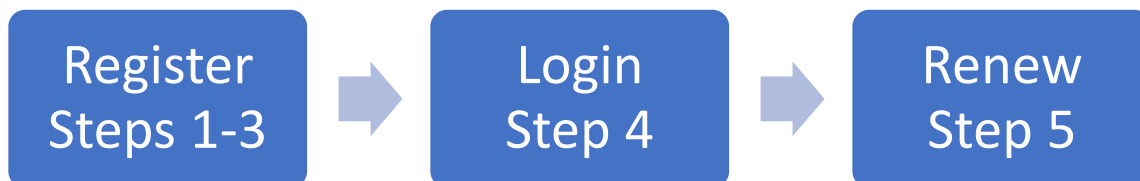


## Renewal Instructions for Professional Engineers, Land Surveyors and Geologists



1. If you already have a User ID and Password from the previous renewal, go to [www.pals.pa.gov](http://www.pals.pa.gov) and Login.
2. If you do not have a User ID and Password from the previous renewal, go to [www.pals.pa.gov](http://www.pals.pa.gov) and Register. Note: You must validate your account by clicking the activation link you will receive via email.
3. If you forgot your User ID or Password, go to [www.pals.pa.gov/recover](http://www.pals.pa.gov/recover) and follow the on-screen instructions to reset your account. Note: You must validate your account by clicking the activation link you will receive via email.
4. Login to PALS at [www.pals.pa.gov](http://www.pals.pa.gov). Verify, complete the registration information, and click “Save Changes” to proceed to your user Dashboard.
5. To renew your license, look for the banner entitled “Professional License Details.” Click the “Renew” button associated with the license you wish to renew to access the renewal form.

### **Please Note:**

- All your licenses should appear in the “Professional License Details” section on your Dashboard. If any licenses are missing, Click [Link Licenses](#) and enter the required information.
- To confirm the submission of your renewal application, locate the “Activities” section on your Dashboard. A renewal application with “Submitted” or “Processing Payment” status was successfully submitted to the Board. If your application is “Saved,” click the application and proceed through the checkout process.
- Contact our technical Helpdesk at [www.pals.pa.gov/support](http://www.pals.pa.gov/support) to submit a PALS support request online.

Your license expires September 30, 2017.

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