



Renewal Application and Printing Certificates

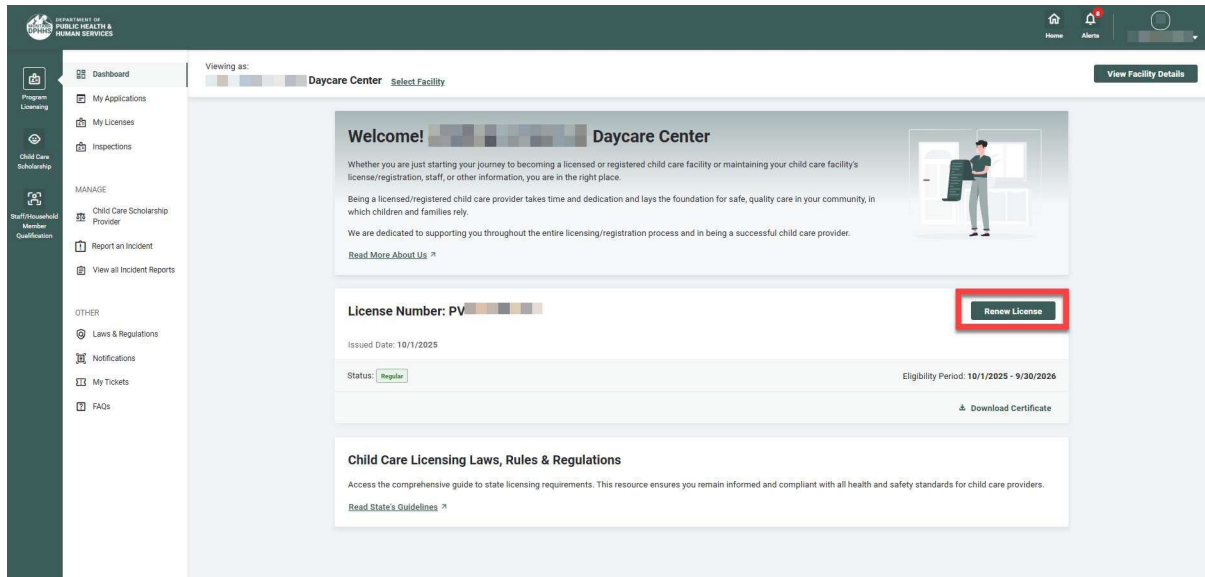
Montana Child Care Licensing Program

RENEW YOUR LICENSE

You can renew your licensing application from the Facility Dashboard.

1. Log in to the system and open the **Facility Dashboard Tab**.
2. Locate the **Renew License** button on the right side of the screen.
3. Once the button is active, select **Renew License** to begin the renewal process.

Note: The Renew License button will become active exactly 90 days before your current license expiration date.

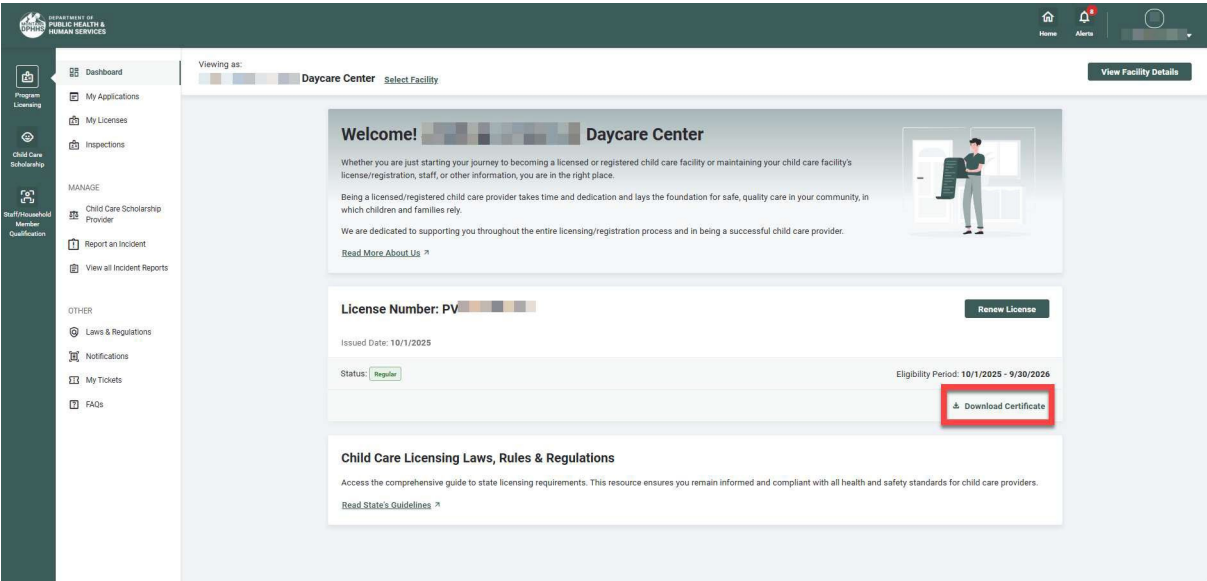


DOWNLOAD CERTIFICATE

You can download the certificate for your current license from the Facility Dashboard.

1. From the Facility Dashboard, on the right side of the screen locate the **Download Certificate** button.
2. Click the button to download and save the certificate for your records.

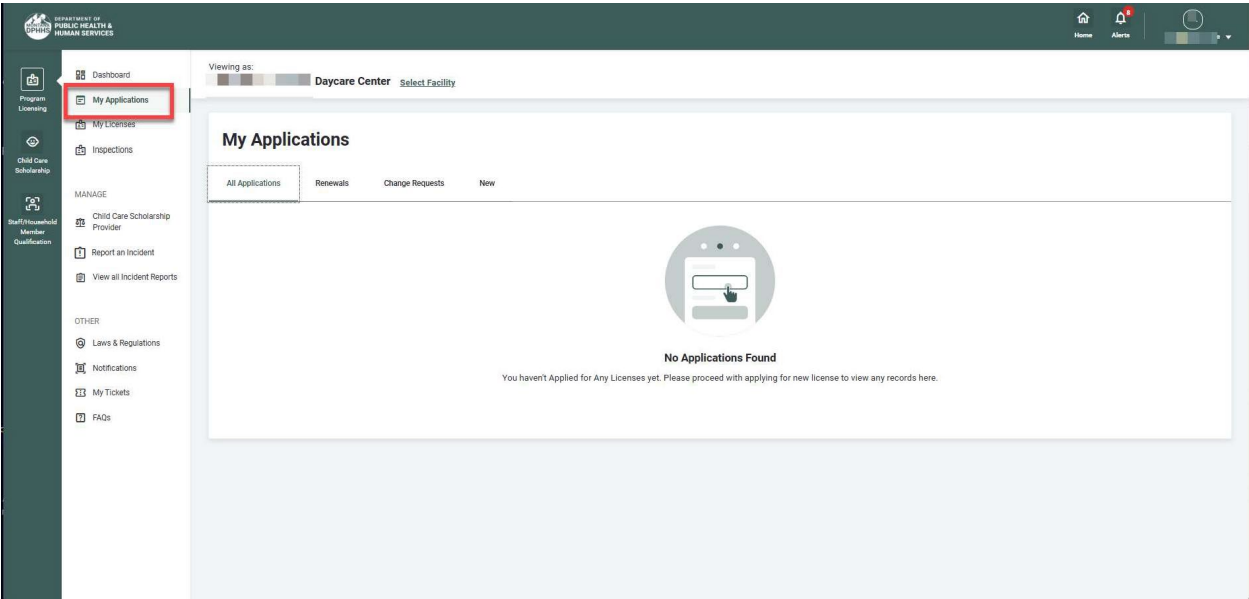
Note: The certificate for your new license will become available once it is issued and active in the system.



MY APPLICATIONS

Use the **My Applications** page to review your application history.

- 1. From the Provider Dashboard, select **My Applications**.
- 2. Review the list of applications.
- 3. Select an application to view its details.





MY LICENSES

Use the **My Licenses** page to access your license history.

- 1. From Provider Dashboard, select **My Licenses**.
- 2. Review the list of your current and past licenses.
- 3. Select the appropriate license to view its details.

