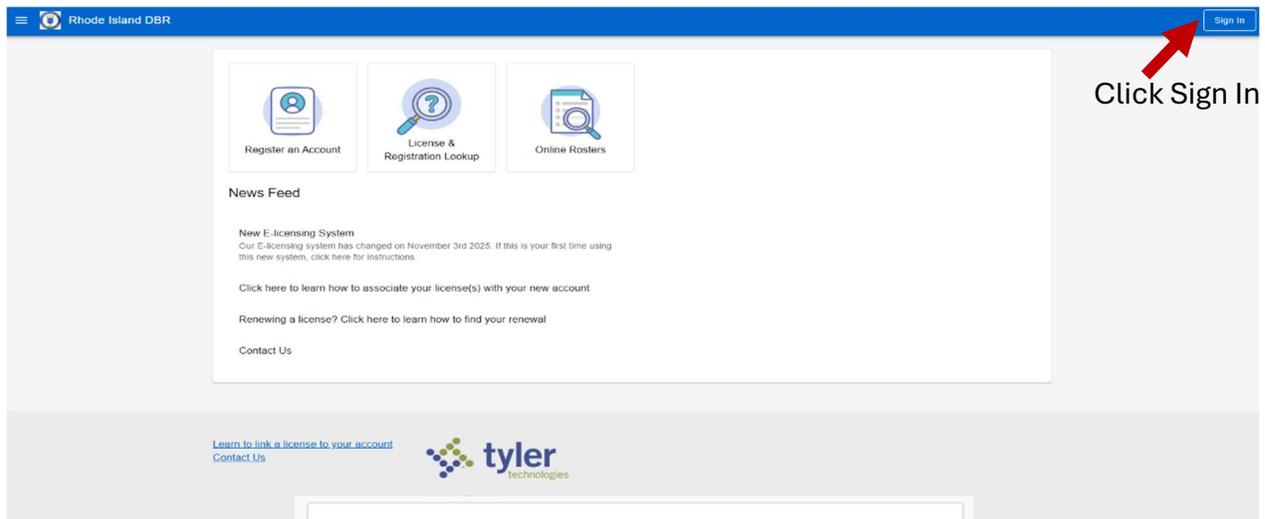


Instructions for Online Users

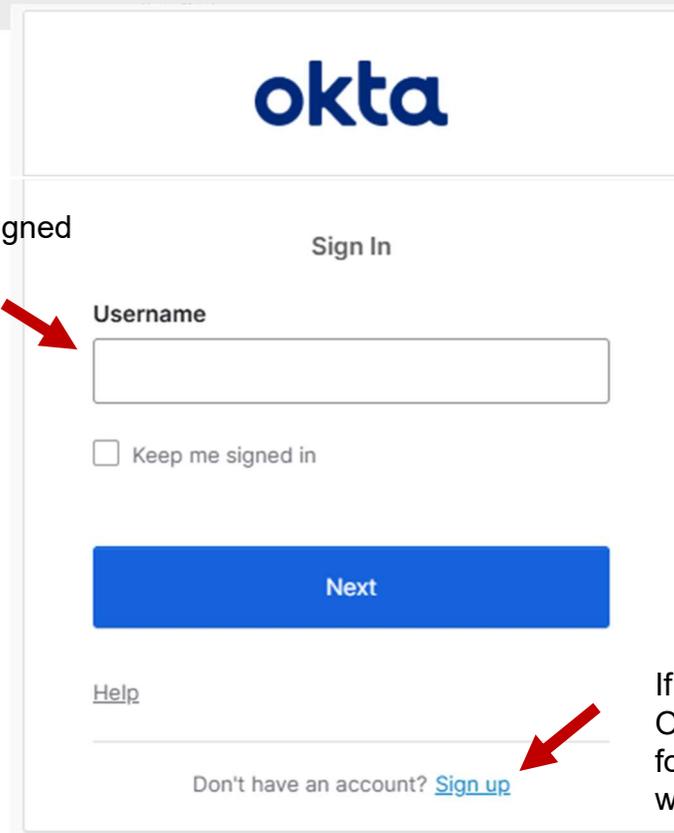
If you have not signed up on our new platform, you will need to do so.

NOTE: YOUR OLD USERNAME & PASSWORD WILL NOT WORK.

Your new username will be your email address and the password you decide to use.



If you have already signed up with OKTA, enter your email address and click next to successfully log in



The screenshot shows the OKTA 'Sign In' form. It features the OKTA logo at the top, followed by the title 'Sign In'. Below the title is a 'Username' label and an empty text input field. Underneath the input field is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Next' is positioned below the checkbox. At the bottom of the form, there is a 'Help' link and a 'Don't have an account? [Sign up](#)' link. A red arrow points to the 'Sign up' link.

If you have not signed up with OKTA, click Sign up and follow instructions to Sign up with OKTA.

Once you have signed up/ logged in, you will see the below image on your dashboard.

Quick Actions

Apply

Submissions

Find My License

Online Rosters

Apply is when you have a new initial registration that has never been registered in RI.

Submissions is where you will find your submissions once you have submitted them in OKTA.

Find My License is where you will link previously existing registrations to your new OKTA account.

Attention Needed

Renewals Late

9

Once you have successfully onboarded your previously existing license/ registration, and you are due for a renewal, the above image will be on your homescreen/ dashboard above the Quick Action section. You can click this tile to begin your renewal. If there is no tile, you do not have a renewal due.

NOTE: Depending on how many licenses you have onboarded, the number under renewal will change.

Deficiencies

5

This deficiency tile will appear on your homescreen/dashboard if there are any issues with your renewal after we review the renewal.

NOTE: Depending on how many license renewals you have submitted, the number under deficiency will change.

To complete other actions, like an address change, follow the below instructions.

The image shows a screenshot of the Rhode Island DBR dashboard. At the top, there is a blue header with the Rhode Island state seal and the text "Rhode Island DBR". Below the header, the user is identified as "Hello Test Online4" with the text "Last logged in 02/27/2026". A red arrow points to a hamburger menu icon in the top left corner, with the text "Click Menu button" next to it. The dashboard content includes a section titled "Attention Needed" showing "Renewals" with a "Late" badge and the number "9". Below this is a "Quick Actions" section with a clipboard icon and the text "Apply". At the bottom, there is a navigation menu with the following items: "Rhode Island DBR Version 761bc9c" (with a close button), "Home" (with a house icon), "Authorized User" (with a person icon), and "My Dashboards" (with a sub-menu): "Entities" (with a person icon), "Credentials" (with a document icon), "Complaints" (with a list icon), and "Link a Credential" (with a document icon). A red arrow points to the "Entities" item, with the text "Click entities" next to it.

Click Menu button

Click entities

Rhode Island DBR
Version 761bc9c

Home

Authorized User

My Dashboards

- Entities
- Credentials
- Complaints
- Link a Credential

00282100

Smith, John

1511 Pontiac Ave Cranston, Rhode Island - 02920, United States

INDIVIDUAL

Active



Click arrow under actions

Click credentials

SUMMARY

CREDENTIALS

ACTIONS

Search

Search

Smith, John

Professional Engineer

License Number
Pending

Status
Initial

Expiration Date
No value

Address
No value

Details

Then click details which is where you will find the actions available to the credential.