



MyLicenseOne Homepage Instructions

EXISTING LICENSE HOLDERS:

If you have ever applied for or held a license with the Utah Department of Commerce's Division of Professional Licensing, Division of Consumer Protection, or Division of Real Estate, you must use the link on the MyLicenseOne home page in the box labeled "**Existing License Holders**" (please refer to the portion of the image below circled in red), this applies to previous license holders AND existing license holders. If you do not utilize the link(s) within this box as an existing license holder, it may result in delays in the licensing process. *Note for Facility/Entity license holders: Licenses may only be linked to one UtahID; however, a UtahID can be linked to more than one facility or entity.

NEW APPLICANTS:

If you have NEVER applied for licensure or do not currently hold a license with the Utah Department of Commerce's Division of Professional Licensing, Division of Consumer Protection, or Division of Real Estate, you must use the link on the MyLicenseOne home page in the box labeled "**New Applicants**" (please refer to the portion of the image below circled in yellow).

The screenshot shows the MyLicenseOne homepage layout. On the left, there is a 'Welcome' section with a mission statement. Below it is the 'Existing License Holders' section, which is circled in red. This section contains instructions for users who already hold a license and a link to search for their license. On the right, there is an 'Activity' section showing recent actions like 'Started Recreation Therapy' and 'Started Electrician'. Below that is the 'New Applicants' section, circled in yellow, which includes a blue button labeled 'APPLY FOR A LICENSE'.