

## Professional and Business Licensing Portal Overview

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### I want to:

- **Add a Branch location** (business licensees)
  - Go to [Business License Detail](#) page
  
- **Print my license**
  - [Professional License Detail](#) page for professional licenses
  - [Business License Detail](#) page for main location licenses
  - [Branch License Detail](#) page for branch location licenses
  
- **Manage my employees or licensees** (business licensees)
  - [Business License Detail](#) page for main location licenses
  - [Branch License Detail](#) page for branch location licenses
  
- **Renew or reinstate my license**
  - [Professional Licenses](#) page for professional licenses
  - [Business Licenses](#) page for main location licenses
  - [Business License Detail page, Branches tab](#) for branch location licenses
  
- **Separate from my firm or employer** (professional licensee)
  - [Professional License Detail](#) page

## Home page

### How do I get here?

- Default page after first-time Get Started process when you first log in (page appearance will vary depending on whether you linked licenses or not)
- Click Home link in gray navigation bar at the top of the page

### What can I do here?

1. Access other pages (gray navigation bar)
2. Respond to To-Dos (if displayed)
3. Manage or apply for new professional licenses or request Criminal Conviction Screening (review of legal background before applying for a license)
4. Manage or create Business Accounts for business licenses
5. Access Help

The screenshot shows the Washington State Department of Licensing website. At the top is a navigation bar with links: Home (1), Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, Help (5), and Log out [→]. The main heading is "Manage Your Professional and Business Licenses Online". Below this is a "Your To-Do's" section (2) with a card titled "License is ready for renewal" for license 22011358, type Security Guard Company, expiring May 06, 2023, with a "Renew" button. The page is divided into two main sections: "Professional Licenses" and "Business Licenses". The "Professional Licenses" section has buttons for "Manage Existing Professional License Or Exam Application" and "Apply For Professional License Or Exam", with a callout (3) pointing to a link for "Criminal Conviction Screening". The "Business Licenses" section has a "Manage Business Accounts" button, a "New business licenses" section with sub-points for "Adding a license to an existing business?" and "New business?", and a "Create Business Account" button. A callout (4) points to the "New business?" section. Below these is a "Help" section (5) titled "How to manage your professional or business license" with a list of links and a "Questions? Need help?" section.

## Professional Licenses page

### How do I get here?

- Click Professional Licenses link in gray navigation bar at the top of the page

### What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to personal account record (hyperlinks)
3. Perform various actions (blue menu – options available will vary by license type)
4. Click appropriate tab to view information about licenses, applications, and relationships (see tab details below)

WASHINGTON STATE DEPARTMENT OF LICENSING

1 Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help Log out [↔]

This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction.

### Professional Licenses

**DIANE C JOHNSON**  
[Update legal name](#) 2  
Email: [djohnson@dol.wa.gov](mailto:djohnson@dol.wa.gov)  
Alternate email: None  
Mobile Phone: 555.555.5555  
Other Phone: None  
[Update contact information](#) 2

**Mailing address:**  
702 Wildflower Ln  
Olympia, WA 98502  
[Change address](#) 2

3

- Make a Payment
- Apply for new license

4

Licenses Unsubmitted Applications Submitted Applications Completed Requests Relationships

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
<a href="#">20108489</a>	Notary Public	August 01, 2024	Active	None	
<a href="#">20108490</a>	Security Guard	April 26, 2021	Active	None	<a href="#">Renew</a>

## Licenses tab

1. Access License Detail page by clicking license number hyperlink in license list
2. Renew or reinstate license (if one of these buttons is present)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
<a href="#">20108489</a>	Notary Public	August 01, 2024	Active	None	
<b>1</b> <a href="#">20108490</a>	Security Guard	April 26, 2021	Active	None	<b>2</b> <a href="#">Renew</a>

## Unsubmitted Applications tab

- Edit or delete an application that has been begun but not yet submitted.

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
New License Applications					
Profession	License Type	Application Method	Status	Last Updated	Actions
Combative Sports	Promoter	General Application	Draft	January 14, 2021 01:40 PM	<a href="#">Edit</a> <a href="#">Delete</a>

## Submitted Applications tab

1. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)
2. Download a copy of the submitted application (if Download Application button is displayed)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Actions
<a href="#">TAT2100001</a>	Body Art and Body Piercing	Tattoo Artist	General Application	Pending Payment	None	<b>1</b> <a href="#">Pay Fee</a>
<a href="#">REA2001777</a>	Real Estate	Real Estate Broker	General Exam Application	In-Review	None	<b>2</b> <a href="#">Download Application</a>

## Completed Requests tab

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships
There are no completed requests from past 12 months				

## Relationships tab

- View any business for which you have an Administrator role (have access to perform tasks for a business)

**Note:** This is NOT where you will see your licensee relationship to a business (go to [Professional License Detail](#) page to view your licensee relationships)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
Name	Role	Title	Phone	Email	Actions
Diane's Security Co.	Administrator	Administrator	555.555.5555	dijohnson@dol.wa.gov	<a href="#">Separate</a>
Diane's Divine Beauty Salon	Administrator	Owner	555.555.5555	dijohnson@dol.wa.gov	<a href="#">Separate</a>
JOHNSON, DIANE C	Administrator	Administrator	555.555.5555	dijohnson@mailinator.com	<a href="#">Separate</a>

## Professional License Detail page

### How do I get here?

1. Click Professional Licenses in the gray navigation bar
2. Click a license link from the list on the Professional Licenses page

### What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to the license record or print the license (blue menu – options will vary depending on the license type)
3. Manage licensee relationships with businesses (separate from a business, or cancel an invitation)

The screenshot displays the 'Professional Licenses' detail page. At the top, a navigation bar includes 'Home', 'Professional Licenses', 'Business Licenses', 'License Lookup', 'Course Search', 'File a Complaint', 'Fine Payments Made', and 'Help'. A red circle '1' highlights the 'Professional Licenses' link. Below the navigation bar is a yellow warning banner: 'This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction.'

### Professional Licenses

License Number: 21005595	License Type: Real Estate Broker	Status: Active
Name: Suzie Strawberry	First Issue Date: March 08, 2021	Sub-status: None
Current Issue Date: March 08, 2021	Expiration Date: March 08, 2023	Bad Payment: <input type="checkbox"/>

A blue menu on the right side of the license details, highlighted with a red circle '2', contains the following options: 'Update Mailing Address', 'Print License', 'Update Print Name', and 'More Actions'.

Below the license details is a blue bar with the text 'Draft Applications or Requests'. Underneath, it states 'There are no draft applications'.

Search options include a 'Search By' dropdown menu (set to 'None') and a 'Search Here' text input field. A 'Separate Licensee(s)' button is located to the right of the search field.

	License number	Name	Role	License Type	Relationship status	Action
<input type="checkbox"/>	13239	WINDERMERE REAL ESTATE/PUYALLUP, INC.	Broker	Real Estate Firm	Active	

A red circle '3' highlights the checkbox in the first row of the table.

## Manage My Businesses page

### How do I get here?

- Click the Business Licenses link in the gray navigation bar at the top of the page

### What can I do here?

1. Access a business, main license, or branch license account by clicking hyperlink in the account tiles on the page (see table below)
  - You may have access at more than one account level
2. Add a new business account
3. Link an existing business account

If the name in the tile is:	Then you:
<b>Business Entity Name</b> Ex: <i>Best Realty LLC</i> Sole Proprietorship will be owner's name in last name, first name format Ex: <i>Sampson, Alicia</i>	<ul style="list-style-type: none"> <li>• Are linked at Business Account level.</li> <li>• Can perform tasks related to the business and all associated main and branch licenses and all associated employees/licensees</li> </ul>
<b>Business Entity Name-License Type Extension</b> Ex: <i>Best Realty LLC-Real Estate Firm</i>	<ul style="list-style-type: none"> <li>• Are linked at Main License Account level.</li> <li>• Can perform tasks related to a single license and any associated branches and employees/licensees</li> </ul>
<b>Business Entity Name-Branch License Type Extension</b> Ex: <i>Best Realty LLC-Real Estate Branch</i>	<ul style="list-style-type: none"> <li>• Are linked at Branch License Account level.</li> <li>• Can perform tasks related to a single branch and any associated employees/licensees.</li> </ul>

The screenshot displays the 'Manage My Businesses' interface. At the top, there is a navigation bar with links for Home, Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, Help, and Log out. A yellow banner below the navigation bar states: 'This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction.'

The main content area is titled 'Manage My Businesses' and features three business account tiles, each with a red numbered circle (1, 2, or 3) indicating a step in the process:

- Tile 1:** [Diane's Security Co.](#) (1), email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov), UBI: 123-963-147
- Tile 2:** [Diane's Divine Beauty Salon](#) (2), email: [dijohnson@dol.wa.gov](mailto:dijohnson@dol.wa.gov), UBI: 214-852-962
- Tile 3:** [JOHNSON, DIANE C](#) (3), email: [dijohnson@mailinator.com](mailto:dijohnson@mailinator.com), UBI: 601-250-353

In the top right corner, there are two blue buttons: 'Add Business Account' (with a red circle containing the number 2) and 'Link Existing Business License' (with a red circle containing the number 3).

## Business Licenses page

### How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click the business name link in one of the tiles on the Manage My Businesses page

### What can I do here?

1. Access other pages (gray navigation bar)
2. Make updates to business account record (hyperlinks)
3. Perform various actions for the business account (blue menu available at **Business Account level only** – options available will vary by license type)
4. Click the appropriate tab to view information about licenses, applications, and relationships (see tab details below).

### Accessed from Business Account tile

The screenshot displays the 'Business Licenses' page for a user named JOHNSON, DIANE C. The page includes a navigation bar with links for Home, Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, Help, and Log out. A yellow warning banner states: 'This is a test site and any transactions completed here will not produce a valid license. Please go to professions.dol.wa.gov to login and complete your transaction.' The main content area shows the user's business profile with contact information and an 'Update business information' link. A blue menu on the right offers actions such as 'Apply for Business License', 'Close Your Business', 'Update Business Name', 'Cosmetology Student/Apprentice Hours', 'Make a Payment', and 'More Actions'. Below the profile is a tabbed interface with 'Licenses' selected, showing a table of licenses.

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
21000027	Salon Shop	February 02, 2022	Active	None	None	



## Licenses tab

1. Access License Detail page by clicking license number hyperlink in license list
2. Renew or reinstate license (if one of these buttons is present)

Licenses						
Account Relationships		Unsubmitted Applications		Submitted Applications		More
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
1 <a href="#">21000027</a>	Salon Shop	March 15, 2021	Active	None	None	2 <a href="#">Renew</a>

## Account Relationships tab

1. Remove Administrators for the Business Account, Main License Account, or Branch License Account, depending on which level you are currently viewing
  - Every business must have at least one Administrator. If there is only one in the list, you must add another Administrator before you can remove the existing one.
2. Add Administrators for the Business Account, Main License Account, or Branch License Account, depending of which level you are currently viewing

**Note:** This is NOT where you will see your licensee relationships to employees or licensees (go to [Business License Detail](#) or [Branch License Detail](#) page to view your employee/licensee relationships)

Account Relationships						
Licenses		Unsubmitted Applications		Submitted Applications		More
Name	Role	Email	Status	Actions		
Diane Johnson	Administrator	dijohnson@dol.wa.gov	Active	1 <a href="#">Remove</a>	2 <a href="#">Add Administrator</a>	

## Unsubmitted Applications tab

- Edit or cancel an application that has been begun but not yet submitted.

Licenses	Account Relationships	<b>Unsubmitted Applications</b>	Submitted Applications	More▼
<b>New License Applications</b>				
Profession	License Type	Application Method	Last Updated	Actions
Cosmetology	School	General Application	January 14, 2021 01:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>

## Submitted Applications tab

1. Download a copy of the submitted application (if Download Application button is displayed)
2. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)

Licenses	Account Relationships	Unsubmitted Applications	<b>Submitted Applications</b>	More▼		
<b>New License Applications</b>						
Application	Profession	License Type	Application Method	Status	Sub-status	Action
AUC2100001	Auctioneers and Auction Company	Auction Company	General Application	In-Review	None	<span>1</span> <a href="#">Download Application</a>
CBS2100001	Combative Sports	Promoter	General Application	Pending Payment	None	<span>2</span> <a href="#">Pay Fee</a>

## Completed Requests tab (May need to click More to see this tab)

View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	<b>Completed Requests</b>	More▼
You have no completed requests from past 12 months				

## Business License Detail page

### How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click on business name link on one of the tiles on the Manage My Businesses page
3. Click a license link in the Licenses list on the Business Licenses page

### What can I do here?

1. Access other pages (gray navigation bar)
2. Perform various actions for the business license (blue menu – options available will vary by license type). Tasks common to all license types include:
  - Print the license
  - Update license address or other contact information
  - Update Doing Business As (DBA) name
3. Click appropriate tab to view information about branch licenses, license applications, and employee/licensee relationships for this location (see tab details below).

The screenshot displays the 'Business Relationships' page for a Real Estate Firm license. The page includes a navigation bar, a warning banner, and a table of license details. A blue menu on the right side of the table provides actions like 'Print License', 'Add Branch License', 'Finding', and 'More Actions'. A bottom navigation bar shows 'License Relationships' as the active tab.

License Number:	License Type:	Status:
21005747	Real Estate Firm	Active

  

Business Name:	Doing Business As:	Phone:
Strawberry Sweet Homes	None	555.555.5555

  

Email:	Physical Address:	Mailing Address:
dijohnson@dol.wa.gov	714 Wily St NW Olympia, WA	714 Wily St NW Olympia, WA

  

First Issue Date:	Current Issue Date:	Expiration Date:
June 24, 2021	June 24, 2021	June 24, 2023

  

Sub-status:	Web-Address:	Discipline:
None	None	None

  

Program:
Real Estate

  

3	Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests
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## Branches tab

1. Access branch licenses by clicking license number link in list
2. Renew or reinstate branch license (if one of these buttons is present)

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
<a href="#">1 20108591</a>	Real Estate Branch	April 09, 2021	Active	None	None	<a href="#">2 Renew</a>

## License Relationships tab (default tab)

1. Remove Administrators at the Main License Account level
2. Add Administrators at the Main License Account level
3. Export a list of employees/licensees to a spreadsheet
4. Search for employees/licensees
5. Separate employees/licensees from your business
6. Add licensees to your business (**Public Protection companies/agencies** – use Add Employees link in blue menu)

Branches	License Relationships	Unsubmitted Applications	Submitted Applications	Completed Requests			
Name	Role	Email	Status	Actions			
Mary Marionberry	Administrator	marionberry@mailinator.com	Active	<a href="#">1 Remove</a>			
Diane Johnson	Administrator		Active	<a href="#">2 Remove</a>			
				<a href="#">3 Add Administrator</a>			
Licensee Relationships							
Search By	Search Here						
None	<a href="#">4 Search...</a>						
				<a href="#">5 Export</a> <a href="#">Separate Licensee(s)</a>			
License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108470	Mary Marionberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Active	<a href="#">6 Add Licensee</a>

## Unsubmitted Applications tab

**Unsubmitted Applications will be displayed only if you have access through the Business Account.**

- Edit or delete an application that has been begun but not yet submitted.

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More
New License Applications				
Profession	License Type	Application Method	Last Updated	Actions
Real Estate	Real Estate Branch	General Application	June 23, 2021 03:26 PM	<a href="#">Edit</a> <a href="#">Delete</a>

## Submitted Applications tab

**Submitted Applications will be displayed only if you have access through the Business Account.**

1. Download a copy of the submitted application (if Download Application button is displayed)
2. Pay for a license that has been submitted but not yet paid for (if Pay Fee button is displayed)

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More		
New License Applications						
Application	Profession	License Type	Application Method	Status	Sub-status	Action
AUC2100001	Auctioneers and Auction Company	Auction Company	General Application	In-Review	None	<span>1</span> <a href="#">Download Application</a>
CBS2100001	Combative Sports	Promoter	General Application	Pending Payment	None	<span>2</span> <a href="#">Pay Fee</a>

## Completed Requests tab (may have to click More to view this tab)

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	Completed Requests	More
You have no completed requests from past 12 months				

## Branch License Detail page

### How do I get here?

1. Click the Business Licenses link in the gray navigation bar
2. Click the business name link on one of the tiles on the Manage My Business page
3. Click the license link for the main location license on the Business Licenses page
4. Click the Branches tab on the Business License Detail page
5. Click a license link in the Branches list

### What can I do here?

1. Access other pages (gray navigation bar)
2. Perform various actions for the branch license (blue menu – options available will vary by license type). Common tasks include:
  - Print the license
  - Update license address or contact information
  - Update DBA name
3. View information about employee/licensee relationships for this location (see details on individual tabs below).

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1 Home Professional Licenses Business Licenses License Lookup Course Search File a Complaint Fine Payments Made Help Log out [→]

This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction.

### Business Relationships

<b>License Number:</b> 20108591	<b>License Type:</b> Real Estate Branch	<b>Status:</b> Active	<b>2</b> Finding Update Physical Address Update License Webaddress More Actions
<b>Business Name:</b> Strawberry Sweet Homes	<b>Doing Business As:</b> None	<b>Phone:</b> 555.555.5555	
<b>Email:</b> strawberry@mailinator.com	<b>Physical Address:</b> 722 Buckle Ln SE Olympia, WA	<b>Mailing Address:</b> 722 Buckle Ln SE Olympia, WA	
<b>First Issue Date:</b> April 09, 2019	<b>Current Issue Date:</b> April 09, 2019	<b>Expiration Date:</b> April 09, 2021	
<b>Sub-status:</b> None	<b>Web-Address:</b> None	<b>Discipline:</b> None	
<b>Program:</b> Real Estate			

## Branch Administrator tab

1. Remove Administrators at Branch License Account level
2. Add Administrators at Branch License Account level
3. Export a copy of the licensee list to a spreadsheet
4. Search for employees/licensees
5. Separate an employee/licensee from the branch
6. Add a licensee to a branch

The screenshot shows the 'Branch Administrator' tab interface. At the top, there are three tabs: 'Branch Administrator' (selected), 'Unsubmitted Applications', and 'Submitted Applications', along with a 'More' dropdown. Below the tabs is a table with columns: Name, Role, Email, Status, and Actions. A row for 'Suzie Strawberry' is shown with a 'Remove' button (callout 1). Below this is an 'Add Administrator' button (callout 2). The 'Licensee Relationships' section has a search area with a 'Search By' dropdown (set to 'None') and a 'Search Here' text box (callout 4). To the right of the search area are 'Export' (callout 3) and 'Separate Licensee(s)' (callout 5) buttons. Below the search area is a table with columns: License Number, Name, License Type, License Status, Expiration Date, Association Type, Relationship Status, and Actions. A row for 'Suzie Strawberry' is shown with a 'Branch Manager' association and 'Active' status. At the bottom right is an 'Add Licensee' button (callout 6).

## Unsubmitted Applications tab

- Edit or cancel an application that has been begun but not yet submitted.

The screenshot shows the 'Unsubmitted Applications' tab interface. It features a table with columns: Request Type, Request Against, Status, Last Updated, and Actions. A row is shown for 'Update Physical Address' against 'Driver Training School Branch' with a status of 'Draft' and a last updated date of 'June 24, 2021 10:51 AM'. The 'Actions' column for this row contains 'Edit' and 'Delete' buttons, both of which are highlighted with a red box.

## Submitted Applications tab

- View submitted Maintenance Request application

Licenses	Branch Administrator	Unsubmitted Applications	<b>Submitted Applications</b>	More ▾
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Maintenance Request Applications

Request	Request Type	Request Against	Status
REQ-66384	Update Physical Address	Driver Training School Branch	Under Review

**Completed Requests tab** (may have to click More to see this tab)

- View any Maintenance Requests that have been completed in the last 12 months.

Licenses	Account Relationships	Unsubmitted Applications	<b>Completed Requests</b>	More ▾
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You have no completed requests from past 12 months