

# 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](http://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](http://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.

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The screenshot shows the website for the Mississippi Board of Licensure for Professional Engineers and Surveyors. The header features the board's name and four small images: a person with a surveying instrument, a train, a construction site, and a blueprint. A left sidebar contains links for 'Licensing', 'FAQ', and 'Contact Us'. A central blue box contains an information icon and text about the online renewal system, including an email address: [information@pepls.state.ms.us](mailto:information@pepls.state.ms.us). Below this is a legend stating '\* indicates a required field.' The main content area features a 'Login' form with the following fields: 'License Type' (a dropdown menu currently showing '<< Select One >>'), 'License Number' (with a placeholder 'Enter License Number'), 'Last four digits of SSN' (with a placeholder 'XXXX'), 'Last Name' (with a placeholder 'Enter Last Name'), and 'Date of Birth' (with a placeholder 'Enter DOB'). A 'Submit' button is located at the bottom of the form. At the bottom of the page, there is a copyright notice for 2025, a disclaimer, and an Adobe Reader logo.

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.

The screenshot shows the firm's renewal portal. A sidebar menu on the left contains the following links: 'Licensing Home', 'Renew License', 'License Verification', 'General Information', 'Print License', 'Pay Balance', 'Payment Tracking', 'Retirement Request', 'FAQ', 'Contact Us', and 'Logout'. The 'Renew License' link is highlighted in a darker blue color.

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.