



## **WHAT IS A RELATIONSHIP AMENDMENT?**

A relationship amendment allows a licensee to make changes to certain supervisory or in-charge types of relationships via their online user account.

If your license type has a relationship amendment available to it then you will see an [Amendment](#) link listed next to your license in your online account.

A licensee can initiate a relationship amendment online, submit it to the system and it will update their license as well as the license of those affected by the information submitted on the amendment.

All licensees affected by a relationship amendment will receive an email (if they have an email address in our system) notifying them of the change that was made.

Relationships can only be made by the responsible party. For example: The supervisor can make changes but the supervisee cannot.

### **Relationships that can currently be submitted are:**

Licensees that supervise others can add new people that they supervise or end a relationship with a licensee that they no longer supervise.

Licensed businesses who are required to have a licensee “in-charge” can change the person in charge by putting an end date on the current licensee and adding the new one with a start date.

The system checks for requirements prior to allowing an amendment to be submitted. For example, if you must have 3 years of licensure in Montana before you can supervise; the system will check your years of licensure before allowing you to submit a relationship amendment.

**Scroll down for instructions on how to access and submit a relationship amendment.**



## HOW TO SUBMIT A RELATIONSHIP AMENDMENT ONLINE VIA THE EBIZ SYSTEM

1. Login with your user name and password here: <https://ebiz.mt.gov/pol>
2. Once logged in select Professional & Occupational Licensing or Health Care Licensing depending on your license type.

**NEW!** Watch a video to learn how to file an online license application.  
\*Video with optional closed captioning

Home Professional & Occupational Licensing Health Care Licensing  
Dashboard My Records My Account Advanced Search

Welcome TRACI COLLETT  
You are now logged in.

What would you like to do today?  
To get started, select one of the services listed below:

Once logged in select Professional & Occupational Licensing or Health Care Licensing depending on your license type.

**Professional & Occupational Licensing includes:** Electrician, Plumber, Sanitarian, Private Security, Broker, Salesperson, Property Manager, and other Non-Healthcare professions.

**Health Care Licensing includes:** Nurse, Physician, Behavioral Health, Veterinarian, Clinical Laboratory Science, Radiologic Techs, Funeral Services and other Health Care related professions.

3. When you see the license listed click on the 'Amendment' link. Only license types with relationships that can be changed online will see the amendment link next to their license. Click the link to begin.

Home Professional & Occupational Licensing Health Care Licensing

APPLY FOR A LICENSE RENEW / PRINT LICENSE

### Records

Showing 1-1 of 1 | Download results | Add to collection

| <input type="checkbox"/> | Date       | Application/License # | Application/License | Expiration Date | Status | Action    | Short Notes |
|--------------------------|------------|-----------------------|---------------------|-----------------|--------|-----------|-------------|
| <input type="checkbox"/> | 11/03/2017 | RRE-BRO-LIC-56797     | Broker License      | 10/31/2018      | Active | Amendment |             |

You will see your license listed with an amendment link; click the link to begin.



4. When you click on the Amendment link it will bring up a screen showing your license number and a table showing your existing relationships.

Home Professional & Occupational Licensing Health Care Licensing

APPLY FOR A LICENSE RENEW / PRINT LICENSE

#### BOLB Relationship Amendment

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

Step 1: Step 1 > Relationship Amendment

\* indicates a required field.

#### License Information

##### BOLB RELATIONSHIP AMENDMENT

\* License #:

RRE-BRO-LIC-56797

#### Relationship Information

##### RELATIONSHIP

Showing 1-2 of 2

| <input type="checkbox"/> | License #      | Name        | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |           |
|--------------------------|----------------|-------------|------------|----------------------|--------------------------------|----------------------------|-----------|
| <input type="checkbox"/> | rre-rbs-lic-14 | John Smith  | 01/25/2015 | Supervises           |                                |                            | Actions ▼ |
| <input type="checkbox"/> | rre-rbs-lic-15 | Mary Hanson | 09/15/2017 | Supervises           |                                |                            | Actions ▼ |

Add a Row ▼ Edit Selected Delete Selected

Save and resume later

Continue Application »



5. Use the Add a Row button to add a new person/relationship to your license. You will see the screen below. Enter the entire license number and a Start Date. Leave the Stop Date blank unless you are ending a relationship.

**Enter the entire license #, tab and the name will auto fill. Select the Start Date of this relationship and click Submit**

**RELATIONSHIP**

\*License #: RRE-RBS-LIC-16

\*Name: CHARLES BROWN

\*Start Date: 11/03/2017

\*Type of Relationship: Supervises

Alternative Relationship Types: Default

Stop Date (if terminating):

**Submit** **Cancel**

| Name | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |
|------|------------|----------------------|--------------------------------|----------------------------|
|------|------------|----------------------|--------------------------------|----------------------------|

6. Once submitted you will see the relationship that was added.

**Relationship Information**

**RELATIONSHIP**

Showing 1-3 of 3

| <input type="checkbox"/> | License #      | Name          | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |           |
|--------------------------|----------------|---------------|------------|----------------------|--------------------------------|----------------------------|-----------|
| <input type="checkbox"/> | RRE-RBS-LIC-14 | JOHN SMITH    | 01/25/2015 | Supervises           |                                |                            | Actions ▾ |
| <input type="checkbox"/> | RRE-RBS-LIC-15 | MARY HANSON   | 09/15/2017 | Supervises           |                                |                            | Actions ▾ |
| <input type="checkbox"/> | RRE-RBS-LIC-16 | CHARLES BROWN | 11/03/2017 | Supervises           | Default                        |                            | Actions ▾ |

**Add a Row** ▾ **Edit Selected** **Delete Selected**

**Save and resume later** **Continue Application »**

7. You can end existing relationships by Clicking the box next to the relationship you'd like to end and then clicking the Edit Selected button.

**Relationship Information**

**RELATIONSHIP**

Showing 1-3 of 3

| <input type="checkbox"/>            | License #      | Name          | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |           |
|-------------------------------------|----------------|---------------|------------|----------------------|--------------------------------|----------------------------|-----------|
| <input checked="" type="checkbox"/> | RRE-RBS-LIC-14 | JOHN SMITH    | 01/25/2015 | Supervises           |                                |                            | Actions ▾ |
| <input type="checkbox"/>            | RRE-RBS-LIC-15 | MARY HANSON   | 09/15/2017 | Supervises           |                                |                            | Actions ▾ |
| <input type="checkbox"/>            | RRE-RBS-LIC-16 | CHARLES BROWN | 11/03/2017 | Supervises           | Default                        |                            | Actions ▾ |

[Add a Row ▾](#)
[Edit Selected](#)
[Delete Selected](#)

[Save and resume later](#)
[Continue Application »](#)

**Click the box next to the relationship you would like to change and click the Edit Selected button**

8. The selected relationship pops up so an end date can be added. Once the date has been added click Submit.

**RELATIONSHIP**

\* License #: RRE-RBS-LIC-14

\* Name: JOHN SMITH

\* Type of Relationship: Supervises

Alternative Relationship Types: --Select--

\* Start Date: 01/25/2015

Stop Date (if terminating): 11/01/2017

[Submit](#) [Cancel](#)

**An end date can be added to end a relationship**

| Name       | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |
|------------|------------|----------------------|--------------------------------|----------------------------|
| JOHN SMITH | 01/25/2015 | Supervises           |                                |                            |



9. The table now shows the record with the stop date entered on the previous screen.

**Relationship Information**

*RELATIONSHIP*

Showing 1-3 of 3

| <input type="checkbox"/> | License #      | Name          | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |           |
|--------------------------|----------------|---------------|------------|----------------------|--------------------------------|----------------------------|-----------|
| <input type="checkbox"/> | RRE-RBS-LIC-14 | JOHN SMITH    | 01/25/2015 | Supervises           |                                | 11/01/2017                 | Actions ▾ |
| <input type="checkbox"/> | RRE-RBS-LIC-15 | MARY HANSON   | 09/15/2017 | Supervises           |                                |                            | Actions ▾ |
| <input type="checkbox"/> | RRE-RBS-LIC-16 | CHARLES BROWN | 11/03/2017 | Supervises           | Default                        |                            | Actions ▾ |

[Add a Row](#) ▾ [Edit Selected](#) [Delete Selected](#)

Save and resume later

Continue Application »

10. You can add and edit as many relationship rows needed. When done with all needed changes click the Continue Application button. If you don't have time to finish all at one time you can use the Save and Resume later button or you can submit what you've done so far and start a new amendment later.

11. Once you Continue Application you will be given a screen in which you can Edit any of the information you entered. Edit as necessary then click the Continue Application button.

## Record Type

### BOLB Relationship Amendment

#### License Information

BOLB RELATIONSHIP AMENDMENT

License #:

RRE-BRO-LIC-56797

Edit

#### Relationship Information

RELATIONSHIP

| License #      | Name          | Start Date | Type of Relationship | Alternative Relationship Types | Stop Date (if terminating) |
|----------------|---------------|------------|----------------------|--------------------------------|----------------------------|
| RRE-RBS-LIC-14 | JOHN SMITH    | 01/25/2015 | Supervises           |                                | 11/01/2017                 |
| RRE-RBS-LIC-15 | MARY HANSON   | 09/15/2017 | Supervises           |                                |                            |
| RRE-RBS-LIC-16 | CHARLES BROWN | 11/03/2017 | Supervises           | Default                        |                            |

Edit

Save and resume later

Continue Application »



12. The amendment will submit to the database and the next screen will let you know that the record successfully submitted and will give you the amendment record number.

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

[APPLY FOR A LICENSE](#) [RENEW / PRINT LICENSE](#)

**BOLB Relationship Amendment**

1 Step 1

2 Review

3 Pay Fees

**Step 4: Record Issuance**

 Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is REL-AMD-31.**

Thank you for using online services.

[View Record Details »](#) Choose "View Record Details" to check status or make other updates.

13. You can click the View Record Details button as shown above, then click More Details, you can then open the Application Information/Application Information Table links to see a summary of the changes you made on this amendment record.

**Record Details**

If you have a license in one of the following programs, your ID card will be mailed to you within 10 days:

Private Security  
Electrical

**Wall Certificate** - [Click Here](#) and enter your license number. (This document is suitable for framing, but is not a license or proof of licensure)

▼ **More Details**

- ☐ **Application Information**
- ☐ **Application Information Table**