How to Renew Your License Online

The City of Pearland now offers the convenience of online license renewals. Use this guide and follow the steps to setup a public account. Use that account to renew your license online every year.

You can also print your renewal License from your public account. No more standing in line at the Permit counter or mailing in forms and checks!

Follows these steps in this guide to get started.

Contents

Logging into the System

Log into the system:

1. Select *Public* as your account type.
2. Enter your *User Name* and *Password*.
3. *Click Login*.

Forgot User Name or Password

Forgot your Username or password? No problem! Simply request a reset and an email will be sent to you. For password resets, click the link in the email.

> Forgot Password /Forgot Username

✓ If you do not have an account, see the *New Account* section below.

Home | Setup an Account | Log In Public ▼ | User Name: _____ | Password: _____ | LOGIN

During this process you will receive important emails from info@pearlandtx.gov.

✓ To Reset your password, you must click the *Reset* **Password** link in the email you received from Info@pearlandtx.gov. You will receive another email from Info@pearlandtx.gov once your password hass been successfully reset.

Link Your Licenses

Log in using your *Public* account and your dashboard will appear.

If you have any licenses that are linked from the previous year, you will see them in the My Open License Applications section. If you do not see the name you registered with, or licenses that were previously linked, try logging off, open a new browser window and log back on.

1. Click **LINK TO LICENSES** and enter your *License #* in the next screen. This will link those licenses to your user name. Click **LINK**.

2. When your dashboard appears, you'll see the licenses that are linked to your account. In the ***My Licenses For Renewals*** section, click the blue arrow under the '**Renew'** column for the license number you want to renew. Now follow the steps in the ***Renewal Process*** section.

Renewal Process

Step 1: License Information Renewal Eligibility

Verify the information associated with this license, then click *RENEW* **LICENSE**

Step 2: Update General License Details

Enter or update the License information. Enter # of Employees in one of the boxes that are pre-filled with 0.

* Note that fields marked with an asterisk ***** must be completed.

Required Field(s)
On this screen you will identify the ownership, primary business, and Number of Employees.
When complete, click ***Next Step***.

FOOD ESTAB.
Enter the number of employees working at the location the license is for, in **_only_** one (1) of the four (4) boxes at the bottom of the screen. Leave the unrelated types of businesses with a zero (0).

Step 3 Contact Information

Enter applicable contact information for the contact types listed below. Complete all applicable contact types.

It is important to check that the *Applicant*, *Contact Person*, and *Certified Food Manager* contact information is entered and accurate.

Step 4 Review & Pay

This is your opportunity to review and correct **Phone**, **Mailing Address**, Additional **Contacts,** and the **General information** for your business. Click **EDIT** to fix incorrect information.

When complete, click **Next Step**.

After you click Next Step from previous screen, the Checkout Summary will appear. Here you can review your license fee information.

If the License Number and fees are correct, click *Pay Now*.

Note: If the fees are *incorrect*, see the Community Development department contact information at the bottom of this document.

Step 4 *cont'd* **Select Form of Payment**

Here you will see the Secure Payment Form. *After entering your CC information, click **Process Payment**.*

Note: If your payment does not go through, or is taking too long, see the Community Development department contact information at the bottom of this document.

Pearland Permits Web
Secure Payment Form

VISA MasterCard DISCOVER

Order Summary:

Order Date: 09/09/22
Order Amount: 200
Order Number: WEB30859
Customer IP: 170.76.141.2
Description:

Credit Card Information:

Card Type: Visa

Name as on Card:
Card Billing Address:
Card Billing Zipcode:
Card Number: 4000200011112222
Card Expiration Date: 1022 MMYY
Card ID (CVV2/CID) Number: 123
[What is the Card ID?]

Billing Information:

Company Name:
First Name:
Last Name:
Address:
Address Line 2:
City:
State:
Zip:
Country:
Phone Number:
Email Address:

[Process Payment >>]

Print and Display Your Certificate

After you successfully pay you license renewal fees, you will be able to print your Certificate. Using the printer icon next to the License #, print your certificate and display that Certificate where it can be clearly seen by the public. Please print your certificate in landscape and on a standard white or manila sheet of paper.

Print Your Certificate

Important!

Certificates must be posted clearly in public view.

City of Pearland

Health Department

Food Dealers License / Retail Food License

License #

Type of License	Effective Date
HEALTH LICENSE	7/12/2021
License Location	**Expiration Date**
3523 LIBERTY DR PEARLAND CITY LIMIT, TX 77581	**7/12/2021**

NOT TRANSFERRABLE

Approved by: Rance Rhame, Code Enforcement Supervisor

For questions regarding this license please call (281) 652-1766.

To renew this license visit pearlandtx.gov or visit the
Community Development Department at 3523 Liberty Dr., Pearland, TX 77581

First Time Setup

First time accessing your account online? Setup your public account and enjoy the convenience of using that account to renew your license(s). Here are the steps to help you get started.

Setup your Public account:

✓ At the top of the screen, click **Setup an Account** and select Log in: **Public**.

✓ Enter the information requested on the screen.

Note that an asterisk * Indicates required fields - if blank, the system *cannot save* your information.

✓ After all information is entered, click *CREATE ACCOUNT*.

✓ You will receive an email from Info@pearlandtx.gov with your User Registration Confirmation. Click the link in that email to Confirm your registration.

Once your profile has been created, follow the *Logon* steps above.

*Note: you can skip this step if you already have a **public** logon. If you have forgotten your logon or password, please see the Forgot Logon or Password section.

Questions or Issues?

For payment or fee process questions, email Community Development / Permits & Inspections at *permits@pearlandtx.gov* or call 281.652.1638.

If you have any license or requirement questions, please email Code Enforcement at *codeenforcement@pearlandtx.gov* or call 281.652.1766.