

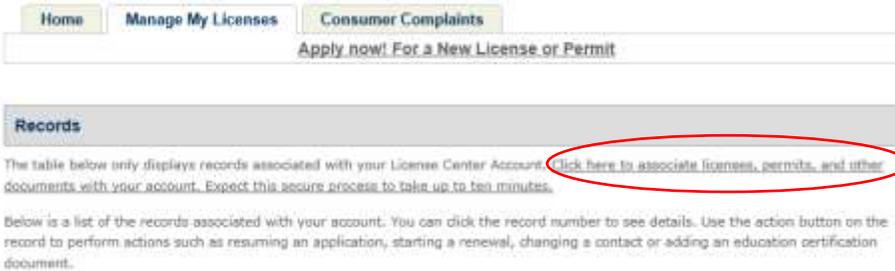
## Claiming Records in E-licensing

### 1. Select Manage My Licenses

**Need Help?** Call the NYS License Center Help Desk Team at (518) 453-8130 between the hours of 8:30am and 4:30pm Monday-Friday, with the exception of NYS - observed holidays.



### 2. Under records select Click here to associate licenses, permits, and other documents with your account.



### 3. Select the license type, then select next



**License Type** | Required Information | Questionnaire | Summary

**Choose License Type**

To claim an existing license, please select the license type below and click Next.

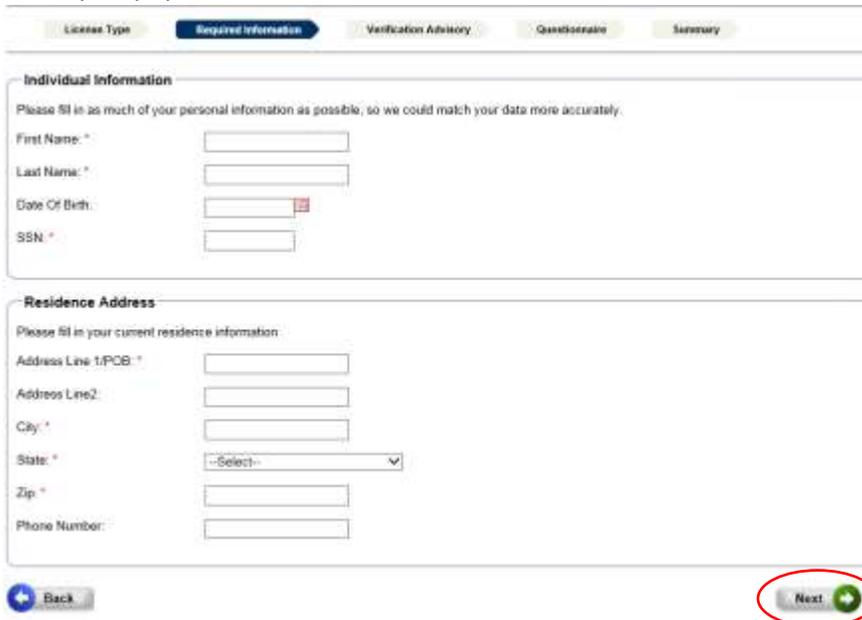
What type of license are you claiming ?

Individual/Professional

Business

**Next** ➔

### 4a. If Individual/Professional is selected fill in the required fields. First name and Last Name will already be populated. Then select next



**License Type** | **Required Information** | Verification Advisory | Questionnaire | Summary

**Individual Information**

Please fill in as much of your personal information as possible, so we could match your data more accurately.

First Name: \*

Last Name: \*

Date Of Birth:

SSN: \*

**Residence Address**

Please fill in your current residence information:

Address Line 1/POB: \*

Address Line2:

City: \*

State: \*

Zip: \*

Phone Number:

**Back** **Next** ➔

### 4b. Select I agree to the verification advisory

- 4c. Answer the provided Identity Verification Questions and select next.
- 4d. Check your email for further information.

5a. If Business is selected answer the following question. If no is selected you will be required to create a tax account, if yes you will be required to enter your username and password.

License Type

Required Information

Summary

**Business User Account Details**

Do you have an Online Services (NY.gov ID) with the New York State Department of Taxation and Finance?

Yes  No



Back



Next