### License Verification Instructions

https://chi.hlb.state.mn.us/#/Login

### Login

Welcome to the Minnesota Board of Chiropractic Examiners --- Online Services

| USERNAME 🕐   |        | NAVIGATE                 |
|--------------|--------|--------------------------|
|              |        | Register to Access Site  |
| Password (?) |        | Forgot Username/Password |
|              |        | Search for a Licensee    |
|              |        | Search for a CE Sponsor  |
|              | Log In | Search for a CE Course   |

### In the General Tile select License Verification



### Enter Last Name and License number – click Search button

| 0 Results   |      |              |        |  |
|-------------|------|--------------|--------|--|
| NAME        | Сіту | LICENSE TYPE | NUMBER |  |
| No entries. |      |              |        |  |
|             |      |              |        |  |

# From returned search items click "+" to select

| SE VERIFICATION  |             |                        |        |     |
|------------------|-------------|------------------------|--------|-----|
| ✓ License Search |             |                        |        |     |
| Last Name        | LICENSE NUI | MBER                   |        |     |
|                  | -           |                        |        |     |
|                  |             |                        |        | Sea |
| 1 Results        |             |                        |        |     |
| NAME             | CITY        | LICENSE TYPE           | NUMBER | SEL |
|                  |             | Doctor of Chiropractic |        |     |
|                  |             |                        |        |     |

Click Next

| ✓ License Search                         |       |         | Complete information for entity or   |  |
|--|-------|---------|--|--|
| ✓ Recipient Information                  |       |         | person that is to receive the verification.<br>Then click proceed to checkout. |  |
| RECIPIENT NAME                           |       |         |  |  |
|  |       |         |  |  |
| Address                                  |       |         |  |  |
|  |       |         |  |  |
|  |       |         |  |  |
|  | State | Country | Zip  |  |
| Сіту                                     |       |         |  |  |
| Сіту                                     |       | ~       |  |  |
| City Phone                               |       | ~       |  |  |
| Стту<br>Рноме<br>(999) 999-9999          |       | ~       |  |  |
| Сіту<br>Рноле<br>(999) 999-9999<br>Емаіц |       | ~       |  |  |
| City<br>Phone<br>(999) 999-9999<br>Email |       | ~       |  |  |
| City<br>Phone<br>(999) 999-9999<br>Email |       | ~       | 2  |  |

# In checkout you will pay the \$10 fee for the license verification.

| Items Ready For Payment       Amount         Description       Amount         Verification -* **********************************    | Terrer Your Cart                  |                   |          |
|---|-----------------------------------|-------------------|----------|
| Description     Amount       Verification -* ***** St Paul, MN     \$10.00       Verification -* ********************************** | ITEMS READY FOR PAYMENT           |                   |          |
| Verification - * St Paul, MN     \$10.00       Processing Fee (Credit Card)     \$1.50       Grand Total     \$21.50                | Verification - * 2000 St Paul MN  | Amount<br>\$10.00 |          |
| Processing Fee (Credit Card)     \$1.50       Grand Total     \$21.50   | Verification - * Trade St Paul MN | \$10.00           | <u>س</u> |
| Grand Total \$21.50   | Processing Fee (Credit Card)      | \$1.50            |          |
|   | Grand Total                       | \$21.50           |          |





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### **Make a Payment**

#### My Payment

|  | Amount Due \$21.50                        |  |  |  |
|--|---|--|--|--|
| Application Description License Verification |   |  |  |  |
| ent Information                              |   |  |  |  |
|  |   |  |  |  |
|  | Frequency One Time                        |  |  |  |
|  | Frequency One Time Payment Amount \$21.50 |  |  |  |

#### Contact Information

| First Name            |                                    |
|-----------------------|------------------------------------|
| Last Name             |                                    |
| Company (Optional)    |                                    |
| Address 1             | Complete payment information and   |
| Address 2 (Optional)  | click Continue                     |
| City/Town             |                                    |
| State/Province/Region |                                    |
| Zip/Postal Code       |                                    |
| Country               |                                    |
| Phone Number          |                                    |
| Email Address         |                                    |
|                       |                                    |
| Payment Method        |                                    |
| Card Number           |                                    |
|                       |                                    |
| Expiration Date       | Month 🗸 Year 🖌                     |
| Card Security Code    | (B)                                |
| Card Billing Address  | Use my contact information address |
| ↓                     | ○ Use a different address          |
| •                     |                                    |
| Continue Cancel       |                                    |

You must review and confirm payment to submit request.



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# **Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

| Confirm Back         |                       |             |
|----------------------|-----------------------|-------------|
| License<br>Minnesota | minnesota north star) | <u>Exit</u> |

## Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number HLBTST000859729

Payment Details