

LICENSE RENEWAL AND CONTINUING EDUCATION ON THE LICENSEE PORTAL

Renewal payment is required via the online portal on the board website at <https://doh.sd.gov/boards/chiropractic>. License renewal period is open **November 1 – December 31**. We will again be accepting renewal payments via ACH payment or credit cards (**with the exception of American Express**). **There is no additional fee for using credit cards or ACH. There will be an additional \$50.00 fee for processing paper renewals if licensee opts not to use the online portal.**

Active licensee continuing education information is also available through the licensee portal, so you can track your CE, upload certificates of completion, check CPR expiration dates, hours needed/completed, malpractice expiration dates, etc.

If you haven't set up your account yet, please do so as shown below. You will need to use the email address that is associated with your license and also listed on this renewal letter. If you want to use a different email address than listed or don't have an email address on file, it will work best to contact Marcia Walter in the board office first so it can be updated on the main system.

How to sign-in:

1. Go to the board website <https://doh.sd.gov/licensing-and-records/boards/chiropractic> and click on the licensee portal box on the main page.

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Licensee Portal [↗](#)

ctic examiners through the South Dakota Legisl

2. You will be redirected to mySD login, sign in or create an account. Once you've entered the email address linked to your license, you will need to sign in or click on sign up now to set up a password if not already done.

South Dakota



Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

3. After login you will be redirected back to the application, click **Renew**:

 SOUTH DAKOTA
BOARD OF CHIROPRACTIC EXAMINERS John Doe Log out

Please check your malpractice expiration date. If it shows expired, please email declaration page to the board office. Licenses will not be renewed if malpractice shows expired.

[i Update Information](#)

[Renew](#)

Chiropractor #898 ACTIVE

First Name
John

Last Name
Doe

Address
1234 Something Road

City
Rapid City

State
SD

Zip
57701

Phone
605-555-5555

Email
doe@email.com

Malpractice Expiration
4/6/2022

Receipts

Number	Status	Amount	Date	
18658	Approved	\$100.00	11/18/2021	
17627	Approved	\$100.00	11/11/2020	
16608	Approved	\$200.00	11/13/2019	
15714	Approved	\$200.00	11/15/2018	
14832	Approved	\$200.00	11/13/2017	
13954	Approved	\$200.00	11/4/2016	
13088	Approved	\$200.00	11/4/2015	
12439	Approved	\$200.00	11/24/2014	
11404	Approved	\$200.00	11/13/2013	
10638	Approved	\$200.00	10/23/2013	

4. If there are multiple licensees (DC, CA, and X-ray tech) in the clinic and the doctor pays one fee for all, employees can defer their payment and the main person will be able to accept or decline the accounts to pay.
- Each employee (including the individual paying the renewal fee) will need to sign in and renew their respective license/certificate.
 - When you get to the payment screen select defer payment.
 - Once all have done this, the individual paying the fees can sign in and click on pay deferred amount. The screen will show everyone that has deferred payment as well as the dollar amount due.
 - One payment can be made for all by entering a credit card number or ACH information.

If you have any questions, please contact Marcia Walter at sdbce@iw.net

Thank you!!

Marcia Walter, Executive Director