

## Print My License from Online License Renewal Portal

### Purpose:

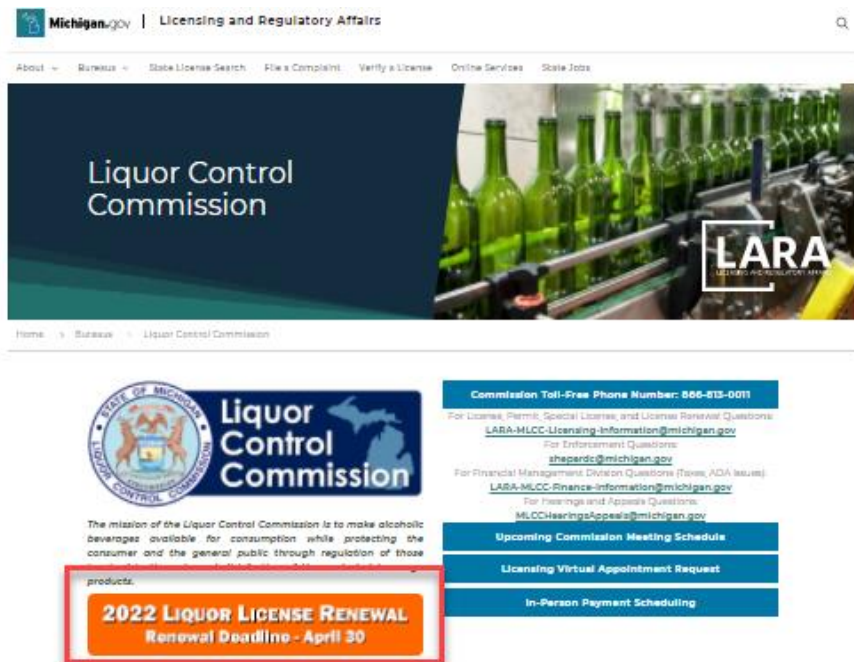
The purpose of this document is to outline the necessary information and steps required for an MLCC licensee to print a retail license using the Online License Renewal Portal.

### Important Information about Printing your License on the Renewal Portal:

- Licensees can start printing licenses on April 1. License printing will not be available prior to this date.
- Licensees can only print **active** licenses for the current renewal year. Escrow renewals do not contain licensing documents that require printing.
- Licenses may take several minutes to load. Once completed, a link to your license will be available.
- License printing for renewal requests that need further review by MLCC will not be available right away. If you are unable to print your license, try again later.
- The following documents are not available for printing on the portal:
  - Banquet Facility Permits
  - Farmer’s Market Permits
  - Secondary Location Permits
  - Truck Decals
  - Licenses with an escrow status will not have a license

### Printing your License from the Renewal Portal:

**Step 1: Navigate to the MLCC webpage ([www.michigan.gov/lcc](http://www.michigan.gov/lcc)) and select the button for Liquor License Renewal:**



Step 2: Review the Annual Renewal Information. Once completed, scroll to the bottom, and select the “Click Here to Renew License” button to be directed to the Online License Renewal Portal.

Now that you have read these instructions, you may press the renewal button below to start your renewal:

**Click Here To Renew License**

Step 3: Enter credentials to Login or Register as new user. Information on how to login or register is included in the Annual Renewal Information webpage referenced in step 2.

Login

\* = Required

\* Username

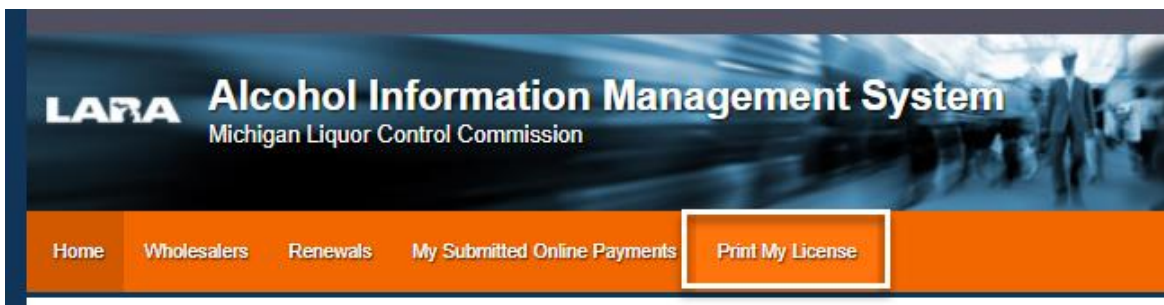
\* Password

Remember Me  [Forgot Password?](#)

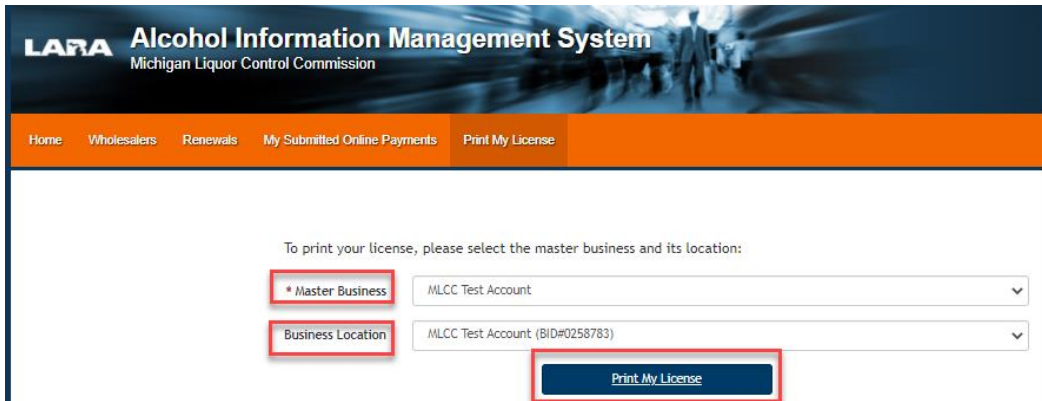
Login

Don't have an account? [Register](#)

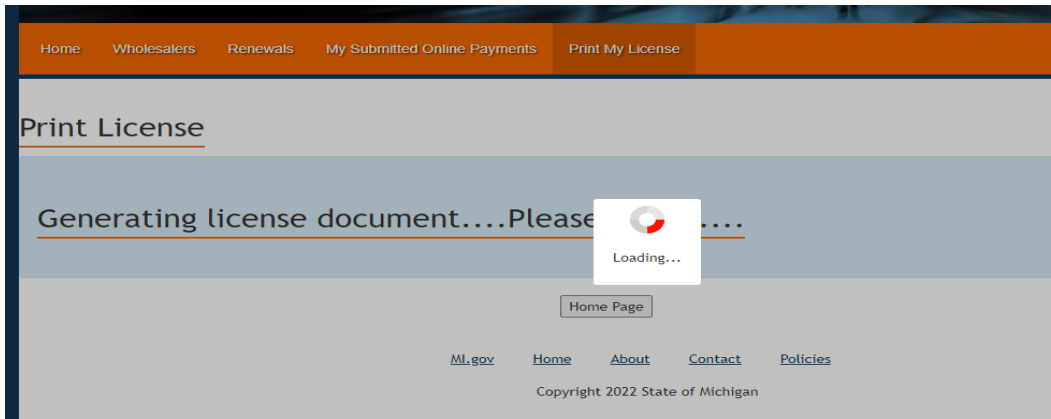
Step 4: Select “Print My License” Tab at top of page



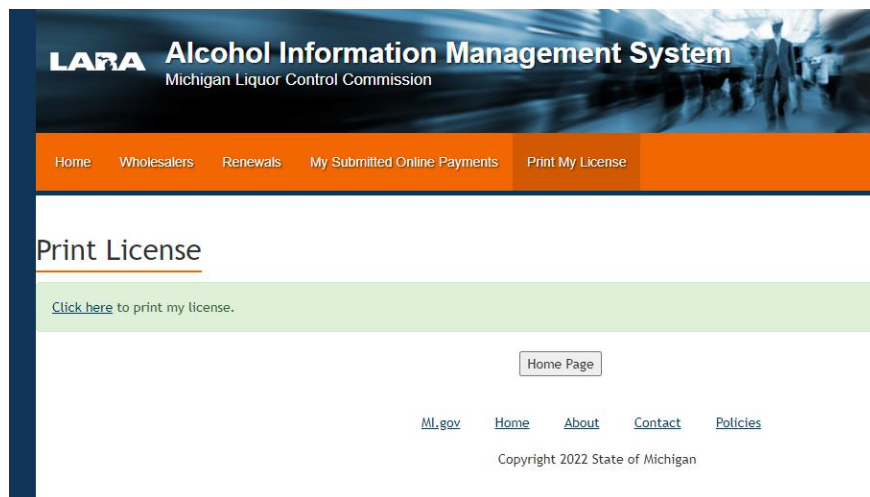
Step 5: To print your license, you must select both a Master Business and Business Location from the Account drop-down options. Once the Master Business and Business location are selected, Select the “Print My License” Button.



Step 6: The online renewal system will generate your License Document. This may take several minutes.



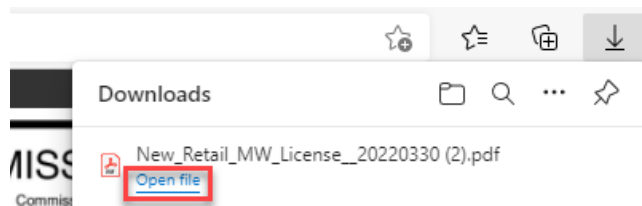
Step 6: Select “Click here” to generate and print your license document.



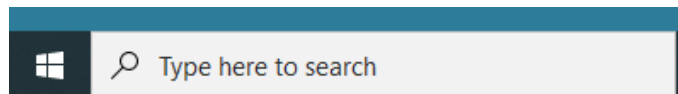
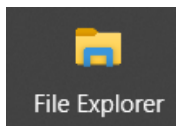
**Step 6: The document will open in a new window. You must download your document to print. Select “Download” or “Download as PDF” to download your document.**



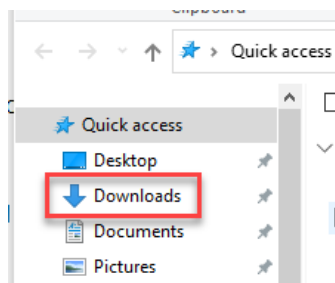
**Step 7: The download box will pop up in the upper right corner. Select open file to download license document.**



**Step 8: If you cannot access your document (this can occur if popup blocker is turned on), you may retrieve it from your downloaded files. Select the file folder from desktop or type File explorer in the search box of your computer home screen.**



**Step 9: Select Downloads from left column.**



Step 10: Double click the License file from list of Downloads to open.

<input type="checkbox"/>	Name	Date modified	Type	Size
∨	Today (3)			
<input checked="" type="checkbox"/>	New_Retail_MW_License_20220330 (2)	3/30/2022 7:58 AM	Adobe Acrobat D...	535 KB
<input checked="" type="checkbox"/>	New_Retail_MW_License_20220330 (1)	3/30/2022 7:54 AM	Adobe Acrobat D...	535 KB
<input checked="" type="checkbox"/>	New_Retail_MW_License_20220330	3/30/2022 7:53 AM	Adobe Acrobat D...	535 KB

Step 11: License will open (as PDF or other document type if selected when it was downloaded) and will be available for printing.

### Why Can't I Print My License?

1. If you have not yet submitted your renewal to MLCC, you will not be able to print your license. In this scenario, process and submit your renewal. Once completed, print your license.

You will receive the following error:

### Print License

[Please Click here to Go Back](#)

License renewal must be completed prior to printing your license. Please try after some time.

2. If your renewal has been submitted, but MLCC is in the process of reviewing it. You will not be able to print your license until the review is completed. You should try back at a later time.

You will receive the following error:

### Print License

[Please Click here to Go Back](#)

Your Renewal is under review by MLCC Team. Please try after some time.

3. Have you selected both a Master Business and Business Location from the Print My License screen. If you have “none” in the Business location box, please select a business location and try again.

To print your license, please select the master business and its location:

\* Master Business  ▼

Business Location  ▼

[Print My License](#)

4. Please remember that the following documents are not available for printing on the portal. These documents will be mailed by MLCC:
  - a. Banquet Facility Permits
  - b. Farmer’s Market Permits
  - c. Secondary Location Permits
  - d. Truck Decals
5. Licenses that are in an Escrow status will not have a license or other documentation for printing.