



## Renewal Application 2017 - EMPLOYER

### Register and renew your licence early

#### **Register 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 on Licences.ie there is no requirement to undertake this step again.

#### **Renewing your PSRA Licence with Licences.ie**

- You can only renew your licence with Licences.ie when you receive your letter from the PSRA inviting you to renew your licence
- 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 licence 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, contact Licences.ie helpdesk by

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

#### **Employer 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
  - When 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.

#### **Additional documentation**

- In completing the application, it is compulsory to complete and submit an Accountant's report. This report must be scanned and uploaded onto licences.ie as part of the application. Please note, if you hold a D licence you may be required to upload a second accountants report. **PLEASE USE THE NEW 2017 ACCOUNTANTS REPORT available on [www.psr.ie](http://www.psr.ie).**
- Where Professional Indemnity Insurance policy (PII) is required, the PII policy must be scanned and uploaded onto Licences.ie as part of the licence application.

## **Tax Clearance Certificate**

- The tax clearance access number (TCAN) provided in your renewal application will be submitted by the PSRA with your tax reference number/PPSN to the Revenue Commissioners to confirm you are tax compliant.
- You must be tax compliant. Spot checks will be conducted by the PSRA throughout the year to confirm tax compliance.

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

- After completing above steps, the employer should proceed to "Add To Basket". The option is open to you to pay for your application at this point.
- **OR** if you wish to pay for your application **and** your employees applications by means of one payment, (your business licence renewal will automatically be selected for payment) you must select the employees you wish to pay for by following the next steps
  - Select HOME on the top left of your screen
  - Select PSRA logo
  - Select Continue to Renew your PSRA licence
  - At the bottom of the screen, tick all employees you wish to pay for that have a status of "Awaiting Payment By Employer". You are only permitted to pay for employees with this status.
  - Then select PAY FOR SELECTED and follow the onscreen instructions
- Licences.ie allows Employers to view all their employees and the status of their licences once the employee has logged onto Licences.ie. This view is only available to Employers once they have submitted their renewal application.

## **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.

## **Invitations to Renew Your Licence**

- Licence renewal invitation letters are expected to issue from the PSRA in April for those licences expiring on 5<sup>th</sup> July 2017.

## **Lost PIN Numbers**

- Please place your PSRA invitation to renew your licence in a safe location. If you mislay your invitation to renew letter you must contact the PSRA Helpdesk to request 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 is by post. No Exceptions will be made regarding this process.

## **New Licence Types**

- New licence types requests cannot be added when renewing your application. This can only be done by making a new application.

## **PSRA Helpdesk**

- PSRA Helpdesk will be available from 24 April to 24 May, 2017.
- Telephone: 046 9033800
- Time: 10 am – 4 pm (open through lunch)

**DEADLINE DATE FOR 5<sup>TH</sup> JULY 2017 RENEWALS IS  
24<sup>TH</sup> MAY 2017**