How to renew your license online:

1. Go to www.labmt.org
2. Go to the upper right corner and type in your username and password.
   Username: is the email address the office has on record, linked to your profile
   Password: is the password you set for the account

   User Login

   Username:

   [   ]

   Password:

   [   ]

   Login

   Forgot Password?
   Need an account?

3. If logged in correctly, you will see your email address under the user info box and the username and password boxes will disappear (see below). If you still see, the username and password boxes you are not logged in.
   - If you forgot your password - click the forgot password link and a temporary password will be emailed to the account on record with the office.
   - Note - the reset password function will only work if the email address matches what is on record linked to your profile. If the email address was changed and the office was not notified within the required 30 days the password reset function will not work if you cannot access the email account.
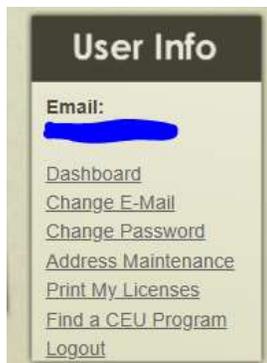
   User Info

   Email:
   ████████████

   Dashboard
   Change E-Mail
   Change Password
   Address Maintenance
   Print My Licenses
   Find a CEU Program
   Logout

4. To renewal your professional license, hover over "Massage Therapist" on the left side of the screen and click "Renew a Professional License"
5. This will bring you to the renewal information page
6. Read all information to ensure your license is being submitted correctly
   - If after clicking submit you are brought to a page asking you to create an account or log in, you are not logged in. Please log in to continue
7. If logged in correctly, the renewal screen will appear that will have your information auto filled. Please verify the information is correct and change/update any new information.
8. After updating your personal/work information, you will need to upload your CEU Certificates individually or as one file. Click Choose File, locate the file on your computer and continue until all files are attached by clicking the "add another document" link.

Documentation verifying your completion of listed CEU Courses:

CEU Documentation Upload #1:	Choose File	1 CEU.pdf	X
CEU Documentation Upload #2:	Choose File	2 CUE.pdf	X
CEU Documentation Upload #3:	Choose File	3 CEU.pdf	X
CEU Documentation Upload #4:	Choose File	4 CEU.docx	X
CEU Documentation Upload #5:	Choose File	5 CEU.pdf	X
CEU Documentation Upload #6:	Choose File	6 CEU.pdf	X
CEU Documentation Upload #7:	Choose File	7 CEU.pdf	X
CEU Documentation Upload #8:	Choose File	8 CEU.pdf	X
CEU Documentation Upload #9:	Choose File	9 CEU.pdf	X
CEU Documentation Upload #10:	Choose File	10 CEU.pdf	X
CEU Documentation Upload #11:	Choose File	11 CEU.pdf	X
CEU Documentation Upload #12:	Choose File	12 CEU.pdf	X

+ Add Another Document

9. Scroll down and complete "miscellaneous Information", credit card information, I agree, and then submit.