Chiropractor Renewal Online - Step 1

Go to the home page for the web site: https://www.msbce.ms.gov
Click the "Licensee Portal" link at the top of the page.

Chiropractor Renewal Online - Step 2

If you are a Chiropractor, login using your email and password.
If you have forgotten your password, click "I don't remember my password" underneath the login area.

If this is your first time to login, click the "I don't remember my password" link then enter your email address and your temporary password will be emailed to you. Once you login you should change your temporary password.

If you don't know your email, you will need to contact the board office either by phone or email to update your initial email address. Once you have logged in you will be able to update your email address and password as well as other contact information.

If you are a Licensed Chiropractor you can login to your profile and make updates to your information.
You can also renew your license online through this profile.

To login as a Chiropractor Assistance, Claims Reviewers, Radiological Technologist or either an Extern/Preceptor
Click Here

Please read before beginning renewal.

Login and Profile Instructions

Email:

Password:

Submit

I don't remember my password.

Chiropractor Renewal Online - Step 3

To login as a Chiropractor Assistant, Claims Reviewer, Radiological Technologist or Extern/Preceptor, click the link as shown.

If you are a Licensed Chiropractor you can login to your profile and make updates to your information.
You can also renew your license online through this profile.

To login as a Chiropractor Assistance, Claims Reviewers, Radiological Technologist or either an Extern/Preceptor
Click Here

Chiropractor Renewal Online - Step 4

The first time you login there are several steps that you will need to complete:

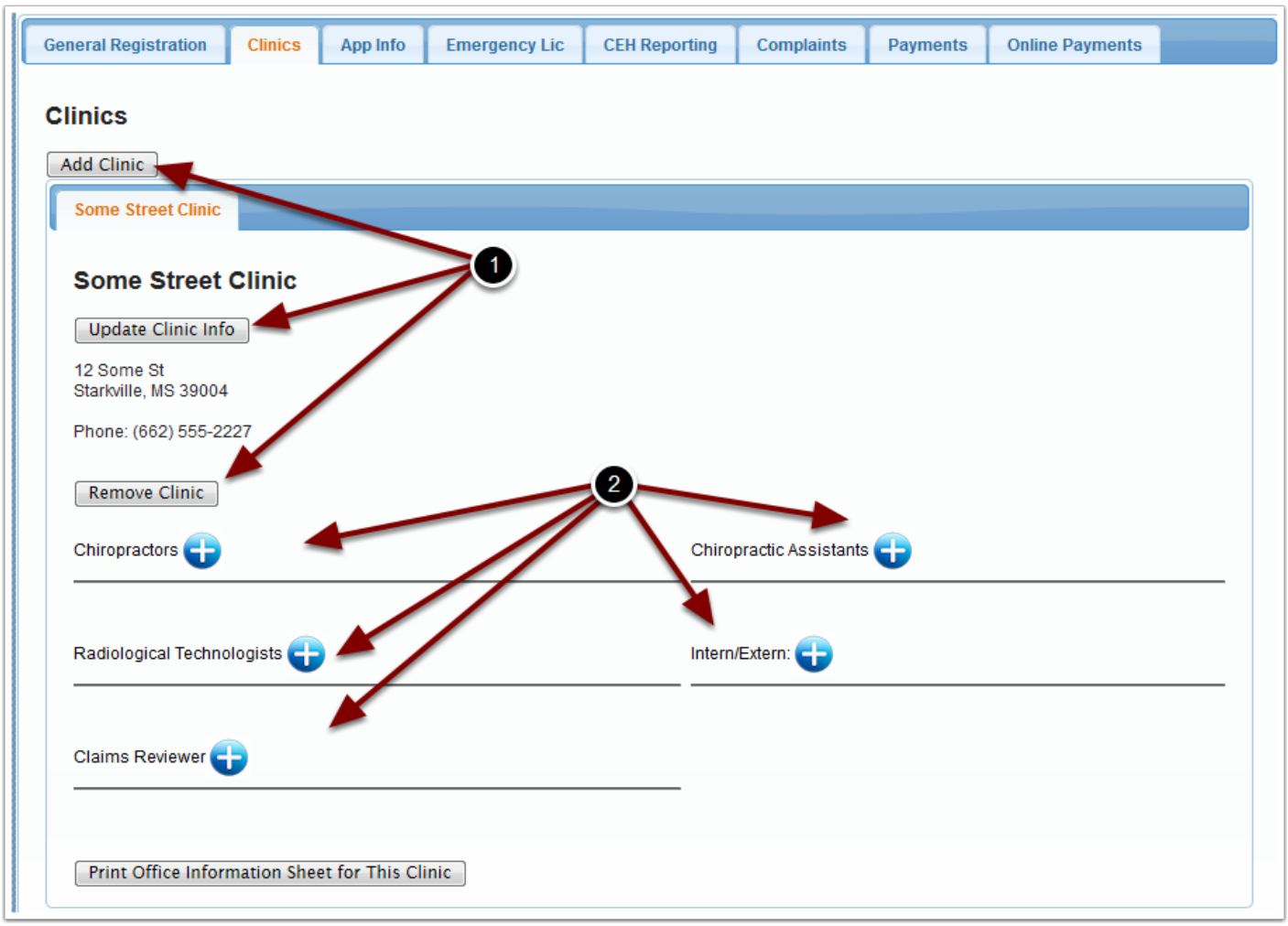
1. Upload a current picture of yourself. See the Photo Requirements for instructions.
2. Select how you would like for the board to share (or not share) your information.
3. Verify that your contact information is correct. Update any incorrect data.
4. Note that there are several tabs in the middle of the screens.

Once you have uploaded your picture and verified your information Click on the "Clinics" tab to prepare your Office Information Sheet.

Chiropractor Renewal Online - Step 5

Inside the Clinic tab you will see a tab for each Clinic that is associated with you.

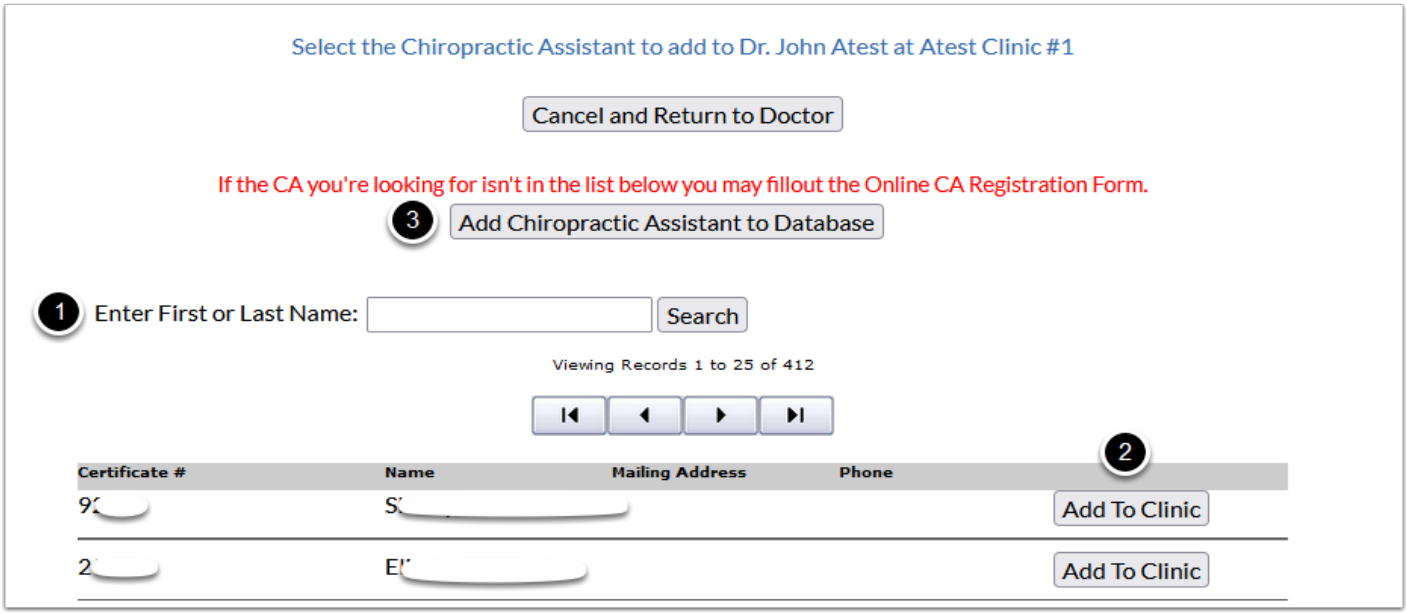
1. You can add, update or remove clinics in this tab. If you have more than one clinic you will probably need to add the additional clinics.
2. You may need to add employees and other doctors that work at each clinic. The process is the same for adding each employee type.
3. For our example, let's add a Chiropractic Assistant. Click the Blue + button next to the type.



Adding an Employee - Step 1

When you click the blue + button next to the employee type you will be taken to a screen to select the employee.

1. You may enter all or part of the first or last name of the employee and click the Search button. This will bring up a list of people that match what was entered.
2. Find the person you want to add and click the "Add To Clinic" button.
3. If the person you want to add is not in the list, you may add them to the database by clicking the "Add Chiropractic Assistant" to Database button.



Adding an Employee - Step 2

The first step is to verify that the CA doesn't have any existing profile.

Enter the CA's SSN, the security code and the click Check to search the database for the CA. If an existing CA is found a screen will display a message telling you there is an existing CA profile with the SSN. For security reasons we can't tell you the name of the CA. If you believe there is an error please contact the Board Office.

If there is not an existing profile with that SSN, you will be taken to the CA Registration Form.

Check for Existing Chiropractic Assistant Profile

Enter the CA's SSN

Enter this security code in the box below: 42712

Cancel Check

Adding an Employee - Step 3

When you submit the form below the CA's profile will be created and the CAwill be added to the clinic. If a fee is required, you will be taken to the shopping cart screen to pay the fee online.

Use these same steps for Radiological Technologist.

Chiropractic Assistant Registration Form

- Submit this form within 7 days of Employment.
- The $50.00 registration fee will be collected online after you submit this form.
- Six (6) hours of continuing education must be received within six (6) months of employment.

First Name: Last Name:

Mailing Address:

City: State: Select Zip:

Phone Number w/area code:

Date Of Birth: SSN: XXX-XX-0587

You will use your email address and a password to log into your online profile to manage your contact information and report CE hours.

Email: Password:

Pasport style picture is required.(Maximum 500Kb) Choose File No file chosen

Name of chiropractic clinic where employed. Please use the clinic's mailing address.

Clinic Name: Atest Clinic #1

Adding an Employee - Step 4

Check the box to the left of the fee and then click "Next" to be taken to the online payment system.

Today is: Tuesday, June 02, 2020

Online Payment

Payment from John Atest

Receipt Number: OL-925

Check the box next to your license amount

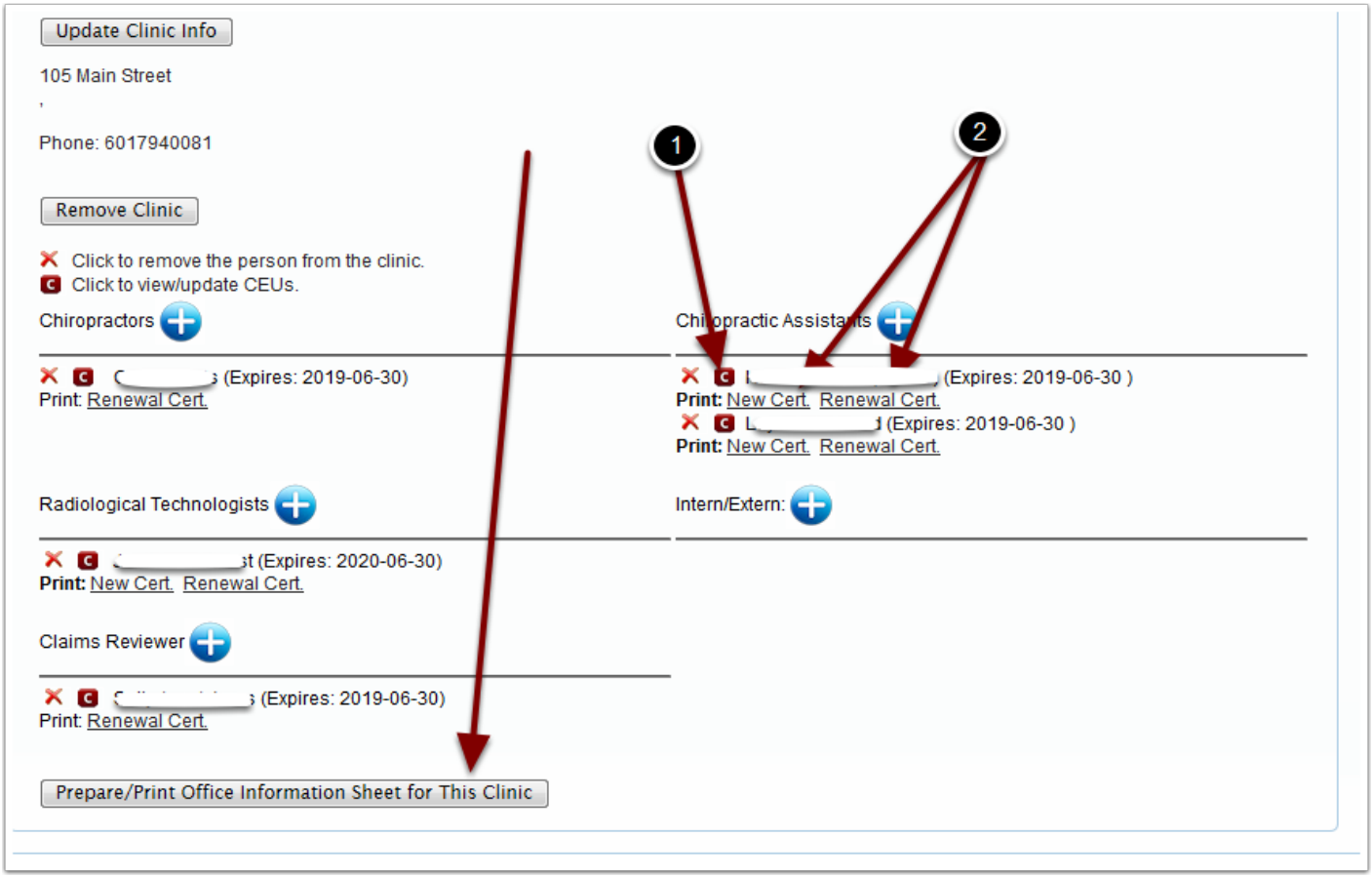
Payment includes:	Amount
☐ $50.00 - New Licensee Application Fee for through 2021-06-30	$0.00
Total	$0.00

Previous Reset Selection Next

Chiropractor Renewal Online - Step 6

Once all the employees for a clinic have been added, you may review and prepare your Office Information Sheet for the clinic by clicking the Prepare/Print button below the employees.

(1) To verify or post the CE courses taken by an employee click the C in the red box. Your employees may also report their own CE once they have an email address on file in the database.
(2) Certificates for employees may be printed from this screen also.



Chiropractor Renewal Online - Office Information Sheet - Step 1

Before the Office Information Sheet may be printed there are questions that must be answered and you also have the option of uploading a copy of your Yellow Pages Ad. After you have answered the questions and clicked the Save and Print button (1) you may Print the signature page, have everyone sign it, and then upload that page at the bottom of the Print page.

Cancel - Return to Profile | Save and Return to Profile | Save and Print

1

MISSISSIPPI STATE BOARD OF CHIROPRACTIC EXAMINERS
P. O. DRAWER 775
LOUISVILLE, MS 39339

Phone: 662.773.4478 **Fax: 662.773.4433**

Office Information Sheet

The Clinic contact information below is pulled from the clinic record not from your profile. Any changes must be made to the clinic record by clicking the "Update Clinic Info" button in the clinic section of your profile.

Clinic Name and Physical Address:
Atest Clinic #1
12 Some St somewhere
Birmingham, AL 654987

Clinic Mailing Address:
Atest Clinic #1
P.O. Box 161443
Atlanta, MS 39056

If you have a branch office(s), please provide this form in its entirety for each office/clinic.

Telephone: (888) 989-6646
Fax: (555) 225-2422

E-mail address: doctor@atestclinic.com

List all Chiropractors:
1355 John Atest

List all Chiropractic Assistants:

List all Radiological Technologists:
35798 Bill actest

List all unlicensed graduate Chiropractors/Extern:

If any of the information above is incorrect, return to your profile and make the corrections.

When did unlicensed graduate chiropractor/Extern start working in the clinic?

If there is no unlicensed graduate chiropractor/Extern enter NA

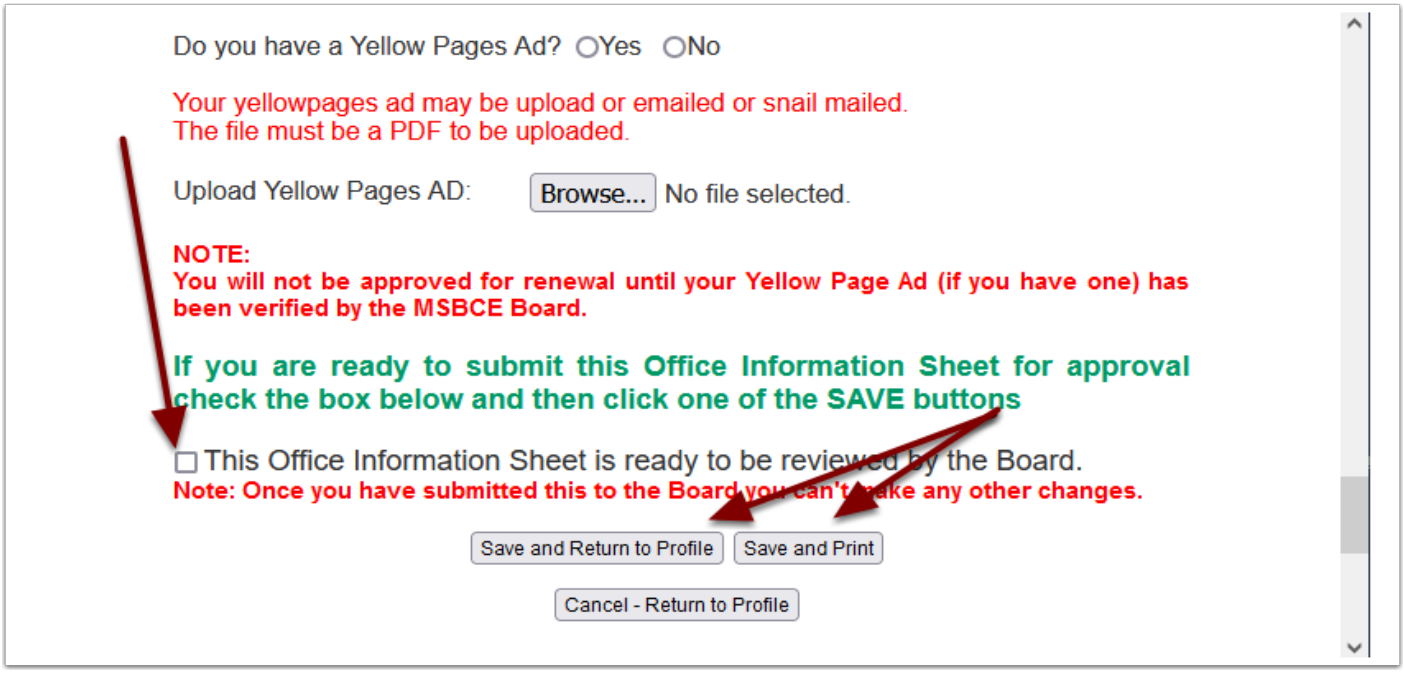
What licenses, certificates or permits does the unlicensed graduate chiropractor/Extern hold?

If there is no unlicensed graduate chiropractor/Extern enter NA

Are all licensed chiropractors in the clinic familiar with and in compliance with the advertising

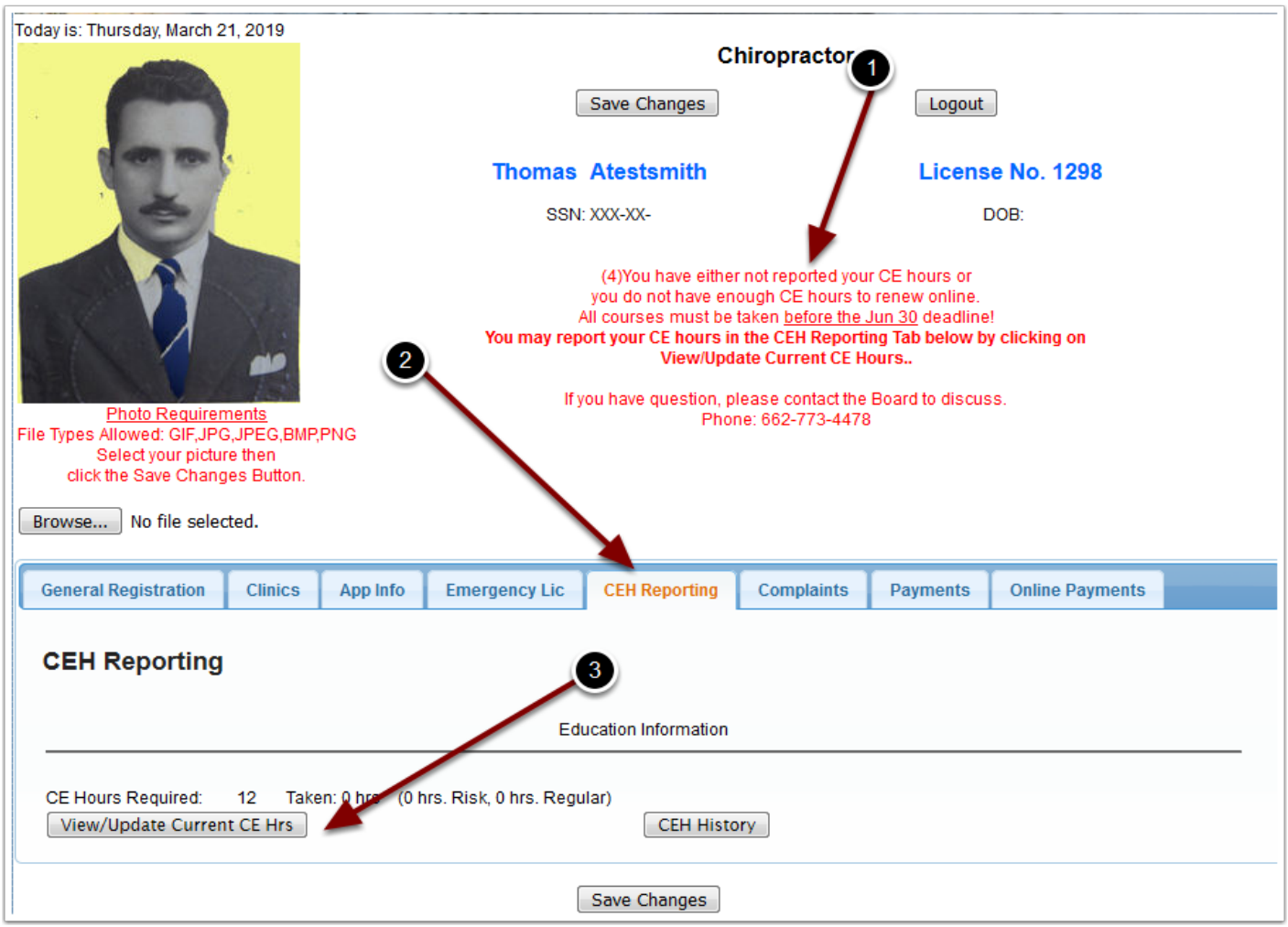
Chiropractor Renewal Online - Office Information Sheet - Step 2

Once you have answered all questions and provided your Yellow Pages Ad (If you have one), you are ready to submit this to the Board for review. Check the box that indicates the sheet is ready and then click one of the Save buttons.



Chiropractor Renewal Online - Step 7

To be able to renew online you must enter your CE hours.
(1) See notice
(2) Click the CEH Reporting tab
(3) Click the View/Update Current CE Hrs button



Chiropractor Renewal Online - Step 8

At the top of the CE reporting screen is a list the courses you have reported. Below that is the input form to add courses. You may enter a course at any time. If you enter them as soon as you complete the course you won't have to keep up with the information until renewal time. If a

course has both regular and risk hours enter the correct amount for each Credit Type. The total of regular and risk **must not** exceed the total for the course.

Courses are verified by random audit. It is required that you upload your course certificate so that if you are selected to be audited all of the required information is available. This will save you time in the future.

Once you have completed the required hours (both total and risk) you will be able to proceed to the next step in the renewal process.

Continuing Education Hours (CEH) Reporting Form

Notice:
CEH are checked by random audit.
You are required to upload your course certificates below.

Enter Your CEH for current renewal date: 2022-06-30 [Return to Profile]

Activities taken between 7/1/2021 and 6/29/2022

Course Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider & Number
		Total Hours	0		
		Risk	0		

By using this online form to enter my CE information I, John Atest certify that this information is correct and meets acceptable requirements of the Rules and Regulations of the Board.

If a course has both Regular and Risk hours, enter the appropriate hours for each.
The total of Regular and Risk hours must not exceed the total hours for the course.
Enter aditional Courses

Course Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider & Number
2022-02-28				Reg. Hrs.	Provider:
				Risk Hrs	#:

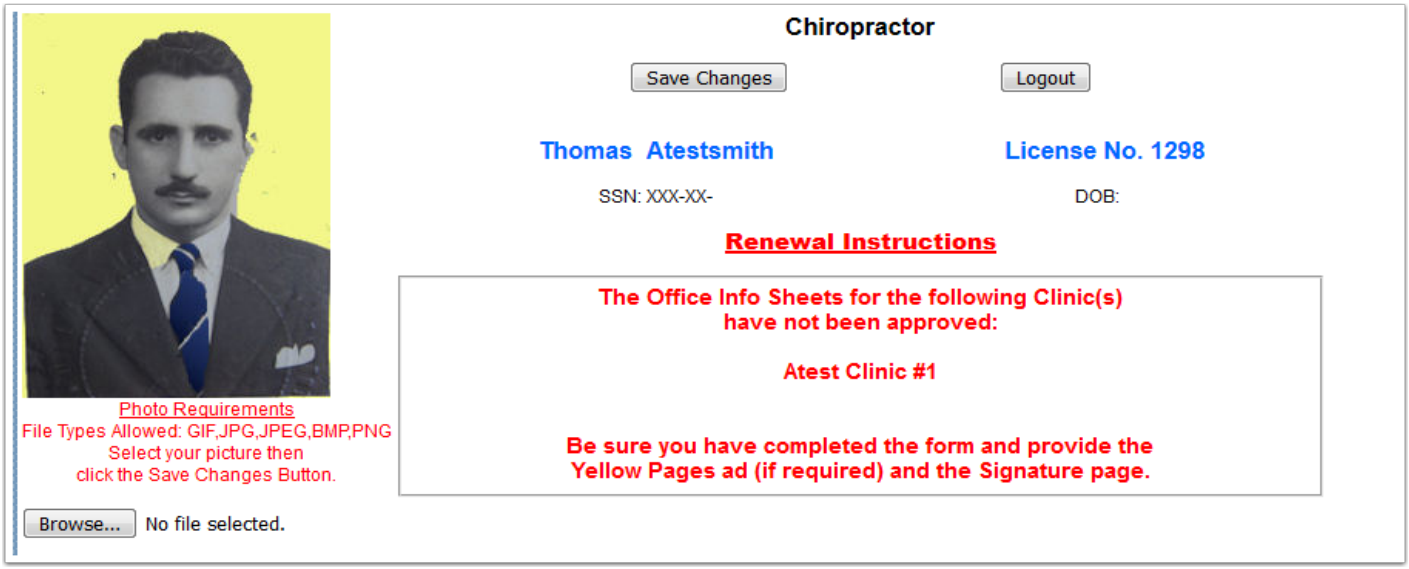
Upload Cert. [Choose File] No file chosen Maxium file size is 1 Mb.

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

Chiropractor Renewal Online - Step 9

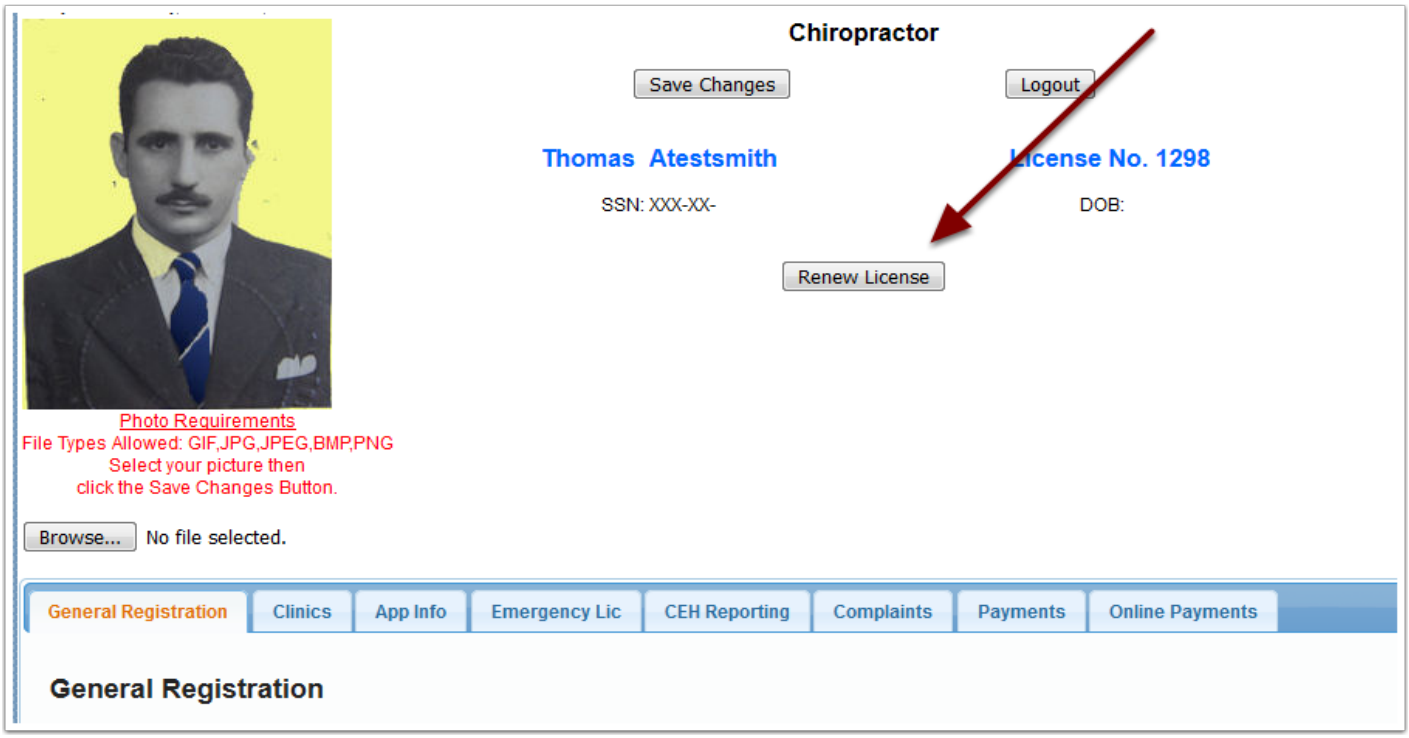
Once you have submitted your Office Information Sheet and have reported your CEs, you will see the notice that your information is being reviewed. When the review is complete and approved this notice will be replaced with the "Renew License" button. (See Step 10)

NOTE: Once your Office Information Sheet has been submitted you can't make any changes to it. The renewal fees required will be based on the Office information Sheet so be sure that all information is correct before submitting it for approval.



Chiropractor Renewal Online - Step 10

When you have met all the renewal requirements, the Renew License button will be displayed. Click this button to pay your renewal fees. The renewal fees are based on the Office Information Sheet so be sure that it is correct before you submit it to the Board for approval.



Chiropractor Renewal Online - Step 11

If the information in the shopping cart is correct, click the check box by each license to be renewed. The items will be automatically totaled and then you may click the "Next" button.

Online Payment

Payment from Thomas Atestsmith

Receipt Number: OL-103

Check the license renewal fee and then any other items that you would like to order.

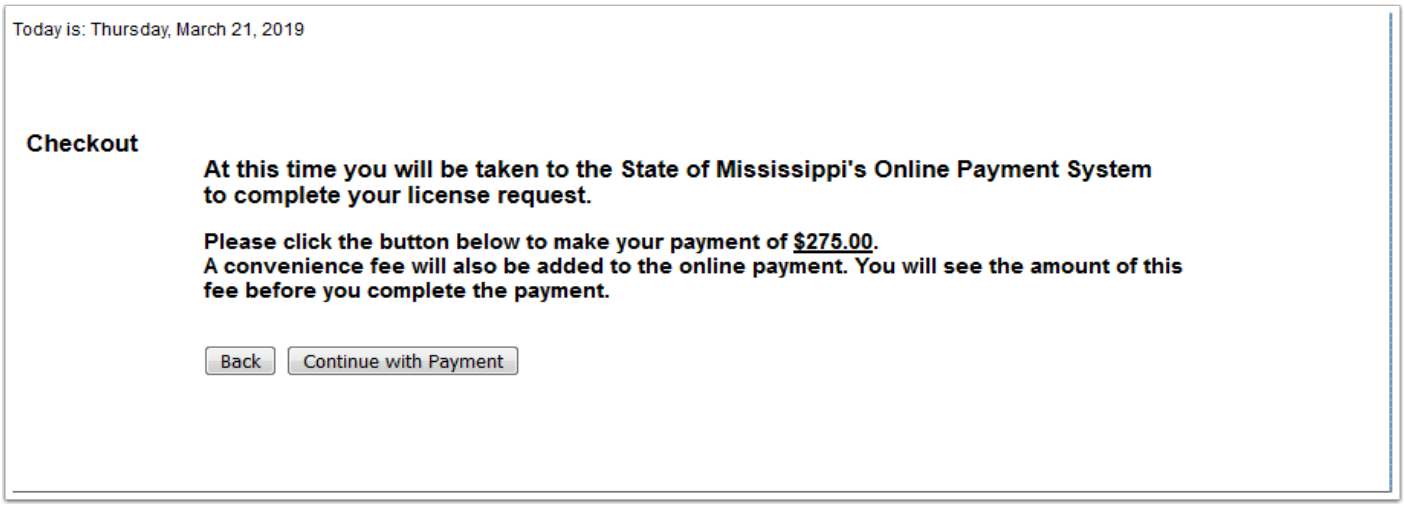
Payment includes:	Amount
☐ $ 200 - Licensee renewal amount through 2020-6-30	$0.00
---------- Additional Doctors ---------	
---------- Chiropractic Assistants ---------	
☐ $50.00 - Renewal Judy abtest thru 2020-6-30	$0.00
---------- Radiological Technologist ---------	
---------- Claim Reviewers ---------	
☐ $25.00 - Renewal Susan adtest thru 2020-6-30	$0.00
---------- Misc Fees Shown Below ---------	
☐ $ 25 - Duplicate License Fee Number? 1	$0.00
☐ $ 25 - Out-of-state Verification Number? 1	$0.00
☐ $ 25 - Replacement of Law Book Number? 1	$0.00
☐ $ 10 - Replacement of Renewal Card Number? 1	$0.00
☐ Other: $ 1 Desc:	$0.00
Total	$0.00

Previous Reset Selection Next

Chiropractor Renewal Online - Step 12

When you click the "Next" button in the shopping cart you will be taken to the Checkout screen. This will give you the total of the shopping cart and notify you that you will be taken to the State of Mississippi's online payment system. When you click the "Continue with Payment" button, you will be taken to the secure site to enter your payment information. Once you have entered your

payment information you will be returned to the MSBCE site to print your receipt.


Today is: Thursday, March 21, 2019

Checkout

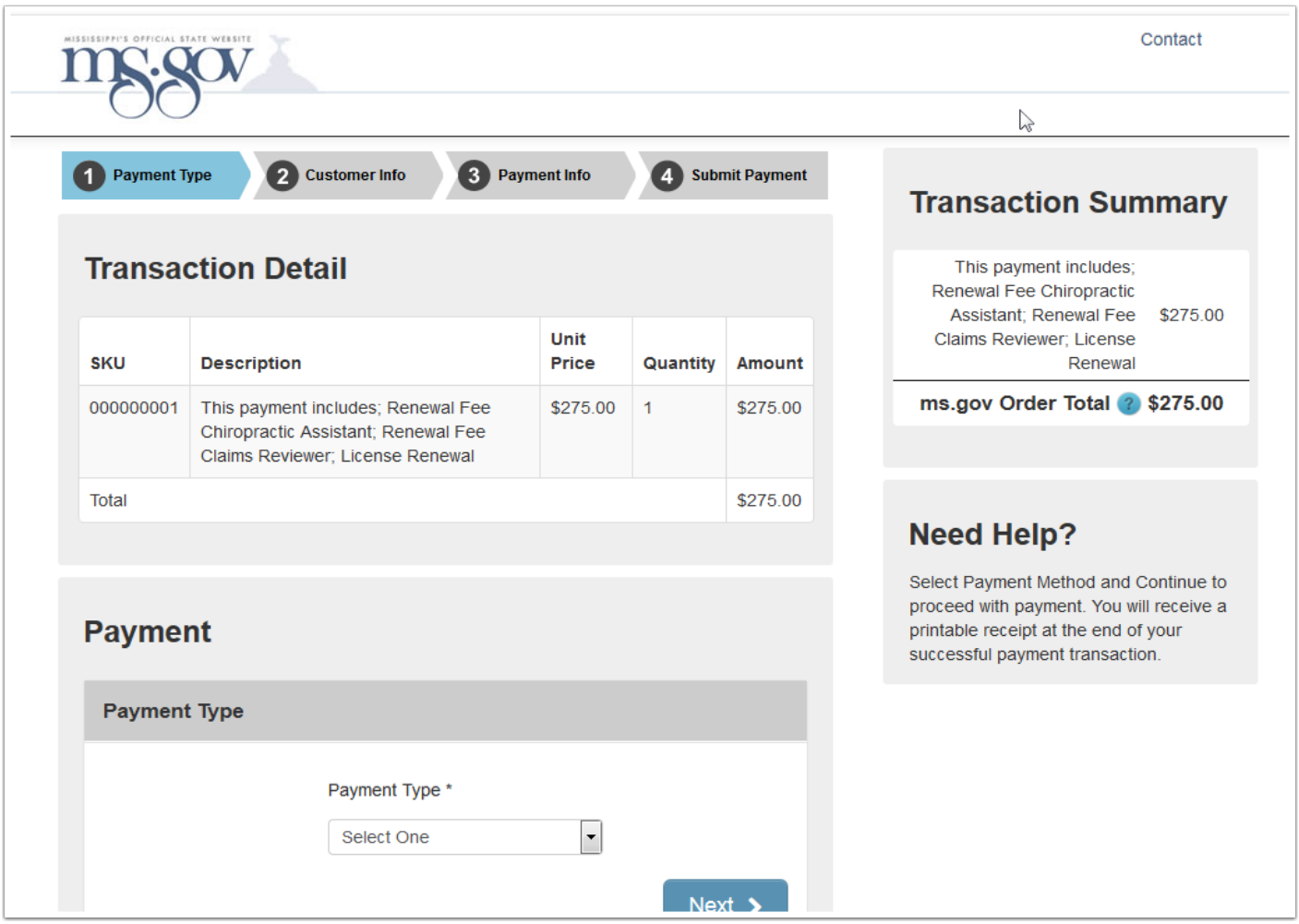
At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of $275.00.
A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.

Back | Continue with Payment

Common Checkout Payment Entry - Screen 1

Payment types accepted: Credit Card or Electronic Check



Common Checkout Payment Entry - Screen 2

On this screen you will enter your contact information for the payment type you selected.

You can also see the total charge including the convenience fee.

MISSISSIPPI'S OFFICIAL STATE WEBSITE ms.gov

Contact

Customer Information

Complete all required fields [*]

Country

United States

First Name *

Thomas

Last Name *

Atestsmith

Address *

12 Some St

Address 2

City *

State *

MS - Mississippi

ZIP/Postal Code *

Phone

Email *

Transaction Summary

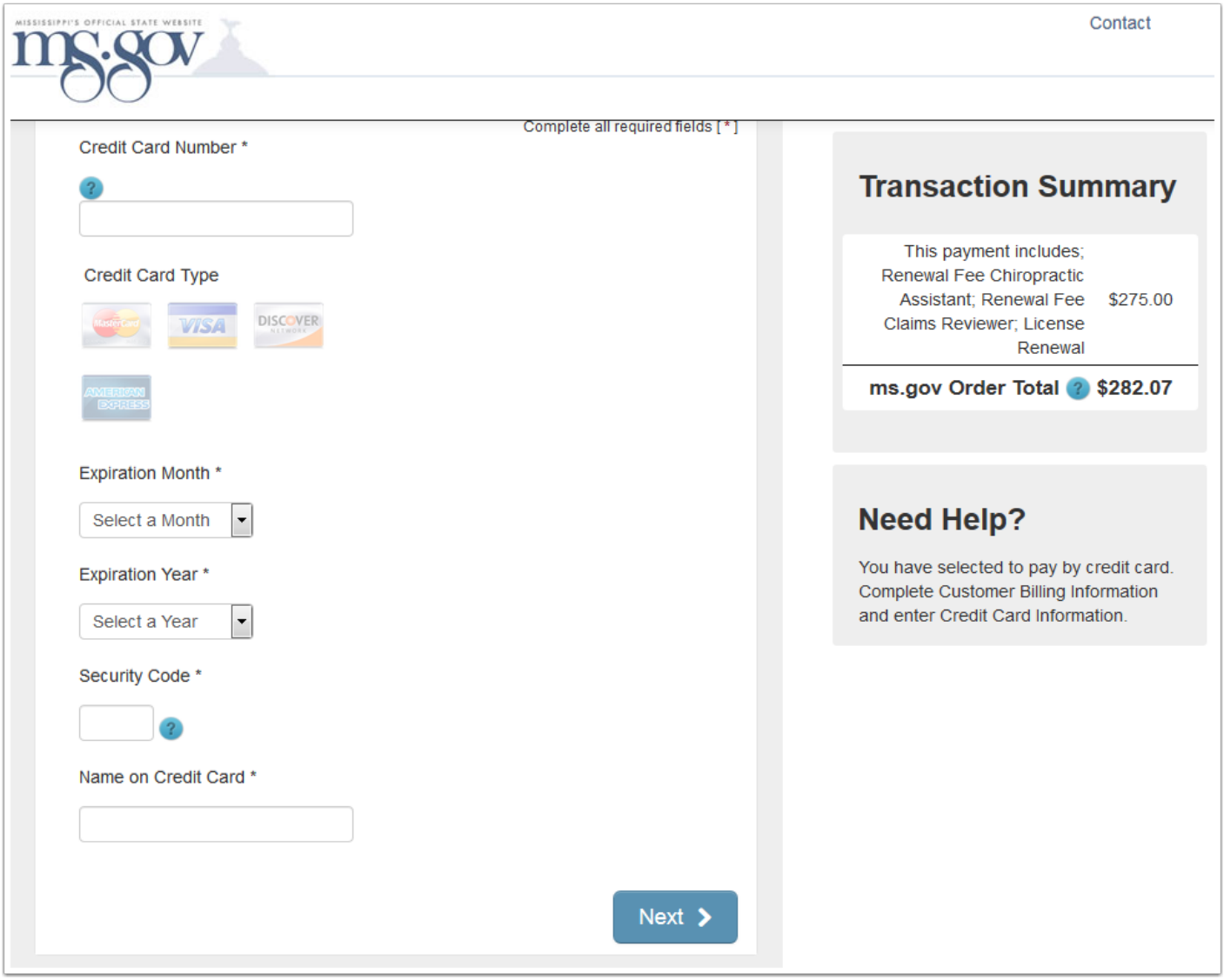
This payment includes; Renewal Fee Chiropractic Assistant Renewal Fee Claims Reviewer License Renewal	$275.00
ms.gov Order Total	**$282.07**

Need Help?

Please complete the Customer Information Section

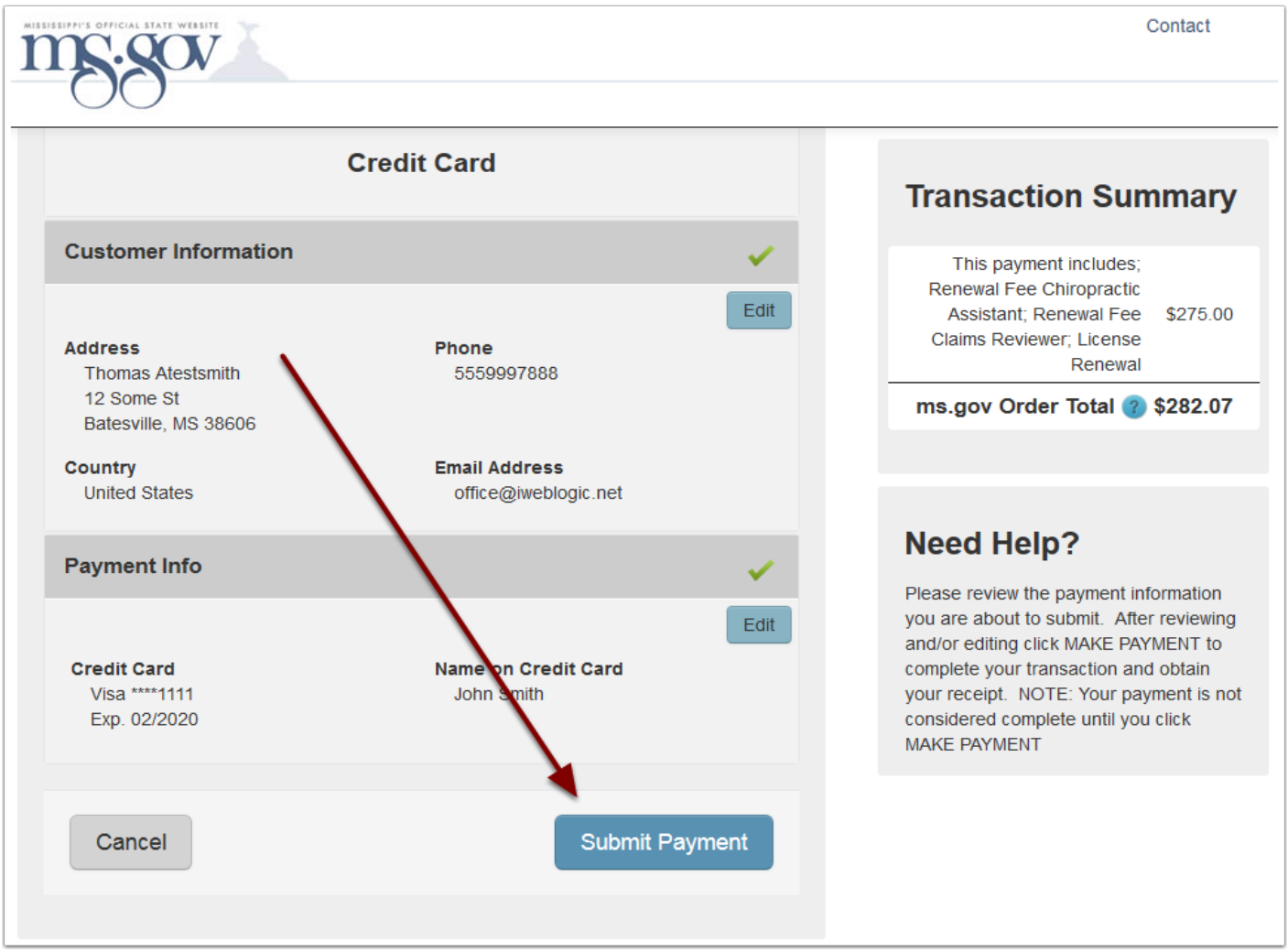
Common Checkout Payment Entry - Screen 3

Enter your payment information.



Common Checkout Payment Entry - Screen 4

On the final screen you will review your information. If everything is correct, click the "Submit Payment" button.



Chiropractor Renewal Online - Step 13

You will then be taken back to the MSBCE site to print your receipt.
After you have printed your receipt, click the "Return to Your Information" button.

Receipt

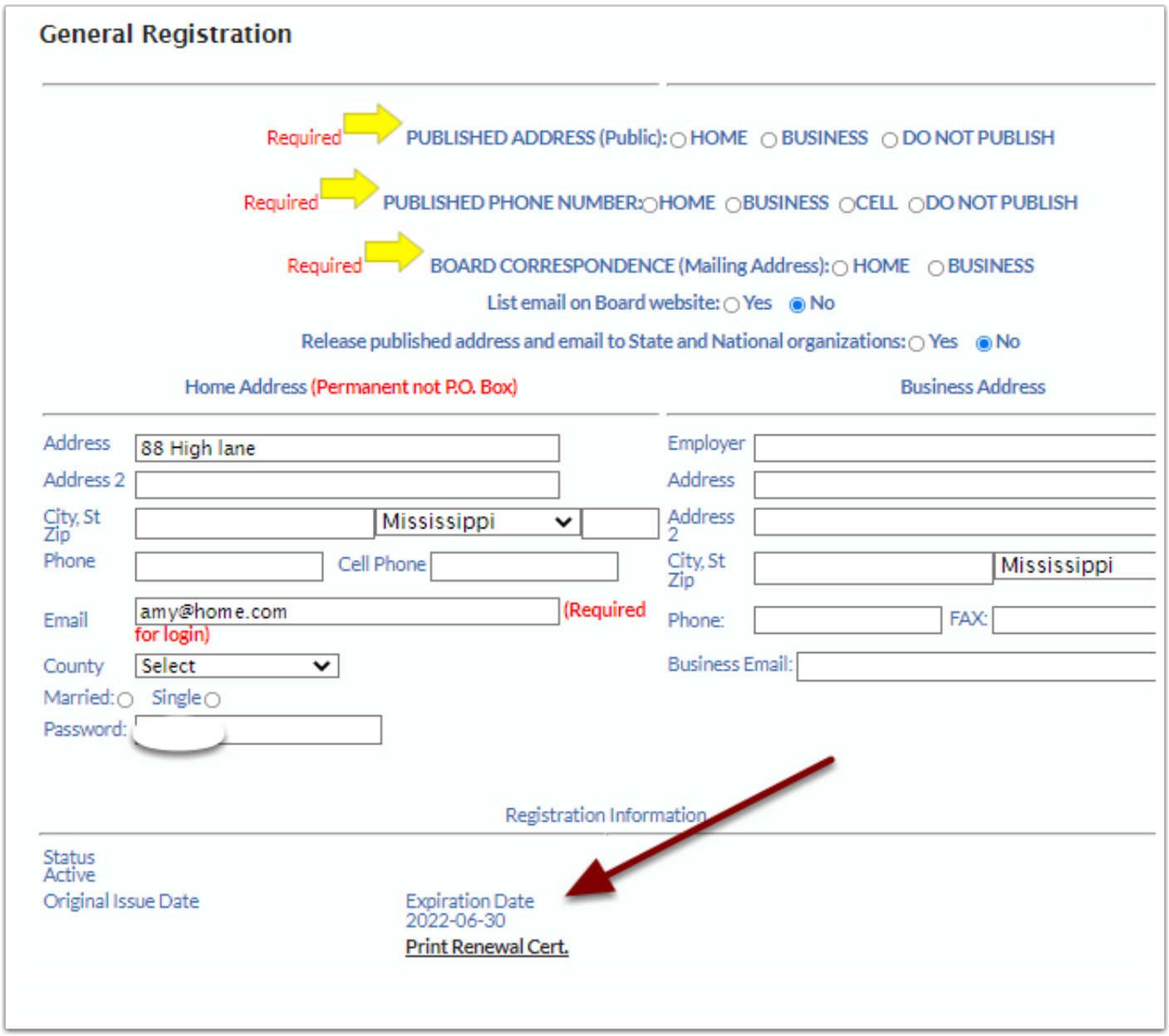
Thank you for your online renewal.
Below is your receipt. Please print this for your records.
Print Receipt or click **{Ctrl}{P}**

Receipt Number: OL-103
Thomas Atestsmith
1298

License renewal amount through 2020-6-30	$200.00
License renewal for Judy abtest (2020-6-30)	$50.00
License renewal for Susan adtest (2020-6-30)	$25.00
Subtotal	$275.00
Transaction Fee	$7.07
Total	$282.07

Chiropractor Renewal Online - Step 14

Under the "General Registration" tab you will notice that your expiration date has been updated. Here you can print your renewal certificate if needed.



Chiropractor Renewal Online - Step 15

Click the "Clinics" tab to see that your employees' expiration dates have been updated.

General Registration | Clinics | App Info | Emergency Lic | CEH Reporting | Complaints | Payments | Online Payments

Clinics

Add Clinic

Atest Clinic #1

Atest Clinic #1
(Primary Clinic)

Update Clinic Info

12 Some St
Birmingham, AL 654987

Phone: (888) 989-6646

Remove Clinic

Chiropractors

Chiropractic Assistants

Judy abtest (Expires: 2020-06-30)

Radiological Technologists

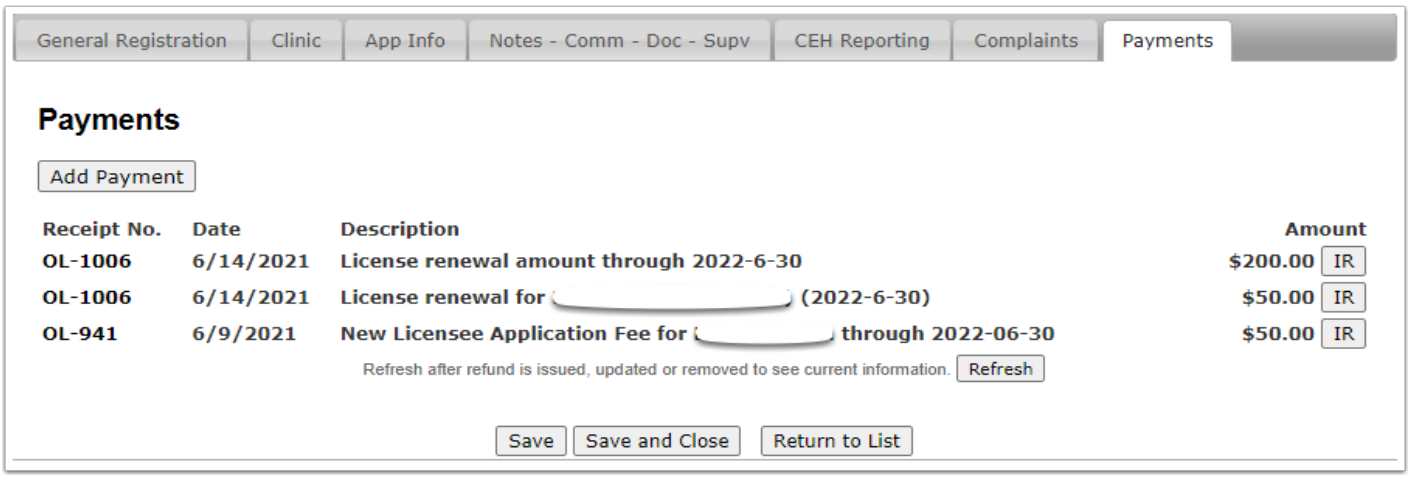
Bill actest (Expires: 2020-06-30)

Intern/Extern:

Claims Reviewer

Susan adtest (Expires: 2020-06-30)

Print Office Information Sheet for This Clinic

Chiropractor Renewal Online - Step 16

Click the "Payments" tab to see your payment history.