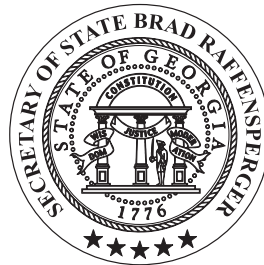


LICENSEE PORTAL  
**New User Login**  
QUICK REFERENCE GUIDE – APPLICANTS



BRAD RAFFENSPERGER, Secretary of State  
Licensing Division  
237 Coliseum Drive  
Macon, Georgia 31217-3858  
(404) 424-9966 | [sos.ga.gov](http://sos.ga.gov)

# Registration: Creating an Individual Account

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

1. Click [here](#) to launch the Professional Licensing Portal.
2. When the Professional Licensing site displays, click **Register** (see graphi.
3. The Register screen opens with the *Individual Account* option pre-selected.
4. Complete the fields, including all required fields.
  - Note: Fields with a red asterisk (\*) are required
5. To look up your address, click in the **Search by street address and city** field then begin to enter your address.
6. Click on your address when it displays.
  - If your address does not display, click in each field to manually enter the information
7. Enter a *Password*.
8. Enter the password again in the *Confirm Password* field.
9. Click the **link** to review *Our Terms and Conditions*.
10. Click the **checkbox** to confirm you agree to the *Terms and Conditions*.
11. Click **Submit**.
12. The *Account Created Successfully* screen displays.
13. Navigate to your email inbox and locate the Verification email (see graphic at right).
14. Click the **Click Here** link in the verification email.
15. The Portal displays *Account created successfully*.
16. Click **Go to Login** to use your new Username and Password to log into your new Portal Individual account (see graphic at right).
17. If you need assistance, please call us at: (404) 424-9966.

**Step 2**

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

**REGISTER**

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

VERIFY NOW

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

**Step 13**

Inbox x

Georgia Secretary of State - Professional Licensing Boards georgia-sos.developers@mtxb2b.com 11:40 PM (0 minutes ago)

Hi Mythri K,

Thank you for completing your profile. Please click the link below to verify your email address. **Click Here**

Thank you,

Georgia Secretary of State  
Professional Licensing Boards Division

**Step 16**

**Account created successfully**

An email has been sent to the specified email address. You will have to go to your inbox and click on the verification link. This verification link is only valid for 24 hours and it will be expired after that. You will be able to login to your account after verifying your email address.

**GO TO LOGIN PAGE**



**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: Creating a Business Account (Facility)

Use the steps below to create your Business Professional Licensing (Facility) Account:

1. Click [here](#) to launch the Professional Licensing Portal.
2. When the Professional Licensing site displays, click **Register** (see graphic at right).
3. The Register screen opens with the *Individual Account* option pre-selected.
4. Select the *Business Account* option.
5. Complete the fields, including all required fields.
  - Note: Fields with a red asterisk (\*) are required
6. Complete all Tax and Business-related details on the form.
7. To look up your mailing address, click in the **Search by street address and city** field then begin to enter your address.
8. Click on your address when it displays.
  - If your address does not display, click in each field to manually enter the information
9. Enter a new *Password*.
10. Enter the new password again in the *Confirm Password* field.
11. Enter your Business Representative's *First Name* and *Last Name*.
12. Click the **link** to review *Our Terms and Conditions*.
13. Click the **checkbox** to confirm you agree to the *Terms and Conditions*.
14. Click **Submit**.
15. The *Account Created Successfully* screen displays.
16. Navigate to your email inbox and locate the Verification email (see graphic at right).
17. Click the **Click Here** link in the verification email.
18. The Portal displays *Account created successfully*.
19. Click **Go to Login** to use your new Username and Password to log into your new Portal business account. (see graphic at right)
20. If you need assistance, please call us at: (404) 424-9966

**Step 2**

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.

**REGISTER**

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

**VERIFY NOW**

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

**Step 16**

Georgia Secretary of State - Professional Licensing Boards georgia-sos.developers@mtx2b.com 11:40 PM (2 minutes ago)

The Office of Secretary of State  
Professional Licensing Boards Division

Hi Mythri K,

Thank you for creating your profile. Please click the link below to verify your email address.

**Click Here**

Thank you,  
Georgia Secretary of State  
Professional Licensing Boards Division

**Step 19**

**Account created successfully**

An email has been sent to the specified email address. You will have to go to your inbox and click on the verification link. This verification link is only valid for 24 hours and it will be expired after that. You will be able to login to your account after verifying your email address.

**GO TO LOGIN PAGE**



**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 @%\$&!\*