



Renewal Application - EMPLOYER **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 12:30pm)

Employer 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 first application form on the list named ‘Business 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.

Additional documentation

- ❖ In completing the application it is compulsory to complete and submit an Accountant's report. This report must be scanned and uploaded onto Psralicences.ie as part of the application. Please note, if you hold a D licence you may be required to upload a second accountants report. **YOU MUST USE THE 2018 ACCOUNTANTS REPORT available on www.psr.ie.**
- ❖ Where Professional Indemnity Insurance policy (PII) is required, the PII policy must be scanned and uploaded onto Psralicences.ie as part of the licence application.

Tax Clearance Certificate

- ❖ The tax clearance access number (TCAN) provided in your renewal application will be submitted by the PSRA with your tax reference number/PPSN to the Revenue Commissioners to confirm you are tax compliant.
- ❖ You must be tax compliant.

Payment of Licence Fee and Contribution to Fund

- ❖ After completing above steps, you should proceed to "Add To Basket". The option is open to you to pay for your application at this point.
OR
- ❖ If you wish to pay for your application **and** your employees applications by means of one payment, (your business licence renewal will automatically be selected for payment) you must select the employees you wish to pay for by following the next steps
 - Select HOME on the top left of your screen
 - Select Continue to Renew your PSRA licence
 - At the bottom of the screen, tick all employees you wish to pay for that have a status of "Awaiting Payment By Employer". You are only permitted to pay for employees with this status.
 - Then select PAY FOR SELECTED and follow onscreen instructions. Psralicences.ie allows Employers to view all their employees and the status of their licences once the employee has logged onto Psralicences.ie.

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 or the name used to register the business 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" or "Submitted".

Lost Pin Numbers

- Please place the 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 a separate Additional Licence Category Application.

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