Completing Your FIRM License Renewal:

First, we recommend that you check your firm's information on our website to ensure that you have the same information that we have. You will do this by completing a licensee search. To complete a licensee search, visit our website (www.pepls.ms.gov); scroll down the website homepage until you see the following:



Click SEARCH HERE to begin.

Once you confirm that your information matches ours, you will then be ready to begin the renewal process.

From our website homepage (www.pepls.ms.gov) scroll down the page until you see the following:



Click RENEW HERE and then proceed accordingly.

On the next screen you will be asked for the following information:

- Firm License type
- Firm license number
- Last four of the Designated Licensee social security number
- Last name of the Designated Licensee
- Date of birth of the Designated Licensee

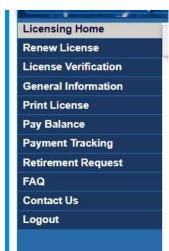
See below image for what the request screen will look like.

Completing Your FIRM License Renewal:



Once you enter the requested information, on the next screen you will confirm your firm's contact email address. After you confirm or update your Email, **click save.**

On the next screen you will be inside your firm's renewal portal. Look for the following.



Click **Renew License** and proceed accordingly.

As a reminder, the Designated Licensee must renew (where applicable) before the firm can renew. Please call our office (601-359-6160) if we can be of any additional assistance.