

RENEWALS FOR CALENDAR YEAR 2025 BEGIN 10/01/2024

PORTAL ACCESS: [Environmental Licensing and Certification Online Renewal Portal \(wi.gov\)](https://www.wisconsin.gov/licensesandpermits/licensesandpermits-renewal-portal/)

- ✓ **PLEASE RENEW ONLINE!** Renewing online saves significant department time and resources.
- ✓ Individuals with 6 hours of 2024 continuing education attendance on record are eligible to renew.
- ✓ Renewal applications will be mailed to those eligible for renewal starting the first week of October.
- ✓ Check 2024 attendance here: [Driller/Pump Installer Continuing Education Status \(wi.gov\)](https://www.wisconsin.gov/licensesandpermits/licensesandpermits-renewal-portal/)
- ✓ Disregard applications received by mail for a credential that has already been renewed online.
- ✓ Supervisors renewing online need to do so before their rig operator or business can renew.
- ✓ Update contact information using the link at the top of the renewal portal page.
- ✓ Remember to print your license or registration credential at completion of online renewal.
- ✓ A **“User ID”** and **“Password”** are not required to process an online payment.
- ✓ Select the **“Pay Without Registering”** option to process payment online with a credit card.

Electronic Payment System Tips:

The screenshot shows the 'Welcome to the Electronic Payment System' login page. It includes a 'Log In' button, a 'Register' button, and a 'Pay Without Registering' button. There are also links for 'Forgot Your User ID?' and 'Forgot Your Password?'. Numbered callouts (1-4) highlight specific elements: 1 points to the title, 2 points to the 'Pay Without Registering' button, 3 points to the 'Register' button, and 4 points to the 'Forgot Your User ID?' link.

1. Avoid using the browser back arrow. Attempting to use the back arrow will lock the payment process. You will need to wait until the next day and start the renewal process again from the beginning.
2. Most renewal applicants will use the **“Pay Without Registering”** option. A **“User ID”** and **“Password”** are not required unless you prefer to register and set up an account.
3. Use **“Register”** to set up an account and payment method. Registration is done by the first individual in the company to use the e-Payment process.
4. The registration process sets up a **“User ID”** and **“Password”** for others in the company to access the account and pay renewal fees. The account payment method is applied to each individual’s transaction.