

Instructions for Renewing Your Food & Lodging Program License Online

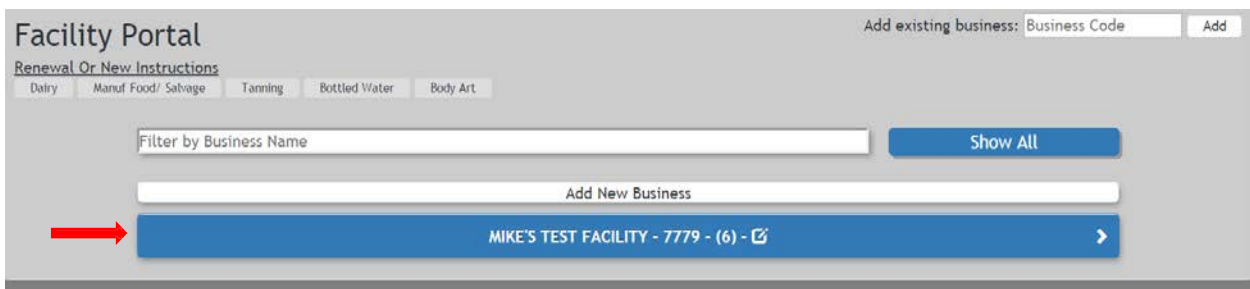
- Carefully follow the instructions in the order they are explained.
- You will need the renewal notice that was mailed or emailed to you. This notice contains a unique online renewal code which will be used at the beginning of the renewal process.
- If your facility's physical address has changed, do not complete the online renewal process. You must contact the Food & Lodging Program and apply for a license at the new location.
- If you have any questions regarding the online process, contact the Health Department by email at foodlodging@vermont.gov or by phone at 802-863-7221.

Step 1: Create an Account

- A. Go to <https://vtdoh.usasafeinspect.com> and select **New Account**. Set up a new user account by completing all the required (marked with *) information. After completion, click Save and you will automatically be redirected back to the main login page. You will then be able to log in with the username and password you just created.
- B. If you have already set up an account, log in with your previously created User Name and Password. If you forgot your password, enter your User Name and click the Forgot Password button. If you forgot both, you will need to call 802-863-7222.

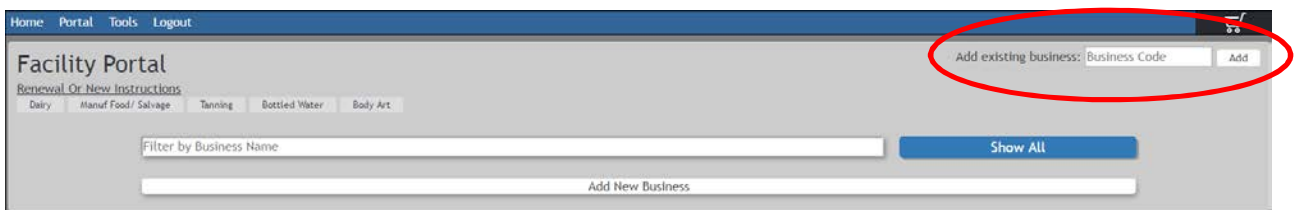
Step 2: Add Licenses to Account

- A. If the license already appears as shown below, skip to Step 3. If not, proceed to B.

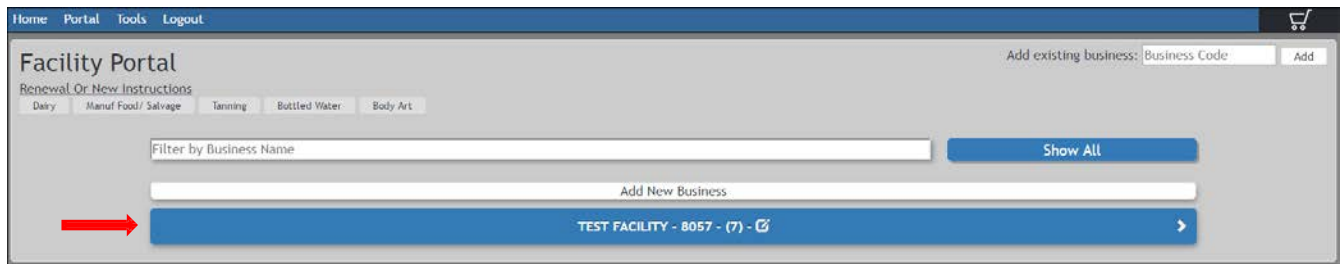


- B. Find the Online Renewal Code provided on the renewal notice. Enter the code into the **Add existing business** box located on the top right corner of the screen. Enter the code and click **Add**.

If you have multiple licenses to renew, repeat the process for each license.

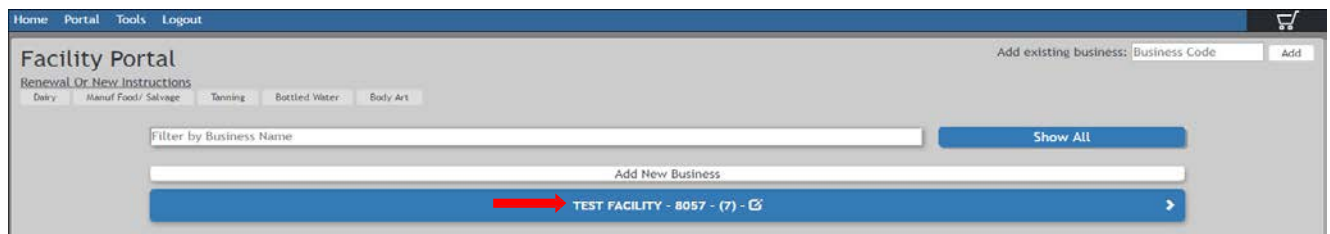


- C. A blue bar with the name of your establishment will appear on the screen.



Step 3: Add to Cart

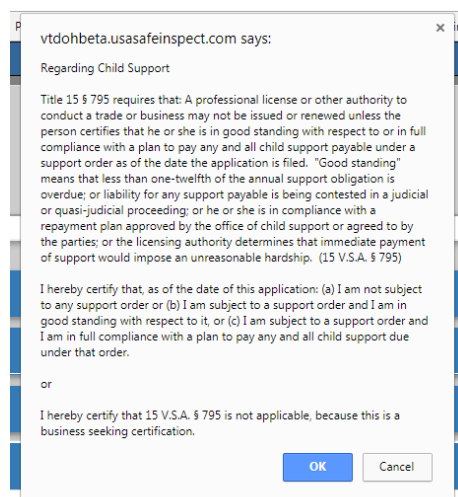
- A. Click on the establishment name in the blue bar. The bar will expand showing the license information. Check the box located in the **Add To Cart** column. A license can be renewed online for 60 days before and after it expires. Once the box is checked, the renewal will be automatically added to your shopping cart.



3 SPRINGS WATER CO. - 7023 - (0) - [icon]						
Add To Cart	License Number	Program Type	Name	Expire Date	Status	
+	5203	Bottled Water Plant	-	6/30/2017 (10 days)	Issued	[icon]
Add New Business Program						

Step 4: Answer Compliance Questions

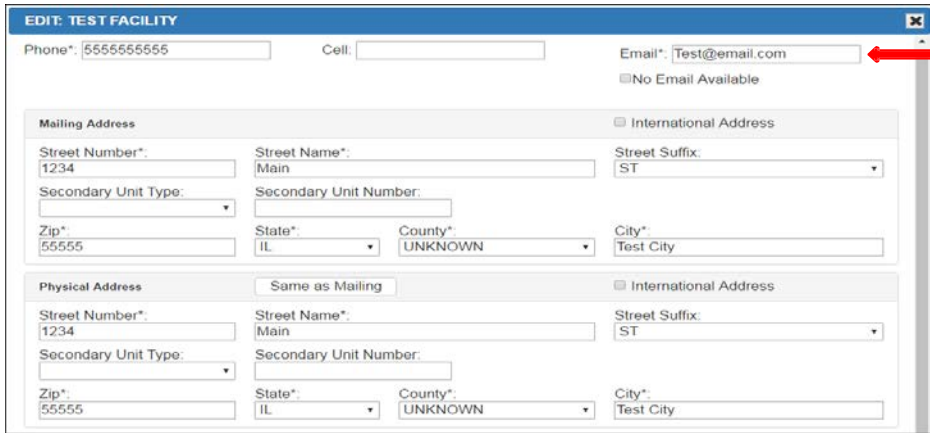
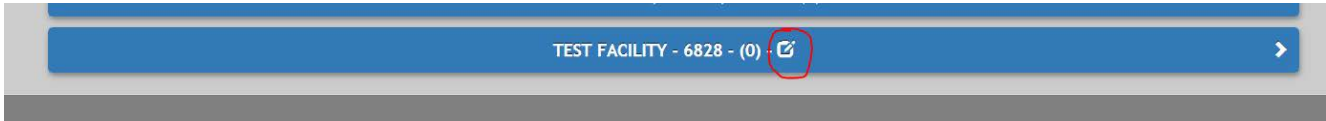
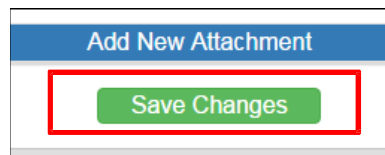
- A. A pop-up window will ask you to answer two questions regarding tax compliance and child support compliance. If you are in compliance, select **OK**.
- B. If you are not in compliance, you cannot proceed with online renewal. Click **Cancel** and contact the Food & Lodging Program for further instructions.



License Type

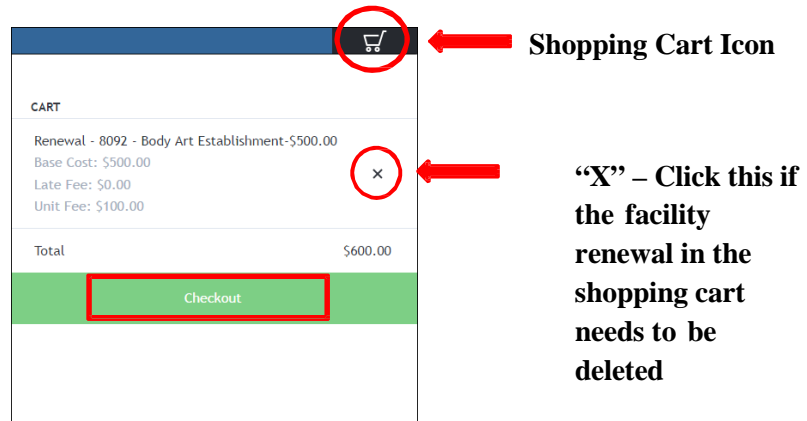
Step 5: Update Information

- A. Click the Edit Information icon on the blue bar.
- B. On this page you can update the mailing address, phone number, email, and emergency contact person. After you have updated the information in Step 2, click the **Save Changes** button at the bottom of the screen.

A screenshot of a web form titled "EDIT: TEST FACILITY". It contains fields for "Phone*", "Cell:", and "Email*:". Below these are sections for "Mailing Address" and "Physical Address", each with fields for "Street Number*", "Street Name*", "Street Suffix:", "Secondary Unit Type:", "Secondary Unit Number:", "Zip*", "State*", "County*", and "City*". There are also checkboxes for "International Address". A red arrow points to the "Email*" field.

Step 6: Pay for the Renewal

- A. To view or delete your renewal from your shopping cart, click on the shopping cart icon located on the top right corner of the screen. Once clicked, the shopping cart will expand showing the contents.



Select **Checkout** if the contents of the shopping cart are correct. If you believe the total is incorrect, do not continue the process

Contact the Food & Lodging Program by email at foodlodging@vermont.gov or by phone at 802-863-7221.

- B. Once you select the **Checkout** button, you will be directed to a third party online payment system. Follow the on-screen instructions carefully to complete your payment.
- C. After payment is complete, exit the website. Your renewal application will be automatically submitted to the Food & Lodging Program. The license will be mailed within ten business days.