

## How to Upload Documents to Your License Record

The secure EBiz online licensing portal lets you manage your professional or occupational license on your schedule. No more waiting for the office to open or rushing to call someone before the office closes.

Follow the How-To Checklist below for uploading documents to your professional or occupational license record.

If you need to speak with someone during this process, please contact our Customer Service team at (406) 444-6880. You can also email the Customer Service team at [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV).

- Navigate your browser to [EBIZ.MT.GOV/POL](http://EBIZ.MT.GOV/POL). We recommend using Google Chrome for your browser.
- Login into your account.
- If you have more than one license, select the record where you'd like to update your document.
- Select the blue "Browse" button.
- Select the blue "Browse" button again from the dialogue box.
- Choose the record you'd like to upload from your computer. Only upload black and white documents.
- Click the "Continue" button.
- Select the type of document from the drop-down menu.
- Fill in the "Description" box with details about your document.
- Select "Save" to keep your uploaded documents. Select "Remove All" to remove your documents.
- Verify your uploaded document(s) have been added to your licensing record.

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