GENERAL INFORMATION

It is time to renew your Mississippi dental license, specialty license, and anesthesia permit, as appropriate. No paper renewals will be mailed or accepted. Your renewal information may be accessed via the Board’s online portal, a link to which is located on the right-hand side of the Board’s home page (http://www.dentalboard.ms.gov). Furthermore, you may access this document on the Board’s web site by clicking “Online Renewals” on the left-hand side of the home page, scrolling down, and clicking “Dentists.” These instructions will guide you step-by-step through the online renewal process. The Board’s online portal is open from September 1 through February 28 (or 29 when it is a Leap Year).

Board Regulation 37 states that every licensed dentist must renew his/her dental license sixty (60) days prior to November of each biennial period. You have SIXTY (60) days from September 1 in which to renew; as such, your renewal must be finalized on or before OCTOBER 31. Otherwise, renewals finalized after that date will be assessed penalties. Beginning November 1, reminders will be e-mailed every thirty (30) days to advise you that your renewal is overdue. If your renewal is not finalized on or before DECEMBER 31, on JANUARY 1 your license will be voided for a failure to re-register. Consequently, you no longer may practice dentistry in the State of Mississippi. However, you may request in writing that your license(s) be voided.

A currently valid e-mail address is required for online renewal, and methods of payment include VISA, MasterCard, American Express, debit cards, and electronic checks. Confirmation notices from the State’s payment processor will be e-mailed within one (1) hour from the time you complete renewal to the e-mail address you provide during the payment portion of your renewal. The State of Mississippi assesses a small convenience fee to use its E-Commerce portal, and this fee will be added to the total amount due upon completion of your renewal. The Board DOES NOT receive any part of this convenience fee. Additionally, FOURTEEN (14) days following receipt by the Board of your renewal and verified payment, your certification card(s) will be e-mailed to the addresses(s) you provided to the Board.

If you utilize the services of one or more dental hygienists and/or radiology permit holders, regardless of the person signing their payroll checks, you must provide the full names and license/permit numbers of these dental hygienists and radiology permit holders. Also, if you currently are not working in the dental profession, you should provide the full street and mailing addresses, as well as the telephone and fax numbers, for all individuals for whom you work, regardless of the person signing your payroll checks.

Carefully review all instructions and your personal/practice information as you go step-by-step through your online renewal to ensure your licensure information is current and accurate. Once you begin the on-line renewal process, you MUST complete your on-line renewal and payment at that time. You will NOT be able to complete part of your renewal and return at a later date/time to finalize your renewal.

BEFORE ANESTHESIA PERMIT RENEWALS CAN BE FINALIZED, DENTISTS RENEWING ANESTHESIA PERMITS MUST E-MAIL, FAX, OR MAIL TO THE BOARD’S OFFICE COPIES OF THEIR CURRENT ACLS CARD AND THE CPR CARDS FOR ALL DENTAL AUXILIARIES WHO HAVE DIRECT PATIENT CARE RESPONSIBILITIES.
RENEWAL INSTRUCTIONS

STEP 1

- Enter your Mississippi dental or provisional license number (not your specialty license or anesthesia permit number).
- General dental licenses are 4 digits, followed by a dash, and then followed by 2 digits (e.g., 1111-80).
- Provisional dental licenses have PRV, PRV-TP, or PRV-FP at the beginning of the license number, followed by a dash, followed by 3 digits and another dash, and then followed by 2 digits (e.g., PRV-TP-111-80).
- Your “Unique Id” is a 10-digit number consisting of the last 4 digits of your Social Security number, followed by your 2 digit birth month, followed by your 2 digit birth date, and followed by your 2 digit birth year (e.g., 5555031148).
- Once you have reviewed this screen and entered the correct information, press “Enter.”

STEP 2

- No changes can be made to your license number, degree, original license issue name, maiden name, or date of birth.
- No changes can be made to your status, as the Board office makes changes based on your final renewal and any changed information provided by you.
- If your first, middle, or last names should be changed, enter all changed information.
- Enter a DEA number if you have one and the field is blank. If the DEA number is incorrect, or you no longer have a DEA number, provide the correct DEA number or delete the number, as appropriate.
- Once you have reviewed this screen and entered the correct information, press “Continue.”
STEP 3

- Review and make the necessary changes to your “Primary Office Street Address” information. This address cannot be a post office box; the address must be the physical location of your primary office.

- Review each of the “Facility Questions” and press “Yes” for the one applicable to your situation. You can press “yes” for only one (1) question.

- Review and make the necessary changes to your “Primary Mailing Address” information. If this address is the same as your “Primary Office Street Address,” press “Same as Office.” This address can be a post office box.

- Review and make the necessary changes to your “Home Street Address” information. This address cannot be a post office box; the address must be the physical location of your residence. Your “Home Street Address” and “Primary Office Street Address” should not be the same address.

- If your “Home Street Address” is the same as your “Primary Mailing Address,” press “Same as Above.”

- Ensure you provide a minimum of one (1) e-mail address, inasmuch as your renewal will be rejected by the Board if you do not provide at least one (1) e-mail address.

- For renewal purposes, the Board can accommodate two (2) e-mail addresses (home and primary office) for dentists in its database.

- Double-check all e-mail address entries for accuracy.

- If the Board’s current information does not indicate one (1) or more satellite offices, when you press “Continue” you will be directed to the screen in Step 4. If you have one or more satellite offices, answer “Yes” and press “Continue,” whereupon you will be directed to the screen in Step 6.

- If the Board’s current information already reflects one (1) or more satellite offices for you, when you press “Continue” you will be directed to the screen in Step 5.

- In Step 6, you will be asked to provide satellite office(s) information, and you will be able to provide an e-mail address for each satellite office.

- Once you have reviewed this screen and entered the correct information, press “Continue.”
STEP 4

- As noted in Step 3, if the Board’s current information for you does not reflect one (1) or more satellite offices, you will be directed to the “Primary Office Question” screen.
- If, however, the Board’s current information for you already reflects one (1) or more satellite offices, you will be directed to the “Satellite Office Street Address(es)” screen in Step 5.
- If you do NOT have practice locations other than your primary office noted in Step 3, press “No,” and you will be directed to the “Dental Auxiliaries Utilized” screen in Step 7.
- If you have practice locations other than your primary office noted in Step 3, press “Yes,” and you will be directed to the “Satellite Street Address” and “Satellite Mailing Address” screen in Step 6.
- Once you have answered “Yes” or “No,” press “Continue.”

STEP 5

- If you were directed to this screen following Step 3, review and make the necessary changes to your “Satellite Office Street Address(es)” information. This address cannot be a post office box; the address must be the physical location of your satellite office(s).
- Delete offices that no longer are applicable.
- Press “Edit” to review additional information for a satellite office if one is listed. Make the necessary changes on that screen, and press “Review Offices” to return to the main “Satellite Office Street Address(es)” screen.
- If no satellite office is listed, and you have one (1) or more satellite offices, press “Add Office,” provide the correct information, and press “Review Offices” to return to the main “Satellite Office Street Address(es)” screen.
- Once you have reviewed your satellite office(s) information and entered the correct information, press “Continue.”
STEP 6

- If you are adding or editing satellite office(s) information, enter or make the necessary changes to your “Satellite Office Street Address(es)” information. This address cannot be a post office box; the address must be the physical location of your satellite office.

- If your satellite office has an e-mail different from either your home or primary office e-mails, enter an e-mail address for each satellite office.

- If your “Satellite Mailing Address” is the same as your “Satellite Street Address,” press “Same as Office.”

- Once you have reviewed this screen and entered the correct information, press “Review Offices” to return to the “Satellite Office Street Address(es)” screen discussed in Step 5.

STEP 7

- Review and make the necessary changes to your “Dental Auxiliaries Utilized” information.

- Delete dental auxiliaries whose services you no longer utilize.

- To add dental auxiliaries, regardless of the person signing their payroll checks, press “Add Auxiliary” and proceed to Step 8.

- Once you have reviewed this screen and entered the correct information, press “Continue.”
STEP 8

- If you pressed “Add Auxiliary” in Step 7, you will be directed to the “Dental Auxiliary Search” screen.
- To add a dental hygienist, enter the license number (e.g., 1111-11DH), press “Dental Hygienist,” and then press “Continue.”
- To add a radiology permit holder, enter the radiology permit number (e.g., 1111-11), press “Radiology Permit Holder,” and then press “Continue.”
- Ensure you enter the correct dental hygiene license or radiology permit number, and remember “DH” must be entered as part of a dental hygiene license number.
- Once you enter a dental hygiene license or radiology permit number, the system automatically searches for that number in its database of currently licensed dental auxiliaries.
- If the system cannot locate the number you entered, you will be taken to the “Adding Dental Auxiliaries” screen in Step 9.
- If the system locates the number you entered, you will be returned to the “Dental Auxiliaries Utilized” screen in Step 7.
- Once you have entered/deleted all dental auxiliaries utilized by you, regardless of the person signing their payroll checks, and have been returned to the “Dental Auxiliaries Utilized” screen in Step 7, press “Continue.”

STEP 9

- If you entered a dental hygiene license or radiology permit number in Step 8 that the system could not locate in its database of currently licensed dental auxiliaries, you will be directed to the “Adding Dental Auxiliaries” screen.
- If you press “Add Auxiliary,” you will be directed to the “Dental Auxiliary Information” screen in Step 10.
- If you press “Auxiliary List,” you will be returned to the “Dental Auxiliaries Utilized” screen in Step 7. At that time, if all dental auxiliaries have been entered or deleted correctly, press “Continue.”
- If you press “Search,” you will be returned to the “Dental Auxiliary Search” screen in Step 8. At that time, you should enter the correct dental hygiene license or radiology permit number and follow the remaining instructions in Step 8 to return to the “Dental Auxiliaries Utilized” Screen in Step 7.
STEP 10

- If you pressed “Add Auxiliary” in Step 9, you will be directed to the “Dental Auxiliary Information” screen.
- At this time, manually enter the first, middle, and last name of either the dental hygienist or radiology permit holder whose license or permit number could not be located based upon the number you entered in Step 8.
- Once you have entered the above information, press “Continue,” at which time you will be returned to the “Dental Auxiliaries Utilized” screen in Step 7.
- Once you have been returned to the “Dental Auxiliaries Utilized” screen in Step 7, and if all dental auxiliaries have been entered or deleted correctly, press “Continue.”
- If you need to enter additional dental auxiliaries, press “Add Auxiliary” on the “Dental Auxiliaries Utilized” screen in Step 7 and follow the instructions in Steps 8 or 9, as appropriate.
STEP 11

- Carefully read all affirmations and information in the “Dentist Certification” box.
- If you agree with all affirmations in the “Dentist Certification” box, on the pull-down menus in the “Months Practiced” box select the number of months you have practiced in the State of Mississippi.
- You must select the appropriate number of months practiced in the State of Mississippi (e.g., 0 to 12) on each pull-down menu.
- If supplemental information is required concerning affirmations in the “Dentist Certification” box or changes provided in the previous renewal screens, enter that supplemental information in the “Comments” box.
- Once you have reviewed this screen and entered the required information, press “Continue.”
**STEP 12**

- Review the information noted in the “Dental License(s) valid for renewal” box.
- You are NOT allowed to de-select your Mississippi dental license as a renewable item; however, if you do NOT plan to renew an anesthesia permit and/or specialty license, you may de-select one or both of these items for renewal purposes by pressing the checkmark in the box next to the item you do NOT plan to renew.
- Once you have verified the information on this screen and de-selected any item you do NOT plan to renew, press “Continue.”

**STEP 13**

- Review all information provided on the “Dentist Summary” screen.
- This is your FINAL opportunity to review all renewal information, including those revisions, additions, or deletions you provided in each of the previous renewal screens.
- To change previously-entered renewal information, press the “Edit This Section” link next to the information to be reviewed and/or edited.
- Once you have reviewed and/or edited any information, follow the prompts to return you to the “Dentist Summary” screen.
- Once you are certain your renewal information is correct, answer each statement in the “Certification Agreement” section by clicking the box next to each statement.
- Press “Continue” to begin the payment process.
- Please be aware you CANNOT return to any renewal screens to edit your renewal information once you press “Continue.”
STEP 14

- Carefully read the information on the “Going to Payment – License Renewal” screen.
- If you are ready to continue with the payment portion of your on-line renewal, press “Continue with Payment.”
- If you press “Cancel,” you will be returned to the “Renew Dentist License -- Search Criteria” screen in Step 1, at which time you will be required to re-initiate your renewal process.
- Re-initiating your renewal process requires you to re-enter all changed renewal information.

STEP 15

- You now are beginning the payment portion of your on-line renewal. It is advisable to have your credit/debit card or your checking account information in front of you before you begin this process.
- The “Transaction Summary” box provides the total renewal fees due to the Board. The “Transaction Detail” box breaks down the first fee into the appropriate renewal categories.
- Once you have reviewed your transaction information, under “Payment Method” select the method of payment in the pull-down menu for your renewal, e.g., credit or debit card (see Step 16) or electronic check (see Step 17).
- Press “Continue” to enter your payment information. If you press “Cancel Payment,” you will be returned to the “Going to Payment – License Renewal” screen in Step 14.
STEP 16

- Review the information provided in the “Transaction Summary” box. Note that an “Online Processing Fee” has been added to the total amount due.
- The “Online Processing Fee” is a convenience fee assessed by the State of Mississippi, NOT THE BOARD.
- The Mississippi State Board of Dental Examiners does NOT receive any portion of the “Online Processing Fee.” This fee is divided among the State of Mississippi (again, NOT the Board), the State’s payment processor, and your credit/debit card company.
- The “Online Processing Fee” is a sliding scale fee based upon the total amount being renewed, and the processing fee for paying by electronic check (see step 17) is the lowest fee.
- For example, the “Online Processing Fee” for a dentist who is renewing only a general dental license would be less than the same fee for a dentist who is renewing an anesthesia permit and/or a specialty license in addition to his/her general dental license.
- Under “Customer Billing Information” enter all necessary information to use in billing your credit/debit card or your checking account.
- The e-mail address you enter in this section may be different from the e-mail address(es) you previously entered in your renewal information. Double-check the e-mail address you enter in this section to ensure you receive your payment confirmation e-mail which is transmitted to you within one (1) hour from the time you finalize your renewal.
- Under “Credit Card Information,” select the type of credit/debit card (VISA, MasterCard, or American Express) and enter the remaining credit/debit card information. Ensure you have entered the correct information, as incorrectly entered information will cause your renewal and payment to be incomplete.
- Refer to Step 17 for instructions when electronic check is selected as the method of payment in Step 15.
- Once you have verified all information on this screen, press “Continue” for the “Confirmation of Payment” screen shown in Step 19.
STEP 17

- If you selected electronic check as your method of payment in Step 15, you will see “Electronic Check Information” in lieu of “Credit Card Information” as noted in Step 16.
- Select the type of account, e.g., checking or savings, and enter your bank’s routing number, along with your checking account number. Re-enter your checking account number to ensure it is correct.
- Enter the bank’s name, the name on your bank account, and your driver’s license number, along with the State wherein your driver’s license has been issued.
- If your payment is being funded specifically by a foreign source, select the box to note such funding.
- Once you have verified all information on this screen, press “Continue” for the “Confirmation of Payment” screen shown in Step 19.

STEP 18

- If you press “Cancel Payment” at any time during the payment portion of your renewal, you will be directed to the “Payment Not Authorized” screen.
- If this occurs, press “Main Page” and re-initiate your on-line renewal process. You will be required to re-enter all changes to your renewal information and, once again, begin the payment process.
- If you pressed “Continue” following entry of your credit/debit card or bank account information, you will be directed to the “Confirmation of Payment” screen shown in Step 19.
STEP 19

- Once you have finalized both your renewal information and payment, you will be directed to the “Confirmation of Payment” screen. Unless you also renewed an anesthesia permit, your renewal is considered COMPLETE.
- You should print a copy of this screen for your records as proof that you have finalized your Mississippi license/permit renewal with the Board.
- Anesthesia permit holders should pay particular attention to the information in the “Next Steps” box. The Board must be in receipt of this supplemental documentation before renewal of your anesthesia permit is finalized. Your certification card evidencing renewal of your anesthesia permit will NOT be e-mailed to you until such time as the Board is in receipt of all required supplemental documentation.
- Press “Main Page” to return to the on-line portal's main renewal page.

STEP 20

- Within one (1) hour of finalizing your renewal, you will receive an e-mail similar to the following which will be transmitted to the e-mail address you entered during the payment portion of your on-line renewal.
- If you do not receive a confirmation of payment e-mail, you should contact the Board's office, inasmuch as you may have entered an incorrect e-mail address at the time you were entering your payment information.
- As with the “Confirmation of Payment” screen shown in Step 19, you should keep a copy of the payment confirmation e-mail as proof that you have finalized your Mississippi license/permit renewal.