



## Steps to Renew Your Guide License Online

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1. Visit [www.ca.wildlifelicense.com/InternetSales](http://www.ca.wildlifelicense.com/InternetSales).
2. Click on the “**Customer Login/Register**” tab.  
For mobile devices, click on the menu icon towards the top left and select “**Customer Login/Register**.”
3. Enter the individual’s Date of Birth and Last Name, and click “**Next**.”
4. Under “**Select Official Document ID Type**,” select an appropriate ID registered with the account from the drop-down menu, enter the requested information and click “**Next**.”  
**NOTE:** If you have the Username and Password security feature set up, you will be prompted to enter it at this step.  
**Individual Profile Update:** If you would like to update the individual customer profile, click the “**Edit Customer Profile**” button, update the necessary information, and click “**Save**.”  
For mobile devices, click on the menu icon towards the top left, click on “**Edit Customer Profile**,” update the necessary information, and click “**Save**.”
5. From the tabs listed across the page, click on “**View My Special Permits**,” and locate your guide license, then click “**View**.”
6. Click “**New Application**” If prompted with an application year, check the box of the license year you want to renew and then click “**Continue**.”  
**Note:** If there is no “**New Application**” button, look below the “**Guide Application Listing**” and click “**Edit**” next to the “**2022**” application year. Please complete all sections of the application renewal page.
7. If your bond is expired, you must upload a copy of the Bond Certificate.  
**To upload**, click “**Add**” under “**File Uploads**” then “**Browse**” and select the file on your computer/device that you wish to upload. Then click “**Upload**.”
8. Check the box to certify under penalty of perjury that the application is true and correct.
9. Click “**Submit and Finish**” then “**Continue**.”
10. Confirm the selections in your Shopping Cart and click “**Check Out**.”
11. Confirm your shipping information and enter your payment information.  
**Note:** Only Visa and MasterCard are accepted.
12. For a purchase confirmation via email, check the box next to “**Please Email Confirmation**” and enter an email address.
13. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase(s). **The transaction will not proceed if the box is not checked.**
14. Click “**Complete Transaction**.”  
**Note:** Please allow 7-10 business days for staff to review and update your bond information. Your license will be issued once your bond is verified.
15. The “**Transaction Complete**” page will appear, confirming you have completed the purchase(s) and have applied for your Guide License renewal. Click “**Download Receipt/Licenses**” for proof of your purchase(s).