ONLINE REGISTRATION & RENEWAL GUIDE — FOR INDIVIDUALS

Registration Instructions:

KSBTP utilizes the "Kansas Enterprise Professional Licensing Online Services Site" to allow licensees to renew online. This software is currently designed to work best with Internet Explorer. Please follow the steps below to create a User ID and Password to login to the portal OR to make a new login if you have forgotten yours.

1. Access the Renewal Portal
You can access the online renewal portal **by clicking the link above** or by viewing our Renewal Information page; Clicking the image below will open KSBTP's Renewal Information page for you:

2. Register a Person
On the front page of the renewal portal find "Register a Person" in the top left menu:
3. **Enter Your Information into TWO Fields**
   We recommend using the Renewal ID and Registration Code found on your Official Notice to Renew (mailed to you). It is possible to use the License Number and SSN fields, however, the information you enter must match **exactly** what is in the KSBTP database or your license will not be found... The most common error made is not including your license pre-fix such as “A, LA, PE, PG, PS” with your license number.

![Search for Existing Personal/Professional Records](image)

In order to process your online licensing transactions, you must create a **Username** and **Password**, and associate it to your records. This form allows you to search for your existing personal/professional records.

- If you are the owner (or Responsible Principal) of a licensed business or facility and wish to register to maintain your business records, click here to continue.
- You must complete the search process, even if you currently hold no professional licenses with the State.

1. Enter your information into **at least two** of the fields below.
2. Press the **Search** button to search for your records based on the information you provided.

**NOTE:** Your Renewal ID and Registration Code are provided to you by your Licensing Board, and are usually printed on your renewal notice. If you do not have a registration code or renewal id, click here to view contact information for the department/agency/board.

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**NOTE: Technical Professions licensees**

Your license number format consists of your profession prefix + your license number (example: PE1234).

You may not have an SSN on record - in which case you CANNOT use SSN as one of your search values.

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<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number</td>
<td></td>
</tr>
<tr>
<td>SSN: example:</td>
<td>123456789</td>
</tr>
<tr>
<td>Renewal ID:</td>
<td></td>
</tr>
<tr>
<td>Registration Code</td>
<td></td>
</tr>
</tbody>
</table>
4. **Create User ID and Password**

A registration page allows you to view your information currently listed in KSBTP’s database. At the bottom of the page create a unique User ID and Password, then click “Register”.

![Registration Page](image-url)
5. **Confirmation of Registration**
   It may take up to a minute during busy times for the confirmation page to load. Once you receive this message click to be taken back to the login page, where you will use your new User ID and Password to login for the first time. SAVE YOUR USER ID AND PASSWORD FOR FUTURE USE.

**ONLINE RENEWAL GUIDE**

Once logged into the online renewal portal use the following steps to renew your individual license(s).

1. **Click on “Renew License” in the top left menu**
   Click “Renew License” first to stay in checklist order; you will have the opportunity to update demographics information during the renewal checklist flow.
2. Click “Continue” on your renewable license

3. Click “Start” to begin the online renewal process...
   If you have had any administrative or disciplinary action taken against a professional license in another jurisdiction or if you have been convicted of a felony use the “Felony/Discipline” button to be directed to a paper renewal form; you may not renew online.
4. **Make any necessary updates to the Person Address page**
   Your birth date and SSN must be entered to finish renewing online. Click “Continue”

5. **Confirm your address**
   Click “Complete”
6. **Review Secondary Address & Malpractice Liability Screening Panel**  
   If you have a second address or business address on file with the Board it will appear here for you to edit if necessary.  
   Selecting that you are willing and available to serve on malpractice screening panel is optional.  
   Click “Complete”

7. **Select your preferred mailing address**  
   You may only select one. Then click “Continue”
8. **Answer two renewal questions**

You must use the drop-down menus to answer “yes” or “no” to the renewal questions.

Please read all text on this page as answering incorrectly may lead to disciplinary action against your license. You should NOT renew if you have not completed all required CE. Return to KSBTP’s renewal information webpage to renew as Inactive or seek additional guidance.

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**Continue to next page for step 9**
9. **Renewal Summary/Checkout**
Review your information and READ the ATTESTATION before clicking “Checkout” to pay your renewal fee.
10. Select Payment Type
Review the fee information and select “Pay by Checking Account” or “Pay by Credit Card”,
then select “Pay Online” to continue to KanPay

11. Enter Payment Information
Enter all required fields for your electronic check or card payment, then enter the required contact
information at the bottom of the page and select “Continue” to submit your payment and renewal.
SAVE your confirmation page to show successful renewal and payment online!

After successful payment you are done with your renewal.
A pocket card will be e-mailed to you within 3-5 business days.