

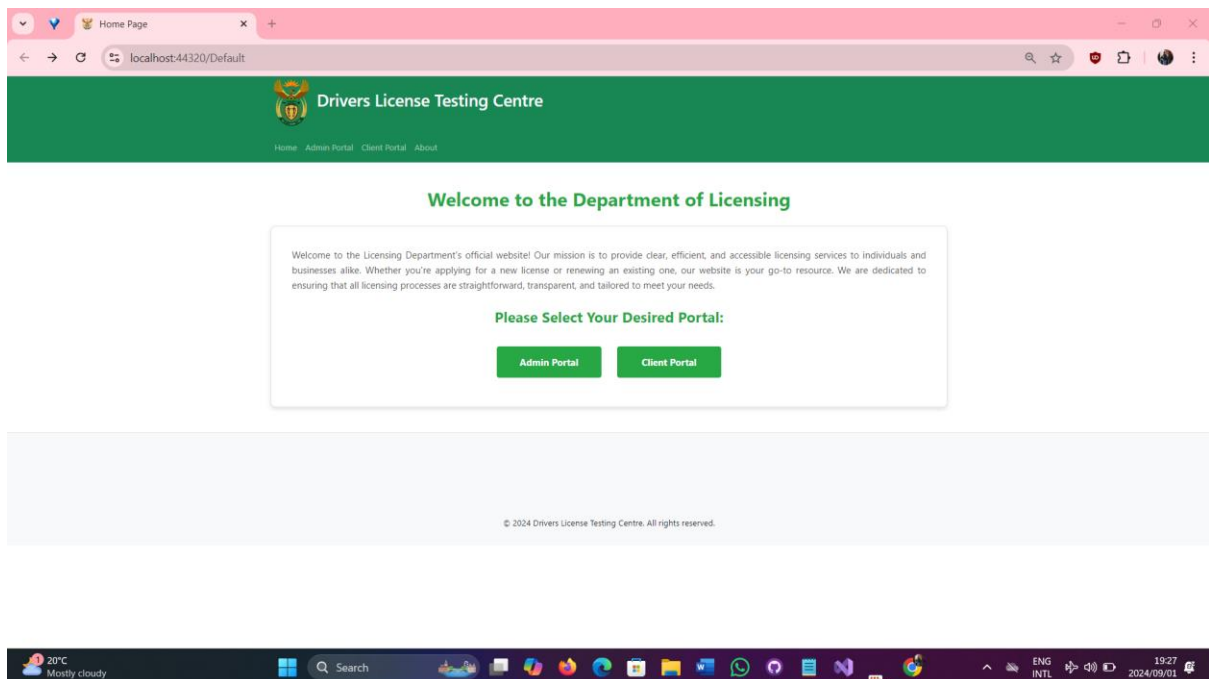
# User Manual

## Step 1 – Access the Website

Open your web browser and go to the License Department's website.

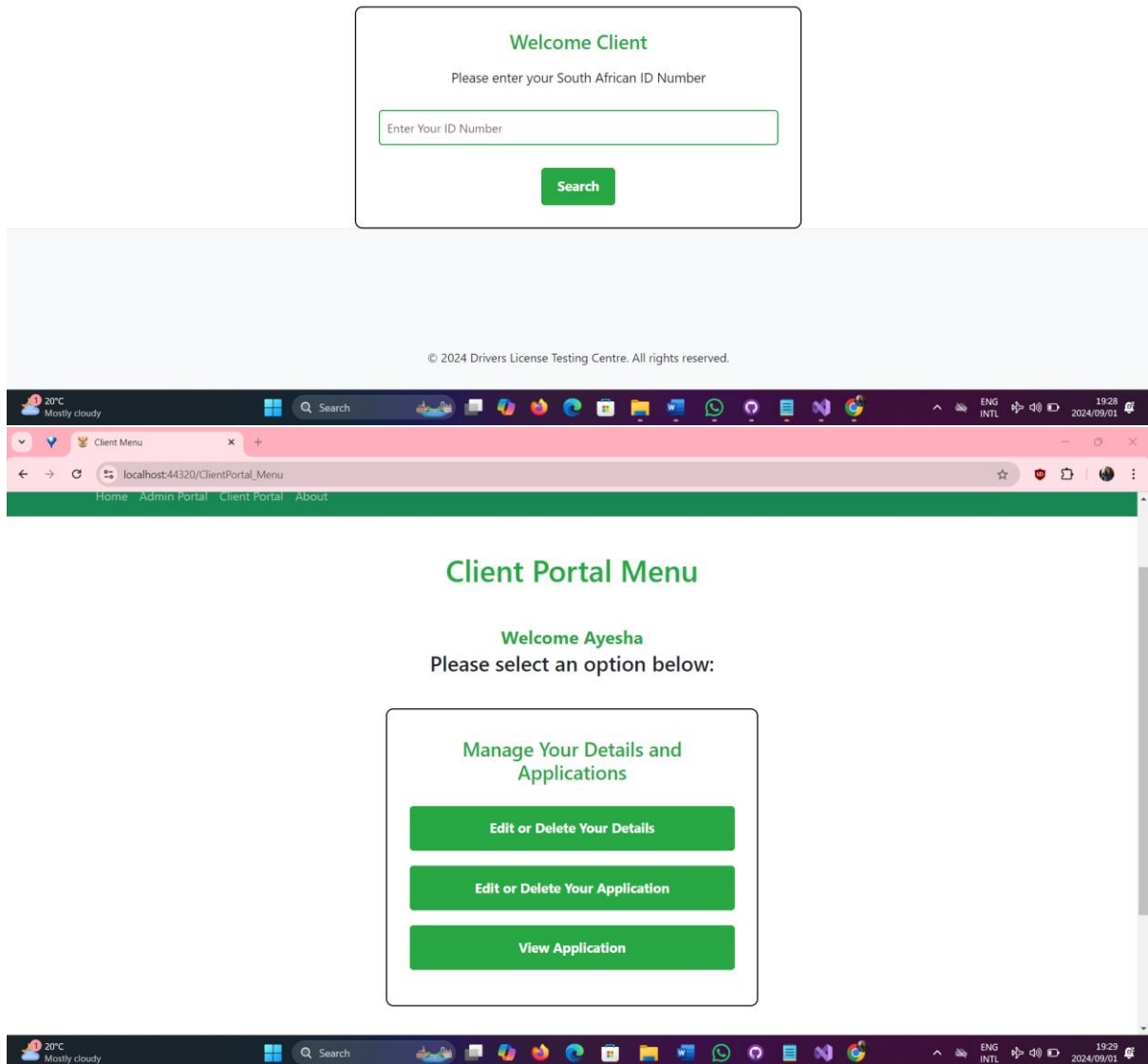
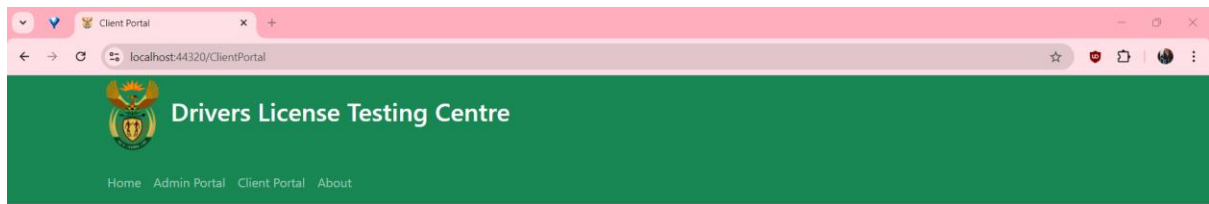
## Step 2-Choose Client Portal

All clients can only access client portal. Here you will be able to choose a service which you will need to do and book an appointment.



## Step 4: Search for your ID, if you are not already registered, you will be redirected to create a new record.

Enter your details and press continue, now you will be able to access the services provided by the licensing department.



### Step 5- Create A New Application.

Here you will be able to choose a service that you need.

You can also choose to update your application if you have made any errors

You will also be able to delete your application if you cannot make it for the appointed time.

**Step 6 – Attend your appointment and print your document.**

We look forward to welcoming you to the Department of Licensing, please ensure to print and bring your appointment document to your appointment.