How to Upload a Roster

Purpose – The purpose of this document is to provide CE providers a step by step guide to reporting board-approved CE courses taken by licensees.

1) Log into your account at https://ebiz.mt.gov/POL.

2) Locate the course you wish to upload a roster for and click on the blue “Add Roster” link to the right of the course number.

3) Enter the instructor name(s). The rest of the course information is auto-populated.
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4) Select the number of rows under “Add a Row” based on the number of students you are uploading to the roster.

5) Enter the date the courses were completed and the license number for each student then click Submit when finished.

a) The License Type and Licensee will auto-populate after the License Number is entered and you hit Tab. If the information does not auto-populate, check the license number for accuracy.
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6) Once you have entered all students then click on Continue Application.

7) Verify you have entered the information correctly and click Edit to the right of Roster if any changes need to be made. Then click Continue Application.
8) You have finished uploading a roster. You will receive a record number for this roster and can view the roster information by clicking on the roster number on your main account page.