

## ONLINE AMENDMENT INSTRUCTIONS TO UPDATE FA AND INSURANCE

The system is available online 24/7. Payment will be processed online.

It's easy to do. And in just minutes, your information can be submitted and you can be on your way.

To get started, go to the Montana Department of Labor and Industry's "e-business" or "e-biz" website. You can find a link to it on your licensing board's webpage. Click or type this address into your browser: <https://ebiz.mt.gov/pol>

Enter your user name and password. Your next step is to click on "**Professional & Occupational Licensing**". You will want to select "**Update License**" to the right of your outfitter license number.

The next page will populate another link titled "**AMENDMENT**" click it! This will populate possible outfitter records you may choose to amend, choose **Outfitter or Guide License Updates** and click on "**Continue Application.**"

You will be able to update first aid, insurance and coast guard license information. You may also self-report any citations, update the board on a successorship, request new and print temporary watercraft identification decals and Register an Outfitter Assistant from Outfitter License Updates.

Any required documents can be uploaded in the attachment section of the record and any fees required can be paid in a single transaction when checking out even if you work on multiple options in one session.

Just click "**Continue Application.**" When your session is complete.

## NCHU TRANSFERS

NCHU Transfers must be completed online. The transferring outfitter licensee must complete the transfer and must have the outfitter license number to whom you are transferring NCHU.

- Login into your eBiz account. See eBiz link above.
- After you login, click on the 'Create Amendment' link.
- Under Amendment Type, select 'Outfitter License Updates' then select 'Continue Application'.
- Under NCHU Transfer Request, select box on the right.
- Enter the required information on the online transfer form.
- Enter numeric portion of license number for outfitter receiving NCHU transfer.
- Submit changes by selecting 'Continue Application'.