

Manual Renew Feature for Contractors

The Renew feature allows you to renew clearances starting five days before the expiry date (e.g. a clearance that expires August 19th can be renewed from August 15th onwards). To renew:

- 1) Select the **Renew My Clearance Certificates** link from the Tools menu. A list of principals will appear with the associated clearance numbers.

If you don't see the **Renew My Clearance Certificates** link, your eClearance settings are likely set to Principal. Select **Edit My eClearance Settings** to switch to Contractor settings.

Renew My Clearance Certificates

A quick way to renew your clearance certificates. If you have been **added** to your principals list, there is **no** need for you to renew, the system will automatically create a new date.

If you want to view/print an existing clearance certificate, click on the certificate number.

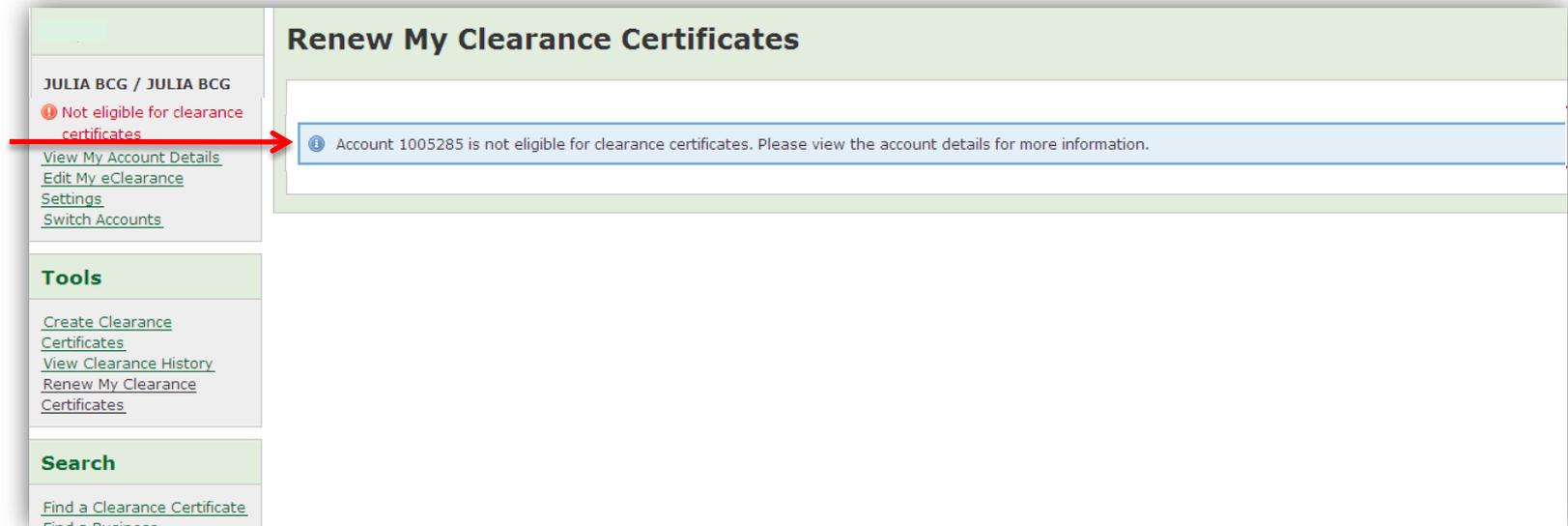
Legend: AR=Automatically Renew (on a principals list) , CI=Clearance Issued,

First << 1 2 >> Last

<input checked="" type="checkbox"/> Select All	Principal Legal / Trade Name	Principal Address	Clearance Certificate Number	Transaction Date	Validity Summary
<input checked="" type="checkbox"/>	AUTO REFUND 1.29 / LANSDOWNE RESTAURANT	123 STREET UNIT 200, LANSDOWNE, ON, K0E 1L0, CAN	E10000000K4F	06/05/2011	19/12/2010
AR	RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S00000000OG8	06/05/2011	18/03/2011
CI	CORPORATION OF THE COUNTY OF OXFORD / WOODINGFORD LODGE	PO BOX 308, WOODSTOCK, ON, N4S 7X6, CAN	W10000000049	06/05/2011	14/02/2011
<input checked="" type="checkbox"/>	DEB TEST US ZIP CODE /	123 AFASF5A, VIENNA, ASFASF8222, AUT	W00000000PQC	06/05/2011	20/04/2011
<input checked="" type="checkbox"/>	JULIA /	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	W200000003OG	06/05/2011	25/11/2010

Manual Renew Feature for Contractors

- 1) a. If your account is 'not eligible', an error message will appear and you will not be able to renew your clearances. Make sure your payments and payroll reporting are up-to-date. Click on **View My Account Details** for more information.



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- If you are 'eligible', clearances that can be renewed will automatically have a checkbox to the left of the Principal Legal/Trade Name. If you do not need a particular clearance to be renewed, then unselect the checkbox for that clearance by clicking on the pre-selected box.

Renew My Clearance Certificates

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If you want to view/print an existing clearance certificate, click on the certificate number.

[Renew Clearance\(s\)](#)

Legend: AR=Automatically Renew (on a principals list) , CI=Clearance Issued,

First << **1** 2 >> Last

<input checked="" type="checkbox"/> Select All	Principal Legal / Trade Name	Principal Address	Clearance Certificate Number	Transaction Date	Validity Start Date (dd-mm-yyyy)	Validity End Date (dd-mm-yyyy)
<input checked="" type="checkbox"/>	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	E10000000K4F	06/05/2011	19/12/2010	20/02/2011
	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	S00000000OIS	06/05/2011	18/03/2011	19/05/2011
	AR RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S00000000OG8	06/05/2011	18/03/2011	19/05/2011
	CI DEB TEST US ZIP CODE /	123 AFASFSA, VIENNA, ASFASF8222, AUT	W00000000PQC	06/05/2011	20/04/2011	19/05/2011
	CI JULIA /	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	W200000003OG	06/05/2011	25/11/2010	20/02/2011
	<input checked="" type="checkbox"/> JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000KB1	06/05/2011	29/12/2010	20/02/2011
	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000OLK	06/05/2011	18/03/2011	19/05/2011
	<input checked="" type="checkbox"/> LUCIANO PEN / L PEN CONSTRUCTION	570 MOONROCK AVE, SUDBURY, ON, P3E 5Z5, CAN	W1000000001V	06/05/2011	14/02/2011	19/05/2011

Manual Renew for Contractors

- 2) a. If you have been added to a principal's list, there is no need to manually renew a clearance for that principal. The code 'AR' to the left of the Principal Legal/Trade Name indicates that the clearance will be automatically renewed. 'CI' indicates that a clearance has already been issued.

JULIA BCG / JULIA BCG
1005106

Eligible for clearance certificates

[View My Account Details](#)
[Edit My eClearance](#)
[Settings](#)

Tools

[Create Clearance Certificates](#)
[View Clearance History](#)
[Renew My Clearance Certificates](#)

Survey

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Renew My Clearance Certificates

A quick way to renew your clearance certificates. If you have been **added** to your principals list, there is **no** need for you to renew, the system will automatically create a new clearance as long as your account is up to date.

[Renew Clearance\(s\)](#)

If you want to view/print an existing clearance certificate, click on the certificate number.

Legend: AR=Automatically Renew (on a principals list) , CI=Clearance Issued,

First << 1 2 >> Last

<input checked="" type="checkbox"/> Select All	Principal Legal / Trade Name	Principal Address	Clearance Certificate Number	Transaction Date	Validity Start Date (dd-mm-yyyy)	Validity End Date (dd-mm-yyyy)
<input checked="" type="checkbox"/>	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	E10000000K4F	06/05/2011	19/12/2010	20/02/2011
	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	S00000000OIS	06/05/2011	18/03/2011	19/05/2011
	AR RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S00000000OG8	06/05/2011	18/03/2011	19/05/2011
<input checked="" type="checkbox"/>	DEB TEST US ZIP CODE /	123 AFASFS, VIENNA, ASFASF8222, AUT	W00000000PQC	06/05/2011	20/04/2011	19/05/2011
	CI JULIA /	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	W200000003OG	06/05/2011	25/11/2010	20/02/2011
<input checked="" type="checkbox"/>	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000KB1	06/05/2011	29/12/2010	20/02/2011
	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000OLK	06/05/2011	18/03/2011	19/05/2011
<input checked="" type="checkbox"/>	LUCIANO PEN / L PEN CONSTRUCTION	570 MOONROCK AVE, SUDBURY, ON, P3E 5Z5, CAN	W10000000O1V	06/05/2011	14/02/2011	19/05/2011

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Manual Renew for Contractors

3) Once the appropriate principals are selected, simply click **Renew Clearance(s)**.

JULIA BCG / JULIA BCG
1005106

✔ Eligible for clearance certificates

[View My Account Details](#)
[Edit My eClearance](#)
[Settings](#)

Tools

[Create Clearance Certificates](#)
[View Clearance History](#)
[Renew My Clearance Certificates](#)

Search

[Find a Clearance Certificate](#)
[Find a Business](#)

Survey

Have your say.
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Renew My Clearance Certificates

A quick way to renew your clearance certificates. If you have been **added** to your principals list, there is **no** need for you to renew, the system will automatically create a new clearance as long as your account is up to date.

Renew Clearance(s)

If you want to view/print an exisiting clearance certificate, click on the certificate number.

Legend: AR=Automatically Renew (on a principals list) , CI=Clearance Issued,
First < **1** 2 >> Last

<input checked="" type="checkbox"/> Select All	Principal Legal / Trade Name	Principal Address	Clearance Certificate Number	Transaction Date	Validity Start Date (dd-mm-yyyy)	Validity End Date (dd-mm-yyyy)
<input checked="" type="checkbox"/>	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	E10000000K4F	06/05/2011	19/12/2010	20/02/2011
	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	S000000000IS	06/05/2011	18/03/2011	19/05/2011
AR	RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S000000000G8	06/05/2011	18/03/2011	19/05/2011
<input checked="" type="checkbox"/>	DEB TEST US ZIP CODE /	123 AFASFSA, VIENNA, ASFASF8222, AUT	W00000000PQC	06/05/2011	20/04/2011	19/05/2011
CI	JULIA /	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	W200000003OG	06/05/2011	25/11/2010	20/02/2011
<input checked="" type="checkbox"/>	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000KB1	06/05/2011	29/12/2010	20/02/2011
	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S00000000OLK	06/05/2011	18/03/2011	19/05/2011
<input checked="" type="checkbox"/>	LUCIANO PEN / L PEN CONSTRUCTION	570 MOONROCK AVE, SUDBURY, ON, P3E 5Z5, CAN	W1000000001V	06/05/2011	14/02/2011	19/05/2011
<input checked="" type="checkbox"/>	RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S00000000K8R	06/05/2011	29/12/2010	20/02/2011
	RICHARD COWLEY / PINEBERRY SERVICES	LOT 26 CONC 8, UNIT 2 RR 3, GRAVENHURST, ON, P1P 1R3, CAN	S000000000G8	06/05/2011	18/03/2011	19/05/2011

Renew Clearance(s)

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4) The renewed clearances are now listed on the Clearance Generation Result page. Save these clearances to your computer by selecting the **Save as PDF** or **Save as Multi-page PDF** link and if required print from the PDF file.

Other Print Options:

- To simply print the Clearance Generation result page, select **Print**.
- To print one clearance, click on the clearance number and select **Save as PDF**. Remember you can also print individual clearances from the **Renew Clearance** page or your **History** page by selecting the clearance number.

5) Click **Back to Renew List** to see the updated renew codes and to renew more clearances if necessary.

Clearance Certificate

Clearance Certificate Generation Result

By selecting a clearance number, you will have the option to save or print that individual clearance. This can also be done from your **Renew Clearance** page or **History** page.

Contractor Legal / Trade Name	Contractor Address	Contractor Classification and Description	Clearance Certificate Number	Validity period (dd-mm-yyyy)	Principal Legal / Trade Name	Principal Address
JULIA BCG / JULIA BCG	59 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1G8, CAN	6013-000: BAKERY PRODUCT STORES	E200000021PO	20-May-2011 - 19-Aug-2011	AUTO REFUND 1.29 / LANSDOWNE RESTAURANT	PO BOX 416, LANSDOWNE, ON, K0E 1L0, CAN
JULIA BCG / JULIA BCG	59 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1G8, CAN	6013-000: BAKERY PRODUCT STORES	E200000021PP	20-May-2011 - 19-Aug-2011	DEB TEST US ZIP CODE	123 AFASFA, VIENNA, ASFASF8222, AUT
JULIA BCG / JULIA BCG	59 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1G8, CAN	6013-000: BAKERY PRODUCT STORES	E200000021PO	20-May-2011 - 19-Aug-2011	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN

Manual Renew for Contractors

- 6) The renew codes have been updated with a 'CI' code for the clearances just renewed. If you have more than one page of principals then navigate through the other pages to renew clearances from those pages, following the same steps as above.

Look for other pages

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First << **1** 2 3 >> Last

[Renew Clearance\(s\)](#)

<input type="checkbox"/> Select All	Principal Legal / Trade Name	Principal Address	Clearance Certificate Number	Transaction Date (dd-mm-yyyy)	Validity Start Date (dd-mm-yyyy)	Validity End Date (dd-mm-yyyy)
CI	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	E10000000K4F	19-Dec-2010	19-Dec-2010	20-Feb-2011
	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	123 STREET UNIT 200, LANSDOWNNE, ON, K0E 1L0, CAN	S000000000IS	18-Mar-2011	18-Mar-2011	19-May-2011
	AUTO REFUND 1.29 / LANSDOWNNE RESTAURANT	PO BOX 416, LANSDOWNNE, ON, K0E 1L0, CAN	E200000021PO	10-May-2011	20-May-2011	19-Aug-2011
CI	DEB TEST US ZIP CODE /	123 AFASFSA, VIENNA, ASFASF8222, AUT	W00000000PQC	20-Apr-2011	20-Apr-2011	19-May-2011
	DEB TEST US ZIP CODE /	123 AFASFSA, VIENNA, ASFASF8222, AUT	E200000021PP	10-May-2011	20-May-2011	19-Aug-2011
CI	JULIA /	44 TAYLOR DR, THUNDER BAY, ON, P7K 1J9, CAN	W200000003OG	25-Nov-2010	25-Nov-2010	20-Feb-2011
CI	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S000000000KB1	29-Dec-2010	29-Dec-2010	20-Feb-2011
	JULIA BDM / JULIA BDM	211 MAJOR MACKENZIE DR, RICHMOND HILL, ON, L4C 1H6, CAN	S000000000OLK	18-Mar-2011	18-Mar-2011	19-May-2011