



OKLAHOMA
ABLE COMMISSION



ABLE Instructions for using the new Online Licensing System

***FYI the Online Licensing System went live March 14, 2022. All applications for a new license and to renew a current license are all done online only. ABLE will no longer mail out renewal notices or licenses. All renewals and new licenses are emailed directly to your email account. *Please be sure to check both your email inbox and your junk email.**

Every Individual and Business must Register an Account online. Please click on the heading at the top of the screen in **BLUE**. Register for an online account, then proceed to complete your registration information. Once registered, you will receive a message saying, "Registration Successfully Completed Login In Now".

If you are an individual and **Do Not** have a current license or your license has already expired, you just need to register an account online. You **Do Not** need to call or email the ABLE office to have a license number linked since you will be applying for a new license online. After registering an online account, click the ABLE tab to begin applying for a license. Complete the disclaimer then click Continue. From the list of headings, select **Individual Licenses**, from the dropdown options select the type of license needed.

If you have a currently active license with ABLE that you need to renew, you must register an account online **first** then please call us at 405-521-3484 and press option 1 or email us at able@able.ok.gov to have your current license number linked to your online account in order for you to renew your license online. Once we have linked your license number to your online account, login to your online account go to the **HOME** tab then click the heading below **MY Records** the license number will show below to the far right click the link Renew Application to complete your renewal information online end you will pay online with a credit or debit card.

If you have a current active license with ABLE, and you need to obtain a current copy of your license, you must register an account online first, then please call us at 405-521-3484 and press option 1 or email us at able@able.ok.gov to have your current license number linked to your online account. Once we have linked your license number to your online account, to re-print a copy of your current ABLE license, login to your online account go to the **HOME** tab then click the heading below **MY Records** the license number will show below. Click on your license number then go to the top of the screen there is a heading called **Reports** and click the down arrow to select **Re-Print License**. If you have trouble re-printing a copy of your license, please call us at 405-521-3484 option 1 or email able@able.ok.gov.

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