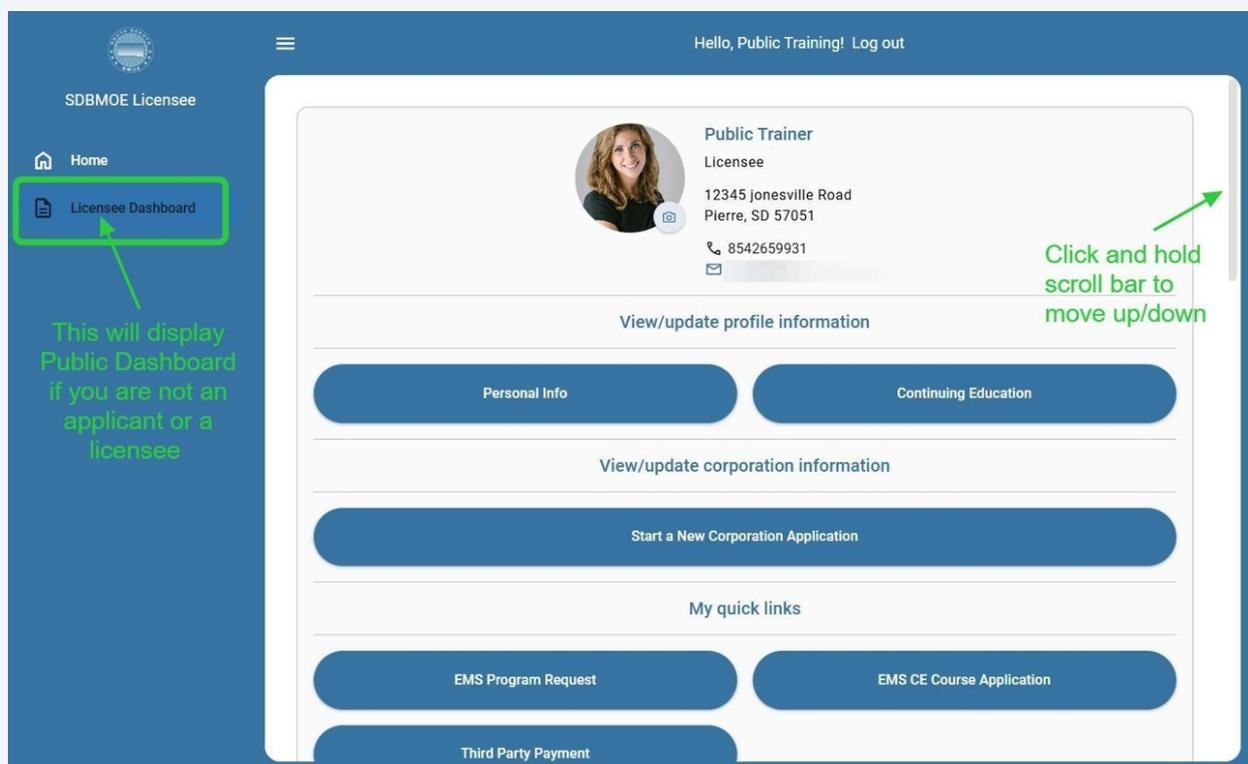


Public Access: Licensee Look-Up and Pay for a License Verification Order

This How-To-Guide is intended for individuals that are logged in using a MySD account and want to order and pay for one or more license verification(s) after doing a licensee lookup

1

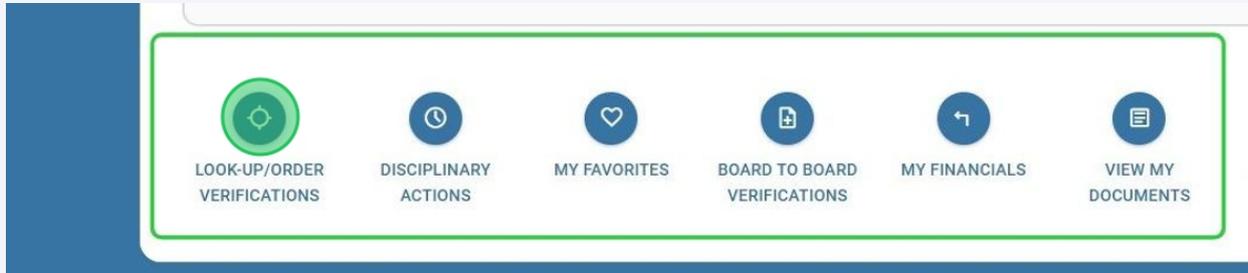
Login and Navigate to your **Dashboard**. Your dashboard will look slightly different depending on your application and/or license status. Use the scroll bar on the right side of the page to move up/down to locate the **Navigation buttons** at the bottom of your dashboard.



2

The **Navigation buttons** are displayed at the bottom of your dashboard. Note: These buttons may vary depending on your dashboard and Login, but the Look-Up/Order Verifications button will always appear as the first one on the left.

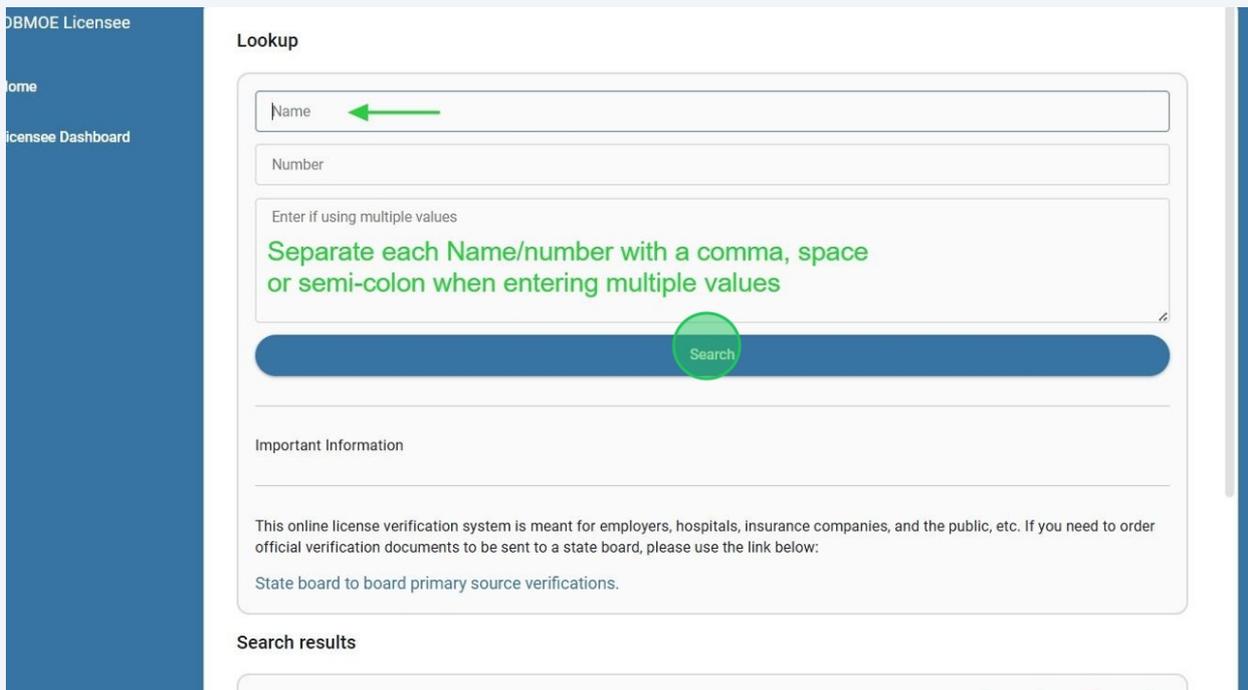
Click "**Look-Up/Order Verifications**".



3

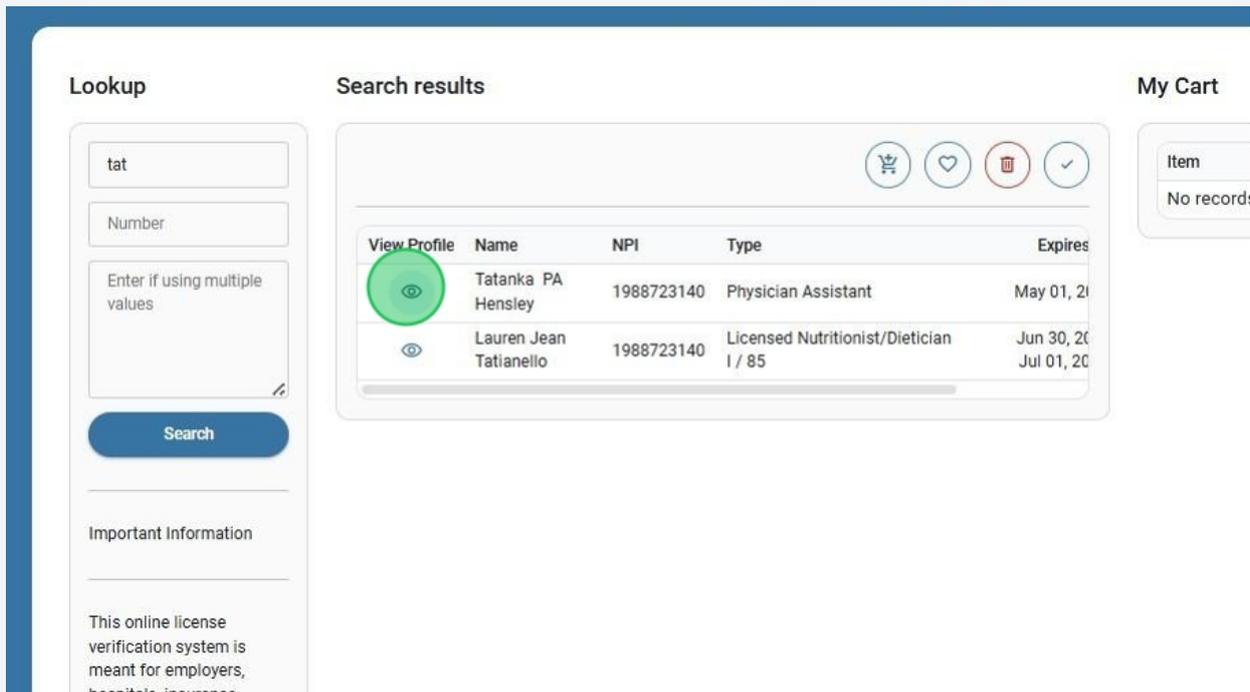
Use the **name entry box** to enter any full or partial name. You may also enter a valid license number in the number box below it. Click "**Search**" to view results.

When you need to lookup more than one licensee in a single search, you can use the "**multiple values**" field instead of the individual name and number boxes above. Enter any combination of name and/or number values, separated by a comma, space or semi-colon. Click "**Search**" to view your results



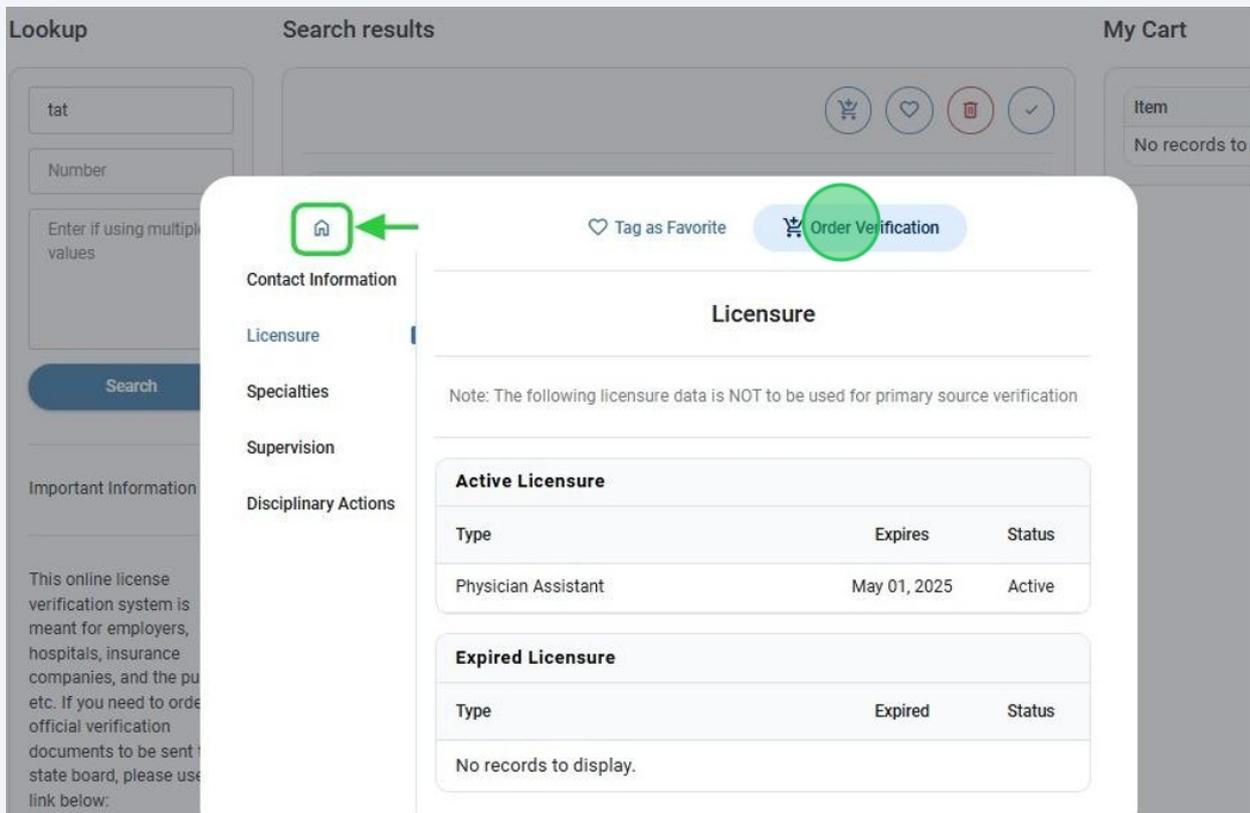
4

When the search results appear, Click the **"View Profile"** icon to view a specific licensee's profile card.



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From the **Licensure Tab**, you can view active and expired licenses. Click **"Order Verification"** at top of card to add the verification request to your shopping cart. Click the **"home"** icon (top left) to view your cart and checkout.



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You can continue to view and select more licensees for verification, or checkout after each. "**My Cart**" appears to the right of your search results. If you added a licensee to your cart, they will appear in this list. Click "**Checkout**" to pay for the one licensee you selected.

The screenshot displays a web interface with a search results table on the left and a 'My Cart' overlay on the right. The search results table has columns for 'Type' and 'Expires'. The 'My Cart' overlay contains a table with columns for 'Item', 'Description', 'Fee', and 'Remove', and a 'Checkout' button below it.

Type	Expires
Physician Assistant	May 01, 2021
Licensed Nutritionist/Dietician 1 / 85	Jun 30, 2021 Jul 01, 2021

Item	Description	Fee	Remove
Online license verification	Tatanka PA Hensley	\$0.00	

[Checkout](#)

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To **select more than one licensee** for verification from the search results, you may need to use the scroll bar to display all of the information for a licensee, including the box you need to check and select each.

Search results

My Cart

Type	Expires	Select Item
Licensed Nutritionist/Dietician	Jun 30, 2025	<input type="checkbox"/>
1 / 85	Jul 01, 2025	
Genetic Counselor - Temporary	Dec 08, 2024	

click to slide left/right to display all information for a licensee.

Item	Description	Fee
No records to display.		

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When **selecting more than one licensee** for verification, Mark the appropriate **check boxes** one at a time. **Click to select**. When selection is complete, Click **"Add to shopping Cart"** icon at the top. This will add the verification order for each of the selected licensees into your cart.

The screenshot displays a web interface for license verification. It is divided into three main sections: 'Lookup', 'Search results', and 'My Cart'.

- Lookup:** Contains a search input field with the text 'er', a 'Number' field, a text area for 'Enter if using multiple values', a 'Search' button, and an 'Important Information' section with explanatory text.
- Search results:** Features a table with columns: 'View Profile', 'Name', 'Type', 'Expires', and 'Select Item'. Above the table are four icons: a shopping cart (highlighted in green), a heart, a trash can, and a checkmark. The table lists several licensees, including Oliver Scott, Steve Superboss, Robert Michael Barney, and Odette OTTA. The 'Select Item' column for Robert Michael Barney has a checked checkbox, which is also highlighted with a green box.
- My Cart:** Shows a table with the header 'Item' and the text 'No records to c'.

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You can also **SELECT ALL** licensees in the search results. Click "**Checkmark**" Icon to check every box on your list. You can also Click any box to "**Unselect**" it. Click "**Add to Shopping Cart**" icon to order the verification for ALL licensees with a box checked and move them into your cart.

The screenshot shows a user interface with three main sections: "Lookup", "Search results", and "My Cart".

- Lookup:** Contains search fields for "er" and "Number", a "Search" button, and "Important Information" text.
- Search results:** A table with columns "View Profile", "Name", "Type", "Expires", and "Select Item". It lists three licensees: Oliver Scott Officeman, Steve Superboss, and Robert Michael Barney. The "Select Item" column has checkboxes, with the last two checked. Above the table are icons for a shopping cart, a heart, a trash can, and a checkmark.
- My Cart:** A table with columns "Item", "Description", "Fee", and "Remove". It lists three items: "Online license verification" for Steve Superboss (\$4.00), Robert Michael Barney (\$4.00), and Odette OTTA Otaberger (\$4.00). A "Checkout" button is at the bottom.

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Selected items now display in "**View My Cart**". Click "**Delete**" to remove any item from your cart. Click "**Checkout**" when you are ready to pay for all remaining items in your cart

This close-up view highlights the "Search results" and "My Cart" sections.

- Search results:** The table shows the "Select Item" column with checkboxes. The first row (Oliver Scott Officeman) has an unchecked checkbox, while the other two rows have checked checkboxes.
- My Cart:** The table shows the "Remove" column with trash icons. The trash icon for the Robert Michael Barney item is highlighted with a green box. A "Checkout" button is visible at the bottom.

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Select a "**Payment type**" then Click "**MAKE PAYMENT**". You will be asked to enter your payment details using a **secure payment portal**.

SDBMOE Licensee

Home

Licensee Dashboard

Payment details

PAY ONLINE USING CREDIT CARD

Total Amount Due: \$12.00

MAKE PAYMENT

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"**Thank You for your Payment**" message displays indicating the transaction was successful and the **verification order is completed**. If you receive a declined message, please retry the previous steps to correct the payment issue. Click "**Ok**" to return to your dashboard

Thank you for your payment! Your license verification request will be processed.

Ok

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From your Public Dashboard, you can view all of your **Previous orders**. Click "**View Details**" icon to display a specific order. Note: If you are an applicant/licensee and not a public user, you will find all previous orders in "My Financials" located at the bottom of your dashboard.

The screenshot displays a user dashboard with two main sections. On the left, the 'Personal info' section shows the user's name, Patti Lynn LakeNology, and their address: 16125 N.W. 57th Avenue W, Rapid City, SD 72201. Below this is a 'My quick links' section with buttons for 'Personal Info', 'Start a New Application', 'EMS Program Request', 'EMS CE Course Application', 'Start a New Corporation', and 'Third Party Payment'. On the right, the 'Previous orders' section is highlighted with a green border and contains a table of orders. The table has columns for 'View Details', 'Order Number', 'Date', and 'Description'. The first row is highlighted with a green circle around the 'View Details' icon.

View Details	Order Number	Date	Description
	00510	Sep 12, 2024	Corporation application renewal
	00507	Sep 10, 2024	Corporation application
	00503	Sep 08, 2024	Individual application renewal
	00500	Sep 08, 2024	Individual application renewal
	00496	Sep 08, 2024	Individual application renewal
	00494	Sep 08, 2024	Individual application renewal
	00490	Sep 08, 2024	Corporation application

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Click "**VIEW RECEIPT**" to display and/or print your receipt. Click on your **verification document** to view it up to 72 hours after you order it. If viewing time has expired, a "**Viewing Expired**" message will display instead of the verification document. Click "**X**" to close the window.

00503	\$50.00	Individual application renewal	Submitted
00429	\$50.00	License Reinstatement	Submitted
00392	\$50.00	License Reinstatement	Submitted
00287	\$30.00	Board to board verification	Submitted
00286			On hold
00285			Submitted
00176			Submitted
00149			Submitted
00148			Submitted
00130			Submitted

Order Details

Ordered By: Odette Otaberger Status: Submitted
Order Number: 00148 Payment Status: Paid
Order Date: Feb 02, 2024 Total Amount: \$4.00

[VIEW RECEIPT](#)

Type	Description	Document
Online license verification	Odette OTTA Otaberger	Viewing Expired ←