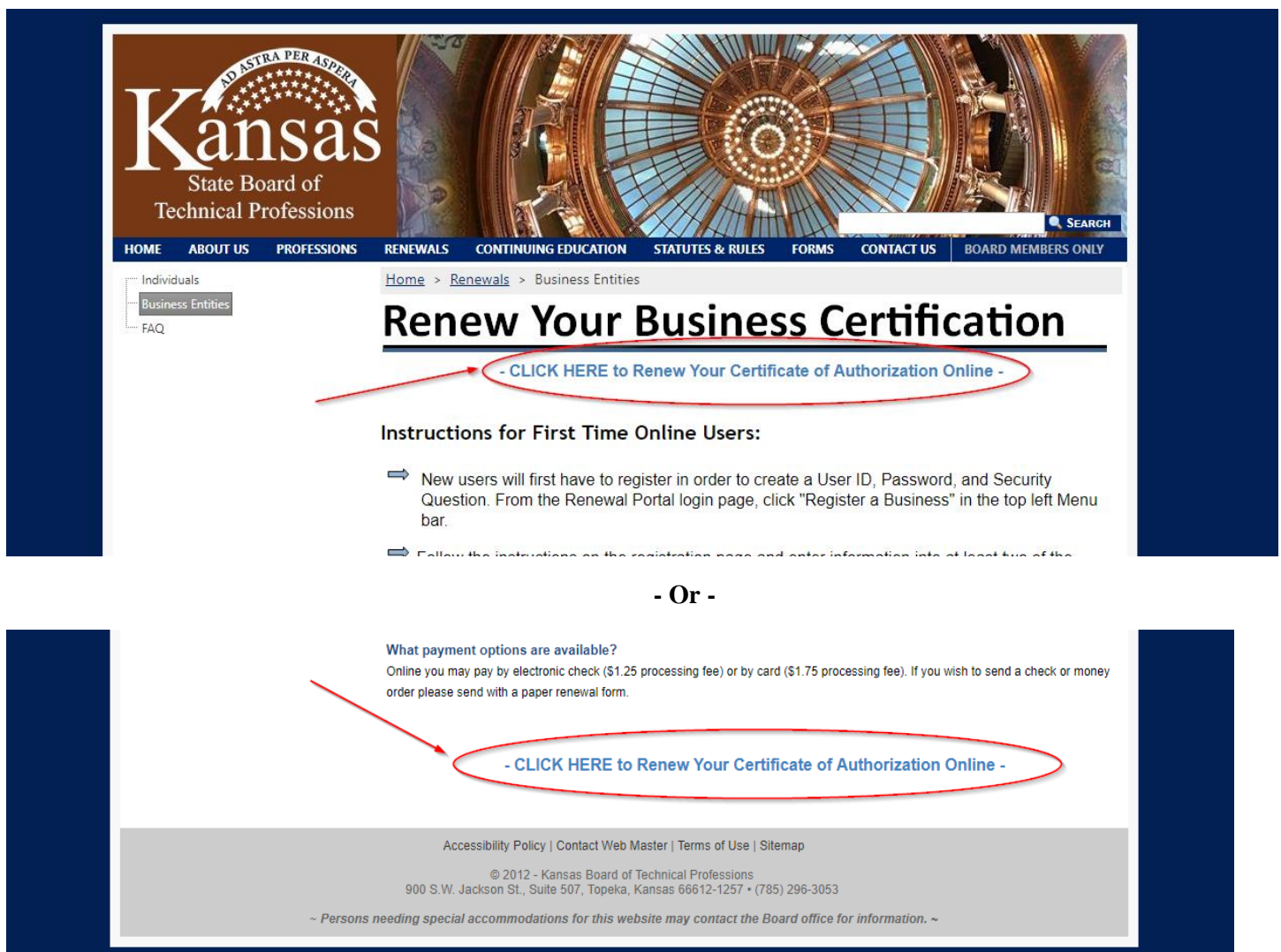


Instructions for Registering a Certificate of Authorization Online

Online renewal is accessible from a link on the State Board of Technical Professions' website, or by going directly to <https://licensing.ks.gov/egov/web>.

Before logging into the system, **users will first have to register** by creating a User ID, Password, and Security Question. For businesses that have multiple Certificates of Authorization each profession will need to be registered and renewed **separately**. For example, a business may register and renew an engineering certificate and then repeat the process for their architecture certificate. The log-in information will be different for each certificate held.

Step One: Begin by Clicking One of the Links on the Renewal Page:



The screenshot shows the website's navigation menu with options like HOME, ABOUT US, PROFESSIONS, RENEWALS, CONTINUING EDUCATION, STATUTES & RULES, FORMS, CONTACT US, and BOARD MEMBERS ONLY. The main heading is "Renew Your Business Certification". Below the heading is a link: [- CLICK HERE to Renew Your Certificate of Authorization Online -](#). Underneath, "Instructions for First Time Online Users:" are provided, including steps for new users to register. Below the instructions is the text "- Or -". Further down, under the heading "What payment options are available?", it states that online payments can be made by electronic check or card. At the bottom of the page, there is a footer with contact information and a copyright notice for 2012.

Step Two: Select "Register A Business" on the Log-In Page

Kansas Enterprise Professional Licensing Services

Menu
Register a Person
Register a Business

Welcome to the Kansas Enterprise Professional Licensing Online Services Site

In order to utilize these online services, you must register on this e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **Login** button to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license (Person), renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **Register a Person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **Register a Business** link on the left).

Note: not all licensing agencies offer all these services.

User Id:
Password:

Click [here](#) if you have forgotten your password.

KSBTP.ks.gov 900 SW Jackson St, Ste 507 - Topeka, KS 66612-1257 - (785) 296-3053

Step Three: Enter Renewal ID and Registration Code & Search

KSBTP Staff recommend leaving the License Number field blank.

NOTE: BOTP licensees - your license number format consists of your profession prefix + "-" + your license number (example: A-1234).


License Number:
Renewal ID:
Registration Code:

The Renewal ID and Registration Code are only located on the Official Renewal Notice received via mail.


Please contact the Board office at 785-296-3053 or e-mail ksbtpadmin@ks.gov if you have not received your notice by November 30th.

Architect Facility	
Certificate of Auth #:	A-1234
Expiration Date:	12/31/2017
Renewal ID:	12345
Registration Code:	12345678

Step Four: Complete Your Registration Details



Enterprise Professional Licensing Services



Menu	Registration
Login Page	Please make needed changes below, then click the Register button.

Name

Business / Facility Name: Owner / Manager or Responsible-Principal:

Address

Country: Phone:

Line 1: Fax:

Line 2: Email:

City:

State:

ZipCode:

County:

User ID

User Id:
ex. jsmith

Password:
Minimum 6 characters

Password Question:
ex. Favorite color?

Confirm Password:

Password Answer:
ex. Blue

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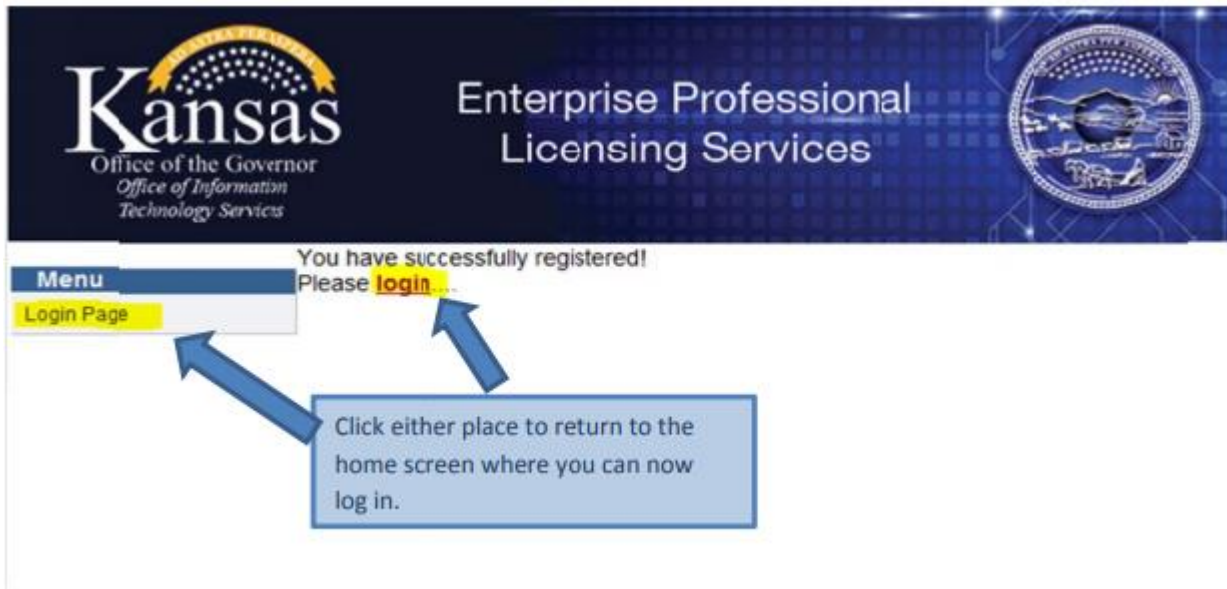
Click the “Register” Button When Done

Please be sure to write down or save your User ID, Password, and Password Question and Answer.

KSBTP Staff will not be able to provide your login information if lost. You will need to re-register the business from Step One if you do not accurately record this information!

PLEASE NOTE: Many people do not allow enough time for the system to register their information because they push the back button on their browser or refresh the page. Please be patient. You will receive a confirmation message on a new screen within 1-3 minutes. If the register button doesn't let you proceed, scroll to the top of the page to view the error and correct your mistakes in the data fields.

Step Five: You May Now Log into the Online Renewal Portal to Renew



Please find the Online Renewal Instructions located on the Business Entity Renewal Page for further instruction on how to renew once logged into the portal.