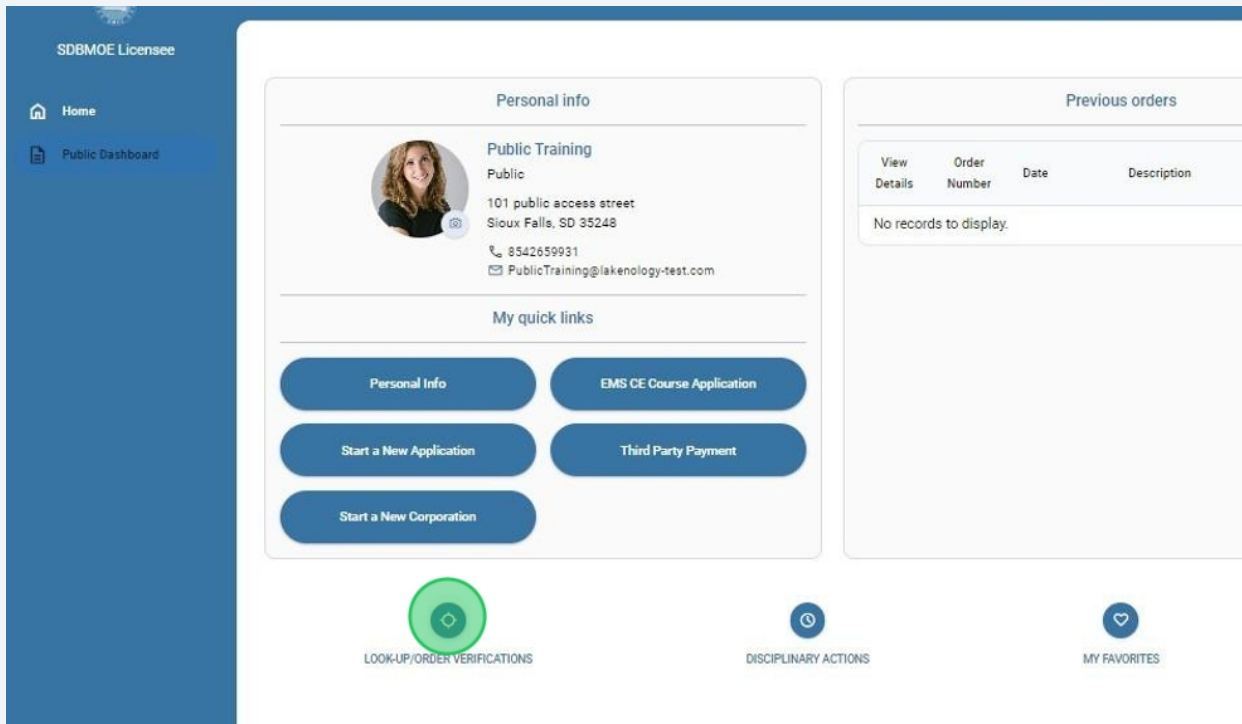


# Public Access: Licensee Look-Up and Pay for a License Verification Order

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 the Public Dashboard. Locate the **Navigation buttons** at the bottom of your dashboard. Click "**Look-Up/Order Verifications**"



2

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

You can also use the "**multiple values**" field to enter any combination of name and number values, separated by a space, semi-colon or comma. Do NOT use the search fields for name and number if you are entering multiple values. Click "**Search**" to view your results

SDBMOE Licensee

Home

Public Dashboard

Lookup

Name

Separate each number/name with a space, semi-colon or comma.  
Example:  
9999 2342, 0554, 0555, Smith, Johns; Stevens

Enter if using multiple values

Search

Search results

Profile

No records to

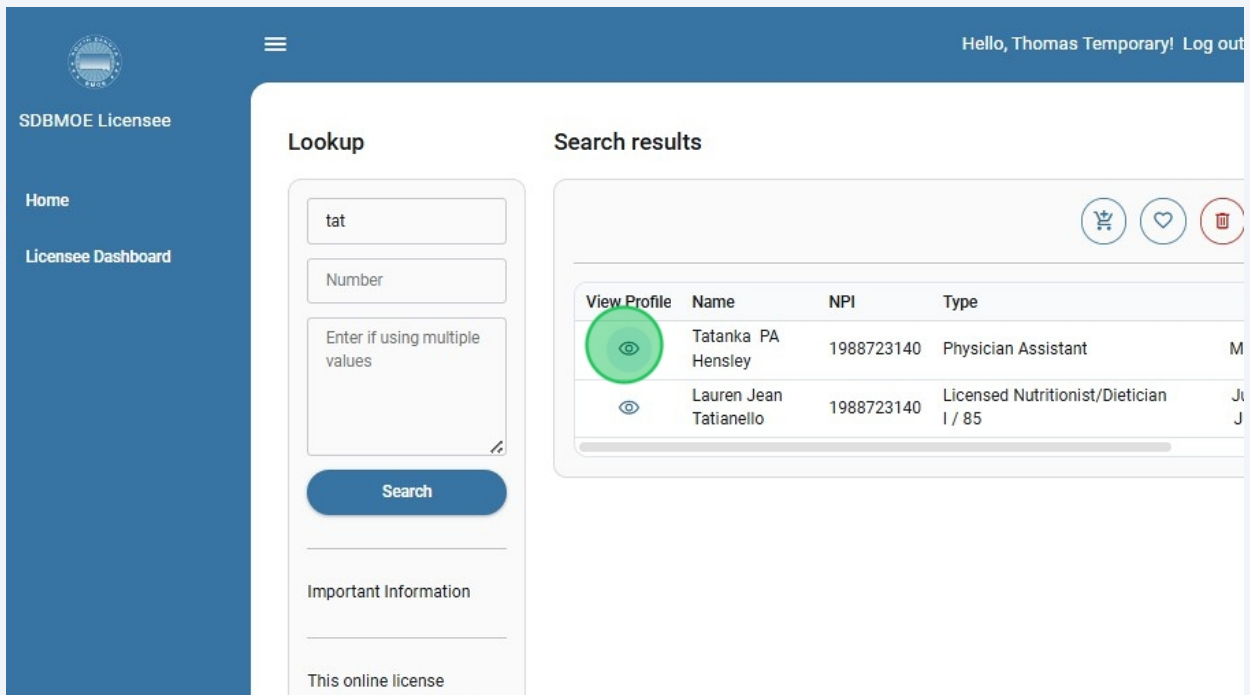
Important Information

This online license verification system is meant for employers, hospitals, insurance companies, and the public, etc. If you need to order official verification documents to be sent to a state board, please use the link below:

State board to board primary source verifications.

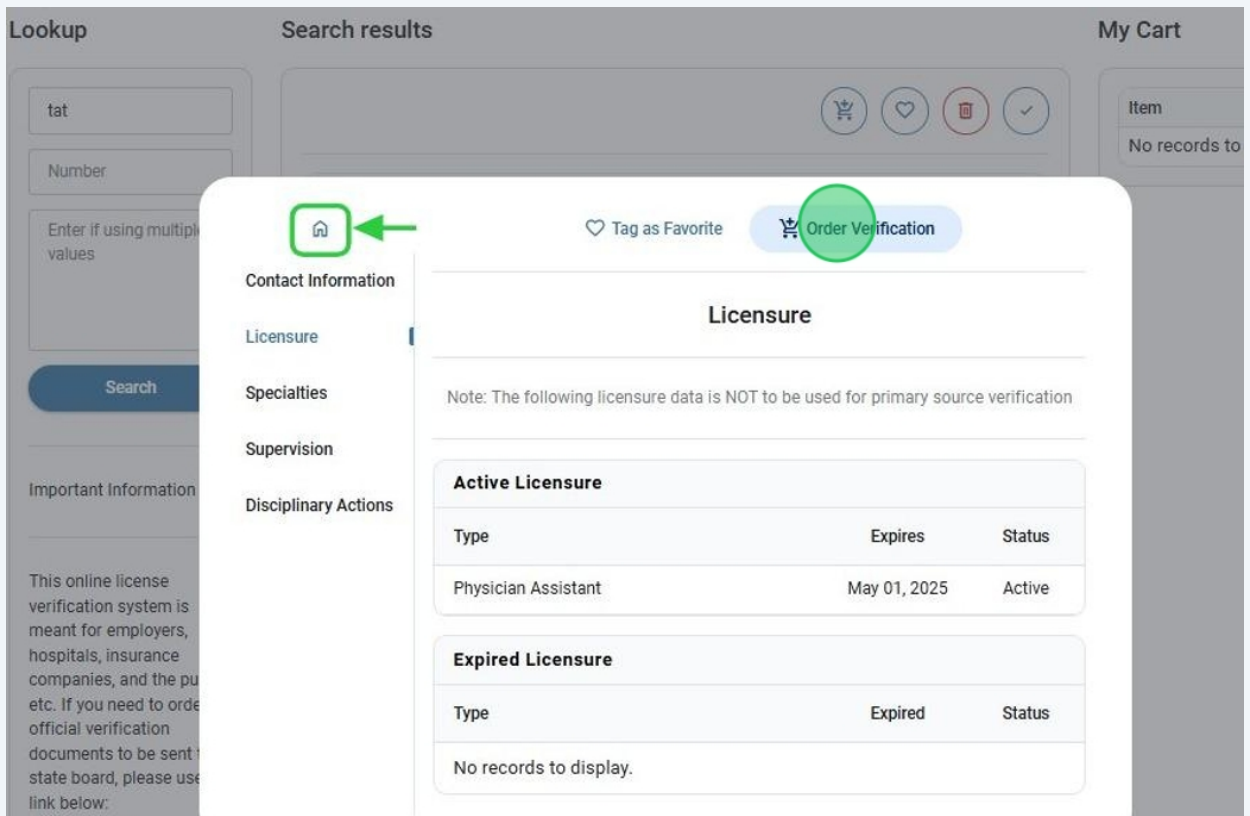
3

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



4

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.



5

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' popup on the right. The search results table has columns for 'Type' and 'Expires'. The 'My Cart' popup 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<br>1 / 85 | Jun 30, 2021<br>Jul 01, 2021 |

| Item                        | Description           | Fee    | Remove |
|-----------------------------|-----------------------|--------|--------|
| Online license verification | Tatanka PA<br>Hensley | \$0.00 |        |

[Checkout](#)

6

To **select more than one licensee** for verification from the search results, Mark the appropriate **check boxes**. Click each box 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 icons for 'Add to shopping cart' (highlighted in green), 'Heart', 'Trash', and '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 in green.
- My Cart:** Shows a table with the header 'Item' and a message 'No records to c...'.

7

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 web interface with a blue header containing the text "Hello, Barbara Public | Log out". Below the header are three main sections: "Lookup", "Search results", and "My Cart".

**Lookup:** Contains a search bar with "er" entered, a "Number" field, a text area for "Enter if using multiple values", a "Search" button, and an "Important Information" section with a paragraph of text.

**Search results:** A table with columns "View Profile", "Name", "Type", "Expires", and "Select Item". It lists several licensees, including Oliver Scott Officeman, Steve Superboss, and Robert Michael Barney. The "Select Item" column has checkboxes, some of which are 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), "Online license verification" for Robert Michael Barney (\$4.00), and "Online license verification" for Odette OTTA Otaberger (\$4.00). A "Checkout" button is at the bottom.

8

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 is a close-up view of the "My Cart" section from the previous screenshot. It shows a table with three items, each with a "Remove" icon (trash can) in the "Remove" column. The "Remove" icon for the second item, "Online license verification" for Robert Michael Barney, is highlighted with a green square. A "Checkout" button is visible at the bottom of the cart area.

9

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

10

"**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

Page  
ting

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

Ok



11

From your dashboard, you can view all of your **Previous orders**. Click "**View Details**" icon to display a specific order.








Personal info

Patti Lynn LakeNology  
Admin  
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My quick links

- Personal Info
- Start a New Application
- EMS Program Request
- EMS CE Course Application
- Start a New Corporation
- Third Party Payment

Previous orders

| 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  |
|  | 00492        | Sep 08, 2024 | Corporation                     |



12

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 ← |