

# Online Renewal: Step by Step Instructions

The following are step by step instructions to walk you through the online license renewal for the PACFA program.

## Getting Started

1. Online renewals are processed through the AgLicense system. Go to [www.colorado.gov/aglicense](http://www.colorado.gov/aglicense) or choose “AgLicense” on the PACFA home page <https://www.colorado.gov/pacific/aginspection/pacfa>
2. Registration of AgLicense Account:
  - If you've already registered your account then log into the site using the username and password that you created (this information was also sent to you via email or mail).
  - If you are new to AgLicense and/or have not registered then click on “Register” and follow the prompts to register your account.
  - Account information to Register online was sent to you via email. This information includes your AgLicense ID and Pin ID.
  - If you need to reset your password, please call the Help Desk at 844-235-3815.
3. Payment Types: We accept payments online either by Credit Card or Electronic Check.
  - If you wish to pay for your license fees by Electronic Check, you will need to contact your bank to make sure they accept electronic fund transfers (EFT).
4. Breeders, Animal Rescues, Animal Shelters, Pet Animal Sanctuaries and Pet Transporters:
  - **STOP, if you have not submitted your Annual Statistics yet!** Your statistics must be submitted through the online reporting portal before you renew your license. You may find the Statistics Reporting form portal on the [PACFA website](#).
5. Help Desk and FAQ's
  - The program receives a very high volume of calls and emails during renewal season. Please call the Help Desk at 844-235-3815 first to get assistance with your online renewal. We appreciate your patience and understanding.
  - All renewals are reviewed and approved by the PACFA program. Renewals may sometimes take 2-3 business days to be processed and approved. You may log back into your account to see if your renewal has been approved.
  - If there is additional information or requirements that are needed to process your online renewal the office will be in contact with you.
  - Once your renewal is approved, you will be able to view and print your renewed license from your account. Be sure your internet browser's pop up blocker is turned off to allow you to view the print window.

If you have any questions or need assistance, please contact the Help Desk 844-235-3815, or by email at [cda\\_pacfa@state.co.us](mailto:cda_pacfa@state.co.us), or you may contact your inspector directly.

# Step 1: Online Account Page - Shopping Cart

You will be able to view your account, license information and payment history on this landing page.

If your account is linked to multiple CDA programs, click on the Pet Animal Care and Facilities link if you want to view information about your current license information for PACFA.

1. Under the Account Tasks section, click on the link “1 license(s) due for renewal”.

- If you have multiple programs you will need to scroll down to either the Online Renewals/Payments or the Account Tasks section (see picture).

The screenshot shows the 'Account Home' page with a green header bar containing 'Home', 'Programs', 'Profile', 'Shopping Cart', 'FAQ', and 'Logout'. Below the header is the 'Account Summary' section, which displays account information: 001G49 | Kate's Awesome Tree Service | 305 Interlocken Parkway, Broomfield, CO 80021 | P1: 303-437-5292. A pink arrow points to the 'Pet Animal Care and Facilities' link in the 'Available Programs' table. The table has columns: Program, Type, License ID, Status, Issue Date, and Expire Date. The data is as follows:

Program	Type	License ID	Status	Issue Date	Expire Date
Fertilizer Manufacturers		90009	Active	11/25/2014	
Commercial Feed Company		90010	Active	02/09/2016	
Pesticide Products		90011	Active	11/28/2014	
Pet Animal Care and Facilities		1	Active	02/07/2017	
Egg Dealer		90006	Expired	06/26/2017	12/31/2018

21 record(s) found.

Below the summary is the 'Online Renewals/Payments' section, which contains a link to 'Online Shopping Cart'. A pink arrow points to the '4 license(s) due for renewal' link in the 'Account Tasks' section. The 'Account Tasks' section also has a pink box around the 'Click on one of these to renew your license' text.

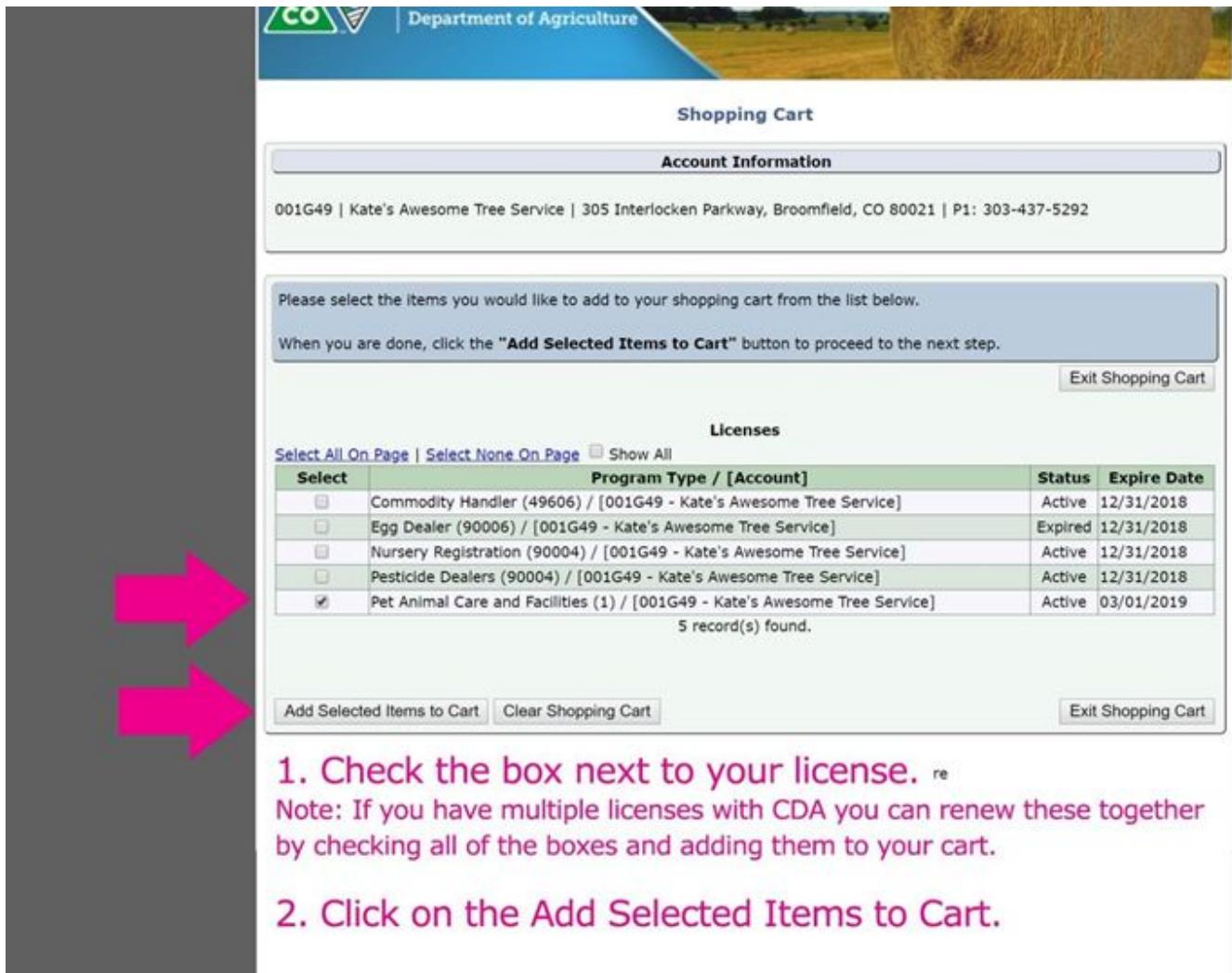
© Copyright 2016, Colorado Department of Agriculture

## Step 2 - Shopping Cart: Select PACFA Program

1. Check the box next to your license type (Pet Animal Care and Facilities).

- Note: If you have multiple licenses with CDA you can renew these together by checking all of the boxes and adding them to your cart.

2. Click on Add Selected Items to Cart.



CO Department of Agriculture

Shopping Cart

Account Information

001G49 | Kate's Awesome Tree Service | 305 Interlocken Parkway, Broomfield, CO 80021 | P1: 303-437-5292

Please select the items you would like to add to your shopping cart from the list below.

When you are done, click the "Add Selected Items to Cart" button to proceed to the next step.

Exit Shopping Cart

Licenses

Select All On Page | Select None On Page  Show All

Select	Program Type / [Account]	Status	Expire Date
<input type="checkbox"/>	Commodity Handler (49606) / [001G49 - Kate's Awesome Tree Service]	Active	12/31/2018
<input type="checkbox"/>	Egg Dealer (90006) / [001G49 - Kate's Awesome Tree Service]	Expired	12/31/2018
<input type="checkbox"/>	Nursery Registration (90004) / [001G49 - Kate's Awesome Tree Service]	Active	12/31/2018
<input type="checkbox"/>	Pesticide Dealers (90004) / [001G49 - Kate's Awesome Tree Service]	Active	12/31/2018
<input checked="" type="checkbox"/>	Pet Animal Care and Facilities (1) / [001G49 - Kate's Awesome Tree Service]	Active	03/01/2019

5 record(s) found.

Add Selected Items to Cart | Clear Shopping Cart | Exit Shopping Cart

**1. Check the box next to your license.** re  
Note: If you have multiple licenses with CDA you can renew these together by checking all of the boxes and adding them to your cart.

**2. Click on the Add Selected Items to Cart.**

## Step 3 - Shopping Cart Verification Page

- Upon accessing the Shopping Cart Verification page you will notice that the Amount is \$100. The AgLicense system sets this fee amount as a default. Once you complete and submit the License Information Verification section of the “Step 1 - Edit” section, the system will then calculate the correct license renewal fee. To begin your renewal click on “Step 1 - Edit”.

**Shopping Cart Verification**

Account Information		
001G49   Kate's Awesome Tree Service   305 Interlocken Parkway, Broomfield, CO 80021   P1: 303-437-5292		
License Verification		
<p>Step 1: Verify the contact information is correct and answer the questions at the bottom of the page.</p> <p>Step 2: Answer the questions and (if applicable) complete the citizenship verification form.</p> <p>Step 3: Proceed to checkout when the previous steps have been completed.</p>		
License	Amount	
<b>Pet Animal Care and Facilities (1) / [001G49 - Kate's Awesome Tree Service]</b> <b>Business Information</b> <b>Business Name:</b> CDA Test Account <b>Facility Address:</b> 305 Interlocken Parkway, Broomfield, CO 80021 <b>Mailing Address:</b> 7696 South Hudson Way, Centennial, CO 80122 <b>Facility Contact Information</b> <b>Phone:</b> 3034375292, <b>Email:</b> kate.mcroy@state.co.us <b>Mailing Contact Information</b> <b>Contact:</b> Katherine McRoy, <b>Phone:</b> 3034375292, <b>Email:</b> your@email.here <a href="#">View Details</a>  <b>1. Click on "Step 1 - Edit"</b> <a href="#">Step 1 - Edit</a> <a href="#">Step 2 - Create</a>	\$100.00	<a href="#">Remove</a>

## Step 3 - Part 2: License Information Verification Page

1. Verify your facility contact information is correct. Make edits when necessary.
  - Note: You can only make corrections to contact information, only. Change of ownership, Primary Business Contact/Licensee and physical address of the business must be changed by submitting a new application and CANNOT be changed online.
2. Verify the correct Operations type is selected.
  - You CANNOT Add or Change Operation/Category Types during your renewal process online. Attempts to change your current license operation/category type online will be DENIED.
  - A change in operation type must be submitted by application form only. Go to the main [PACFA website](#), to find the application.
3. Add Statistics Report (Required only for all Breeders, Animal Rescue, Animal Shelter, Pet Animal Sanctuary, or Pet Transporters) under the Files Required for Renewal section. If you are not required to submit annual statistics, please move to the next step.

Reminder: You must submit your statistics through our online portal FIRST before continuing with this online renewal. If you have your statistics report ready, continue to upload your report.

  - Click the “Add File” button
  - Click “Choose File” and navigate to the file on your computer. “Open” to add the file to your renewal.
  - Click “Upload.” You should then see your report file appear.
4. When finished, click on “Accept and Continue” (on the bottom RIGHT-hand corner). This will take you back to the Shopping Cart Verification Page.

See picture on the next page for reference.



### License Information Verification

Please verify the information listed below, and make corrections if needed.

#### Business Information

Business Name \*: Kate's Awesome Tree Service

Website:

#### Facility Address

Line 1 \*: 305 Interlocken Parkway

Line 2:

City \*: Broomfield

State \*: Colorado

ZipCode \*: 80021

Country \*: UNITED STATES

#### Mailing Address

Use facility address

Use this address:

Line 1 \*: 350 Keeler Pkwy

Line 2:

City \*: Pueblo

State \*: Colorado

ZipCode \*: 81001-4801

Country \*: UNITED STATES

#### Facility Contact Information:

Phone: 303 - 437 - 5292

Email Address: kate.mcroy@state.co.us

#### Mailing Contact Information:

Title:

Name: Katherine McRoy

Animal Rescue

Animal Shelter <= 3000 transfers

Animal Shelter > 3000 transfers

Pet Animal Sanctuary

Bird Breeder

Boarding/Training

Breeder Cat

Breeder Dog Large Scale

Breeder Dog Small Scale

Breeder Small Animal

Pet Grooming - Independen

Pet Grooming Facility - Independent Contractor

Pet Grooming Facility - Owner

Pet Grooming Facility - Self Wash Only

Pet Grooming Mobile

Pet Handler

Pet Transporter

Reptile/Amphibian (Herptile) Breeder

Reptile/Amphibian (Herptile) Handler

If you're a Breeder, Animal Rescue, Animal Shelter, Pet Animal Sanctuary or Pet Transporter you'll need to upload the PDF of your submitted statistics.

Click "Add File" and navigate to the file on your computer. Click "Open" to add the file to your renewal. Click "Upload."

PACFA Program Management

Statistics ▾ Add File

File Type

Date

Name

User File Note

Added By

0 record(s) found.

When done click on "Accept and Continue"

Accept and Continue

## Step 3 - Part 3: License Information Verification Page

1. You will now see that your renewal license fee is calculated. If you feel like the fee does not look correct, please call the Help Desk line or your PACFA inspector to double check before continuing with your renewal. Click on "Step 2- Create"

**Shopping Cart Verification**

**Account Information**

001G49 | Kate's Awesome Tree Service | 305 Interlocken Parkway, Broomfield, CO 80021 | P1: 303-437-5292

**License Verification**

**Step 1:** Verify the contact information is correct and answer the questions at the bottom of the page.  
**Step 2:** Answer the questions and (if applicable) complete the citizenship verification form.  
**Step 3:** Proceed to checkout when the previous steps have been completed.

License	Amount	
<b>Pet Animal Care and Facilities (1) / [001G49 - Kate's Awesome Tree Service]</b> <b>Business Information</b> <b>Business Name:</b> CDA Test Account <b>Facility Address:</b> 305 Interlocken Parkway, Broomfield, CO 80021 <b>Mailing Address:</b> 7696 South Hudson Way, Centennial, CO 80122 <b>Facility Contact Information</b> <b>Phone:</b> 3034375292, <b>Email:</b> kate.mcroy@state.co.us <b>Mailing Contact Information</b> <b>Contact:</b> Katherine McRoy, <b>Phone:</b> 3034375292, <b>Email:</b> your@email.here <a href="#">View Details</a> <a href="#">Step 1 - Edit</a> <a href="#">Step 2 - Create</a>	<b>\$400.00</b>	<a href="#">Remove</a>

**2. Click on "Step 2 - Create" ←**

## Step 3 - Part 4: Application Questions

1. ALL questions on this page are to be initiated and/or answered by the Primary Business Contact ONLY.  
All questions are required to be answered.
2. Click on “Submit” (on the bottom LEFT-hand corner) when finished.
3. You’ll be returned to the Shopping Cart Verification Page.

**See picture below for reference.**

**COLORADO**

**This page should be answered by the person legally responsible for the business.**

New License / License Renewal Application - Pet Animal Care and Facilities - Account Id: 001G49

Complete the renewal application below. If there are additional files required for processing please upload them with your renewal. Your license may be pending until the renewal application is reviewed. Once the application is submitted you may return and copy the application to related similar programs.

**Application Questions**

1. I certify that I am in compliance with all local laws, codes or ordinances pertaining to my business activities.  Yes  No

1a. If No, please identify any code, ordinance, or law with which you are not in compliance and identify how you intend to resolve the matter.

2. I am aware the information provided in this application will be used to perform a background search of public records to include municipal, county, and state court records.  
 \*Enter Initials

3. I am aware it is my responsibility to review and comply with the PACFA Rules & Regulations. \*Enter Initials  
 \*Enter Initials

4. I understand that PACFA Application/License Fees are non-refundable. If for any reason I do not open or close my business during the license year my application/license fee will not be refunded. I also understand that the license is non-transferable between locations and that if I move to a new location I must reapply and pay a new license fee. \*Enter Initials\*  
 \*Enter Initials

5. Has the applicant or applicant's principals, partners, officers, or agents been charged, fined, sentenced, convicted, or entered a plea of guilty or no contest under any local, state or federal law pertaining to cruelty, neglect or abuse of animals? If Yes provide the following:

5a. Disposition

5b. Case Number

5c. Jurisdiction

5d. Name(s) of Defendants

5e. (Informational text) Charging and Disposition Court Documents May Be Required.

6. Has the applicant or applicant's principals, partners, officers, or agents had a PACFA or similar license denied, revoked or suspended?  
 Yes  No

6a. If Yes, please provide specifics.

7. Do you perform grooming at more than one facility?  Yes  N/A

If you answered YES, please list the names of the facilities that you will be grooming at (no more than 3 locations are allowed).

8. Location 1

9. Location 2

10. Location 3

11. List any additional person authorized to receive and accept service of summons and legal notices of all kinds for the applicant in the state of Colorado. (Name, title, and complete address)

Enter the Name, Title and Complete Address of the person we should notify regarding legal notices.

**Support Files**

Files | Add | **You don't need to do anything in this area.** | 7/2018 | Get Results | Date  
 0 record(s) found.

**Once you've answered all questions then click on "Submit."**

**Submit** | **Close**

## Step 3 - Part 5: Shopping Cart Verification

1. Click on “Proceed to Checkout”
2. NOTE: If “Proceed to Checkout” is not clickable make sure Step 2 says “Step 2- Submitted”. If it doesn’t then click on Step 2 link again and make sure all questions are answered and you click “Submit” at the bottom LEFT-hand corner of the page. If it says, “Step 2- Submitted,” and you still cannot click the Proceed to Checkout button, then click on “Step 1- Edit” and click on “Accept and Continue” on the bottom RIGHT-hand corner. Both steps must be completed in order to proceed.

**Shopping Cart Verification**

**Account Information**

001G49 | Kate's Awesome Tree Service | 305 Interlocken Parkway, Broomfield, CO 80021 | P1: 303-437-5292

**License Verification**

**Step 1:** Verify the contact information is correct and answer the questions at the bottom of the page.  
**Step 2:** Answer the questions and (if applicable) complete the citizenship verification form.  
**Step 3:** Proceed to checkout when the previous steps have been completed.

License	Amount	
Pet Animal Care and Facilities (1) / [001G49 - Kate's Awesome Tree Service] Business Information Business Name: Colorado Department of Agriculture- Test Account Facility Address: 305 Interlocken Parkway, Broomfield, CO 80021 Mailing Address: 350 Keeler Pkwy, Pueblo, CO 81001-4801 Facility Contact Information Phone: 3034375292, Email: kate.mcroy@state.co.us Mailing Contact Information Contact: Katherine McRoy, Phone: 3034375292, Email: katherinemcroy@gmail.com <a href="#">View Details</a> <a href="#">Step 1 - Edit</a> <a href="#">Step 2 - Submitted</a>	\$320.00	<a href="#">Remove</a>
	\$0.00	
	\$320.00	

1 record(s) found.  
All items are verified. You are ready to check out.

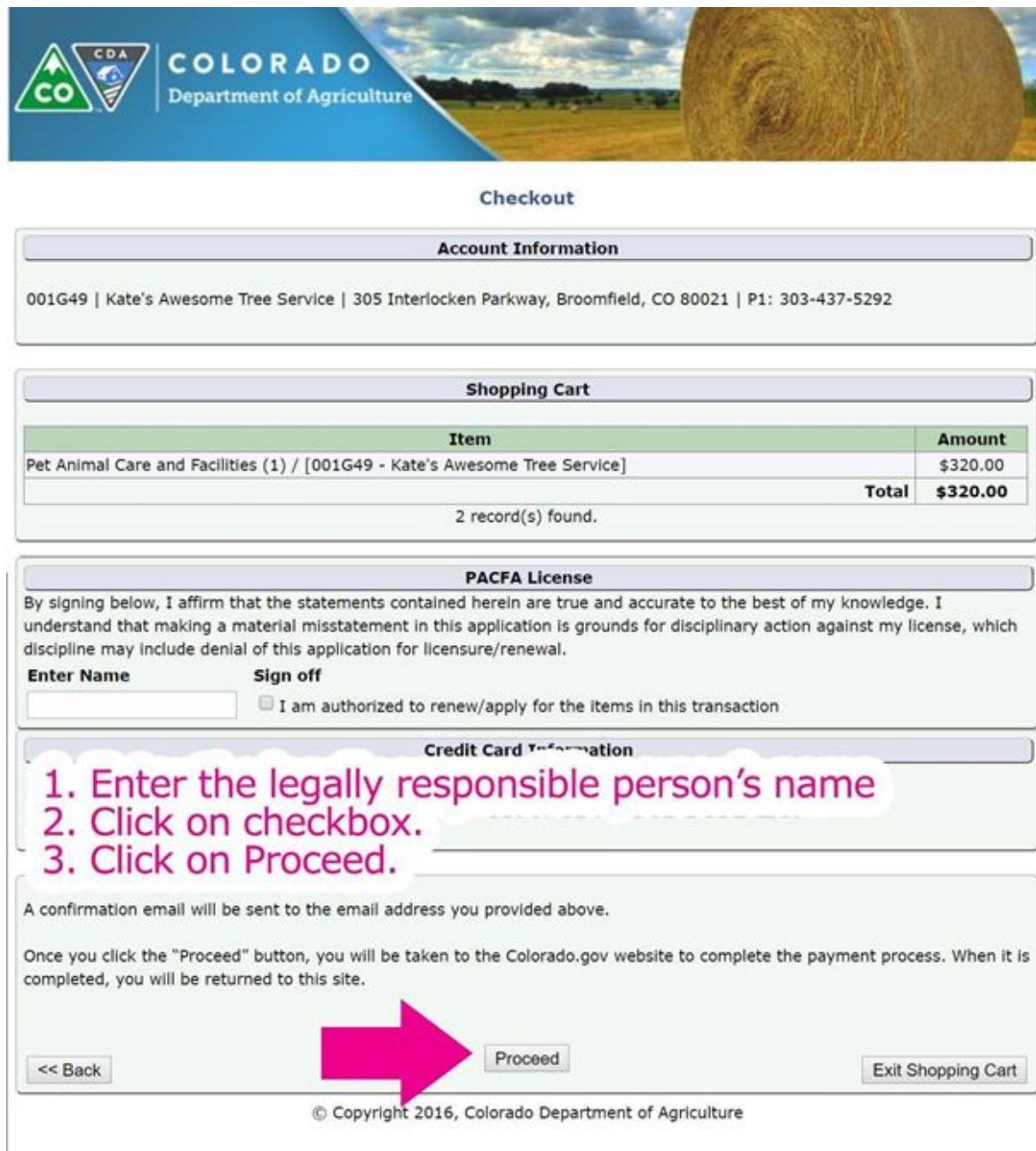
[Proceed to Checkout](#)

[<< Back to Item Selection](#) [Exit Shopping Cart](#)

© Copyright 2016, Colorado Department of Agriculture

## Step 4: Checkout

1. Enter your name
2. Check the Authorization box
3. Click on “Proceed” button
4. The screen will flash and you will be taken to the payment portal



**Colorado Department of Agriculture**

**Checkout**

**Account Information**

001G49 | Kate's Awesome Tree Service | 305 Interlocken Parkway, Broomfield, CO 80021 | P1: 303-437-5292

**Shopping Cart**

Item	Amount
Pet Animal Care and Facilities (1) / [001G49 - Kate's Awesome Tree Service]	\$320.00
<b>Total</b>	<b>\$320.00</b>

2 record(s) found.

**PACFA License**

By signing below, I affirm that the statements contained herein are true and accurate to the best of my knowledge. I understand that making a material misstatement in this application is grounds for disciplinary action against my license, which discipline may include denial of this application for licensure/renewal.

Enter Name  Sign off  I am authorized to renew/apply for the items in this transaction

**Credit Card Information**

1. Enter the legally responsible person's name
2. Click on checkbox.
3. Click on Proceed.

A confirmation email will be sent to the email address you provided above.

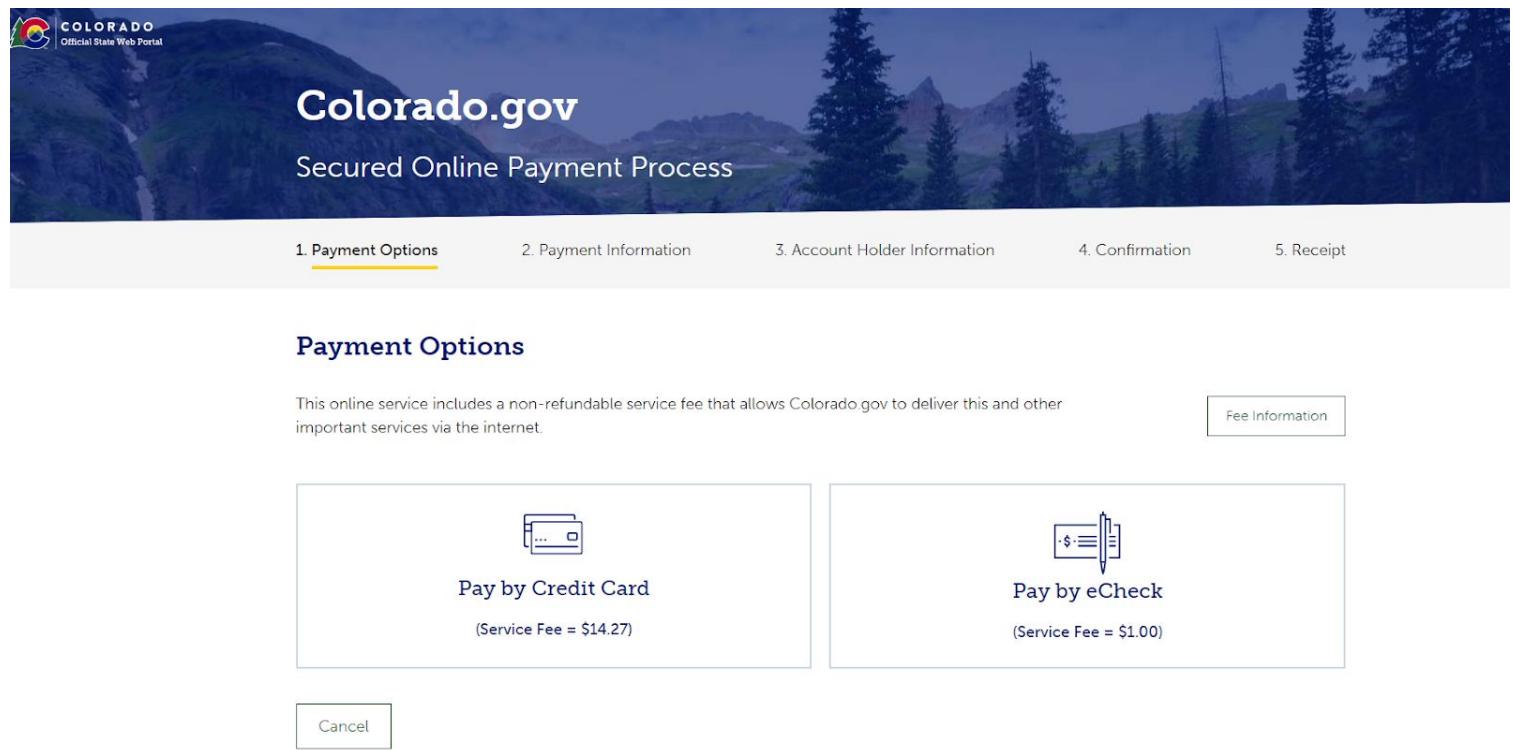
Once you click the "Proceed" button, you will be taken to the Colorado.gov website to complete the payment process. When it is completed, you will be returned to this site.

<< Back Proceed Exit Shopping Cart

© Copyright 2016, Colorado Department of Agriculture

## Step 5: Paying and Finishing Transaction

You will be directed to the Secured Online Payment Process portal where you will be able to choose to pay for your renewal by Credit Card or by eCheck.



Colorado.gov  
Secured Online Payment Process

1. Payment Options    2. Payment Information    3. Account Holder Information    4. Confirmation    5. Receipt

**Payment Options**

This online service includes a non-refundable service fee that allows Colorado.gov to deliver this and other important services via the internet. [Fee Information](#)

**Pay by Credit Card**  
(Service Fee = \$14.27)

**Pay by eCheck**  
(Service Fee = \$1.00)

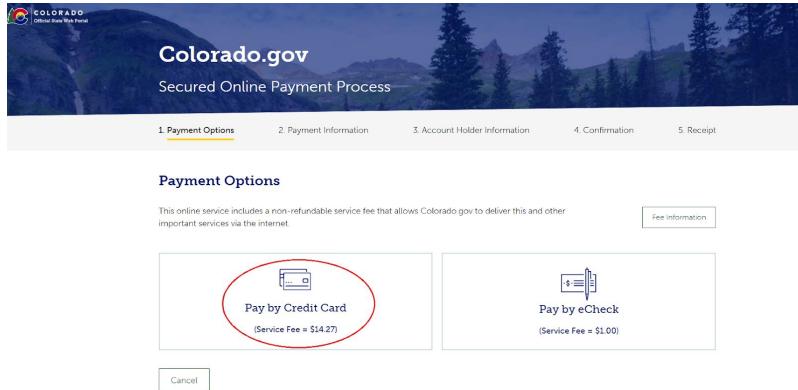
[Cancel](#)

If you are paying by Credit Card, please follow the steps below.

If you are paying by electronic check, scroll down to the Electronic Check Instructions (page 16).

## Credit Card Payment: Step 1

1. Click on the “Pay by Credit Card” box to get started.



## Credit Card Payment: Step 2- Payment Information Screen

1. Enter the card number without spaces.
2. Enter the expiration date in the format MM/YYYY.

For example, if your expiration date is May 2019 you'd enter the date as 05/2019

4. Click continue

## Payment Information

Enter your credit card information, or [change payment type](#).

Card Number	MM/YYYY
-------------	---------

Cards that we accept:



Continue
----------

Cancel
--------

## Credit Card Payment: Step 3- Account Holder Information

1. Enter your billing information including:

- a. Name as it appears on your card
- b. Email address you wish to have your payment summary to be sent to
- c. Billing address including City, State and Postal Zip Code
- d. Phone Number associated with the card

2. Click on the Continue button to get to the confirmation page

### Account Holder Information

Enter the billing information, or [change payment type](#).

Be sure to enter the name exactly as it appears on the card. A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

\* Required Field

Name as it appears on your card

Email Address

Address

Address 2

City

State or Province

▼

Postal Code

Country Code

▼

Phone Number

## Credit Card Payment: Step 4- Verify Payment Information

1. Review all of the information provided on this page.
2. You may edit Payer Information and Payment Method by clicking the edit button.
3. If you verify all information is correct and you are ready to proceed with the payment, click on the Agree/Continue button.

### Verify Payment Information

Please ensure the information below is correct before proceeding.

#### Payer Information

[edit](#)

Name on card

305 Interlocken Pkwy

Broomfield, CO 80020

US

Phone : 3038699061

Email : Your email address

#### Payment Method

[edit](#)

Visa ending in 1111

#### Merchant

The following amount will be charged to the above credit card.  
The credit card statement will show the following merchant  
name(s) and amount(s) for this transaction.

Agriculture, Colorado Department of

### Transaction Details

Description	Amount	Quantity	Total Amount
Pet Animal Care and Facilities Your business information will be here	\$600.00	1	\$600.00
Portal Administration Fee	\$14.27	1	\$14.27
<b>Total:</b>			<b>\$614.27</b>

#### Notes

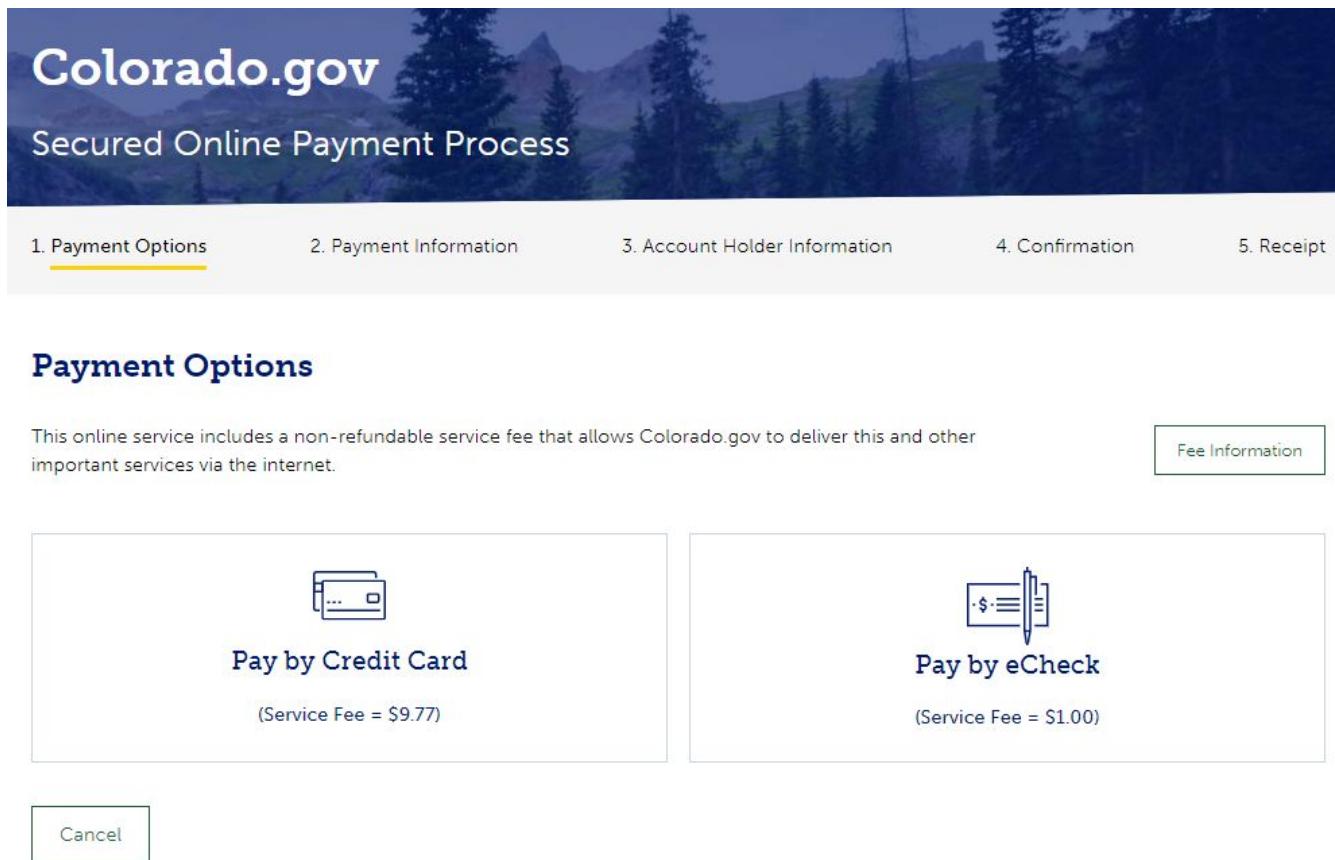
The total amount of this transaction is \$614.27.

[Agree/Continue](#)

[Disagree/Exit](#)

## Electronic Check Payment: Step 1

1. On the Payment Options choose the Pay by eCheck box.



Colorado.gov  
Secured Online Payment Process

1. Payment Options    2. Payment Information    3. Account Holder Information    4. Confirmation    5. Receipt

### Payment Options

This online service includes a non-refundable service fee that allows Colorado.gov to deliver this and other important services via the internet. [Fee Information](#)



**Pay by Credit Card**  
(Service Fee = \$9.77)



**Pay by eCheck**  
(Service Fee = \$1.00)

[Cancel](#)

## Electronic Check Payment: Step 2- Payment Information

1. Choose Account Type
2. Enter Routing Number
3. Enter Account Number
4. You'll be prompted to confirm these entries by entering your account number again.

1. Payment Options      2. Payment Information      3. Account Holder Information      4. Confirmation      5. Receipt

### Payment Information

Enter your electronic check information, or [change payment type](#).

Account Type	Routing Number	Account Number
<input type="text" value="* -- Select --"/>	<input type="text" value="*"/>	<input type="text" value="*"/>

### Ensure Your Bank Accepts eCheck Payments

Some banks put fraud filters on bank accounts in order to prevent fraudulent charges. Please ensure that your bank account allows payments from the following Originator IDs to ensure your payment is successfully processed.

1522077581

### Confirm Your Information

Please note: Payee reserves the right to assess a [returned check penalty](#) for any electronic payment which is returned for any reason.

Re-enter Account Number

## Electronic Check Payment: Step 3- Account Holder

1. On the Account Holder Information Tab enter your billing information:

- a. Your Name
- b. Email Address
- c. Address
- d. City, State and Zip
- e. Phone Number

2. Click on the Continue button to get to the confirmation page

1. Payment Options      2. Payment Information      **3. Account Holder Information**      4. Confirmation      5. Receipt

### Account Holder Information

Enter the billing information, or [change payment type](#).

A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

\* Required Field

Your Name	Email Address	
<input type="text" value="*"/>	<input type="text" value="*"/>	
Address	Address 2	
<input type="text" value="*"/>	<input type="text"/>	
City	State or Province	
<input type="text" value="*"/>	<input type="text" value="*"/> Colorado 	
Postal Code	Country Code	Phone Number
<input type="text" value="*"/>	<input type="text" value="*"/> United States of America 	<input type="text" value="*"/>

## Electronic Check Payment: Step 4- Confirmation

1. On the Confirmation tab confirm the amount and information are correct and click “Agree/Continue”.

1. Payment Options      2. Payment Information      3. Account Holder Information      **4. Confirmation**      5. Receipt

### Verify Payment Information

Please ensure the information below is correct before proceeding.

<b>Payer Information</b>	<a href="#">edit</a>	<b>Payment Method</b>	<a href="#">edit</a>
<b>Name on Account</b>		Routing Number : ***** 012	
305 Interlocken Pkwy		Account Number : **** 1234567	
Broomfield, CO 80020			
US			
Phone : 3038699061			
Email : Your email			
<b>Merchant</b>			
When paying by electronic check (eCheck), this merchant is expressly authorized, if the check is dishonored or returned for any reason, to collect the amount of the check plus a returned check fee, as well as any additional fees incurred by the agency, as authorized by Colorado law. Clicking the 'Agree/Continue' button is acceptance and acknowledgement of this policy and its terms.			
Agriculture, Colorado Department of			
<b>Transaction Details</b>			
Description	Amount	Quantity	Total Amount
Pet Animal Care and Facilities Your facility information will be here	\$400.00	1	\$400.00
Portal Administration Fee	\$1.00	1	\$1.00
<b>Total:</b>			<b>\$401.00</b>
Notes			
The total amount of this transaction is \$401.00			
<a href="#">Agree/Continue</a>	<a href="#">Disagree/Exit</a>		

2. You'll be taken to the Transaction Confirmation and you will also be emailed a receipt. Once finished you can click on the “Back to Account Home” button.
3. Once on the Account home, under Account Tasks, you should see the text, “No tasks to complete at this time.”
4. Your submission is complete. You will notice the status of your license will be “Admin Review”. The office will review your renewal as soon as possible. If there are any issues, the office will contact you. If there are no issues and your licence is approved to be renewed, your account status will be “Active”.
5. Once Active, you may print your license at any time. The PACFA office no longer sends your renewed license. Be sure your browser’s pop up blocker is enabled to allow you to print your license.

# Steps to Print your PACFA License

1. Before logging into your account, be sure your browser's Pop Up Blocker is enabled.
2. Log into your AgLicense account.
3. Look at the Status under License Information to ensure your renewal has been approved. If so, the status will be Active.
4. Under the License Information section you will see a button Pacfa License. Click it.
5. A window will pop up allowing you to save it on your computer as you wish. Click Save to download.
6. From your computer's file where you save your license, open the document and print.

The screenshot shows the Colorado Department of Agriculture AgLicense account dashboard. At the top, there are navigation links: Home, Programs, Profile, Shopping Cart, FAQ, and Logout. The main content area is titled "Pet Animal Care and Facilities Program".

**Account Summary**

Your AgLicense ID | Your Business Name | Your business physical address | Phone Number

**License Information**

<b>AgLicense ID:</b>	001XVZ
<b>Certification ID:</b>	Your AgLicense ID
<b>Status:</b>	Active
<b>Issue Date:</b>	12/15/2020
<b>Expire Date:</b>	03/01/2022
<b>Original Effective Date:</b>	11/24/2015
PACFA	
<b>Operations:</b>	

**Online Renewals/Payments**

Access online license renewals: [Online Shopping Cart](#)

**Reports:** [Pacfa License](#) (button circled in red) [PACFA Renewal](#)

**Account Tasks**

No tasks to complete at this time.

**Business Relationships** [\(Click to show your business relationships\)](#)