Horse Stables Online License Renewal

To create a Portal account and renew a current Stable license, go to this site: <u>https://portal.mda.maryland.gov/</u>

You must know the email address you sent in with your Licensed Stable Renewal. If you do not know it or did not provide an email address, please send your current email address to <u>anne.litz@maryland.gov</u>. We will update your email address ASAP; however it may take up to two hours for the system to reset.

Please allow for 24-hour time frame for us to respond as we may not be at our desk. We thank you for your patience and your stable!

Below are screenshots of what the Register an Account screens will look like:

To Renew:

1. To renew your Stable license, existing licensees must create a Portal account by clicking "Register" in the top-right of the MDA Portal site.



2. Once you click "Register", you will see a sign-up screen which asks *Are you registering an account to manage an existing license?* Existing licensees must answer "Yes".

Board of Veterinary Medical Examiners	Home Find Professionals & Facilities *	r
	X Register an Account Are you registering an account to manage an existing license? Yes No Email	
	Password Confirmation	
Brow	Your password must: • be at least 8 characters long • contain at least one uppercase and one lowercase character (a-z) • include at least one number and at least one special character (such as ! # \$ % & * + ~ @) • not include your email address	
C	Register Already have an account? Log in	
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Next, answer "Yes" to Are you registering to manage an existing Stable license?

Board of Veterinary Medical Examiners	Home Find Professionals & Facilities - Log In Register	
	Register an Account Are you registering an account to manage an existing license?	
	Email	
Fi Brow	Password Confirmation Password Confirmation Password Confirmation Password Confirmation Password Confirmation	
P	Your password must: • be at least 8 characters long • contain at least one uppercase and one lowercase character (a-z) • include at least one number and at least one special character (such as ! # \$ % & * + ~ @) • not include your email address	
	Register	
30	Already have an account? Log in	
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You **MUST** answer "Yes" to **Are you registering an account to manage an existing license?**

If you answer "No" to that question, then you will create a Portal account that is NOT linked to you existing license in Salesforce. If this happens, please alert us (<u>anne.litz@maryland.gov</u>). Please allow at least 24-hour response time.

- 3. Set and confirm a new a password, then click "Register".
- 4. A confirmation email will be sent to the email address you provided for your Portal account.



A message with a confirmation link has been sent to your email address. Please follow the link to activate your account.

Find Licensed Veterinary Professionals & Facilities

Browse Maryland state-licensed veterinarians, veterinary technicians, veterinary hospitals, and animal control facilities.

Check your email inbox for a confirmation email, click the confirmation link in the email, and you will be taken back to the Portal to log in.



5. You may now log in to your Portal account using the email address and password you created.

Board of Veterinary Medical Examiners	Home Find Profe	essionals & Facilities * Log In Register
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	Forgot your password?	
A message with a confirmat	Log In	nk to activate your account.
Find License Browse Maryland state-licer	Don't have an account? <u>Sign up</u>	& Facilities and animal control facilities.

6. Now you can Renew your Horse Stable License!

My Licenses
Signed in successfully.
LIGHTNING BOLT FARM #280 Your facility's FY 2019 license registration is active and will expire on June 30, 2019. Your facility's license registration is ready to renew for FY 2020.

If after successfully logging into the Portal, you do not see any information on your My Licenses dashboard (example above), please contact the Board at 410-841-5862 or Please email <u>anne.litz@maryland.gov</u>, or <u>Ross.Peddicord@maryland.gov</u> if you have any questions, and please allow for a 24 hour time frame for us to respond as we may not be at our desk.

We thank you for your patience and your stable!

Maryland Horse Industry Board