

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:



[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

[Save Changes](#) [Logout](#)

Mr. John Atest License No. 1355

SSN: XXX-XX-4666 DOB:

[Renewal Instructions](#)

(4) You have either not reported your CE hours or you do not have enough CE hours to renew online. All courses must be taken before the Jun 30 deadline! You may report your CE hours in the CEH Reporting Tab below by clicking on [View/Update Current CE Hours..](#)

If you have question, please contact the Board to discuss. Phone: 662-773-4478

[Choose File](#) No file chosen

[Photo Requirements](#)

File Types Allowed: GIF, JPG, JPEG, BMP, PNG

Select your picture then click the Save Changes Button.

[General Registration](#) [Clinics](#) [App Info](#) [Emergency Lic](#) [CEH Reporting](#) [Complaints](#) [Payments](#) [Online Payments](#)

General Registration

Required

PUBLISHED ADDRESS (Public): ☐ HOME ☐ BUSINESS ☐ DO NOT PUBLISH

Required

PUBLISHED PHONE NUMBER: ☐ HOME ☐ BUSINESS ☐ CELL ☐ DO NOT PUBLISH

Required

BOARD CORRESPONDENCE (Mailing Address): ☐ HOME ☐ BUSINESS

List email on Board website: ☐ Yes ☒ No

Release published address and email to State and National organizations: ☐ Yes ☒ No

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.

The screenshot displays the 'Clinics' tab within a web application. At the top, there is a navigation bar with tabs: General Registration, Clinics (highlighted), App Info, Emergency Lic, CEH Reporting, Complaints, Payments, and Online Payments. Below the navigation bar, the 'Clinics' section is titled. A button labeled 'Add Clinic' is at the top left. Below it, a blue header bar indicates the selected clinic is 'Some Street Clinic'. The main content area for 'Some Street Clinic' includes an 'Update Clinic Info' button, the address '12 Some St, Starkville, MS 39004', and the phone number 'Phone: (662) 555-2227'. Below this is a 'Remove Clinic' button. Further down, there are five categories of staff, each with a blue plus button: Chiropractors, Chiropractic Assistants, Radiological Technologists, Intern/Extern, and Claims Reviewer. At the bottom, there is a button labeled 'Print Office Information Sheet for This Clinic'. Red arrows and numbered circles (1 and 2) are overlaid on the image to guide the user. Circle 1 points to the 'Add Clinic' button, the 'Update Clinic Info' button, and the 'Remove Clinic' button. Circle 2 points to the plus buttons for Chiropractors, Chiropractic Assistants, Radiological Technologists, Intern/Extern, and Claims Reviewer.

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.

Select the Chiropractic Assistant to add to Dr. John Atest at Atest Clinic #1

Cancel and Return to Doctor

If the CA you're looking for isn't in the list below you may fillout the Online CA Registration Form.

3 Add Chiropractic Assistant to Database

1 Enter First or Last Name: Search

Viewing Records 1 to 25 of 412

Navigation buttons: << < > >>

Certificate #	Name	Mailing Address	Phone	
9	S			2 Add To Clinic
2	E			Add To Clinic

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 CA will 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: 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) No file chosen

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

Clinic Name:

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
<input type="checkbox"/> \$50.00 - New Licensee Application Fee for <input type="text"/> through 2021-06-30	<input type="text"/> \$0.00
Total	<input type="text"/> \$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.

The screenshot displays a web interface for managing clinic information and employee records. At the top left, there is a button labeled "Update Clinic Info" and a text field containing "105 Main Street". Below this is a "Remove Clinic" button and a legend: a red 'X' icon for "Click to remove the person from the clinic" and a red 'C' icon for "Click to view/update CEUs".

The interface is divided into sections for different roles, each with a blue plus icon for adding more records:

- Chiropractors**: A list of records is shown. A red arrow labeled "1" points to the red 'C' icon in the first record's box. Below the list is a button labeled "Prepare/Print Office Information Sheet for This Clinic".
- Chiropractic Assistants**: A list of records is shown. A red arrow labeled "2" points to the red 'C' icon in the first record's box. Below the list is a button labeled "Intern/Extern: +".
- Radiological Technologists**: A list of records is shown.
- Claims Reviewer**: A list of records is shown.

Each record in the lists includes an expiration date (e.g., "Expires: 2019-06-30") and a "Print: New Cert. Renewal Cert." link. A large red arrow points from the "Prepare/Print Office Information Sheet for This Clinic" button towards the bottom of the page.

Chiropractor Renewal Online - Office Information Sheet - Step 1

Before the Office Information Sheet may be submitted there are questions that must be answered.

Cancel - Return to Profile

Save and Return to Profile

Save and Print

MISSISSIPPI STATE BOARD OF CHIROPRACTIC EXAMINERS
P.O. Box 50
Morton, MS 39117

Email: support@msbce.ms.gov
Phone: (769) 798.5052

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:
Clinic 1000 Beltline Rd
1000 Beltline Rd; Ste V1
Hillside, CO 52587

Clinic Mailing Address:
Clinic 1000 Beltline Rd
1000 Beltline Rd; Ste V1
Decatur, AL 35601

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

Telephone: 2563501166
Fax:

E-mail address:

List all Chiropractors:
791 Phillip Maxwell
777 Thomas Atestsmith; II
9541 Deidere Hollins
1308 Bill A Jones-test

List all Chiropractic Assistants:
993 Nathaniel Abston

List all Radiological Technologists:
45879 John Howard
654 Faith Atest
471 Kasey Armstrong

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

List all tasks performed by unlicensed graduate chiropractors

Chiropractor Renewal Online - Office Information Sheet - Step 2

Once you have answered all questions and 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.

Do you have any advertising ads? ☐Yes ☐No

If yes, list all avenues of advertising, i.e. Facebook, Instagram or Yellow Pages.

Are you, as a Mississippi licensed chiropractor, acting under the direct supervision of a Mississippi licensed veterinarian to manipulate and/or adjust animals? ☐Yes ☐No

If yes, upload a current certificate of training from the American Veterinary Chiropractic Association, International Veterinary Chiropractic Association or equivalent course of study approved by the Mississippi Board of Veterinary Medicine. No file selected.

Please identify the Mississippi Licensed Veterinarian:

Enter your full name as your electronic signature:

☐ By checking this box and entering my full name in the box above, I affirm that any and all the information provided in this office information sheet is true and accurate.

If you are ready to submit this Office Information Sheet for approval check the box below and then click one of the SAVE buttons

☐ This Office Information Sheet is ready to be reviewed by the Board.


Note: Once you have submitted this to the Board you can't make any other changes.

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

Today is: Thursday, March 21, 2019



Chiropractor 1

Save Changes Logout

Thomas Atestsmith License No. 1298

SSN: XXX-XX- DOB:

(4) You have either not reported your CE hours or you do not have enough CE hours to renew online. All courses must be taken before the Jun 30 deadline! You may report your CE hours in the CEH Reporting Tab below by clicking on View/Update Current CE Hours..

If you have question, please contact the Board to discuss. Phone: 662-773-4478

Photo Requirements
File Types Allowed: GIF,JPG,JPEG,BMP,PNG
Select your picture then click the Save Changes Button.

Browse... No file selected.

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

CEH Reporting

Education Information

CE Hours Required: 12 Taken: 0 hrs (0 hrs. Risk, 0 hrs. Regular)

View/Update Current CE Hrs 3 CEH History

Save Changes

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 additional 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.




Photo Requirements
File Types Allowed: GIF,JPG,JPEG,BMP,PNG
Select your picture then
click the Save Changes Button.

No file selected.

Chiropractor

Thomas Atestsmith**License No. 1298**

SSN: XXX-XX-DOB:

Renewal Instructions

**The Office Info Sheets for the following Clinic(s)
have not been approved:**

Atest Clinic #1

**Be sure you have completed the form and provide the
Yellow Pages ad (if required) and the Signature page.**

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.




Photo Requirements
File Types Allowed: GIF,JPG,JPEG,BMP,PNG
Select your picture then
click the Save Changes Button.

No file selected.

Chiropractor

Thomas Atestsmith
SSN: XXX-XX-

DOB:

License No. 1298

General Registration

ClinicsApp InfoEmergency LicCEH ReportingComplaintsPaymentsOnline Payments

General Registration

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
<input type="checkbox"/> \$ 200 - Licensee renewal amount through 2020-6-30	<input type="text" value="\$0.00"/>
----- Additional Doctors -----	
----- Chiropractic Assistants -----	
<input type="checkbox"/> \$50.00 - Renewal Judy abtest thru 2020-6-30	<input type="text" value="\$0.00"/>
----- Radiological Technologist -----	
----- Claim Reviewers -----	
<input type="checkbox"/> \$25.00 - Renewal Susan adtest thru 2020-6-30	<input type="text" value="\$0.00"/>
----- Misc Fees Shown Below -----	
<input type="checkbox"/> \$ 25 - Duplicate License Fee Number? <input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$ 25 - Out-of-state Verification Number? <input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$ 25 - Replacement of Law Book Number? <input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="checkbox"/> \$ 10 - Replacement of Renewal Card Number? <input type="text" value="1"/>	<input type="text" value="\$0.00"/>
<input type="checkbox"/> Other: \$ <input type="text" value="1"/> Desc: <input type="text"/>	<input type="text" value="\$0.00"/>
Total	<input type="text" value="\$0.00"/>

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

MISSISSIPPI'S OFFICIAL STATE WEBSITE



Contact

1 Payment Type

2 Customer Info

3 Payment Info

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
000000001	This payment includes; Renewal Fee Chiropractic Assistant; Renewal Fee Claims Reviewer; License Renewal	\$275.00	1	\$275.00
Total				\$275.00

Payment

Payment Type

Payment Type *

Select One

Next >

Transaction Summary

This payment includes;
Renewal Fee Chiropractic Assistant; Renewal Fee Claims Reviewer; License Renewal

ms.gov Order Total

\$275.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

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.

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 \$275.00
Claims Reviewer License
Renewal

ms.gov Order Total ? \$282.07


Need Help?

Please complete the Customer
Information Section

Common Checkout Payment Entry - Screen 3

Enter your payment information.


MISSISSIPPI'S OFFICIAL STATE WEBSITE







Contact

Complete all required fields [*]


Credit Card Number *




Credit Card Type




Expiration Month *

Select a Month 


Expiration Year *

Select a Year 

Security Code *




Name on Credit Card *

Next 

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?

You have selected to pay by credit card.
Complete Customer Billing Information
and enter Credit Card 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.

MISSISSIPPI'S OFFICIAL STATE WEBSITE



Contact

Credit Card

Customer Information

Address

Thomas Atestsmith
12 Some St
Batesville, MS 38606

Phone

5559997888

Country

United States

Email Address

office@iweblogic.net

Edit

Payment Info

Credit Card

Visa ****1111
Exp. 02/2020

Name on Credit Card

John Smith

Edit

Cancel

Submit Payment

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 review the payment information you are about to submit. After reviewing and/or editing click MAKE PAYMENT to complete your transaction and obtain your receipt. NOTE: Your payment is not considered complete until you click MAKE PAYMENT

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
	<hr/>
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.

General Registration

Required

PUBLISHED ADDRESS (Public): ☐ HOME ☐ BUSINESS ☐ DO NOT PUBLISH

Required

PUBLISHED PHONE NUMBER: ☐ HOME ☐ BUSINESS ☐ CELL ☐ DO NOT PUBLISH

Required

BOARD CORRESPONDENCE (Mailing Address): ☐ HOME ☐ BUSINESS

List email on Board website: ☐ Yes ☒ No

Release published address and email to State and National organizations: ☐ Yes ☒ No

Home Address (Permanent not P.O. Box)

Business Address

Address

88 High lane

Address 2

City, St

Mississippi

Zip

Phone

Cell Phone

Email

amy@home.com

(Required for login)

County

Select

Married:

☐ Single ☐

Password:

Employer

Address

Address 2

City, St

Mississippi

Zip

Phone:

FAX:

Business Email:

Registration Information

Status

Active

Original Issue Date

Expiration Date

2022-06-30

[Print Renewal Cert.](#)

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 +

Intern/Extern: +

✗ Bill atest (Expires: 2020-06-30)

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.

General Registration	Clinic	App Info	Notes - Comm - Doc - Supv	CEH Reporting	Complaints	Payments
Payments						
<input type="button" value="Add Payment"/>						
Receipt No.	Date	Description	Amount			
OL-1006	6/14/2021	License renewal amount through 2022-6-30	\$200.00	<input type="button" value="IR"/>		
OL-1006	6/14/2021	License renewal for () (2022-6-30)	\$50.00	<input type="button" value="IR"/>		
OL-941	6/9/2021	New Licensee Application Fee for () through 2022-06-30	\$50.00	<input type="button" value="IR"/>		
Refresh after refund is issued, updated or removed to see current information. <input type="button" value="Refresh"/>						
<input type="button" value="Save"/> <input type="button" value="Save and Close"/> <input type="button" value="Return to List"/>						