

Instructions for Renewing your Food Safety License Online

Important – Please Read

1. Carefully follow instructions in the order they are explained.
2. You will need the renewal notice that was either mailed or emailed to you. This notice contains a unique **online business code** which will be used at the beginning of the renewal process.
3. If your facility's **physical address** has changed, do **NOT** complete the online renewal process. You must contact the Department for further assistance.
4. If you have any questions regarding the online process, contact the Bureau of Food Safety by phone at 717-787-4315 or email at RA-FoodSafety@pa.gov.

Step 1: Create an account

- A. Go to <https://www.pafoodsafety.pa.gov/Web/Login.aspx> 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 your new username and password you just created.
- B. If you have already set up an account, log in with your previously created username and password. If you forgot your password, enter your username and click the forgot password button. If you forgot both, you will need to call 717-787-4315.

Step 2: Add licenses to account

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



The screenshot shows the 'Renewal Portal' interface. At the top right, there is a field labeled 'Add existing business: Business Code' with an 'Add' button next to it. Below this, there is a search bar labeled 'Filter by Business Name' and a 'Show All' button. A blue bar at the bottom of the search area displays 'TEST FACILITY - 123456 - (1) - [icon]'.

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

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



This screenshot is similar to the previous one, but the 'Add existing business: Business Code' field and its 'Add' button are circled in red to highlight the area where a new business code should be entered.

NOTE: If you receive a red error message stating this business program already exists, you will need to contact the Department.

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



Step 3: Update information

A. Click on the establishment name in the blue bar. The bar will expand showing the **License Type** for renewal. Click the check box located in the **Add to Cart** column.



B. To update the facility's contact information, click the [edit icon] symbol next to the facility name. A separate window will appear on the screen. *If the window does not appear, check the computer's pop-up blocker.* On this screen you can update the facility's information. All boxes with an * **MUST** be completed.

EDIT: TEST FACILITY [close icon]

Phone: Cell: Email*:

No Phone Available No Email Available

Mailing Address International Address

Number*: Street Name*: ST Secondary Unit Type: Secondary Unit Number:

Zip*: State*: County*: City*:

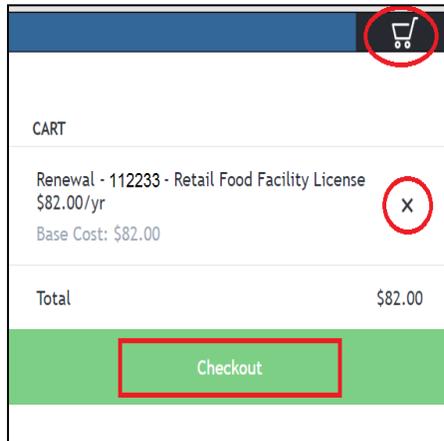
NOTE: If the physical address of the facility has changed, you must contact the Bureau of Food Safety.

C. After you have updated the information, click the **Save Changes** button at the bottom of the screen.



Step 4: Paying for 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.



Click **Checkout** if the contents of the shopping cart are correct. If you believe the total is incorrect, do NOT continue the process and contact the Department by phone at 717-787-4315 or email at RA-FoodSafety@pa.gov.

- B. Once you click 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, exist the website. Your renewal application will be automatically submitted to the Bureau of Food Safety. The license will be mailed within 10 business days.