

## 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 [dlibsdfhelp@mt.gov](mailto:dlibsdfhelp@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](http://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:



Home	Start a New License Application	Print, Update, or Renew your License	Licensee Lookup	Get Help
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Logged in as: TRACI L COLLETT Reports (3) Account Management Logout

**NEW!** Watch a video to learn how to file an online license application.  
\*Video with optional closed captioning

### Professional & Occupational Licensing

Showing 1-1 of 1 | Download results |

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	12/12/2017	RRE-BRO-LIC-00982	Broker License		[REDACTED]	10/31/2019	Active	<a href="#">Update License</a>	

### Health Care Licensing

Showing 1-1 of 1 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	03/09/2018	PHA-PHR-LIC-00580	Community Pharmacy License		[REDACTED]	11/30/2018	Active	<a href="#">Update License</a>	

- Clicking on the “Update License” link will bring up a screen showing your license number and a table showing your existing relationships.

1 Step 1      2 Review      3 Pay Fees      4 Record Issuance

\* indicates a required field.

### License Information

**BOLB RELATIONSHIP AMENDMENT**

\* License #:

Currently Processing Another Amendment:  Yes  No

### Relationship Information

Showing 1-2 of 2

<input type="checkbox"/>	License #	Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)	
<input type="checkbox"/>	RRE-RBS-LIC-14	JOHN SMITH	07/25/2016	Supervises			Actions ▼
<input type="checkbox"/>	RRE-RBS-LIC-15	MARY HANSON	04/29/2011	Supervises			Actions ▼

- 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.

**Enter the entire license #, tab and the name will auto fill. Select the Start Date of this relationship and click Submit**

**RELATIONSHIP**

\* License #:

\* Type of Relationship:

\* Name:

Alternative Relationship Types:

\* Start Date:

Stop Date (if terminating):

Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)
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- Once submitted you will see the new relationship added.

**Relationship Information**

**RELATIONSHIP**

Showing 1-3 of 3

	License #	Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)	
<input type="checkbox"/>	RRE-RBS-LIC-14	JOHN SMITH	01/25/2015	Supervises			Actions ▾
<input type="checkbox"/>	RRE-RBS-LIC-15	MARY HANSON	09/15/2017	Supervises			Actions ▾
<input type="checkbox"/>	RRE-RBS-LIC-16	CHARLES BROWN	11/03/2017	Supervises	Default		Actions ▾

Save and resume later

Continue Application »

- 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.

**Relationship Information**

**RELATIONSHIP**

Showing 1-3 of 3

<input type="checkbox"/>	License #	Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)	Actions
<input checked="" type="checkbox"/>	RRE-RBS-LIC-14	JOHN SMITH	01/25/2015	Supervises			Actions
<input type="checkbox"/>	RRE-RBS-LIC-15	MARY HANSON	09/15/2017	Supervises			Actions
<input type="checkbox"/>	RRE-RBS-LIC-16	CHARLES BROWN	11/03/2017	Supervises	Default		Actions

**Click the box next to the relationship you would like to change and click the Edit Selected button**

- The selected relationship will appear, so an end date can be added. Once the date has been added click the "Submit" button.

**RELATIONSHIP**

\* License #: RRE-RBS-LIC-14

\* Name: JOHN SMITH

\* Start Date: 01/25/2015

\* Type of Relationship: Supervises

Alternative Relationship Types: --Select--

Stop Date (if terminating): 11/01/2017

**An end date can be added to end a relationship**

Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)
JOHN SMITH	01/25/2015	Supervises		

8. The table now shows the record with the “Stop Date” entered on the previous screen.

**Relationship Information**

*RELATIONSHIP*

Showing 1-3 of 3

<input type="checkbox"/>	License #	Name	Start Date	Type of Relationship	Alternative Relationship Types	Stop Date (if terminating)	Actions
<input type="checkbox"/>	RRE-RBS-LIC-14	JOHN SMITH	01/25/2015	Supervises		11/01/2017	Actions ▾
<input type="checkbox"/>	RRE-RBS-LIC-15	MARY HANSON	09/15/2017	Supervises			Actions ▾
<input type="checkbox"/>	RRE-RBS-LIC-16	CHARLES BROWN	11/03/2017	Supervises	Default		Actions ▾

Add a Row ▾ Edit Selected Delete Selected

Save and resume later

Continue Application »

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.

**Record Type**

**BOLB Relationship Amendment**

**License Information**

BOLB RELATIONSHIP AMENDMENT

License #:

RRE-BRO-LIC-56797

Edit

**Relationship Information**

*RELATIONSHIP*

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

Edit

Save and resume later

Continue Application »

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.

### BOLB Relationship Amendment

1 Step 1

2 Review

3 Pay Fees

#### Step 4: Record Issuance



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is REL-AMD-31.**

Thank you for using online services.

**View Record Details »**

Choose "View Record Details" to check status or make other updates.

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.

### Record Details

**If you have a license in one of the following programs, your ID card will be mailed to you within 10 days:**

Private Security  
Electrical

**Wall Certificate** - [Click Here](#) and enter your license number. (This document is suitable for framing, but is not a license or proof of licens

#### ▼ More Details

- [Application Information](#)
- [Application Information Table](#)



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