

Renewing a Professional License Insurance in *Online Services*

Thirty (30) days prior to your insurance expiration date Manatee County Building & Development Online Services will send an email notification that the license ***Insurance is About to Expire***.

Once this email is received, the Licensed Professional can log into their account and renew their insurance.

1. The license, requiring insurance renewal will be listed under Home>My Records>Licenses with an action of [Update Insurance Information](#).
2. Click on Update Insurance Information and the appropriate record will open and you will be able to update insurance information.
3. All information and required documents must be included for the insurance renewal application to be submitted.
4. Once all information is updated and current, click the final check-box on the review page.
5. Once you review the application, click submit and the application will be received by the licensing department for review.
6. Upon review by Manatee County Licensing, the license insurance will be approved and updated. You may be requested to send additional information. You can verify the insurance renewal in your account. Insurance Renewals will be processed as quickly as possible.