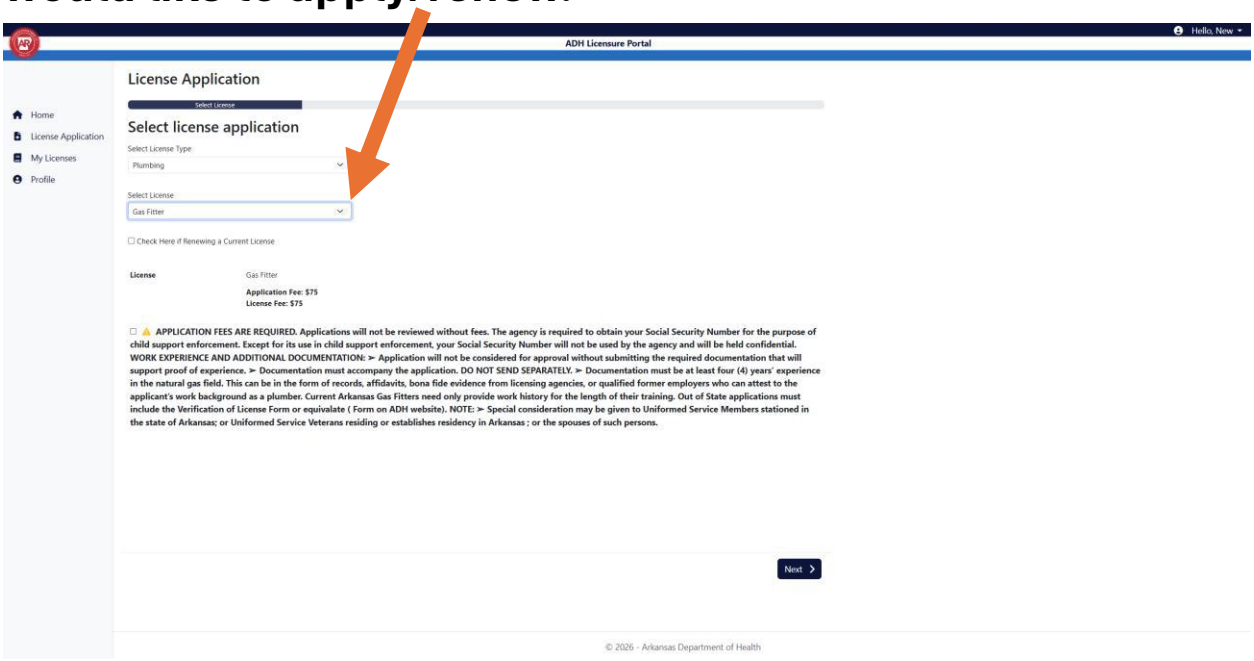
- **To Apply for a License/Renewal**
- **Click on License Application.**



- **Using the first drop down, select your license type.**

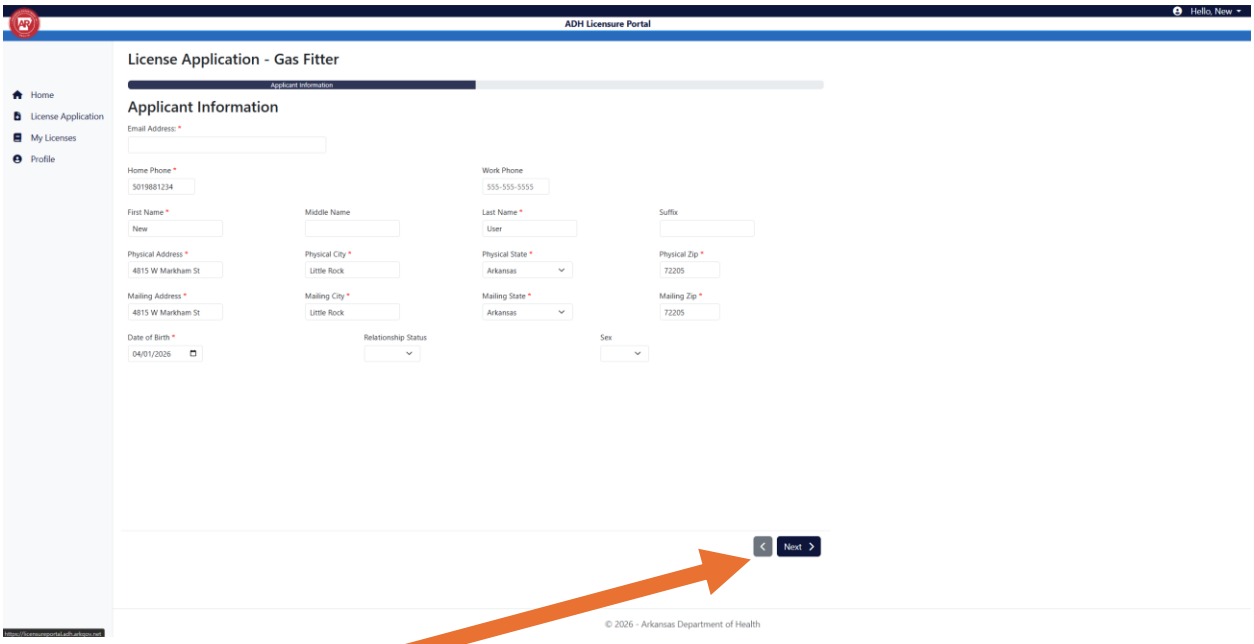


Using the second drop down, select the license you would like to apply/renew.

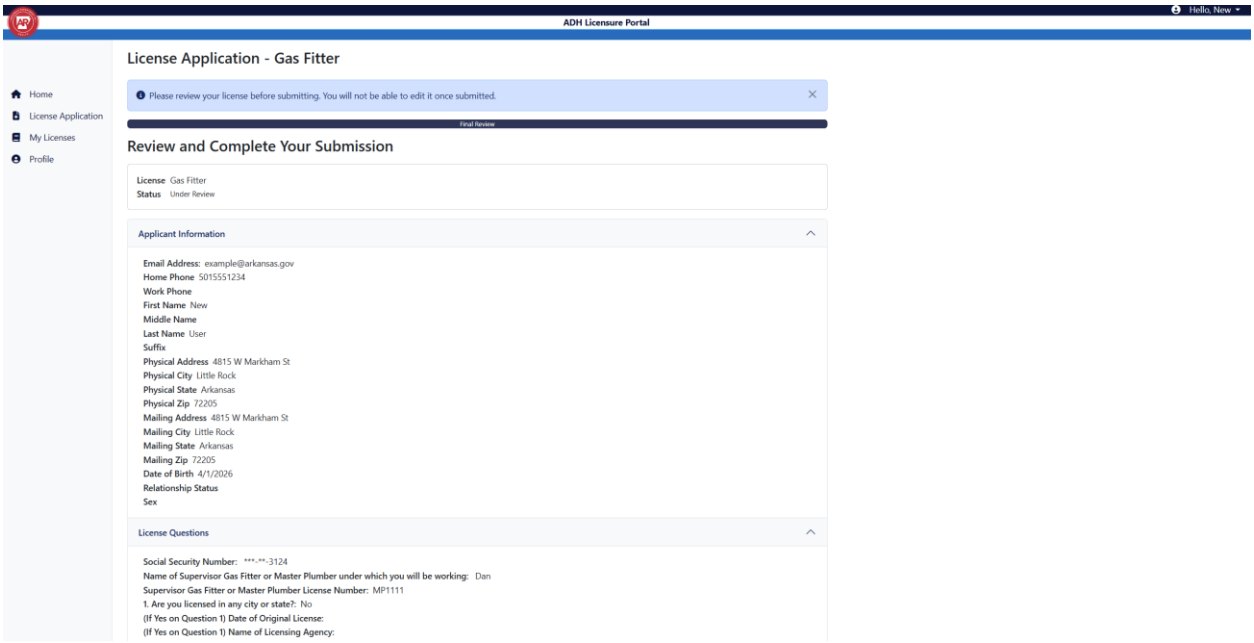


- **If you are renewing your current license, check the box and provide your current license number.**
- **Check the acknowledgements box and click next.**

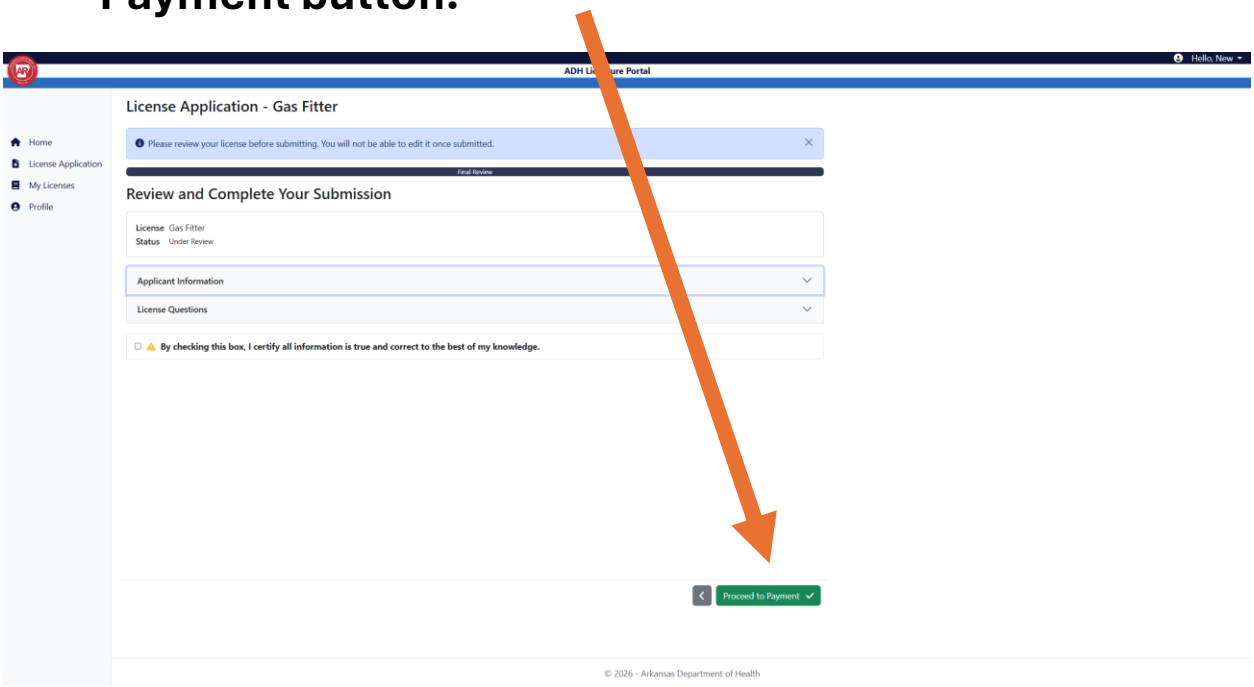
- **On the next page, enter your email address and confirm your information.**



- **Click Next.**
- **On the next page, fill in the License questions. Required questions have a red star and must be filled.**
- **Click Next.**
- **On the next page, review your answers. If needed, you can make changes now by selecting the back arrow at the bottom of the page**



- **After reviewing your answers, check the acknowledgement box and click the Proceed To Payment button.**

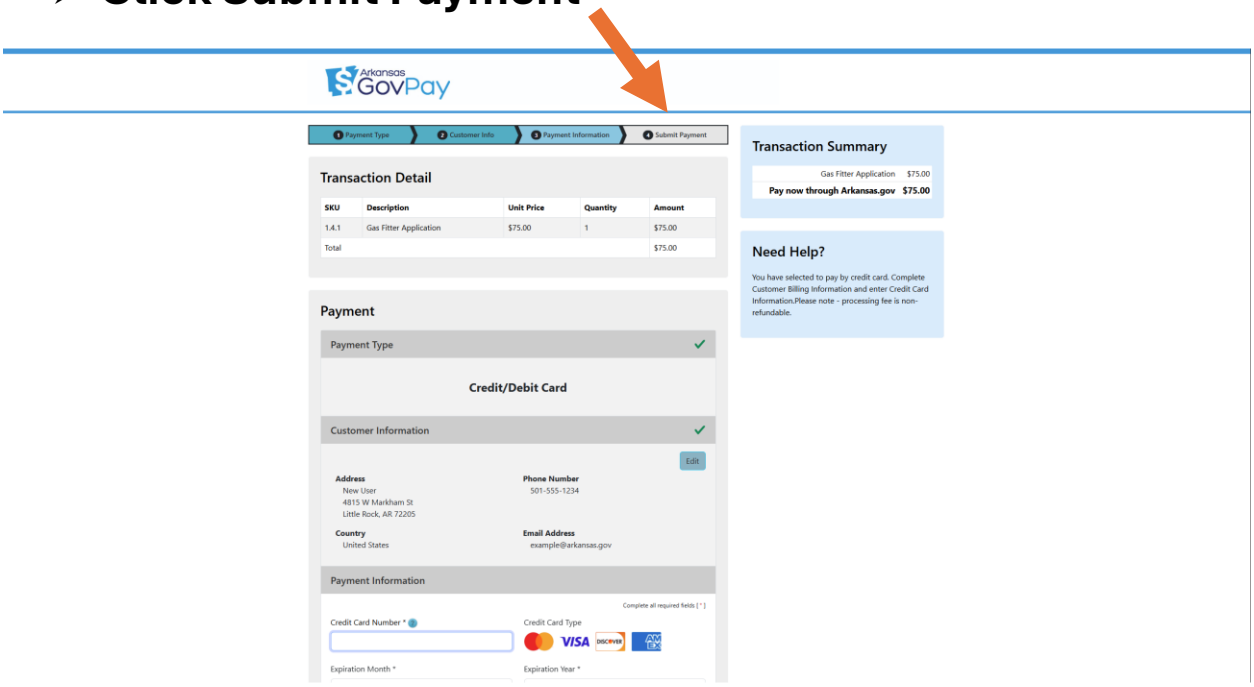


- **The Proceed to payment button will take you to Arkansas GovPay. You will need to fill out this information to make your payment.**

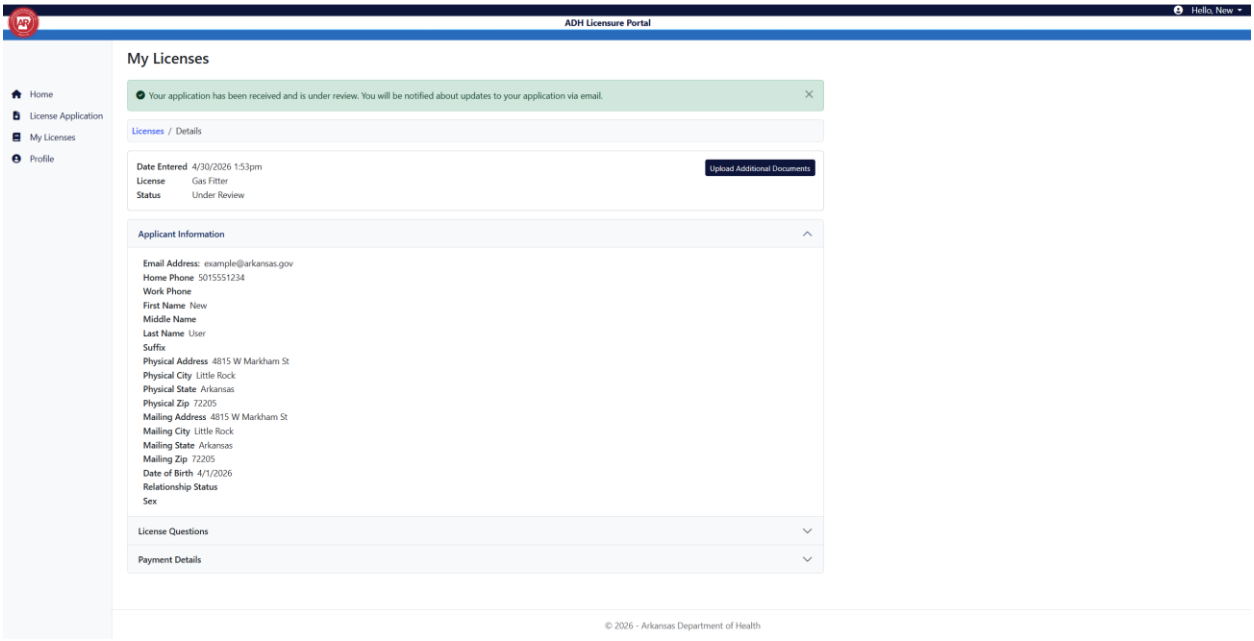
FOR YOUR INFORMATION

1. **All licenses submittal require** that you print, complete and upload the appropriate application from the FORMS list below the Portal Link.
2. Office staff reviews applications,
3. Apprentice Plumbers, Trainee licenses and Backflow Assembly Tester & Repair Tech licenses are approved **without** Committee Review or Examination.
4. All other licenses require Committee approval and passing an Examination prior to approval. These licenses will remain "Under Review " until all conditions of licensure are met.

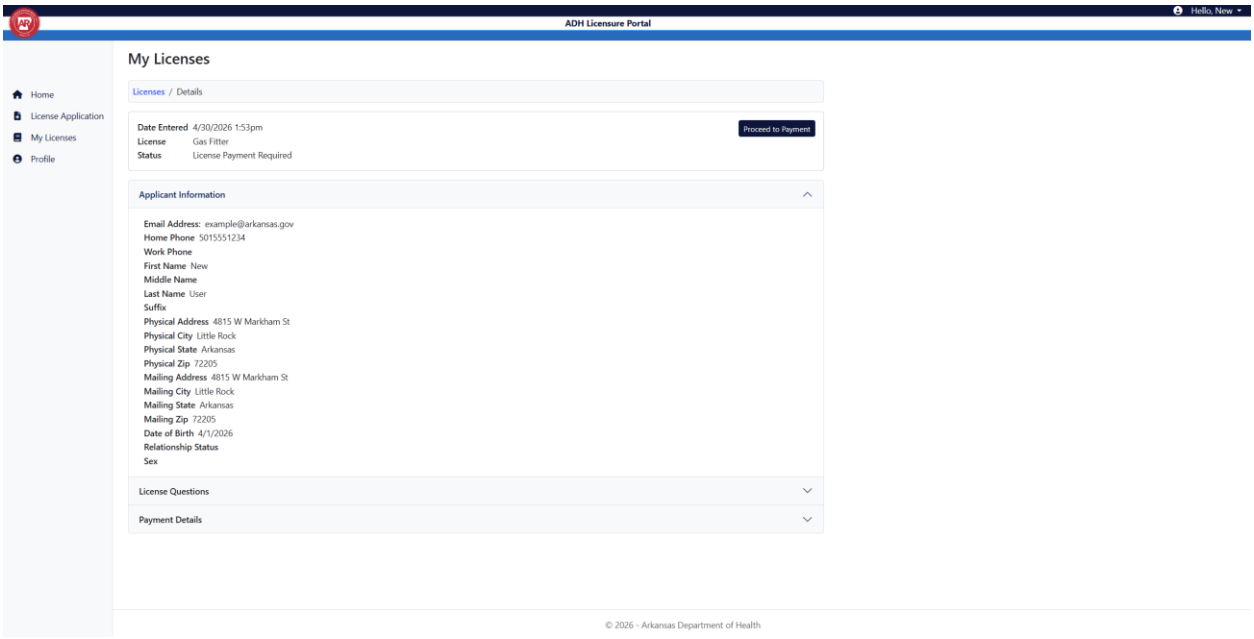
➢ **Click Submit Payment**



- **After submitting the payment or if there was not an application fee, you will be brought to the My License page here you can track the process of your application by following the status. You can also view your receipts by opening the Payment Details section.**



- **After your license has been approved, you will receive an email to the email on the application updating you about your status change. If a license fee is required, you can use this page to make your payment by selecting the Proceed To Payment button.**



Once all conditions are met and all fees have been paid the My licenses page will show your status as active. You can use this page to view and download your license by opening the View License section.