How to Renew License in the Portal

City of Topeka Permit Portal
Logging In to the Portal

• After creating your account, click the City of Topeka Seal in the top left-hand corner of the page (yellow arrow below). This will take you back to the log in screen shown below.
• Enter your new username and password in the fields with the red arrows pointing to them
• Link: https://cityworks.topeka.org/PublicAccess/template/login.aspx
Renewing License

When you log in, you will click on the “Renew License” tab at the top of the page (green arrow below)
You will then need to hover over the type of license below (purple arrow below) and the click on that.
Once you click into your license, the screen will look like the below picture.
Once in your license, you will need to upload your current CEUs for the renewal year. You can do this by attaching the documents at the bottom of the page under “Attachments” (red arrow below). Please make sure to upload only your CEUs for your license. You will click the “Add” option with the paperclip next to it (green arrow below) to upload your CEUs.
Please wait for an email saying that we are ready for your payment

Before the payment option is available to you we have to check your uploaded certificates for accreditation and the State required Code hours (and Non-Code hours if applicable)
You will then want to click the drop down menu under BL-RENEWAL (orange arrow below) and you will want to select the “Pay Fees” option from the drop down.

From there, it will take you to the below screen where it will show your license renewal fee & the $3.00 tech fee that is always charged.
You will want to click the “Pay Now” button located at the bottom of the page (red arrow below). The payment amount (orange arrow below) should show the total amount due and that is what you will pay for the license renewal.

Once you hit the “Pay Now” button, a pop up will appear to confirm the redirection to Paymentus for payment of your license. You will select “OK” (blue arrow below).
After clicking “OK” it will take you to the screen below. You will enter all information needed below including payment information and the select “Continue” at the bottom of the screen (green arrow below).
Once you have uploaded all CEUs required & made payment, you will be able to also print your license.

You will print it by going back to the top of the screen and clicking the drop down. In the drop down you will then click “Print PDF Report” (purple arrow below & highlighted blue).
Once you click that, it will take you to the below screen. You will want to make sure you print your “DS – License – Portal” license. You will get click on “Get PDF” (green arrow below)

This will open a window with your license on it. You will want to print this and keep it on you at all times out in the field.