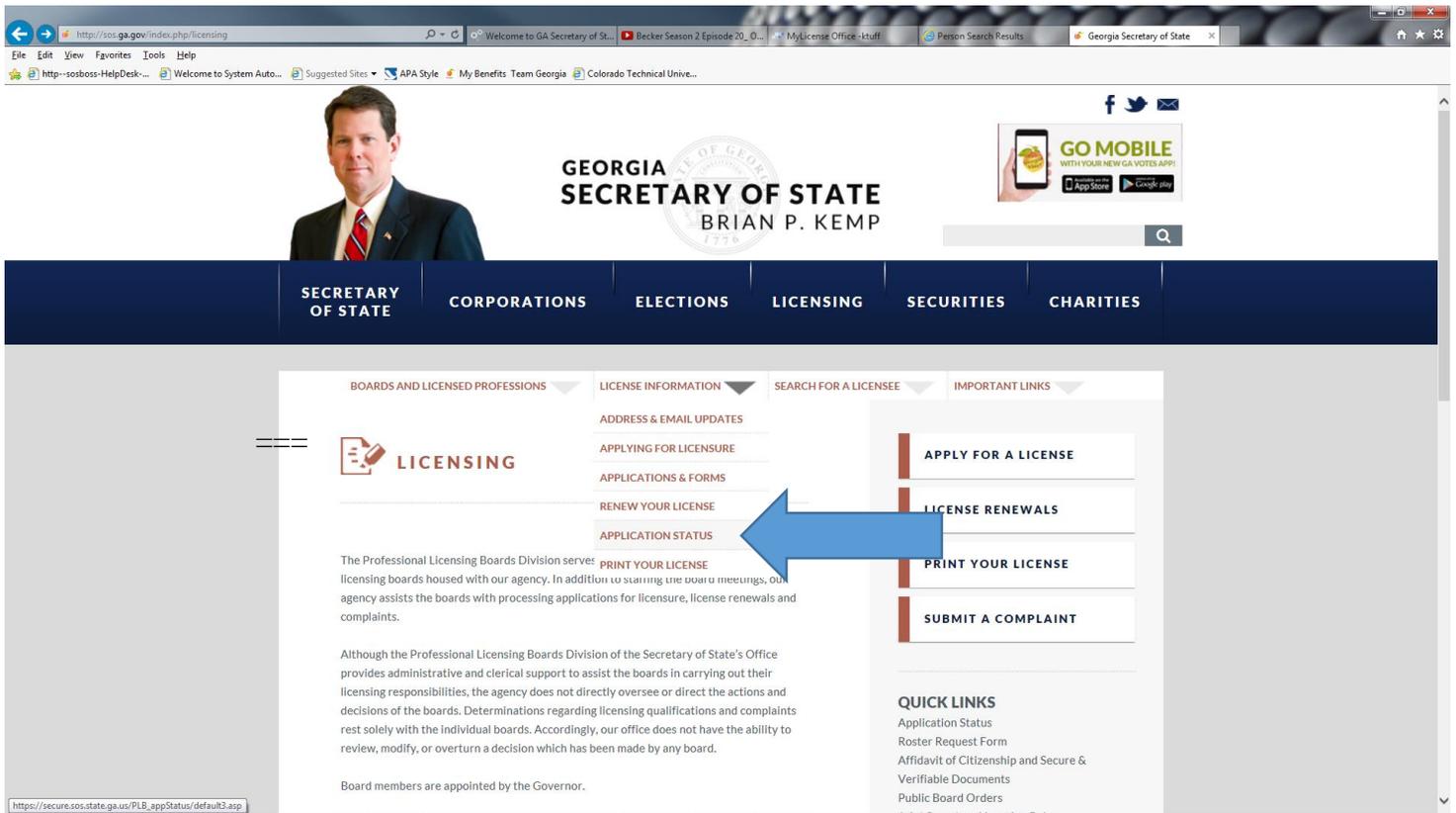


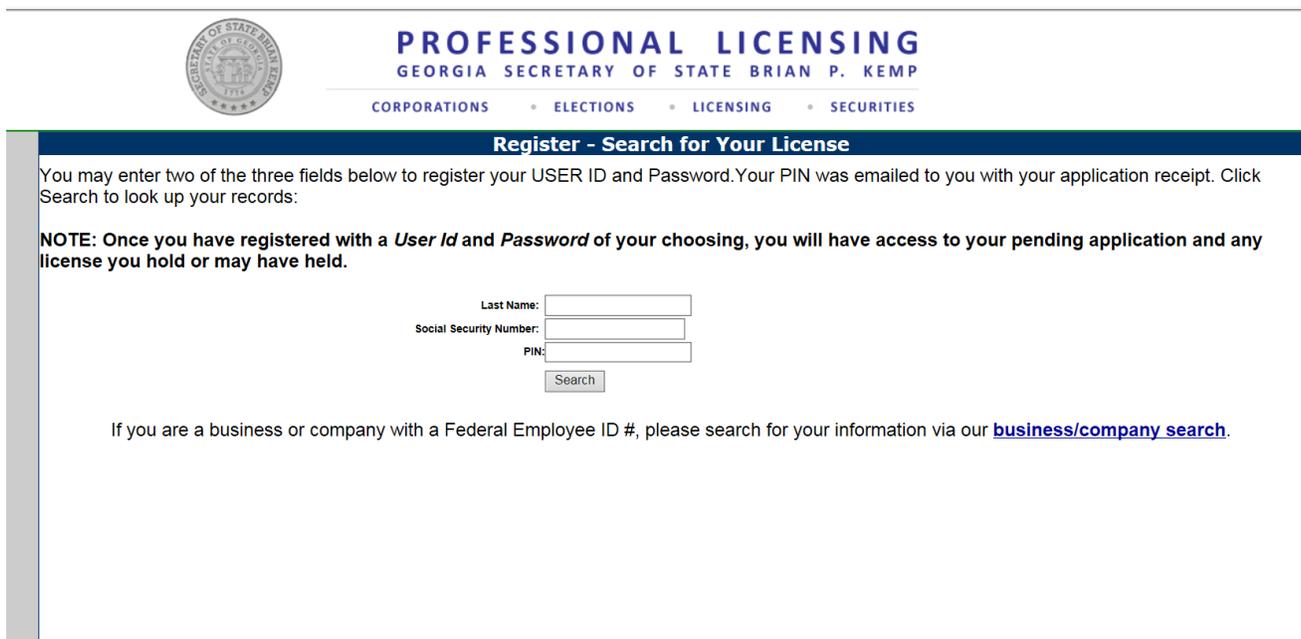
## Log In Steps to Check Application Status

1. Applicant will come to this page to click on Application Status link.  
[https://secure.sos.state.ga.us/PLB\\_appStatus/default3.asp](https://secure.sos.state.ga.us/PLB_appStatus/default3.asp)



The screenshot shows the Georgia Secretary of State website. The header includes the state seal and the name of the Secretary, Brian P. Kemp. A navigation bar contains links for Secretary of State, Corporations, Elections, Licensing, Securities, and Charities. The main content area is titled 'LICENSING' and features a menu with options: License Information, Address & Email Updates, Applying for Licensure, Applications & Forms, Renew Your License, and Application Status. A blue arrow points to the 'APPLICATION STATUS' link. To the right, there are buttons for 'APPLY FOR A LICENSE', 'LICENSE RENEWALS', 'PRINT YOUR LICENSE', and 'SUBMIT A COMPLAINT'. A 'QUICK LINKS' section is also visible at the bottom right.

2. Once the applicant has clicked on this link, he/she should be directed to this link.  
<https://secure.sos.state.ga.us/mylicense/PersonSearchResults.aspx>



The screenshot shows the 'PROFESSIONAL LICENSING' page for the Georgia Secretary of State Brian P. Kemp. The page has a navigation bar with links for Corporations, Elections, Licensing, and Securities. The main heading is 'Register - Search for Your License'. Below this, there is a text box stating: 'You may enter two of the three fields below to register your USER ID and Password. Your PIN was emailed to you with your application receipt. Click Search to look up your records:'. A note follows: 'NOTE: Once you have registered with a User Id and Password of your choosing, you will have access to your pending application and any license you hold or may have held.' Below the note is a form with three input fields: 'Last Name:', 'Social Security Number:', and 'PIN:'. A 'Search' button is located below the PIN field. At the bottom of the page, there is a link: 'If you are a business or company with a Federal Employee ID #, please search for your information via our [business/company search](#).'

3. If the applicant has never registered an account, he or she will have to do so. For this example, we will use Wanda Jaffe. She has been found in the database, and must register her account.

- Enter your **User Id** and **Password** for the licenses that you want to renew or apply for, plus an **Email Address** (all required fields).
- If you do not have an Email address, please enter email@email.com.
- Click the **Register** button at the bottom of the page to complete the registration process.

First Name:

Middle Name:

Last Name:

\*User Id:   
(Min. 6 chars.)

\*Password:   
(Min. 6 chars.)

\*Re-enter Password:

\*Email:

4. Next, applicant will get this page.



## PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRIAN P. KEMP

CORPORATIONS • ELECTIONS • LICENSING • SECURITIES

You have successfully registered your User Id and Password for license renewal or initial application for licensure!

Please [click here](#) to login using the User Id and Password you just registered to complete your online renewal or begin your license application..

5. Once the applicant clicks on “Click Here”, he/or she will come to the page below and enter the credentials used to create the account.



## PROFESSIONAL LICENSING

GEORGIA SECRETARY OF STATE BRIAN P. KEMP

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### Georgia Online Licensing

Enter your unique User Id and Password and click Login to access the system.

User Id

Password

If you cannot remember either your User Id or Password, please select one of the options below to reset them:

- [Click here](#) to reset for a "person" license type.
- [Click here](#) to reset for a "business" or "facility" license type.

6. Enter the credentials. Applicant will now see this page.



**PROFESSIONAL LICENSING**  
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**Georgia Online Licensing**

<<< Please select an option from the menu on the left <<<

**NOTE:** If you have not completed your license application or renewal process, click the **Continue** "link" beneath in the **Your Licenses** section below.

Name: Wanda Jaffe  
Address: 237 Coliseum Dr  
Macon, GA 31217

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**Your Licenses**

License Number: Issued:	Profession: Cosmetology Expires:	License Type: Master Cosmetologist	License Status: Pending
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[View Checklist](#)

7. To check the “application status”, click on the link that reads “View Checklist”.
8. This is what the applicant will see.



**PROFESSIONAL LICENSING**  
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**Checklist Information**

Item	Fee	Amount Due	Status	Complete Date
Application Fee			Not Applicable	
Board Review			Unchecked	
Convictions			Unchecked	
Legal Services Review			Unchecked	
Passed Practical Exam			Unchecked	
Passed Written Exam			Unchecked	
Proof of Legal Residency			Unchecked	
Signed/Notarized			Unchecked	
Veterans Preference Points			Unchecked	
Secure & Verifiable Document Affidavit			Unchecked	