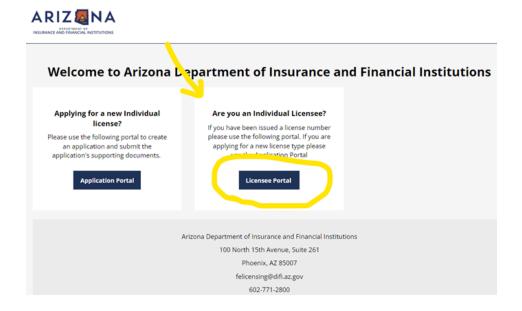


Individual Renewal Application Instructions

LICENSING

- **1.** For renewal, to access your account on our new licensing system go to: <u>Arizona Department of Insurance and Financial Institutions (thentiacloud.net)</u>
- 2. Click on "Licensee Portal"

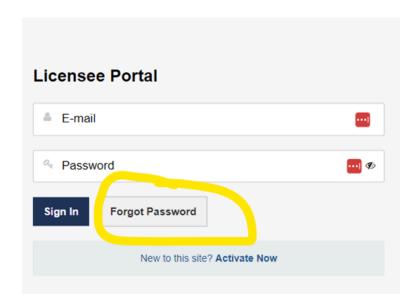


- **3.** The <u>password</u> you used with our prior system will not be valid with this new system. Therefore, you will need to go through the steps on resetting your password.
 - Click "Forgot Password"
 - Enter the email address you have on file with DIFI*
 - o An email will be sent to you with a link to reset your password.



Individual Renewal Application Instructions

LICENSING



*If you no longer have access to the email address on file with DIFI, please forward a request to REALicensing@difi.az.gov to update your email address on file. Include your full name, license number, and a statement with your email address on file and the new email address you wish to use.

- **4**. After your new password is set up, you should then have access to your account.
- 5. On your account, view the left side menu, click on 'License Renewal'
 - Click the option for renewal.
 - The last step with the application is payment. After payment is made your application will be submitted for review.

If you are not finding an option to renew, please contact realicensing@difi.az.gov. Please include your full name, license number, phone number and a screenshot of the license renewal page