



### Navigating Your Online Trade Licensing Homepage:

Use the menu at the top of the screen to:

- Return to your Homepage
- Submit a new license application or upgrade
- Submit a payment by License #

You can see and pay any fees due right from your homepage. Click "Make Payment" to easily submit a payment online!

The screenshot shows the homepage with a navigation menu at the top containing 'My Homepage', 'Submit New Application', and 'Pay by License #'. Below the menu, there is a 'Welcome, New!' section with user information (Address: 1 Main St, Rochester, NY 14610; Contact: (555)555-5555, YourEmailHere@email.com) and a 'My Profile' button. To the right, a 'MY FEES' section shows a 'Total Amount Due' of '\$0.00' and a 'Make Payment' button. Below this, there are links for 'Go to my fees' and 'Go to my payment history'. At the bottom, a 'My Records' section has a filter dropdown set to '1' and a 'Map' toggle. A message below reads 'There are no projects to display here.' Blue arrows point from the callout boxes to these specific elements.

If you need to view or update your personal information, such as your name, mailing address or email, click "My Profile".

Current Trade License holders and applicants can see their licenses listed under 'My Records'.

### Viewing your License Record and Details:

The screenshot shows a license record for 'Electrical License' with ID 'ELEC-2705'. A 'View Details' button is highlighted with a red box. The record is categorized as 'Paid' under 'Fees'. The 'Status' section shows 'Active' with '1 Pending Task', an 'Expire Date' of 05/31/2024, and a 'Last Renewal Date' of 03/10/2022. The 'Current Step' is 'Active License' and the 'Issued Date' is 04/01/2024. The 'Next Renewal Date' is also 04/01/2024. The 'Details' section shows the license 'Type' as 'Master'.



The system will show you the status of your license (Pending, Active, In Renewal) and allow you to submit renewals, view details, and print documents, such as your wallet card or wall certificate.

**If you are a current trade license holder and do not see your license in the system, please contact us at [LicensedTrades@cityofrochester.gov](mailto:LicensedTrades@cityofrochester.gov).**