



# 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.

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## 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](mailto:info@pearlandtx.gov).

- ✓ To Reset your password, you must click the **Reset Password** link in the email you received from [Info@pearlandtx.gov](mailto:Info@pearlandtx.gov). You will receive another email from [Info@pearlandtx.gov](mailto:Info@pearlandtx.gov) once your password has 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**.

The screenshot shows a user dashboard with a blue sidebar on the left containing navigation links for 'Permits', 'Projects', 'CONTRACTOR', and 'Properties'. The main content area has a header with a personalized greeting: 'Hello Logon Name. Below is a Dashboard of your current activities.' A red button labeled 'LINK TO LICENSES' is highlighted with a yellow box. Below this is a section titled 'My Active Licenses' with a table of license information. The table has columns for License No., Address, Type, Status, Fees Due, Attachment, Renew, Print, and Unlink. One license is listed with the number 'LIC22-00109' and status 'EXPIRED'.

LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	RENEW	PRINT	UNLINK
LIC22-00109	LIBER...	HEALTH LICENSE	EXPIRED	\$0.00				

The screenshot shows the 'Link a License to my Account' screen. It features a blue sidebar on the left with navigation links. The main content area has a title 'Link a License to my Account' and a form with a 'License #' label and an input field containing the text 'lic22-000'. The input field is highlighted with a yellow box. Below the form are two red buttons labeled 'LINK' and 'CANCEL'.

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.

The screenshot shows a user dashboard with a blue sidebar on the left containing navigation links for Permits, Projects, CONTRACTOR, Properties, Inspections, License, Shopping Cart, and Contact. The main content area has a header with a 'Hello' message and a 'Below is a Dashboard of your current activities.' note. Below this is a 'LINK TO LICENSES' button. The 'My Active Licenses' section contains a table with one record: LIC22-00189, 3519 LIBER..., HEALTH LICENSE, EXPIRED, \$0.00. The 'My Licenses For Renewals' section, highlighted with a yellow box, contains a table with one record: LIC22-00189, 3519 LIBER..., HEALTH LICENSE, EXPIRED. The 'RENEW' column in this table has a blue arrow icon.

LICENSE NO.	ADDRESS	TYPE	STATUS	FEE DUE	ATTACHMENT	RENEW	PRINT	UNLINK
LIC22-00189	3519 LIBER...	HEALTH LICENSE	EXPIRED	\$0.00				

  

LICENSE NO.	ADDRESS	TYPE	STATUS	ATTACHMENT	MAP	RENEW	PRINT
LIC22-00189	3519 LIBER...	HEALTH LICENSE	EXPIRED				

# Renewal Process

## Step 1: License Information Renewal Eligibility

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

The screenshot shows a web interface for the License Renewal Process. On the left is a blue sidebar menu with categories: My Dashboard, Permits, Projects, CONTRACTOR, Properties, Inspections, License, Shopping Cart, and Contact. The main content area is titled "License Renewal Process" and features a progress bar with four steps: Step 1 (Confirm Renewal Eligibility), Step 2, Step 3, and Step 4. Step 1 is highlighted with a red arrow. Below the progress bar, a red text box contains instructions: "Please enter or update all information below for your business. Hover over a question mark next to entries to see more information. If you have questions or issues, please contact the Permits office at 281.652.1638." Below this, the license number "License #LIC22" is displayed. Under the heading "License Details", the following information is listed: Licensee Name: eTRAKIT Test 1, License Type: HEALTH LICENSE, Business Street Name: 3519 LIBERTY DR T2, and City, State, Zip: City Limit, TX 77581. At the bottom of the details section are two buttons: "CANCEL" and "RENEW LICENSE". The "RENEW LICENSE" button is highlighted with a yellow rectangular border.

## 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).

**My Dashboard**

- Permits
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
- CONTRACTOR
  - Search Contractors
- Properties
  - Search Property
- Inspections
  - Schedule
  - Scheduled
- License
  - Search Licenses
  - Pay Fees
  - Renew
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

**License Renewal Process**

Step 1 Step 2 Update General License Details Step 3 Step 4

**License Information**

**Required Field(s)**

FOOD ESTAB.

\*OWNERSHIP TYPE: [Dropdown]

\*TYPE OF APPLICATION: [Dropdown]

\*TYPE OF BUSINESS: [Dropdown]

\*ALCOHOLIC BEVERAGES: [Dropdown]

WARNING:  
ENTER THE NUMBER OF EMPLOYEES FOR YOUR TYPE OF SERVICE. LEAVE '0' IN THE OTHER FIELDS OR YOU MAY BE OVERCHARGED.

? \*FULL SERVICE NUMBER OF EMPLOYEES: [0]

? \*LIMITED PREP NUMBER OF EMPLOYEES: [0]

? \*PRE-PACKAGED NUMBER OF EMPLOYEES: [0]

? \*SCHOOL OR DAYCARE NUMBER OF EMPLOYEES: [0]

**Attachments**

Filename [ ] [Select]

Description [ ]

UPLOAD

CANCEL NEXT STEP

### 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.

**License Renewal Process**

Step 1 Step 2 Step 3 Contact Information Step 4

**My Dashboard**

- Permits
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
- CONTRACTOR
  - Search Contractors
- Properties
  - Search Property
- Inspections
  - Schedule
  - Scheduled
- License
  - Search Licenses
  - Pay Fees
  - Renew
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

**Address Information**

License Address: 3519 LIBERTY DR T2 City Limit, TX 77581

\*License Phone: (333) 333-3333

License Fax: ( ) - -

\*Emergency Phone: (333) 333-3333

**Mailing Information**

Copy From License Address

\*Mailing Address: [ ]

\*City: [ ] \*State: [ ] \*Zip: [ ]

**Contacts**

**Certified Food Manager Information**

Name: [ ]

Address: [ ]

City: [ ] State: [ ] Zip: [ ] [ ] [ ]

Phone: ( ) - -

Fax: ( ) - -

Email: [ ]

**New World Account Information**

Name: PUBLIC J QUINCEY

Address: 3519 LIBERTY DR T2

City: [ ] State: PEARLAND CIT TX Zip: 77581

Phone: ( ) - -

Fax: ( ) - -

Email: [ ]

CANCEL PREVIOUS STEP NEXT STEP

## 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**.

**My Dashboard**

- Permits
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects
  - Apply for New Project
  - Search Projects
  - Pay Fees
- CONTRACTOR
  - Search Contractors
- Properties
  - Search Property
- Inspections
  - Schedule
  - Scheduled
- License
  - Search Licenses
  - Pay Fees
  - Renew
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

**License Renewal Process**

Step 1 Step 2 Step 3 **Step 4 Review & Payment**

### HEALTH LICENSE

Review the information below prior to submitting the application

**Phone Information** [EDIT](#)

Phone (333) 333-3333

Fax

Emergency Phone (333) 333-3333

**General Information**

**Mailing Address** [EDIT](#)

123 Street Address  
City Name, TX Zip

**Contacts** [EDIT](#)

Applicant Information

Owner Information

Contact Information

Contact Person Information

Manager Information

Certified Food Manager Information

New World Account Information

Contact Name  
123 Street Address  
City Name, TX Zip

[CANCEL](#) [PREVIOUS STEP](#) [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.

The screenshot shows a web interface for the "License Renewal Process". On the left is a blue sidebar menu with categories: My Dashboard, Permits, Projects, CONTRACTOR, Properties, Inspections, License, Shopping Cart, and Contact. The main content area is titled "License Renewal Process" and features a progress bar with four steps: Step 1, Step 2, Step 3, and Step 4 (Review & Payment). Below the progress bar is a "Checkout Summary" section with a warning: "Please carefully review each fee on this Checkout Summary. Please contact the Inspection Services Division at 281-652-1638 with questions **before** submitting your payment. Do Not click multiple times as this may charge you several times and do not click back or refresh while processing." Below this is a "Thank you," message and a table of fees. The table lists "LICENSE2" with license number "(LIC22-5)" and address "3519 LIBERTY DR T2", with a "LICENSE RENEWAL FEE" of "\$200.00". A summary line shows "Fees Due: \$200.00" and "Total: \$200.00". At the bottom are two buttons: "BACK TO STEP ONE" and "PAY NOW" (highlighted with a yellow box).

Item	Amount
LICENSE RENEWAL FEE	\$200.00
<b>Fees Due:</b>	<b>\$200.00</b>
<b>Total:</b>	<b>\$200.00</b>

## 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 American Express

**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:

Name as on Card:

Card Billing Address:

Card Billing Zipcode:

Card Number:

Card Expiration Date:

Card ID (CVV2/CID) Number:   
[\[What is the Card ID?\]](#)

**Billing Information:**

Company Name:

First Name:

Last Name:

Address:

Address Line 2:

City:

State:

Zip:

Country:

Phone Number:

Email Address:

## Print and Display Your Certificate

After you successfully pay your 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.

<b><i>City of Pearland</i></b>		
<b>Health Department</b>		
Food Dealers License / Retail Food License		
License # <div style="background-color: blue; width: 100px; height: 15px; margin: 5px auto;"></div>		
<b>Type of License</b>	HEALTH LICENSE	<b>Effective Date</b>
<b>License Location</b>	3523 LIBERTY DR PEARLAND CITY LIMIT, TX 77581	7/12/2021
		<b>Expiration Date</b>
		<b>7/12/2021</b>
<b>NOT TRANSFERRABLE</b>		
<b>Approved by: Rance Rhame, Code Enforcement Supervisor</b>		
For questions regarding this license please call (281) 652-1766.		
To renew this license visit <a href="http://pearlandtx.gov">pearlandtx.gov</a> 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.

Home | Setup an Account | Log In | Contractor | User Name: jonnely | Password: | LOGIN | Remember Me | Forg

### Create New Public User Account

Please be sure to fill out this section completely and accurately. This information is required and will be used as contact information for your user profile.

If you are a registered contractor do not register as a Public User. Call 281-652-1638 to register. Also please keep in mind that multiple users may be using this login. For instance, if your firm has multiple employees who will be submitting permits or plans with the City of Pearland, they will all login using this AEC Number and password. If they forget the password, they will need to know the answer to the security question to reset the password. Please share the AEC Number, Password and Security Question answer with all users at your firm.

#### Profile

- \* First Name:
- \* Last Name:
- \* Address:
- \* City:
- \* State:
- \* Zip:  -
- \* Email:
- \* Phone:  -  Ext

#### Username and Password

- \* Log-In Name:   
(letters/numbers only)
- Password Rules:
  - Password Must be contain minimum 6 and maximum 25 characters.
  - At least one number.
  - At least one lower & upper case letter.
  - At least one special character.
  - Note: Password is case sensitive.
- \* Password:
- \* Confirm Password:

#### Security Question

- Security Question:  What was your childhood nickr
- \* Secret Answer:
- \* Re-enter Secret Answer:

**CREATE ACCOUNT**

The City of Pearland, Texas makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Use of this Website indicates understanding and acceptance of this statement.

**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](mailto: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](mailto:permits@pearlandtx.gov) or call 281.652.1638.

If you have any license or requirement questions, please email Code Enforcement at [codeenforcement@pearlandtx.gov](mailto:codeenforcement@pearlandtx.gov) or call 281.652.1766.

