



Montana Department of LABOR & INDUSTRY

Business Standards Division

Online Instructions and Help

For renewal and account registration

Contact the office: Email: dlibsdhelp@mt.gov

Renewal information:

- If you have an account but are having trouble logging in, please do not create another account. Instead, email the office for assistance. We will ensure you can log in and renew your license.
- Contact the board prior to starting your renewal to change status or update an endorsement.
- If you do not have an online user account, you must first register for an account (see Account Registration below) to use the online renewal service.
- If you are uncertain if you have an account, please email the board for confirmation.

Renewal Instructions:

Step #1: Access our website: ebiz.mt.gov/pol

Step #2: Login using your user name and password (The email on your account can also be used as your user name)

The screenshot shows the website interface with navigation tabs for Home, Professional & Occupational Licensing, and Health Care Licensing. The main content area includes links for Renewal, Licensee Lookup, Application for licensure, and E-Pass. A login form is visible on the right with fields for User Name and Password, a Login button, and a Remember me checkbox. A yellow callout box highlights the login form with the text "Login here with User Name and Password". Below the main content are buttons for Licensee Lookup, Professional & Occupational Licensing, and Health Care Licensing.

Step #3: Click on “RENEW/PRINT LICENSE”

The screenshot shows the top navigation bar with 'Home', 'Professional & Occupational Licensing', and 'Health Care Licensing'. Below is a 'Welcome' message and a section titled 'What would you like to do today?' with the instruction 'To get started, select one of the services listed below:'. There are four service boxes: 'Licensee Lookup' (SEARCH FOR A LICENSEE), 'Professional & Occupational Licensing' (APPLY FOR A LICENSE, RENEW / PRINT LICENSE), 'Health Care Licensing' (NEW FEATURES COMMING SOON, RENEW / PRINT LICENSE), and 'Professional & Occupational Licensing' (APPLY FOR A LICENSE, RENEW / PRINT LICENSE). Two yellow callout boxes with blue arrows point to the 'RENEW / PRINT LICENSE' links. The top callout says 'Click here for non-health care licenses (electrician, engineer, accountant, etc)' and the bottom callout says 'Click here for health care licenses (physician, nurse, veterinarian, etc)'.

Step #4: Click “Renew License”

The screenshot shows the 'Records' section with a table of licenses. The table has columns: Date, Application/License #, Application/License, Expiration Date, Status, and Action. Two rows are shown. The first row has Date 11/08/2012, Application/License # ARC-ARC-LIC-5528, Application/License Architect License, Expiration Date 06/30/2013, Status Active, and Action Renew License. The second row has Date 11/08/2012, Application/License # ARC-ARC-AP-5527, Application/License Archited Application, Expiration Date, Status License Issued, and Action. Two yellow callout boxes with blue arrows point to the 'Renew License' link and the 'Archited Application' row. The top callout says 'This is an example your license' and the bottom callout says 'Click here to start your renewal'. Below the table is a 'Search for Records' section with a search form and a list of search criteria: Site Address, Contractor License Information, Parcel Number, Record Information, and Contact Information. A note says 'Use the drop-down list to change the search type.'

Account Registration:

Step #1: Access our website: ebiz.mt.gov/pol

[Register for an Account](#) | [Reports \(1\)](#) | [Login](#)

NOTE: This website is periodically updated and this page may look slightly different than renewal information you were provided.

Home | [Professional & Occupational Licensing](#) | [Health Care Licensing](#)

To register for an account, click either blue link

Renewal - please login to renew your license

Licensee Lookup - registration is not required, see link below

Application for licensure - registration is required

E-Pass - your E-Pass information (license and pin number) will not work when trying to log into this service

Login Here

User Name:

Password:

Remember me on this computer

[I've forgotten my password.](#)

New Users: [Register for an Account](#)

Licensee Lookup
[SEARCH FOR A LICENSEE](#)

Professional & Occupational Licensing
[RENEW / PRINT LICENSE](#)

Health Care Licensing
[RENEW / PRINT LICENSE](#)

Step #2: Click on either of the Register for an Account links in blue.

Step #3: Complete the account registration process.

Step #4: Email the board so we can enable your online user account: dlibsdlhelp@mt.gov

Step #5: We will respond to your email and confirm your account is enabled.

Step #6: When your account has been enabled, login to your account to renew your license.