

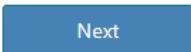
## IDAHO BOARD OF MEDICINE 2022 RENEWAL – GROUP VOUCHER INSTRUCTIONS

**Go to [bom.idaho.gov](http://bom.idaho.gov)**

**Under Quick Links, click Online Renewal**

**Click Group Voucher Log-In**


### Create a New Voucher


1. Select  **Create a NEW Voucher** then click 


2. Enter your contact information and select a PIN (or keep the default 1111)

3. Click  then click 

4. Click  (opens on a new tab)

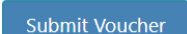
- Enter one license number in each box, then click 
- Go to the previous tab and refresh to see your list at any time

5. If you don't know a license number, click 

- Enter name, board or license type then click 
- Use the Add icon in the list of results to select a license for your list
- Go to the previous tab and refresh to see your list at any time

6. While selecting licenses, please note:

- DO NOT include Supervisory Registrations (DPHY, SPHY, SPHYC) or Medical Residents (MRM or MRO). The renewal fee is \$0, so no payment is needed.
- 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\*
- Once on a voucher, the licensee cannot pay separately by credit card. You must remove a license from your voucher to allow independent payment.

7. When finished selecting licenses, close the tab(s) and return to the first tab to review your list. When ready, click 

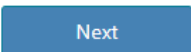
- A confirmation email will be sent to you.

8. **IMPORTANT: Wait for licensees to renew and accept your voucher**

- You can only pay for licenses AFTER they have renewed online
- You will get an email each time a licensee has completed their online renewal
- Review your voucher as necessary to see which licensees have accepted your offer to pay

### Review and Manage an Existing Voucher

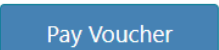
1. Select  **Review an EXISTING Voucher**

2. Enter Voucher Number and PIN, then click 


3. Click  to move to Step 2

4. Look for licensees that have renewed and accepted your voucher

- You can make multiple payments as licensees renew or wait and pay the total after all renewals are finished
- Note that final renewal of each license will be delayed until the corresponding payment is received

5. For payment of renewed licenses, click 

- The licensees that have accepted already will be processed on the current voucher and the rest will be transferred to a new voucher
- The new voucher number will be emailed to you

6. To prepare for payment, click 

- Print the voucher information and mail it with payment to the Board
- Each payment submitted must only include the licenses that have accepted your offer to pay up to the time of that payment.
- The Board cannot accept payment for any licenses that have not used the voucher to renew