

# Online Electrical License/Registration Renewal Procedures

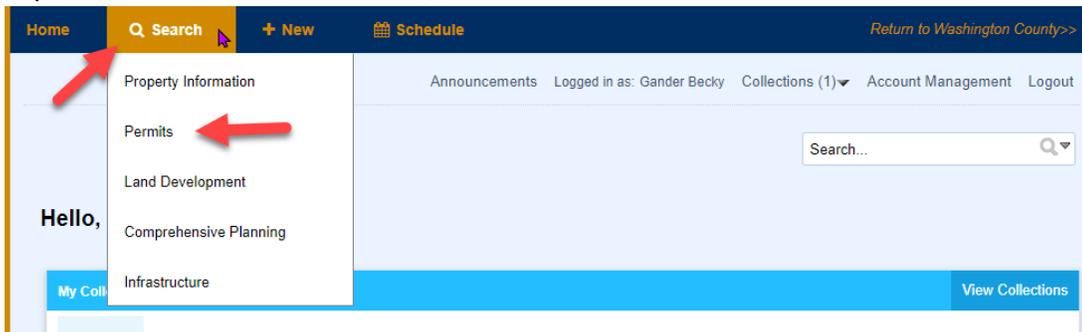
Electrical licenses and registrations are renewed online through the Citizen Access portal every three years. Renewals expire December 31<sup>st</sup> of the renewal year.

Renewal notifications will be sent via email to the email address associated with each license/registration.

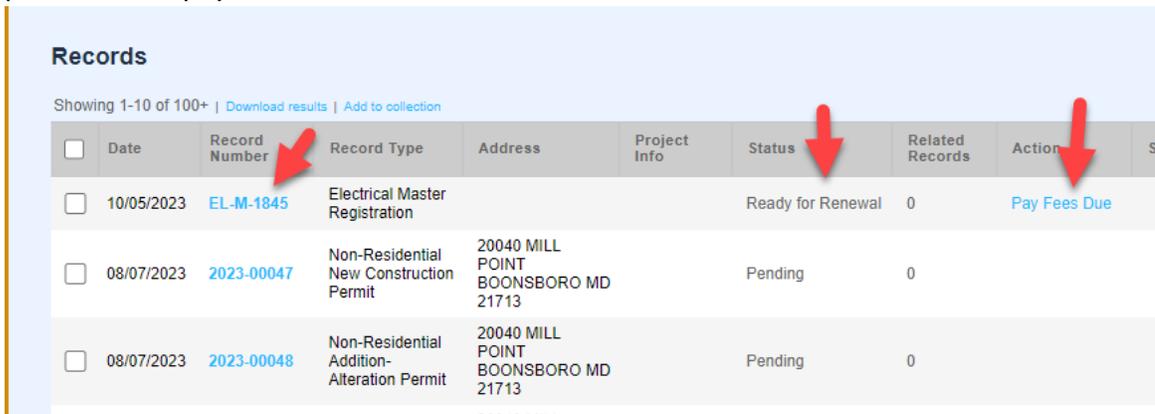
Renewal fees are \$150 for an active license/registration and \$50 for an inactive license/registration. A late fee of \$100 will be assessed for any renewals received after December 31<sup>st</sup> and until March 31<sup>st</sup>.

To complete the renewal process, licensed contractors can follow these steps:

- **Login or Set Up an Account:** Licensed contractors will renew online through the Citizen Access portal - <https://accela.washco-md.net/CitizenAccess/Default.aspx>. If they do not already have an account, one will need to be set up to proceed with the renewal. A User Guide is available to assist with this process at <https://www.washco-md.net/wp-content/uploads/Citizen-Access-User-Guide.pdf>.
- **Renewal and Payment:** Once the account is established or accessed, the license/registration number can be retrieved by using the Search feature for Permits. After successful payment, the license/registration will automatically renew with a new expiration date of December 31<sup>st</sup>, XXXX.



The license/registration number should appear at the top of your list of permits and should have a status of “Ready for Renewal”. Click on the blue link for “Fees Due” and proceed with payment.

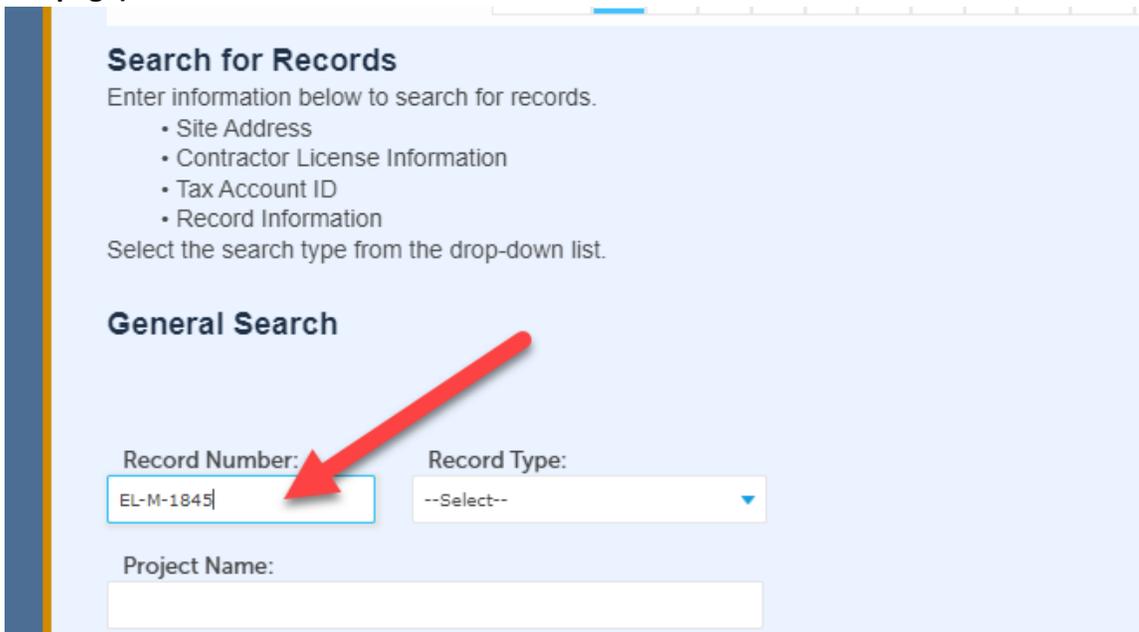


Records

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Info	Status	Related Records	Action	S
<input type="checkbox"/>	10/05/2023	<a href="#">EL-M-1845</a>	Electrical Master Registration			Ready for Renewal	0	<a href="#">Pay Fees Due</a>	
<input type="checkbox"/>	08/07/2023	<a href="#">2023-00047</a>	Non-Residential New Construction Permit	20040 MILL POINT BOONSBORO MD 21713		Pending	0		
<input type="checkbox"/>	08/07/2023	<a href="#">2023-00048</a>	Non-Residential Addition- Alteration Permit	20040 MILL POINT BOONSBORO MD 21713		Pending	0		

(Note: If you do not see the license/registration number listed, you can manually search for it by scrolling down the page and entering the number in the Record Number field under General Search and clicking the Search button at the bottom of the page).



**Search for Records**

Enter information below to search for records.

- Site Address
- Contractor License Information
- Tax Account ID
- Record Information

Select the search type from the drop-down list.

**General Search**

Record Number:  Record Type:

Project Name:

After you click on Search, the individual record will show up. Click on the Payments Tab and Fees and proceed with payment.

Search...

**Record EL-M-1845:** [Add to collection](#)  
**Electrical Master Registration**  
**Record Status: Ready for Renewal**

Record Info ▾ Payments ▾

Fees

Fees will automatically be assessed based on whether the license is Active or Inactive. Click on the Continue Application button.

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Licensing Master & Restricted Licenses Renewal	3	\$150.00

**TOTAL FEES: \$150.00**  
Click Continue Application to pay fees.

[Continue Application »](#)

Enter the payment information and click on the Submit Payment button at the bottom of the page.

Please select a payment method and then fill in all required information.  
The available payment methods are:

- \* Visa
- \* Mastercard

### Payment Options

Amount to be charged: \$150.00

Pay with Credit Card

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### Credit Card Information:

\* Card Type: \* Card Number: \* Security Code: [?](#)

--Select--

\* Name on Card: \* Exp. Date:

01 2023

### Credit Card Holder Information:

Auto-fill with

Country:

United States

\* Street Address:

\* City: \* State: \* Zip:

--Select--

\* Phone:

E-mail:

**Submit Payment »**

Once payment has been successfully submitted, a green banner will appear stating the fee has been paid and the license/registration status will change to "Approved". You can print the receipt by clicking on the **Print/View Receipt** button.

**Record Issuance**

You have paid a fee associated to this Record.  
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.  
Your Record Number is **EL-M-1845**.

You will need this number to check the status of your application.

[Print/View Record](#)
[Print/View Receipt](#)





**Washington County**  
Division of Permits and Inspections  
80 West Baltimore Street  
Hagerstown, Maryland 21742  
Phone: 240-313-2460

Date: 10/17/2023

## RECEIPT

**Permit Number:** EL-M-1845  
**Permit Type:** Electrical Master Registration

Receipt #	Payment Date	Payer	Payment Method	Amount
250187	10/16/2023	test	Credit Card	\$50.00
250188	10/17/2023	test	Credit Card	\$150.00
<b>TOTAL PAID:</b>				<b>\$200.00</b>

Invoice	Fees	Fee Amount	Paid
225151	Licensing Inactive License	\$50.00	\$50.00
225154	Licensing Master & Restricted Licenses Renewal	\$150.00	\$150.00
		<b>\$200.00</b>	<b>\$200.00</b>

**Records**

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<input type="checkbox"/>	Date	Record Number	Record Type	Address	Project Info	Status	Related Records
<input type="checkbox"/>	10/05/2023	<a href="#">EL-M-1845</a>	Electrical Master Registration			Approved	0
<input type="checkbox"/>	08/07/2023	<a href="#">2023-00047</a>	Non-Residential New Construction Permit	20040 MILL POINT BOONSBORO MD 21713		Pending	0



- **License/Registration Cards:** Contractors can print their card by clicking on the “Print/View Record” button.

Search...

**Record Issuance**

You have paid a fee associated to this Record.  
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.  
Your Record Number is **EL-M-1845**.

You will need this number to check the status of your application.

[Print/View Record](#)    [Print/View Receipt](#)



- **Late Renewals:** After December 31<sup>st</sup>, any licenses/registrations that have not been renewed will be automatically classified as “Expired”. The grace period for renewals extends until March 31<sup>st</sup>. Any licenses/registrations not renewed by that date will be marked as “Void”.