



## **Renewal Application 2018 - EMPLOYEE** **Register and renew your licence early**

### **Registering with Licences.ie**

If you are renewing your licence for the first time, you must register with Licences.ie. To do this, open the website [www.licences.ie](http://www.licences.ie), click on "Register" and follow the online instructions. If required, you can access a PSRA video demonstration on [www.psr.ie](http://www.psr.ie) which will show you how to register with licences.ie.

Once registered with Licences.ie there is no requirement to take this step again.

### **Renewing your licence application**

You can only renew your licence with Licences.ie when you receive your letter from the PSRA inviting you to renew. Your licence renewal letter will contain a PIN number to renew your licence(s). A PIN number and your licence number will be required to complete your renewal application.

### **Licences.ie**

Log on to Licences.ie using the email address and password you registered with Licences.ie. If you have forgotten your Licences.ie password, click on "Forgot Password" on the Licences.ie login screen and follow the onscreen instructions.

### **Licences.ie Help Desk**

Any technical difficulties in registering or logging onto Licences.ie, please contact their helpdesk by

- Email : [support@licences.ie](mailto:support@licences.ie)
- Telephone: 1890 200090 or 065 9080207

### **PSRA Helpdesk**

- Telephone: Locall 1890 252 712 or 046 9033800
- Time: 10 am – 12.30 p.m. and 2.30 p.m. - 4 pm

### **Employee Licence Renewal Application**

- Go to [www.licences.ie](http://www.licences.ie)
- Log in using your email address and password with which you registered with Licences.ie.
- Select the PSRA renewal logo on the lower section of the screen.
- Select Continue To Renew Your PSRA Licence
- Insert your PIN Number and your Licence Number to start the licence renewal process
- Completing your renewal application:
  - Follow on screen requirements
  - If you have commenced the licence renewal process and for whatever reason you cannot complete the renewal of your licence in one go – select the **SAVE and CLOSE** button at bottom right of each screen to save the partially completed application. You can return to your application at a later and more convenient time. Log back into Licences.ie with your email and password, click on My Applications or select the Home page, PSRA logo and Continue to renew your PSRA licence, then click View on your application.

### **Payment of Licence Fee and Contribution to Fund**

- As an employee you are provided with a choice on how you wish to pay for your licence and contribution to the Compensation Fund either
  - Pay for your licence and contribution to the Compensation Fund yourself by selecting the “ADD TO BASKET” button on the left side of Screen
- Or
- Request that your Employer makes the payment on your behalf by selecting “Ask My Employer To PAY” button on left side of screen. You will need your employers EMAIL ADDRESS so that an email request for payment is sent to the Employer on behalf of that employee.

### **My Application**

- Your application can be viewed at any time by going to Licences.ie and selecting at the top of the screen the drop down menu beside your name or the name used to register the business and select My Application.
- The status of your application can be viewed eg. Awaiting Payment or Submitted
- **THE ONUS IS ON YOU, THE LICENSEE TO ENSURE YOUR APPLICATION IS SUBMITTED TO THE PSRA ON TIME**
- Licences.ie will issue an email to you when the status of your application changes e.g. Awaiting Payment or Submitted.

### **Lost Pin Numbers**

- Please place your PSRA invitation to renew your licence letter in a safe location. If you mislay your invitation to renew letter you must contact the PSRA Helpdesk requesting a new letter to issue to you with your PIN number. A PIN number will not be provided to you over the phone or by email. For security and data protection reasons, the only way you will receive your PIN number by post. No exceptions will be made regarding this process.

### **New Licence Types**

- Adding new licence types to a Renewal licence application is not permitted. This can only be done by submitting a new application for that licence type. Please contact the Authority for an application form to add category(s) to your licence if you wish to apply for same.

**DEADLINE DATE FOR RENEWALS  
IS 6 WEEKS PRIOR TO THE EXPIRY OF YOUR LICENCE**