

IMPORTANT INFORMATION

PLEASE READ BEFORE ENTERING THE DATABASE

1. IF YOU DO NOT HAVE AN EMAIL ADDRESS, YOU NEED TO OBTAIN ONE WITHIN THE NEXT COUPLE OF YEARS AS THE BOARD WILL MOVE AWAY FROM MAILING RENEWAL FORMS BUT WILL EMAIL YOU WHEN IT IS TIME FOR YOUR RENEWAL. YOU CAN GET A FREE EMAIL ADDRESS AT GMAIL.COM, HOTMAIL.COM, YAHOO.COM, ETC.. THERE ARE OTHERS BUT THESE ARE THE MOST COMMON. BE SURE TO ENTER IT IN THE DATABASE.
2. YOU CAN LOG INTO THE BOARD'S DATABASE, RENEW YOUR LICENSE, CHANGE YOUR ADDRESS, ETC. AT https://agencies.wvsto.com/wvbfse_app/. UNLESS YOU HAVE LOGGED INTO THE DATABASE AND CHANGED YOUR PASSWORD, YOUR USER NAME IS YOUR WV ID NUMBER (WV-1234) FOUND AT THE TOP OF YOUR WALL LICENSE. YOUR PASSWORD WILL BE YOUR WV NUMBER AND THE LAST NAME OF YOUR LICENSEE-IN-CHARGE AND **AN EXPLANATION POINT**, ALSO FOUND ON THE WALL LICENSE (**EX. - WV-1234Doe!**).