

How to select Retirement Status inside the LARS renewal portal:

What you will need:

License Type and Number / Last four of your SSN / Last name / Date of Birth

Licensee will access their portal inside LARS using the License renewal feature. Look for the following on the agency website: www.pepls.ms.gov

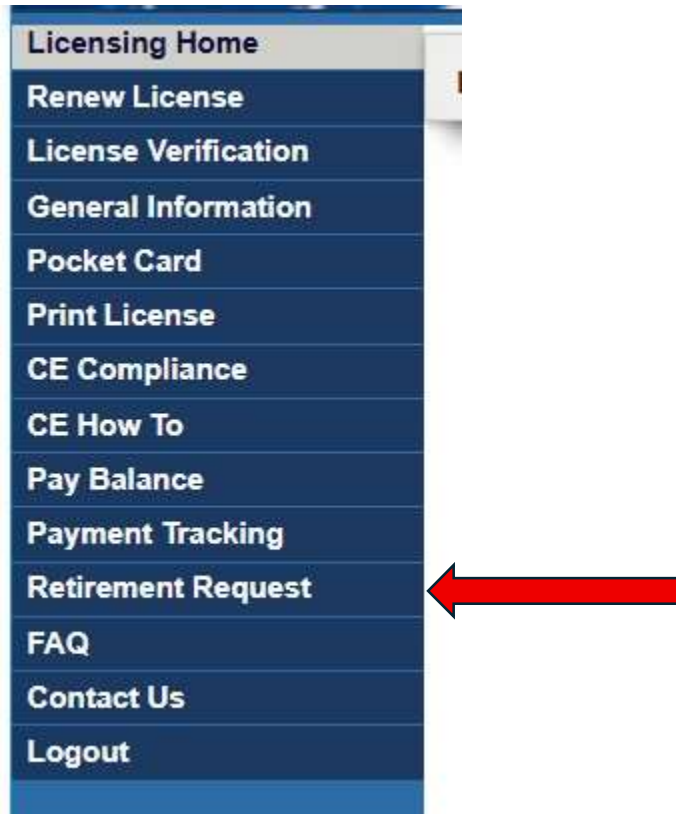


Select Renew here; then on the next screen enter your specific license details:

A screenshot of the Mississippi Board of Licensure for Professional Engineers and Surveyors website. The header features the word "MISSISSIPPI" in a stylized font, followed by four small images: a person with a surveying instrument, a bridge, a construction site, and a blueprint. Below the header is a navigation menu with "Licensing", "FAQ", and "Contact Us". A central message box contains an information icon and text about the online licensure renewal system. Below this is a "Login" form with fields for License Type, License Number, Last four digits of SSN, Last Name, and Date of Birth, each with a placeholder text. A "Submit" button is at the bottom of the form. A legend indicates that an asterisk (*) denotes a required field.

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Once inside your Licensee portal, use the mouse to select **Retirement Request** from the list of options on the left side of the screen.



Then proceed accordingly.

On the next screens, the licensee will select which license they want to retire and then sign the affidavit form before reviewing the selected information and then proceeding on to payment. Payment can be made online using a check or credit card.

For assistance, please call our office at 601-359-6160.