pennsylvania
DEPARTMENT OF AGRICULTURE
BUREAU OF FOOD SAFETY & LABORATORY SERVICES

Instructions for Renewing your Food Safety License Online
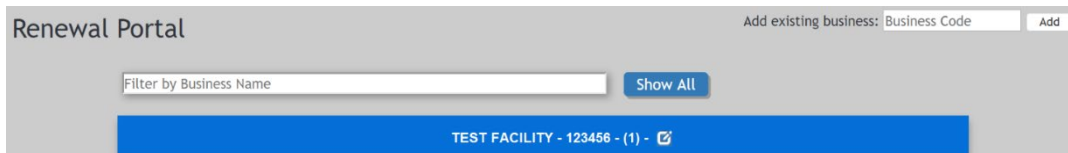
Important – Please Read
1. Carefully follow instructions in the order they are explained.
2. A **business code** is required to renew your license and/or registration online. The business code is printed on the renewal notice that was issued to you via mail/email or you can look up your facility's business code on the public facility search page to proceed with online renewal.
3. If your facility's **physical address** has changed, do **NOT** complete the online renewal process. You must contact the Department for further assistance.
4. If you have any questions regarding the online process, contact the Bureau of Food Safety by phone at 717-787-4315 or email at RA-FoodSafety@pa.gov.

Step 1: Create an account
A. Go to https://www.pafoodsafety.pa.gov/Web/Login.aspx and select **New Account**. Set up a new user account by completing all the required (marked with *) information. After completion, click save and you will automatically be redirected back to the main login page. You will then be able to log in with your new username and password you just created.

B. If you have already set up an account, log in with your previously created username and password. If you forgot your password, enter your username and click the forgot password button. If you forgot both, you will need to call 717-787-4315.

Step 2: Add licenses to account
A. If the license already appears as shown below, skip to Step 3. If not, proceed to B.
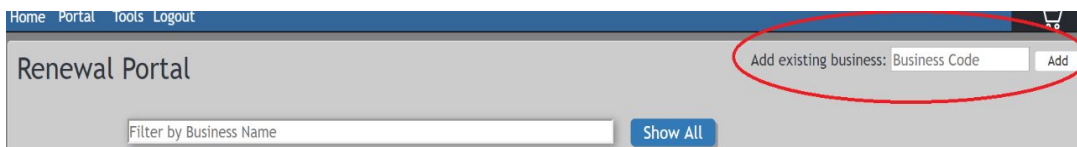

B. Find the *Online Business Code* provided on the renewal notice or look it up on the public facility search page. Enter the code into the **Add existing business** box located on the top right corner of the screen. Click **Add.**

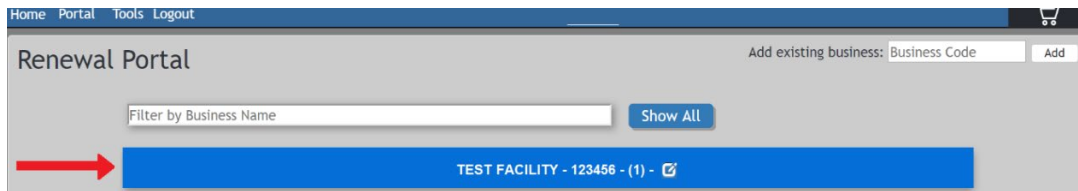If you have multiple licenses to renew, repeat the process for each license.

NOTE: If you receive a red error message stating this business program already exists, you will need to contact the Department.

C. A blue bar with the name of your establishment will appear on the screen.

Step 3: Update information

A. Click on the establishment name in the blue bar. The bar will expand showing the **License Type** for renewal. Click the check box located in the **Add to Cart** column.

B.

C. To update the facility's contact information, click the ✎ symbol next to the facility name. A separate window will appear on the screen. *If the window does not appear, check the computer's pop-up blocker.* On this screen you can update the facility's information. All boxes with an * **MUST** be completed.


NOTE: If the physical address of the facility has changed, you must contact the Bureau of Food Safety.

D. After you have updated the information, click the **Save Changes** button at the bottom of the screen.

Step 4: Paying for renewal

A. To view or delete your renewal from your shopping cart, click on the shopping cart icon located on the top right corner of the screen. Once clicked, the shopping cart will expand showing the contents.
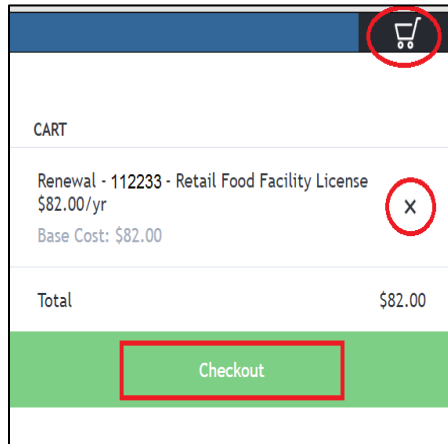
Click **Checkout** if the contents of the shopping cart are correct. If you believe the total is incorrect, do NOT continue the process and contact the Department by phone at 717-787-4315 or email at RA-FoodSafety@pa.gov.

B. Once you click the **Checkout** button, you will be directed to a third-party online payment system. Follow the on-screen instructions carefully to complete your payment. Please note only Visa or Mastercard is accepted.

C. After payment is complete, the website will automatically log you out. An email receipt from the third-party online payment system (First Data Customer Support) will be sent. See below for an example of this email. Be sure to check your spam or junk folder for your email receipt. This email serves as confirmation your license/registration has been renewed. A copy of your official license will be mailed within 10 business days.

This is a notification that an order was processed at the online store USA Food Safety.

Reply to this message or e-mail support.payeezy@firstdata.com if you have any questions. Warning: This e-mail receipt is intended as a convenient notification that a payment has been made. Do not ship products or services based only upon this email.

Order Information

Your Order

Quantity	Item	Unit	Price
1	**Renewal – License # - Retail Food Facility License $82.00/yr**	123.00 USD	123.00
		Total USD	**123.00**

This order is now complete. Transaction approved!

Here is your receipt:

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========== TRANSACTION RECORD ==========
AGRICULTURE/FOOD SAFETY
2301 NORTH CAMERON ST
HARRISBURG, PA 17110
United States
WWW.AGRICULTURE.PA.GOV

TYPE: Purchase

ACCT:          $ 123.00 USD

CARDHOLDER NAME :
CARD NUMBER     :
DATE/TIME       :
REFERENCE #     :
AUTHOR. #       :
TRANS. REF.     :

Approved - Thank You 100


Please retain this copy for your records.
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