Registering as a New User

To begin using DPOR's online services, a profile must be established and each user must create a secure User ID and password. Once the registration is complete, DPOR's online services can be accessed using the User ID (email) and secure password each time to log on.

Individuals and organizations/businesses must register separately, which requires different email addresses for the User IDs. For example, if you are registered as an individual but would like to apply for or maintain a license that is issued to a business (such as a salon, spa, shop, firm, etc.), you must register separately and use a different email as the User ID for the organization.

NOTE: Organizations include sole proprietors, partnerships, professional limited liability companies, professional corporations, limited partnerships, limited liability partnerships, limited liability companies, and corporations.

Some licensees have a temporary User ID and password on file and do not need to establish a profile. A temporary User ID and/or password is on file if:

- Your license begins with 04, 11, 12, 21, 29, or 34;
- Was issued before March 24, 2009; AND
- You have not completed the registration process.
  OR
- Your license begins with 16, 19, 27, or 28;
- Was issued before November 15, 2011; AND
- You have not completed the registration process.
  OR
- Your license begins with 02 or 06;
- Was issued before February 22, 2013; AND
  You have not completed the registration process.
  OR
- Your license begins with 33, 40, 46 or 49;
- Was issued before October 11, 2013; AND
- You have not completed the registration process.

If the above criteria are met, skip to the Log On section.

If the registration process was started and a temporary password was received by email or regular mail, skip to the Log On section.

If the above criteria are NOT met and the registration process was NOT started, follow the "**Create My Profile**" link under "**Create a New Online Profile**" to begin the initial registration.

Department of Professional and Occupational Regulation

Online Services

Public Services Main Menu

Welcome to the Department of Professional & Occupational Regulation's Online Services.

We have upgraded our online services to include new license (initial) applications, renewals of existing licenses, reinstatement of expired licenses, upgrades to licenses, address changes, and other maintenance of a license.

However, not all services are available online. Each board and license has specific types of services available. Before registering, refer to the DPOR Online Services web page for a complete list of online services.

Registration

If you do not have a User ID and Password, you must follow the "**Create My Profile**" link below under "**Create a New Online Profile**" to begin your initial registration. After you register, your temporary User ID and/or password may be emailed or sent to you by regular mail. Be sure to check your Junk Email or SPAM folder for the email.

If you received a temporary User ID and/or password, you must log on under "**Online Services Log On**" to verify your information and complete your registration. You will then be directed to create your own unique, secure User ID and/or password.

Once your registration is complete, you will be able to access the online services.

Public Services	Online Services Log On
[Public License Search](#)	* User ID: [ ]
	* Password: [ ]
	Log On
	Forgot your password? Click here.

Create a New Online Profile

[Create My Profile](#)

> Select "Create My Profile" to begin the initial registration process.

Department of Professional and Occupational Regulation

Online Services

Choose Registration Type

Important Notice to Registrants

If you are registered as an individual but would like to apply for or maintain a license that is issued to a business (such as a salon, spa, shop, firm, etc.), you must register separately and obtain a different User ID and password for the organization.

NOTE: Organizations include sole proprietors, partnerships, professional limited liability companies, professional corporations, limited partnerships, limited liability partnerships, limited liability companies, and corporations.

Choose registration type and press "Next".

Press "Cancel" to go to login page.

* Register As: ○ **Individual**
                   ○ **Organization**

Next   Cancel

Select whether registering as an individual or an organization.

Remember: A sole proprietor is considered an organization NOT an individual.

FOR INDIVIDUALS:

Complete the Account Owner Contact Information. The email address provided is needed to log on to DPOR's online services and cannot be an email address used for another registration.

Virginia residents must provide either a social security number (SSN) or Virginia driver's license number to register as an individual. Non-Virginia residents must provide a social security number (SSN) in order to register as an individual.

Virginia.gov

Online Services | Commonwealth Sites | Help | Governor

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Department of Professional and Occupational Regulation

Logon   Contact Us

Online Services

Pre-User Registration

Enter your details and press "Next".
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* Organization Name: [   ]

Tax Number Type: [v]

SSN/FEIN (Individuals enter SSN only, e.g. 11111111): [   ]

Account Login

* Email (this will be your userid): [   ]   (e.g. name@domain.com)

[Next]   [Cancel]

FOR ORGANIZATIONS:

Complete the Account Owner Contact Information. The email address provided is needed to log on into DPOR's online services and cannot be an email address used for another registration.

Either the social security number (SSN) or Federal Employer Identification number (FEIN) is needed to register as an organization.

https://www.eaglesgateway.dpor.virginia.gov/datamart/vadporShowLicListRegistration.do;jsessionid=CNFLCLPOPDMK

Live Search

File   Edit   View   Favorites   Tools   Help

Snagit   Region   Clipboard   Convert   Select

Favorites   (0 unread) Yahoo! Mail, jkazzie   List License(s) Registration   (al12) License Home   Page

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Online Services

List License(s) Registration

Press "Submit" to continue the registration.
Press "Cancel" to cancel this registration and return to the login page.

License	License Number	License Status	License Expiry Date
Professional Engineer License	0402023964	Exp/Renewable	

* Do the licenses(s) listed above belong to you?
○ Yes ○ No

Submit   Cancel

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An attempt to match to a record in DPOR's system will be made based on the name and SSN/FEIN or Virginia driver's license number provided in the Account Owner Contact Information.

If a match was found, confirm the matched license(s).

Select No if the matched license(s) does not belong to you and to proceed to the Individual User Registration or Organization User Registration.

Select Yes if the matched license(s) does belong to you. If the email provided in the pre-user registration matches the email on record with DPOR, a temporary password is to that email. After receiving the temporary password, return to the Main Menu to Log On and create a secure password.

If DPOR does not have an email on file or if the email provided in the pre-user registration does not match the email on record with DPOR, the Board may send a letter with the temporary User ID and password or you may be directed to contact the Board.

Done   Local intranet   100%

start   Inbox - Microsoft Out...   Changes to DPOR we...   List License(s) Registr...   STORE N GO (E:)   VO Registration - Micr...   8:09 AM

Department of Professional and Occupational Regulation

Online Services

No Match Found Registration

Information about Licenses Held with DPOR

This question applies only to licenses held with Boards available on this web site.

If you have ever had a license with one of the DPOR Boards listed below, it is important to answer 'yes' in order to enjoy full use of the online services available at DPOR.

Boards Available On this Web Site

License Number Begins With	Board Name
04	Board for APELSCIDLA
07	Board for Branch Pilots
11	Board for Opticians
12 or 13	Board for Barbers and Cosmetology
21	Board for Hearing Aid Specialists
29	Auctioneers Board
34	Board for Professional Soil Scientists and Wetland Professionals

Press "Submit" to continue the registration.

Press "Cancel" to cancel this registration and return to the login page.

No match found in the system.

* Have you ever held a license with one of the above named DPOR Boards?

○ Yes ○ No

Submit   Cancel

An attempt to match to a record in DPOR's system will be made based on the name and SSN/FEIN or Virginia driver's license number provided in the Account Owner Contact Information.

If no match is found but a license was held with one of the DPOR Boards listed, answer YES so the registration can be properly linked to the existing record.

NOTE: Records may not match because the name and/or number entered and/or on file is incorrect.

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Department of Professional and Occupational Regulation

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Online Services

Contact DPOR Registration

Important Information About Your Login

The registration has been completed. However, the email address entered during registration did not match the email address in DPOR's records. Therefore, the temporary user id and password needed to log on could not be emailed to you.

In addition, a letter with the temporary user id and password needed to log on will not be mailed to you at this time because either the letter has recently been sent or it has been too long since you last did business with DPOR.

Without a temporary user id and password, you will not be able to log on to the online services. Please contact the licensing board for further assistance.

Contact information for all DPOR Boards can be found on the DPOR Telephone and Email Directory web page.

Press "Return" to return to the login page.

Thank you for using the DPOR online services!

Return

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In some instances, the initial registration cannot be completed. Instead, users must contact the Board section for assistance with the initial registration process.

Initial registration may be unsuccessful for the following reasons:

- Registrant indicated license held but could not match DPOR record
- Incorrect or no or email on file with DPOR
- Recent attempt to register resulted in DPOR sending letter with temporary ID and password
- Most recent application submitted was more than 2 years ago
- Most recent license held expired more than 2 years ago

Department of Professional and Occupational Regulation

Logon   Contact Us

Online Services

User Registration

Important Notice to Registrants

Individuals
If you are a Virginia resident, you must provide either a social security number or a control number issued by the Virginia Department of Motor Vehicles. Non-Virginia residents must provide a social security number.

Organizations
To register and apply online, you must enter a FEIN or social security number and indicate the Tax Number Type by selecting either FEIN or SSN from the drop-down list. If you prefer not to provide this information and are tyring to apply for an organization license, you may apply using a paper application available on the DPOR web site.

Address Entry Rules
- Street # (house or building number)
- Street name (abbreviations are acceptable)
- A PO Box address should be entered in the Street Name field as: PO Box 9999
  IMPORTANT NOTE: Do not enter a PO BOX address for Physical Location Addresses
- Address Line 1 - if necessary, use this line to include additional address information such as a suite, apartment, or floor number
- City, State, Zip - City is required; City, State and Zip are required for US and Canada
- For a non-standard address, leave the Street # empty and type the address identified, such as ROUTE or HIGHWAY, plus the number (Ex. ROUTE 29) in the street name field. Also, use Address Line 1 for any secondary address information, such as a box number (Ex: BOX 100).
- For a foreign address, the province is entered as the state and the postal code is entered as the zip.
- For a military address, type the unit number or ship name in the street field, box number (if applicable) in Line 1, APO or FPO as the city, and AP, AE, or AA for state.

Enter your details and press "Next".
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* First Name:	New
Middle Name:	
* Last Name:	User
* Date of Birth:	(mm/dd/yyyy)
Suffix (II, III, IV, Jr, Sr, etc):	
FEIN/Social Security Number (no spaces or dashes):	333224444
Virginia Driver's License Number:	
Street Number:	
* Street Name:	
Address Line 1:	
* City:	
State:	
Country:	
Zip Code:	
Phone Number (999-999-9999):	Ext:

Account Login

* Email (this will be your userid):	new@hotmail.com (e.g. name@domain.com)

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:	
Select a predefined question:	
Or write your own question:	
* Secret Answer:	

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):	

ruiween   [Refresh]

FOR INDIVIDUALS:

If the initial user registration did not match an individual in DPOR's records and a license is/was not held with the listed DPOR Boards, complete the user registration. Either the social security number (SSN) or Virginia driver's license number is needed to register as an individual.

The email address provided is needed to log into DPOR's online services.

Department of Professional and Occupational Regulation

Logon   Contact Us

Online Services

User Registration

Important Notice to Registrants

Individuals

If you are a Virginia resident, you must provide either a social security number or a control number issued by the Virginia Department of Motor Vehicles. Non-Virginia residents must provide a social security number.

Organizations

To register and apply online, you must enter a FEIN or social security number and indicate the Tax Number Type by selecting either FEIN or SSN from the drop-down list. If you prefer not to provide this information and are trying to apply for an organization license, you may apply using a paper application available on the DPOR web site.

Address Entry Rules

- Street # (house or building number)
- Street name (abbreviations are acceptable)
- A PO Box address should be entered in the Street Name field as: PO Box 9999
  IMPORTANT NOTE: Do not enter a PO BOX address for Physical Location Addresses
- Address Line 1 - if necessary, use this line to include additional address information such as a suite, apartment, or floor number
- City, State, Zip - City is required; City, State and Zip are required for US and Canada
- For a non-standard address, leave the Street # empty and type the address identified, such as ROUTE or HIGHWAY, plus the number (Ex. ROUTE 29) in the street name field. Also, use Address Line 1 for any secondary address information, such as a box number (Ex: BOX 100).
- For a foreign address, the province is entered as the state and the postal code is entered as the zip.
- For a military address, type the unit number or ship name in the street field, box number (if applicable) in Line 1, APO or FPO as the city, and AP, AE, or AA for state.

Enter your details and press "Next".
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

* Organization Name:	New Organization
Type of Organization:	○ Corporation
	○ LLC - Limited Liability Company
	○ LLP - Limited Liability Partnership
	○ LP - Limited Partnership
	○ Partnership
	○ PC - Professional Corporation
	○ PLLC - Professional Limited Liability Co
	⦿ Sole Owner/Proprietorship
Tax Number Type:	SSN
FEIN/Social Security Number (no spaces or dashes):	333224444
Street Number:	
* Street Name:	
Address Line 1:	
* City:	
State:	[∨]
Country:	[∨]
Zip Code:	
Phone Number (999-999-9999):	[ ] Ext:[ ]

Account Login

* Email (this will be your userid):	newuser11@ymail.com (e.g. name@domain.com)

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

* Secret Question:	
Select a predefined question:	Where were you born? [∨]
Or write your own question:	
* Secret Answer:	

Security Measures (This helps to prevent automated registrations.)

* Type the characters from the picture below (without spaces):	

chavver   Refresh

FOR ORGANIZATIONS:

If the initial user registration did not match an organization in DPOR's records and a license is/was not held with the listed DPOR Boards, complete the user registration. Either the social security number (SSN) or Federal Employer Identification number (FEIN) is needed to register as an organization.

The email address provided is needed to log into DPOR's online services.

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Department of Professional and Occupational Regulation

Logon   Contact Us

Online Services

Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

Organization Name:	**New Organization**
Entity Type:	**Sole Owner/Proprietorship**
Tax Number:	**333224444**
Email:	**newuser11@ymail.com**
Street Number:	
Street Name:	**po box 100**
Line 1:	
Line 2:	
City:	**richmond**
State:	**VERMONT**
Country:	
Zip Code:	**23114**
Phone Number (999-999-9999):	
Secret Question:	**Where were you born?**
Secret Answer:	**earth**

[Save] [Edit] [Cancel]

Verify the information entered is correct. If it is correct, select "Save." If any changes are needed, select "Edit" to correct.

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Department of Professional and Occupational Regulation

Logon   Contact Us

Online Services

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

Return

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After submitting the user registration information, a temporary password is sent to the email address provided. If an email is not received in a short amount of time, check Spam and Junk email folders.

Once the temporary password is received, return to the main menu to log in and create a unique, secure password.

Hello new organization,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

https://www.eaglesgateway.dpor.virginia.gov/datamart/languageChoice.do.

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : newuser11@ymail.com
PASSWORD: TCmpAsJ5

*** Note: This is an automated email. Do NOT reply to this message.

Example of email received after completing registration process.

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Search Virginia.gov [GO]

Department of Professional and Occupational Regulation

Contact Us

Online Services

Public Services Main Menu

Welcome to the Department of Professional & Occupational Regulation's Online Services.

We have upgraded our online services to include new license (initial) applications, renewals of existing licenses, reinstatement of expired licenses, upgrades to licenses, address changes, and other maintenance of a license.

However, not all services are available online. Each board and license has specific types of services available. Before registering, refer to the DPOR Online Services web page for a complete list of online services.

Registration

If you do not have a User ID and Password, you must follow the "**Create My Profile**" link below under "**Create a New Online Profile**" to begin your initial registration. After you register, your temporary User ID and/or password may be emailed or sent to you by regular mail. Be sure to check your Junk Email or SPAM folder for the email.

If you received a temporary User ID and/or password, you must log on under "**Online Services Log On**" to verify your information and complete your registration. You will then be directed to create your own unique, secure User ID and/or password.

Once your registration is complete, you will be able to access the online services.

Public Services	**Online Services Log On**
Public License Search	* User ID: `newuser11@ymail.com`
	* Password: `••••••••`
	[Log On]
	Forgot your password? Click here.
Create a New Online Profile	
Create My Profile	

Enter the email address used during the initial registration process or the temporary User ID provided on a renewal notice or letter. Enter the temporary password provided by email, regular mail, or on a renewal notice. Select "Log On."

Department of Professional and Occupational Regulation

Online Services

Initial Login Validation

Please enter your FEIN (no spaces or dashes).

* FEIN (no spaces or dashes)

Cancel   Submit

Enter the FEIN, social security number (SSN), or Virginia driver's license number as requested. The system will validate the information entered with the number provided during the initial registration process and/or on file with DPOR.

If the number entered does not match the number provided during the initial registration process and/or on file with DPOR, the registration cannot be completed.

Department of Professional and Occupational Regulation

Online Services

Update Default Registration Information

Enter your email address, this will be your new user ID.

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

* Email: (this will be your userid)

* Current Password: (the one used to log in)

* New Password:

* Confirm Password:

* Secret Question:

   Select a predefined question:

   Write my own question:

* Secret Answer:

Save

After logging in with a temporary User ID and password, update the default registration information.

Enter an email. This will become the User ID.

Enter the temporary password in the Current Password field. Enter a new unique, password in the New Password and Confirm Password fields.

Select or create a Secret Question and enter the Secret Answer. Select "Save."

Department of Professional and Occupational Regulation

Logged in as **JKAZZIE@YAHOO.COM (ABC CONTRACTING)**

Online Services

Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

* Current Password: (the one used to log in)

* New Password:

* Confirm Password:

Save

After logging in with an email as the User ID and a temporary password, update the default registration information.

Enter the temporary password in the Current Password field. Enter a new unique, password in the New Password and Confirm Password fields. Select "Save."

Department of Professional and Occupational Regulation

Logged in as **JKAZZIE@YAHOO.COM (ABC CONTRACTING)**

Online Services

Main Menu

Notice about Online Services

This application times out after 20 minutes of inactivity. If a time out occurs, application information that has not been submitted may be lost.

Important Information about the User Profile

To change your personal information, User ID, password, or secret question and answer, select View User Profile from the links below.

Important Notice to Current and/or Expired Licensees

Links to current and expired licenses are displayed on the right bottom of the screen. Click on the license number to view the license status and/or expiration date. You will also have access to change an address, renew a license, or reinstate an expired license as described below and as permitted by regulations.

Address Change: If you hold multiple licenses with the Department of Professional and Occupational Regulation (DPOR), you cannot change your main address online. Use the Name and Address Change Form (PDF format) or send a written request to DPOR that includes name(s) and license number(s) for which the change is to be applied, old address, and new address. If your address change is not during a renewal, click on the Address Change link. It is not necessary to submit a separate Address Change when renewing or reinstating a license. You will be given an opportunity to update an address while submitting a Renewal or Reinstatement application.

Renew or Reinstate a License: Depending on when your license expired, either the Renewal Application or Reinstatement Application will be available. Submitting an initial application may result in delayed processing of your renewal or reinstatement.

If you need assistance, please contact the appropriate Board office, before proceeding with any Online Services.

First time applicants and licensees that must reapply (past renewal or reinstatement period), click the Apply for a New License link below. Otherwise, current and/or expired licensees who wish to review or maintain a license should click on the license number displayed on the right bottom of the screen.

Select the appropriate link below based on the instructions above.

Functions	Your License(s) and License Number(s)
Apply for a New License	
View User Profile	

Registration is complete. Online services can be accessed at any time using the email address established as the User ID and the secure password.