



Renewal Application - EMPLOYEE **Register and renew your licence early**

Registering with Psralicences.ie

If you are renewing your licence for the first time, you must register with psralicences.ie. To do this, open the website www.psralicences.ie, click on “Register” and follow the online instructions.

Once registered with Psralicences.ie there is no requirement to undertake this step again.

Renewing your licence application

You can only renew your licence with Psralicences.ie when you receive your letter from the PSRA inviting you to renew your licence. Your licence renewal letter will contain a PIN number to renew your licence(s). A PIN number and your licence number will be required to complete your licence renewal application.

Psralicences.ie

Log on to Psralicences.ie using the email address and password you registered with Licences.ie. If you have forgotten your Psralicences.ie password, click on “Forgot Password” on the Psralicences.ie login screen and follow the onscreen instructions.

PSRA Help Desk

If you experience any technical difficulties in registering or logging onto PSRALICENCES.IE, please contact the PSRA helpdesk by:

- ❖ Email : info@psr.ie
- ❖ Telephone: Local 1800 252 712 or 046 9033800 (phone lines will be open between 10am to 12:30 pm)

Employee Licence Renewal Application

Go to www.Psralicences.ie.

- ❖ Log in using your email address and password with which you registered with Psralicences.ie.
- ❖ Click ‘Apply Now’ on the second application form on the list named ‘Individual Licence Renewal Application’.
- ❖ Insert your PIN Number and your Licence Number and click start renewal to begin the renewal process.
- ❖ Completing your renewal application:
 - Follow on screen instructions.

- If you have commenced your renewal application and for whatever reason you cannot complete the application in one go – select the **SAVE** and **CLOSE** button at bottom right of each screen to save your partially completed application. You can return to your application at a later and more convenient time. Log back into Psralicences.ie with your email and password and you can access your applications by clicking on My Applications.

Payment of Licence Fee and Contribution to Fund

• As an employee you are provided with a choice on how you wish to pay for your licence and contribution to the Compensation Fund either

- ❖ Pay for your licence and contribution to the Compensation Fund yourself by selecting the “ADD TO Basket” button on left side of Screen

Or

- ❖ Request that your Employer makes the payment on your behalf by selecting “Ask My Employer To PAY” button on left side of screen. You will require your Employers EMAIL ADDRESS (which your employer has registered with Psralicences.ie) so that an email request for payment is sent to the Employer on behalf of that employee.

My Application

- Your application can be viewed at any time by going to Psralicences.ie and selecting at the top of the screen the drop down menu beside your name and select “My Application”.
- The status of your application can be viewed e.g. “Awaiting Payment” or “Submitted”.
- **THE ONUS IS ON YOU, THE LICENSEE TO ENSURE YOUR APPLICATION IS SUBMITTED TO THE PSRA ON TIME.**
- Psralicences.ie will issue an email to you when the status of your application changes e.g. “Awaiting Payment”, “Submitted”.

Lost Pin Numbers

• Please place your letter from the PSRA inviting you to renew your licence in a safe location. If you mislay your invitation to renew letter you must contact the PSRA Helpdesk requesting a new letter to issue to you with your PIN number. A PIN number will not be provided to you over the phone or by email. For security and data protection reasons, the only way you will receive your PIN number is by post. No exceptions will be made regarding this process.

New/Additional Licence Types

• Adding new licence types to a renewal licence application is not permitted. This can only be done by submitting an Additional Licence Category Application.

**DEADLINE DATE FOR 5TH NOVEMBER
RENEWALS IS 24TH SEPTEMBER.**