
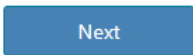

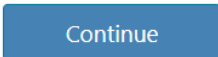
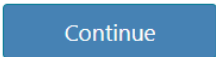






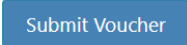


IDAHO BOARD OF MEDICINE 2021 RENEWAL – GROUP VOUCHER INSTRUCTIONS	
Go to bom.idaho.gov	
Under Quick Links, click Online Renewal	
Click Group Voucher Log-In	
Create a New Voucher	Review and Manage an Existing Voucher
1. Select <input type="radio"/> Create a NEW Voucher then click 	1. Select <input type="radio"/> Review an EXISTING Voucher
2. Enter your contact information and select a PIN (or keep the default 1111)	2. Enter Voucher Number and PIN, then click 
3. Click  then click 	3. Click  to move to Step 2
4. Click  (opens on a new tab) <ul style="list-style-type: none"> <li>Enter one license number in each box, then click </li> <li>Go to the previous tab and refresh to see your list at any time</li> </ul>	4. Look for licensees that have renewed and accepted your voucher <ul style="list-style-type: none"> <li>You can make partial payments as licensees renew or wait and pay the total after all renewals are finished</li> <li>However, license renewal will not be completed until payment is received</li> </ul>
5. If you don't know a license number, click  <ul style="list-style-type: none"> <li>Enter name, board or license type then click </li> <li>Use the Add icon in the list of results to select a license for your list</li> <li>Go to the previous tab and refresh to see your list at any time</li> </ul>	5. For partial payment of renewed licenses, click  <ul style="list-style-type: none"> <li>The licensees that have accepted already will be processed on the current voucher and the rest will be transferred to a new voucher</li> <li>The new voucher number will be emailed to you</li> </ul>
6. While selecting licenses, please note: <ul style="list-style-type: none"> <li>DO NOT include Supervisory Registrations (DPHY, SPHY, SPHYC) or Medical Residents (MRM or MRO). The renewal fee is \$0, so no payment needed.</li> <li>A license can only be on one voucher. Once added to a voucher, it cannot be added to a different voucher and will be marked *Not Available*</li> <li>Once on a voucher, the licensee cannot pay by credit card. If they want to pay by credit card, they will need to contact the voucher creator to have their license removed from the voucher.</li> </ul>	6. To prepare for payment, click  <ul style="list-style-type: none"> <li>Print the voucher information and mail it with payment to the Board</li> <li>Each payment submitted must only include the licenses that have accepted your offer to pay.</li> <li>The Board cannot accept payment for any licenses that have not used this voucher to renew</li> </ul>
7. When finished selecting licenses, close the tab(s) and return to the first tab to review your list. When ready, click  A confirmation email will be sent to you.	
8. Wait for licensees to renew and accept your voucher <ul style="list-style-type: none"> <li>You can only pay for licenses after the are renewed online</li> <li>You will get an email each time a licensee has completed their online renewal</li> <li>Review your voucher as necessary to see which licensees have accepted your offer to pay</li> </ul>	