

LICENSEE PORTAL

Existing User Login

QUICK REFERENCE GUIDE – APPLICANTS



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Registration: Verifying an Individual Account

Use the steps below to confirm your Individual Professional Licensing Account:

1. Click [here](#) to launch the Professional Licensing Portal.
2. When the Professional Licensing site displays, click **Verify Now** (see graphic at right).
3. A Verify Now form opens with the *Individual Account* pre-selected.
4. Complete the *First Name*, *Last Name*, and *Date of Birth* fields.
 - Note: Fields displaying a red asterisk (*) are required
5. Click to select the option you wish to use to verify your account: *Application Number or License Number*.
6. Enter the number you are using to verify your account then click **Submit**.
7. In the additional fields that display, your Residence Address and Mobile Phone number pre-populate.
8. After verifying your account details are accurate, enter your *Password*.
9. Enter the password again in the *Confirm Password* field.
10. Click the **link** to review *Our Terms and Conditions*.
11. Click the **checkbox** to confirm you agree to the *Terms and Conditions*.
12. Click **Submit**.
13. The *Account Created Successfully* screen displays.
14. Navigate to your email inbox and locate the Verification email (see graphic at right).
15. Click the **Click Here** link in the email.
16. The Portal displays *Account verified successfully*.
17. Click **Go to Login** to use your new Username and Password to log into your verified portal account (see graphic at right).
18. If you need assistance, please call us at: (404) 424-9966.

Professional Licensing
Welcome to the official Professional Licensing Portal. Use the options below to login or to register your account.

Login

* indicates required field

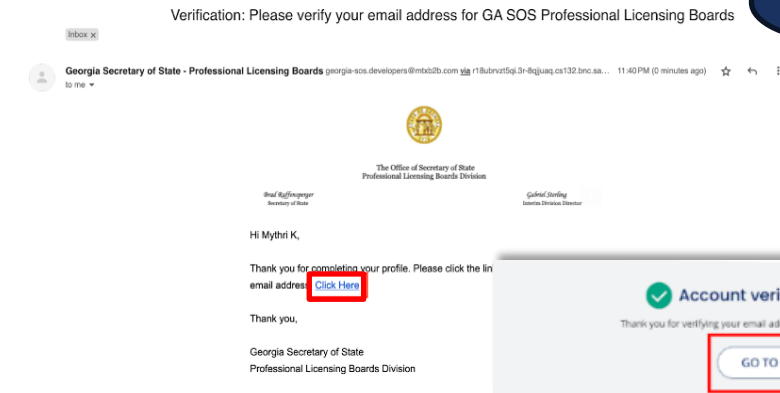
* Username

* Password

Remember me Recover Username Forgot Password

Don't have an account?
Register your GOALS account to apply for, renew, and print your licenses.
REGISTER

Already Have An Account?
Verify your existing account with the Professional Licensing Boards.
VERIFY NOW

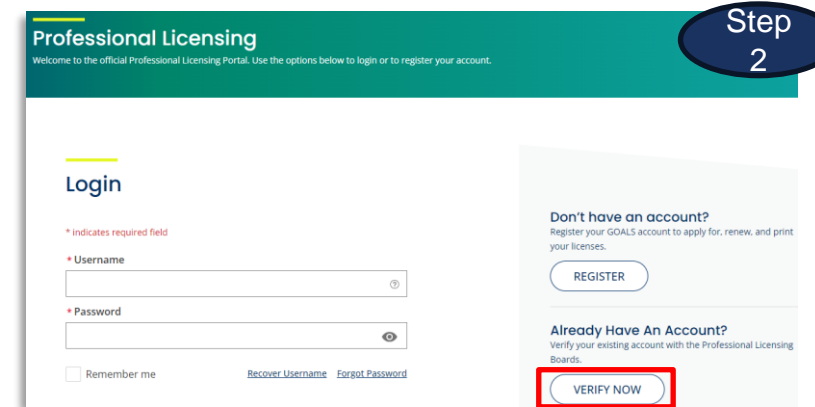


Passwords: Require at least 9 characters and at least 1 character of each type: an uppercase letter, a lowercase letter, a number, and a special character belonging to @%\$&!*?

Registration: Verifying a Business Account (Facility)

Use the steps below to confirm your Professional Licensing Account for your Business:

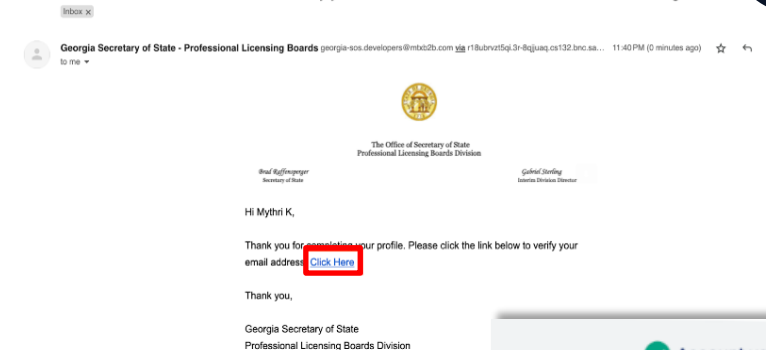
1. Click [here](#) to launch the Professional Licensing Portal.
2. When the Professional Licensing site displays, click **Verify Now** (see graphic at right).
3. A Verify Now form opens with the *Individual Account* pre-selected.
 - Ensure you switch to the Business Account (Facility) option
4. Complete the *Name of the Business*, *Tax ID*, and *Date of Birth* fields.
 - Note: Fields displaying a red asterisk (*) are required
5. Click to select the option you wish to use to verify your account: Application Number or License Number.
6. Enter the number you are using to verify your account then click **Submit**.
7. In the additional fields that display, your Mailing Address and Mobile Phone number pre-populate.
8. After verifying your business details are accurate, enter your *Password*.
9. Enter the password again in the *Confirm Password* field.
10. Enter your Business Representative's *First Name* and *Last Name*.
11. Click the **link** to review *Our Terms and Conditions*.
12. Click the **checkbox** to confirm you agree to the *Terms and Conditions*.
13. Click **Submit**.
14. The *Account Created Successfully* screen displays.
15. Navigate to your email inbox and locate the Verification email (see graphic at right).
16. Click the **Click Here** link in the email.
17. The Portal displays *Account verified successfully*.
18. Click **Go to Login** to use your new Username and Password to log into your verified portal account (see graphic at right).
19. If you need assistance, please call us at: (404) 424-9966.



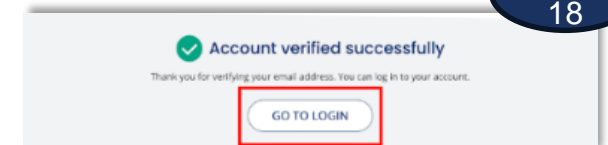
The screenshot shows the Professional Licensing Portal. At the top, a green banner reads 'Professional Licensing' and 'Welcome to the official Professional Licensing Portal. Use the options below to login or to register your account.' Below this, there's a 'Login' section with fields for 'Username' and 'Password', both marked with a red asterisk to indicate they are required. There are links for 'Remember me', 'Recover Username', and 'Forgot Password'. To the right, there are two sections: 'Don't have an account?' with a 'REGISTER' button, and 'Already Have An Account?' with a 'VERIFY NOW' button. The 'VERIFY NOW' button is highlighted with a red box.

Step
2

Verification: Please verify your email address for GA SOS Professional Licensing Boards



Step
15



Step
18



Passwords: Require at least 9 characters and at least 1 character of each type: an uppercase letter, a lowercase letter, a number, and a special character belonging to @%\$&!*?