

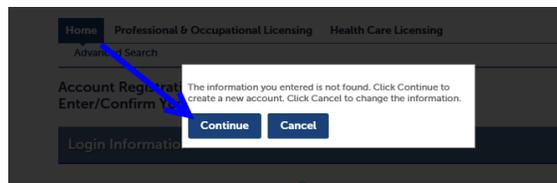
## How to Create Your EBiz Account

The secure EBiz online licensing portal lets you manage your professional or occupational license on your schedule. No more waiting for the office to open or rushing to call someone before the office closes.

If you need to speak with someone during this process, please contact our Customer Service team at (406) 444-6880. You can also email the Customer Service team at [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV).

Follow the How-To Checklist below to create your new EBiz account.

- Navigate your browser to [EBIZ.MT.GOV/POL](http://EBIZ.MT.GOV/POL). We recommend using Google Chrome for your browser.
- Click “Register for an Account” on the upper right side of your screen.
- Read and accept the Terms and Conditions.
- Choose your user name and password.
- Choose your security question and answer.
- When prompted to “Select Contact Type” choose the “Select Individual” option.
- Click the “Continue” button.
- Click the “Add New” button.
- Enter your name, date of birth, address, city, state, zip code, phone number(s), and email.
- Click “Continue” to advance to the next screen.
- Click “Continue” when you see the screen below to create your new account. Click “Cancel” to make changes to your account information.



- Review your contact information on the confirmation screen.
- Click “Continue Registration” to complete your EBiz account registration.
- Email [DLIBSDHELP@MT.GOV](mailto:DLIBSDHELP@MT.GOV) to link your online account with your existing professional or occupational license. This takes approximately 48 hours to complete.

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