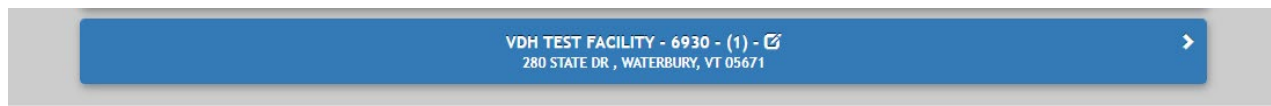


Online License Renewal Instructions

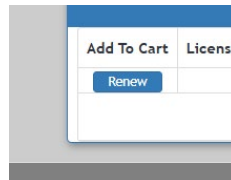
1. [Log in](#) or create a new account. If you forgot your login information, use the “Forgot User Name or Password” options or create another account.
2. If you don’t see your business, you must first add it to your account. Add the business by entering the Business Code from the renewal notice to the “Enter Business Code” field. If you see your business, skip to the next step.



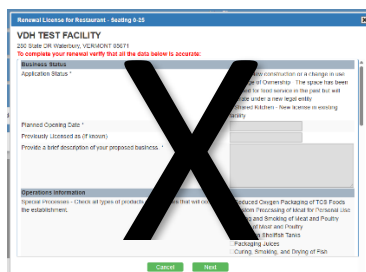
3. Click on the business to expand the details.



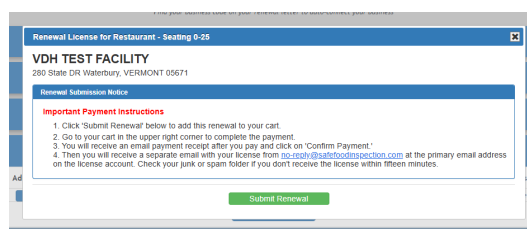
4. Select Renew.



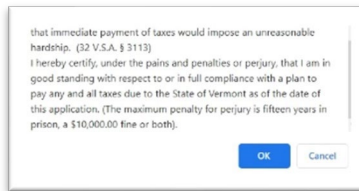
5. Scroll down and select Next to move the business into the shopping cart. You **do not** need to update this information, unless you are renewing a Temporary Food Service (Fair Stand) license.



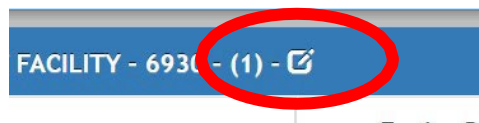
6. Read important renewal instructions and choose Submit Renewal.



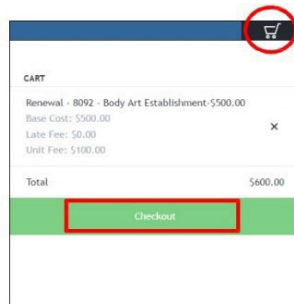
7. Answer the tax compliance and child support compliance questions by selecting “OK” if you are in compliance. If not in compliance, select “Cancel” and contact the Food & Lodging Program for further instructions.



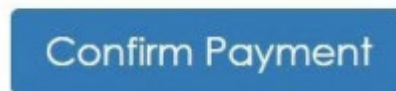
8. Select the “Edit” icon to update email, phone, mailing address, or facility contacts. To update the physical address, stop this process and contact the Food & Lodging Program for further instructions.



9. Pay and Complete Transaction. Go to the shopping cart in the upper right hand corner and select “Checkout” to continue to the third-party payment site.



10. **Important:** Your application is not complete until you click on the Confirm Payment button, even if you received a transaction receipt email.



11. The license will be automatically emailed to the primary email address on the business account. Look for a message from no-reply@safefoodinspection.com. Check your junk folder/spam folder if you don't see it.

For questions, contact the Food & Lodging Program at FoodLodging@vermont.gov or 802-863-7221.