



Guide to Citizen Self Service Portal (CSS)

Renewing Your Electrical
Registration/License

Queen Anne's County Planning & Zoning Department

The Queen Anne’s County online Citizen Self Service Portal, CSS, will allow you to submit applications to renew your Master Electrical Registration and Restricted Electrical License. In this guide, we will explain how to renew your credentials online.

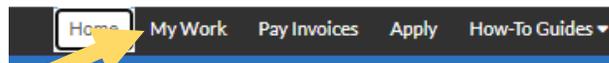
1. Navigate to the [CSS homepage](#) and click the ‘Login or Register’ link in the top right of the screen.

Note: You must have an online account to renew online. For help creating an account, please visit our [\[CSS Help Center\]](#).

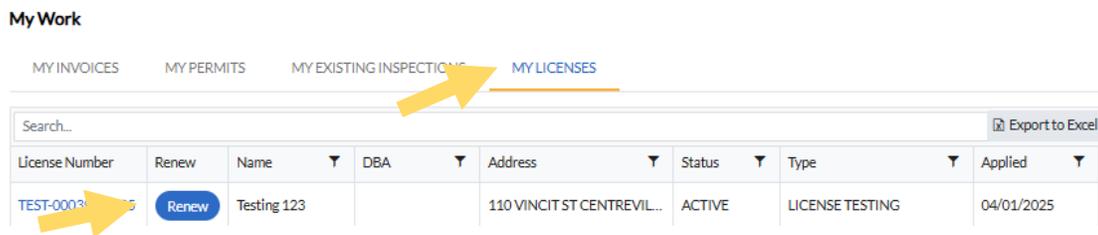
[Login or Register](#)



2. Once you’re logged into your account, click the ‘My Work’ tab within the black ribbon at the top of the screen



3. Navigate to the ‘Licenses’ tab. Any registration or licenses that are due for renewal display a blue ‘Renew’ button. Click ‘Renew’ on the registration or licenses you wish to renew.



4. Step 1: Type – No fields on this step are editable. Verify the information is correct before clicking ‘Next.’”

LICENSE DETAILS
Note: Fields with an asterisk(*) are required.

License Type

Description

License Holder

- Step 2: More Info – Click the ‘Electrical Registration/License Application’ link and complete the application. Be sure to save this document, as you will need it for the next step in the online application.

Additionally, enter the information for the company where you are currently employed.

Click ‘Next’ when finished.

MORE INFO
TO CONTINUE, PLEASE READ BELOW.
 Please click the appropriate link below to access the electrical registration application.
 Complete all **applicable** fillable fields, sign the document upon completion, and save the file.
 You **must** upload this completed and signed PDF in Step 5. Incomplete applications will not be reviewed until all required documents are submitted.

Electrical Registration/License Application

COMPANY INFORMATION

*COMPANY NAME

*COMPANY STREET ADDRESS

*CITY, STATE, ZIP CODE

- Step 3: Attachments – Upload all required documents for your specific application type. Applications missing any required attachments will be considered incomplete and may cause processing delays.

Attachments

Please upload all required files for review. Additional documents can be added by using the dropdown list in the last box.

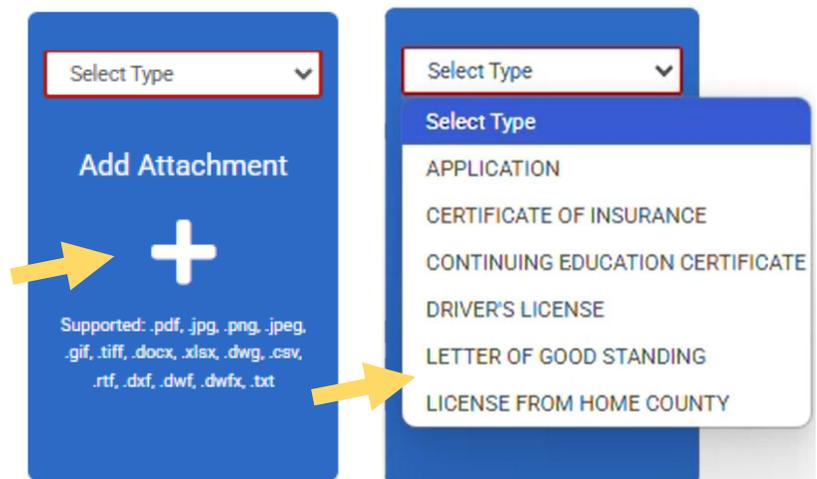
**** IMPORTANT ****

Please ensure that all uploaded documents are clearly legible when printed. If any documents are found to be unclear or difficult to read, we will request larger or clearer copies for review, which may delay the processing time of your application.



Note for Restricted License Applicants: If you do not live in Queen Anne’s County, you are required to submit both a Letter of Good Standing and a License from your home county. These additional documents can be uploaded by selecting ‘Add Attachments.’

Click ‘Next’ when finished.



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7. **Step 4: Review & Submit** – Carefully review all entered information for accuracy and completeness. Once you’ve confirmed everything is correct, click ‘Submit.’
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Please allow the Board of Electrical Examiners 7 to 10 business days to review your application. You will be contacted if any additional information is needed.

Note: The renewal fee is not automatically generated. Once your application has reviewed and accepted as complete, an invoice will be posted on your account. You will receive an email notification when the invoice is available. Payment can be made online or in person at the Planning and Zoning Department.

Registrations and Licenses will not be issued until payment is received in full.