

On Line Renewal Site Registration

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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) you will be at the US Bank payment website. 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 license type needs an account. If you are a shop owner, you will have a separate account for the shop ("Licensee Organization") and a separate account for you ("Licensee") if you are a registered barber.

At the Barber Board home page (mn.gov/boards/barber-examiners), scroll down to Online Services. Click on the button "Take me to my Online Services." The "Online Renewal" page comes up. Click on the blue "Click here" in the first sentence. On the login page, click on "Register to Access Site" **under** the blue login button.

Steps to Register to Access Site:

- **Registration Type:**
 - For your Registered Barber License: Click on "Licensee," a green check mark will appear, scroll down and click on "Next".
 - For your Barbershop License: Click on "Licensee (Organization)," a green check mark will appear, scroll down and click on "Next."

For your barber registration:

- 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 digits 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 barbershop registration:

- Enter either the MN Tax ID number for the shop, or the owner Social Security Number (**only** if the shop's name is the full legal name of the shop owner)
- Select "Barbershop" from the drop down list for your barbershop license.
- **License Number:** Enter NUMBERS ONLY – NO letters in this space.
- 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 both types of registration:

- If all the information was correct, the next page will have a "Great News! Your records were found" message.

- If not, select the previous button and redo all the steps on the previous screen. Make sure a license type is selected before you do the “I’m not a robot” or it will give you another error. Check that there are only numbers in the license number field and that the birthdate is in the correct format etc.
- Next you will go through the process of creating a username, security questions, and a password.

Now you can renew:

- Once you have completed the registration process, go back to the homepage, 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-mail payment confirmation. This is your proof of registration while your renewal is being processed. **Please keep it.**