HOW TO UPDATE YOUR PROFESSIONAL LICENSE-RELATIONSHIP AMENDMENT

The “Update License” button takes you to a relationship amendment, so a licensee may make changes to certain supervisory or in-charge types of relationships through your EBiz online portal user account.

If your license type has a relationship amendment capability available, you will see an “Update License” link shown on the screen when logged into your online account.

You are able to initiate a relationship amendment online and submit it through EBiz. This will update your license, as well as the license of those affected by the information submitted on the amendment.

All licensees affected by a relationship amendment who have an email saved in EBiz will be notified by email notifying them of the change that was made. It is important that licensees maintain an updated email address in EBiz.

Relationships can only be made by the responsible party. For example: The supervisor can make changes, but the supervisee cannot.

Relationships that can currently be submitted are:

- Licensees that supervise others can add new people that they supervise or end a relationship with a licensee that they no longer supervise.

- Licensed businesses who are required to have a licensee “in-charge” can change the person in charge by putting an end date on the current licensee and adding the new one with a start date.

The system checks for requirements prior to allowing an amendment to be submitted. For example, if you must have 3 years of licensure in Montana before you can supervise; the system will check your years of licensure before allowing you to submit a relationship amendment.

For assistance, please contact the Business Standards Division at (406) 841-2380 or via email at dlibsdhelpl@mt.gov.

Please allow up to 72 hours to receive a response from a member of our Professional Licensing staff.

Below are instructions to access and submit a relationship amendment.
HOW TO SUBMIT A RELATIONSHIP AMENDMENT ONLINE VIA THE EBIZ SYSTEM

1. Navigate your browser to the Montana Department of Labor & Industry EBiz online portal at ebiz.mt.gov/pol and login to your account.

2. Click the “Update License” button listed under “Action” to the right of your license Record Number to begin. Only license types with relationships that can be changed online will see the “Update License” link next to their license. Here are some examples:

- Professional & Occupational Licensing

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Description</th>
<th>Project Name</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Action</th>
<th>Short Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/22/2017</td>
<td>892-10130002</td>
<td>Broker License</td>
<td></td>
<td></td>
<td></td>
<td>Active</td>
<td>Update License</td>
<td></td>
</tr>
</tbody>
</table>

- Health Care Licensing

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Description</th>
<th>Project Name</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Action</th>
<th>Short Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/06/2018</td>
<td>892-10130002</td>
<td>Community Pharmacy License</td>
<td></td>
<td></td>
<td></td>
<td>Active</td>
<td>Update License</td>
<td></td>
</tr>
</tbody>
</table>
3. Clicking on the “Update License” link will bring up a screen showing your license number and a table showing your existing relationships.
4. Use the “Add a Row” button to add a new person/relationship to your license. You will see the screen below. Enter the entire license number in the required “Start Date” field. Leave the “Stop Date” field blank unless you are ending a relationship.

5. Once submitted you will see the new relationship added.
6. You can end existing relationships by clicking the box next to the License # of the relationship you’d like to end and then clicking the “Edit Selected” button.

7. The selected relationship will appear, so an end date can be added. Once the date has been added click the “Submit” button.
8. The table now shows the record with the “Stop Date” entered on the previous screen.

<table>
<thead>
<tr>
<th>License #</th>
<th>Name</th>
<th>Start Date</th>
<th>Type of Relationship</th>
<th>Alternative Relationship Types</th>
<th>Stop Date (if terminating)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRE-RBS-LIC-14</td>
<td>JOHN SMITH</td>
<td>01/25/2015</td>
<td>Supervises</td>
<td></td>
<td>11/30/2015</td>
</tr>
<tr>
<td>RRE-RBS-LIC-15</td>
<td>MARY HANSON</td>
<td>09/15/2017</td>
<td>Supervises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRE-RBS-LIC-16</td>
<td>CHARLES BROWN</td>
<td>11/03/2017</td>
<td>Supervises</td>
<td>Default</td>
<td></td>
</tr>
</tbody>
</table>

9. You can add and edit as many relationship rows needed. When your changes are complete, click the “Continue Application” button. If you are unable to complete your changes in one session, you may use the “Save and Resume Later” button. You may also submit what you completed and start a new amendment online session later.

10. Once you select “Continue Application” you will be given a screen in which you can edit any of the information you entered. Edit as necessary then click the “Continue Application” button.
11. The amendment will be submitted to the database and a screen will appear notifying you the record was successfully submitted, as well as providing you the amendment record number.

12. Click the “View Record Details” button as shown above, then select “More Details” to access the “Application Information/Application Information Table” links and view a summary of the changes you made to this amendment record.