# Online Renewal Site Registration
## May 2020

**Browser:** The browser that works the best with our renewal website is Google Chrome.
Safari and Microsoft Explorer browsers have given users difficulties.
**\*\*Note:** When making the payment (entering credit card information) it is with US Bank. The US Bank payment portal requires the most current up to date version available of a web browser to work. If you are having difficulty with the payment entry, try updating your browser (Chrome, Firefox, Explorer…).

**Each registration/registration type** needs a separate account. This means you will need two or more accounts if you own a barbershop; one for your barber registration and one for your barbershop registration. On the login page, click on "Register to Access Site."

**Steps to Register to Access Site:**

- On the Board of Barber Examiners homepage enter the online portal by clicking on the Online Services button (hands on a keyboard) and then the bold blue "Click Here" for online application and renewal services.
- Below the blue Login button find "Register to Access Site" and click on it to start the process for creating your username and password.

**For your barber registration:**

- For the Registered Barber: Click on "Licensee," a green check mark will appear, scroll down and click on "Next".
- Select "Registered Barber" from the drop down list for your barber license.
- License Number: Enter NUMBERS ONLY – NO letters in this space.
- Last 4 of SSN: Enter last 4 of your Social Security Number.
- Date of Birth: format is mm/dd/year - example: 01/01/1980
- Click the "I'm not a robot" box and complete the verification process (a check mark will appear in front of the "I'm not a robot" when completed) then select next.

**For your barber shop registration:**

- For your Barber Shop, click on "Licensee (Organization)," a green check mark will appear, scroll down and click on "Next."
- Enter either: 1) the MN Tax ID number OR 2) the Owner Social Security Number you provided when you registered the barber shop. NOTE: enter only numbers no letters, spaces or dashes.
- Select: License type - Barber Shop.
- Enter: Barber shop number from your most recent shop card or the Registration # from the renewal form. Numbers only -- do not enter the letters.
- Click the "I'm not a robot" box and complete the verification process (a check mark will appear in front of the "I'm not a robot" when completed) then select next.

If all the information was correct, it should have a "Great News! Your records were found" message.
Next you will go through the process of creating a user name and password.

**Now you can renew:**

- Once you have completed the registration process, go back to the homepage, click on Online services then click on "Click Here" for online application and renewal services, and use your new username and password to login and renew.

- When the renewal process is complete, you will receive an e-mailed payment confirmation. Keep this email, it is your proof of registration while your renewal is being processed.