

LICENSE AND REGISTRATION RENEWAL FOR 2021

START: November 1st, 2020

Access the online renewal portal here:

<https://dnrx.wisconsin.gov/elcrenewal>

CHECK THESE RENEWAL PORTAL STEPS:

Environmental Licensing and Certification Online Renewal Portal

- ✓ Licenses and registrations are renewed for one individual at a time – a license # is needed to renew.
- ✓ Verify your contact information and provide updates using the link provided below your address at the top of the renewal portal page.
- ✓ **Important:** Pump installer and driller supervisors must renew first and acknowledge their supervisory roles before business and rig operator registrants can renew.

A check mark is accepted as the required “supervisor signature”

I acknowledge I am the supervisory Water Well Driller for

- ✓ If you attended the WWVA virtual session on October 28th, you will need to wait until mid-November to renew online. This will allow time for processing of continuing education attendance.
- ✓ Remember to print the license/registration card when finished. Paper copies of license and registration cards will no longer be mailed by the department.

TIPS FOR THE e-PAYMENT SYSTEM:

When you reach **e-Payment Services**:

Welcome to the Electronic Payment System 1

Please enter your User ID and Password and click Log In.

User ID [Forgot Your User ID?](#) 4

Password [Forgot Your Password?](#)

Log In

[Register](#) 3

[Pay Without Registering](#) 2

1. You have left the online renewal portal: **Do not use the browser back arrow.** Attempting to return to the renewal portal using the browser back arrow will lock the renewal process. You will need to return to the renewal portal the next day to start the online renewal process again.
2. Go directly to “[Pay Without Registering](#)” if you prefer not to set up an account for others in the company to pay renewal fees using a company credit card and business contact information.
3. Use “[Register](#)” to set up an account and payment method for other licensees and registrants in the company to make renewal fee payments. [Registering](#) is usually done by the supervisor or the first individual in the company to go through the online renewal process.
4. **For those who choose to “[Register](#)”:** The “**User ID**” and “**Password**” allows subsequent users in the company to access the account and pay their online renewal fees. Payment for each individual is applied one at a time, so time is saved by having the account payment method applied to each payment transaction without re-entering payment and contact information.