

## WHAT IS A RELATIONSHIP AMENDMENT?

A relationship amendment allows a licensee to make changes to certain supervisory or in-charge types of relationships via their online user account.

If your license type has a relationship amendment available to it then you will see an **Amendment** link listed next to your license in your online account.

A licensee can initiate a relationship amendment online, submit it to the system and it will update their license as well as the license of those affected by the information submitted on the amendment.

All licensees affected by a relationship amendment will receive an email (if they have an email address in our system) notifying them of the change that was made.

Relationships can only be made by the responsible party. For example: The supervisor can make changes but the supervisee cannot.

## Relationships that can currently be submitted are:

Licensees that supervise others can add new people that they supervise or end a relationship with a licensee that they no longer supervise.

Licensed businesses who are required to have a licensee "in-charge" can change the person in charge by putting an end date on the current licensee and adding the new one with a start date.

The system checks for requirements prior to allowing an amendment to be submitted. For example, if you must have 3 years of licensure in Montana before you can supervise; the system will check your years of licensure before allowing you to submit a relationship amendment.

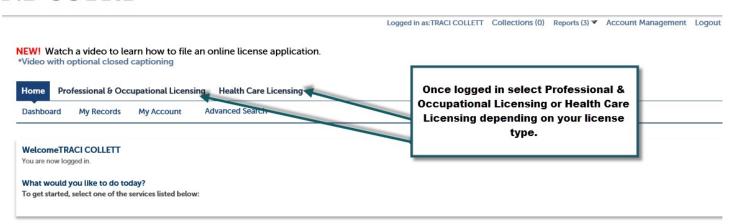
Scroll down for instructions on how to access and submit a relationship amendment.



## HOW TO SUBMIT A RELATIONSHIP AMENDMENT ONLINE VIA THE EBIZ SYSTEM

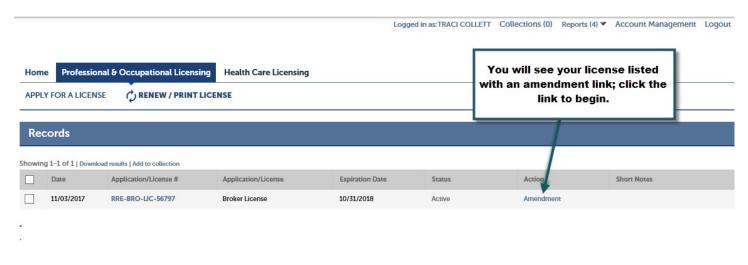
- 1. Login with your user name and password here: <a href="https://ebiz.mt.gov/pol">https://ebiz.mt.gov/pol</a>
- 2. Once logged in select Professional & Occupational Licensing or Health Care Licensing depending on your license type.





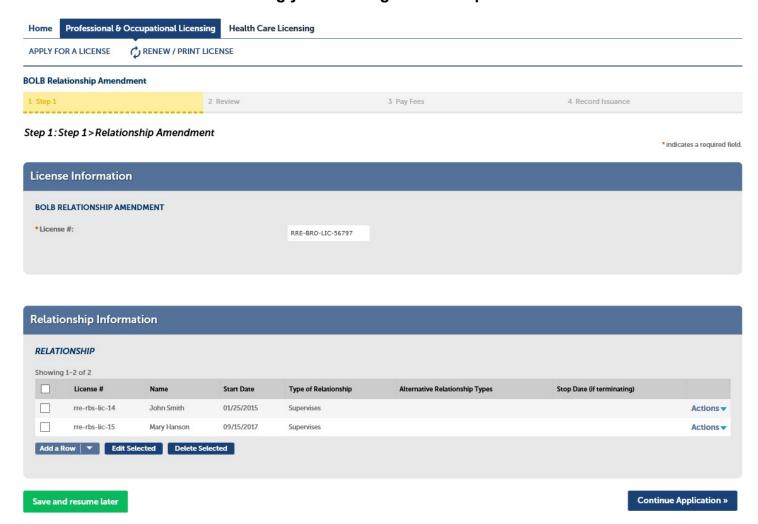
**Professional & Occupational Licensing includes:** Electrician, Plumber, Sanitarian, Private Security, Broker, Salesperson, Property Manager, and other Non-Healthcare professions. **Health Care Licensing includes:** Nurse, Physician, Behavioral Health, Veterinarian, Clinical Laboratory Science, Radiologic Techs, Funeral Services and other Health Care related professions.

3. When you see the license listed click on the 'Amendment' link. Only license types with relationships that can be changed online will see the amendment link next to their license. Click the link to begin.



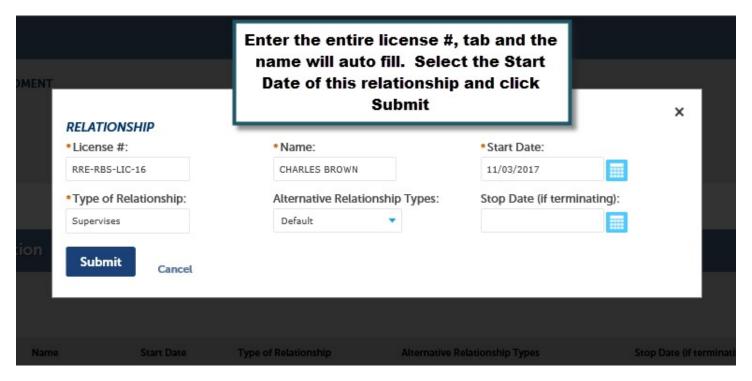


4. When you click on the Amendment link it will bring up a screen showing your license number and a table showing your existing relationships.

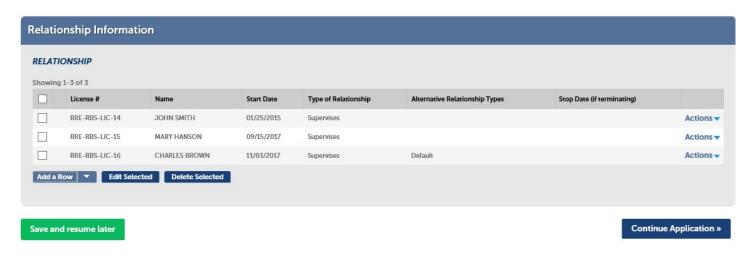




5. Use the Add a Row button to add a new person/relationship to your license. You will see the screen below. Enter the entire license number and a Start Date. Leave the Stop Date blank unless you are ending a relationship.

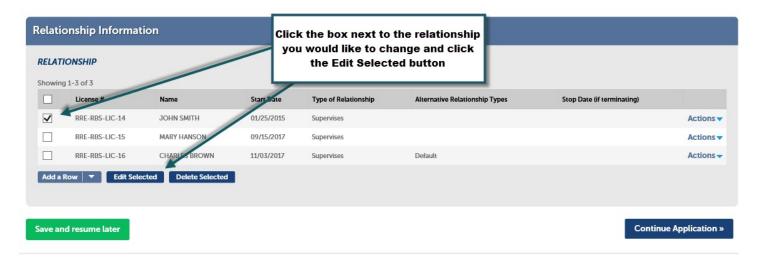


6. Once submitted you will see the relationship that was added.

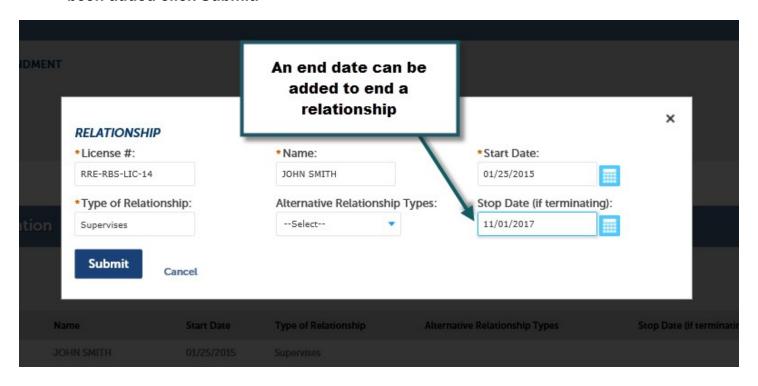




7. You can end existing relationships by Clicking the box next to the relationship you'd like to end and then clicking the Edit Selected button.



8. The selected relationship pops up so an end date can be added. Once the date has been added click Submit.





9. The table now shows the record with the stop date entered on the previous screen.

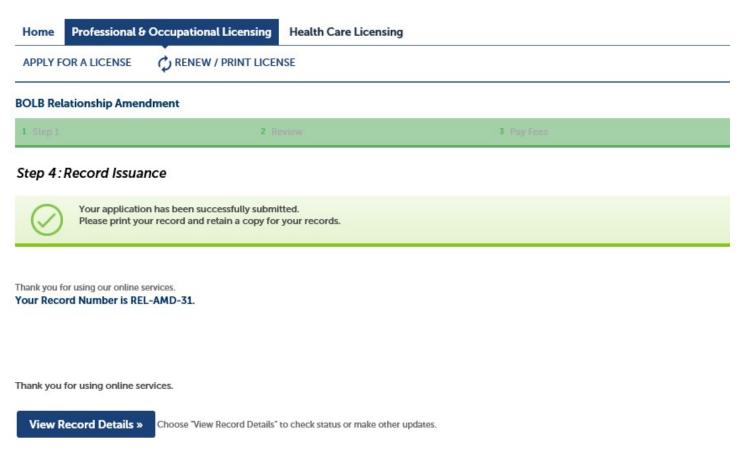


- 10. You can add and edit as many relationship rows needed. When done with all needed changes click the Continue Application button. If you don't have time to finish all at one time you can use the Save and Resume later button or you can submit what you've done so far and start a new amendment later.
- 11. Once you Continue Application you will be given a screen in which you can Edit any of the information you entered. Edit as necessary then click the Continue Application button.





**12.** The amendment will submit to the database and the next screen will let you know that the record successfully submitted and will give you the amendment record number.



13. You can click the View Record Details button as shown above, then click More Details, you can then open the Application Information/Application Information Table links to see a summary of the changes you made on this amendment record.

