

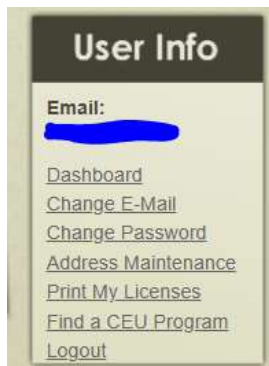
How to renew your license online:

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



The image shows a 'User Login' form. It has a title 'User Login' at the top. Below the title, there are two input fields: 'Username:' and 'Password:'. A green 'Login' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot Password?' and '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.



The image shows a 'User Info' form. It has a title 'User Info' at the top. Below the title, there is an 'Email:' label followed by a redacted email address. Below the email, there are several links: 'Dashboard', 'Change E-Mail', 'Change Password', 'Address Maintenance', 'Print My Licenses', 'Find a CEU Program', and 'Logout'.

4. To renew 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: | <input type="button" value="Choose File"/> | 1 CEU.pdf | X |
| CEU Documentation Upload #2: | <input type="button" value="Choose File"/> | 2 CUE.pdf | X |
| CEU Documentation Upload #3: | <input type="button" value="Choose File"/> | 3 CEU.pdf | X |
| CEU Documentation Upload #4: | <input type="button" value="Choose File"/> | 4 CEU.docx | X |
| CEU Documentation Upload #5: | <input type="button" value="Choose File"/> | 5 CEU.pdf | X |
| CEU Documentation Upload #6: | <input type="button" value="Choose File"/> | 6 CEU.pdf | X |
| CEU Documentation Upload #7: | <input type="button" value="Choose File"/> | 7 CEU.pdf | X |
| CEU Documentation Upload #8: | <input type="button" value="Choose File"/> | 8 CEU.pdf | X |
| CEU Documentation Upload #9: | <input type="button" value="Choose File"/> | 9 CEU.pdf | X |
| CEU Documentation Upload #10: | <input type="button" value="Choose File"/> | 10 CEU.pdf | X |
| CEU Documentation Upload #11: | <input type="button" value="Choose File"/> | 11 CEU.pdf | X |
| CEU Documentation Upload #12: | <input type="button" value="Choose File"/> | 12 CEU.pdf | X |
| + Add Another Document | | | |

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