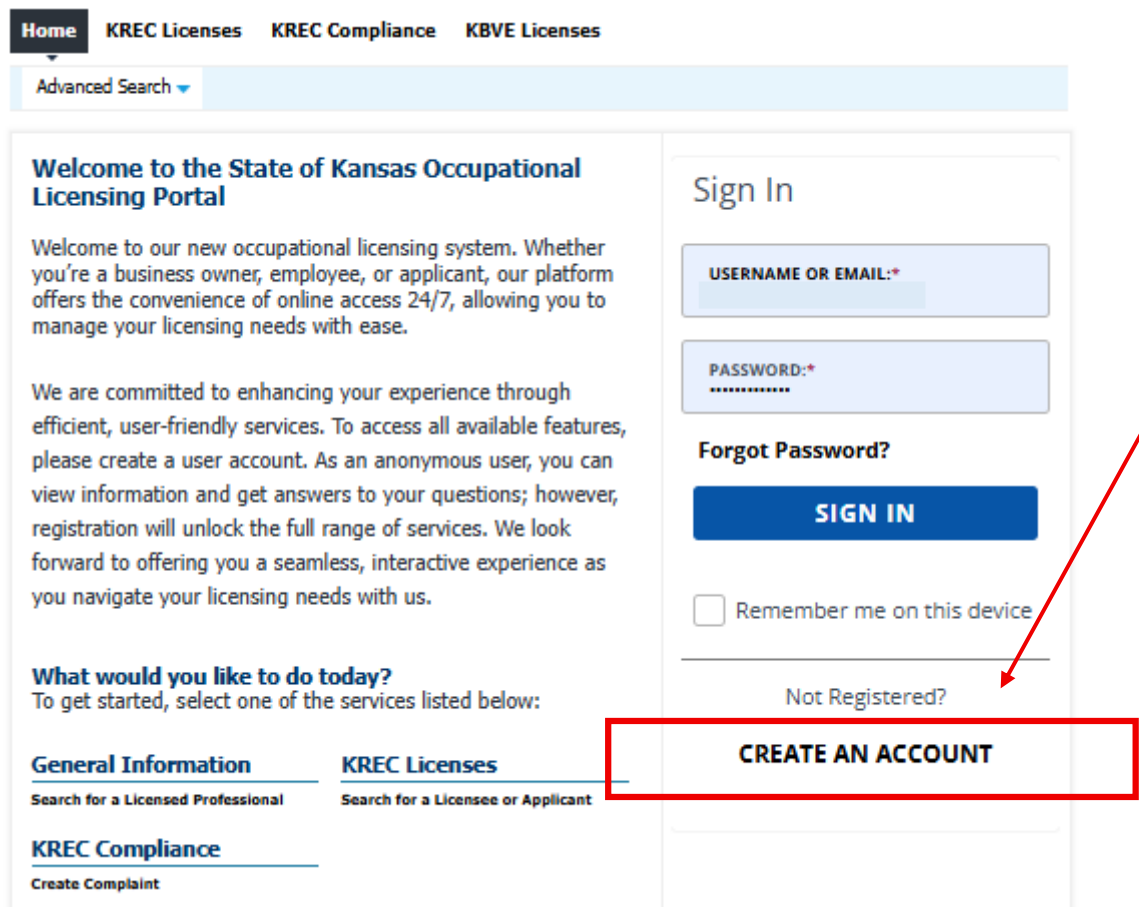


How to Complete a Premise Registration for New Applicants

If you have never had a **Premise Registration**, please follow the instructions below to **Create an Account** and then **Complete a Premise Registration**.

How to Create an Account

1. Please click on this link: [Kansas Enterprise Licensing Portal](#)
2. Click **CREATE AN ACCOUNT**



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search

Welcome to the State of Kansas Occupational Licensing Portal

Welcome to our new occupational licensing system. Whether you're a business owner, employee, or applicant, our platform offers the convenience of online access 24/7, allowing you to manage your licensing needs with ease.

We are committed to enhancing your experience through efficient, user-friendly services. To access all available features, please create a user account. As an anonymous user, you can view information and get answers to your questions; however, registration will unlock the full range of services. We look forward to offering you a seamless, interactive experience as you navigate your licensing needs with us.

What would you like to do today?

To get started, select one of the services listed below:

- [General Information](#)
Search for a Licensed Professional
- [KREC Licenses](#)
Search for a Licensee or Applicant
- [KREC Compliance](#)
Create Complaint

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

Forgot Password?

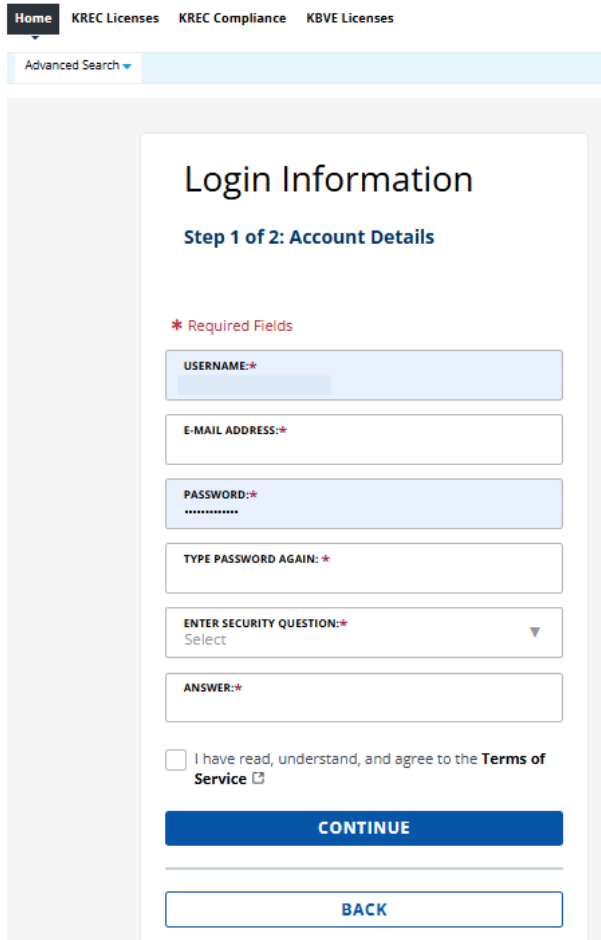
SIGN IN

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

3. Make sure to fill out the required fields (those in * red asterisks)

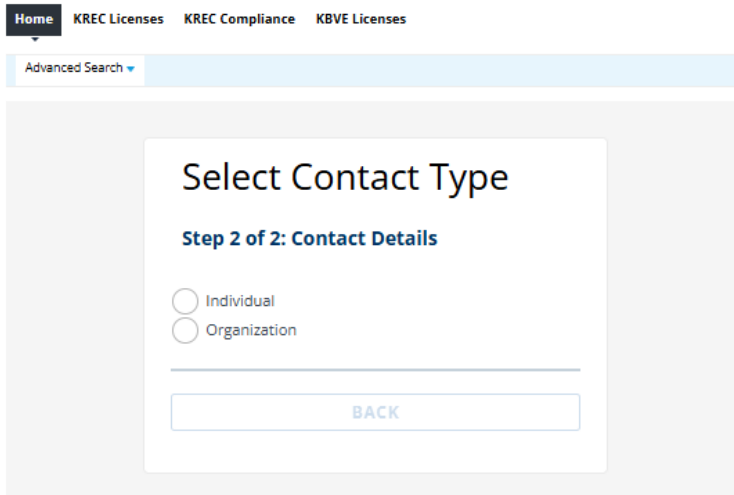


The screenshot shows a web form titled "Login Information" with the subtitle "Step 1 of 2: Account Details". At the top left, there is a navigation menu with "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below the menu is a search bar labeled "Advanced Search". The form itself is centered and contains several input fields, each with a red asterisk indicating it is required:

- USERNAME:*
- E-MAIL ADDRESS:*
- PASSWORD:*
- TYPE PASSWORD AGAIN: *
- ENTER SECURITY QUESTION: * (with a dropdown menu showing "Select")
- ANSWER:*

Below the input fields is a checkbox with the text "I have read, understand, and agree to the Terms of Service" and a small icon. At the bottom of the form are two buttons: a blue "CONTINUE" button and a white "BACK" button with a blue border.

4. Select Contact Type.

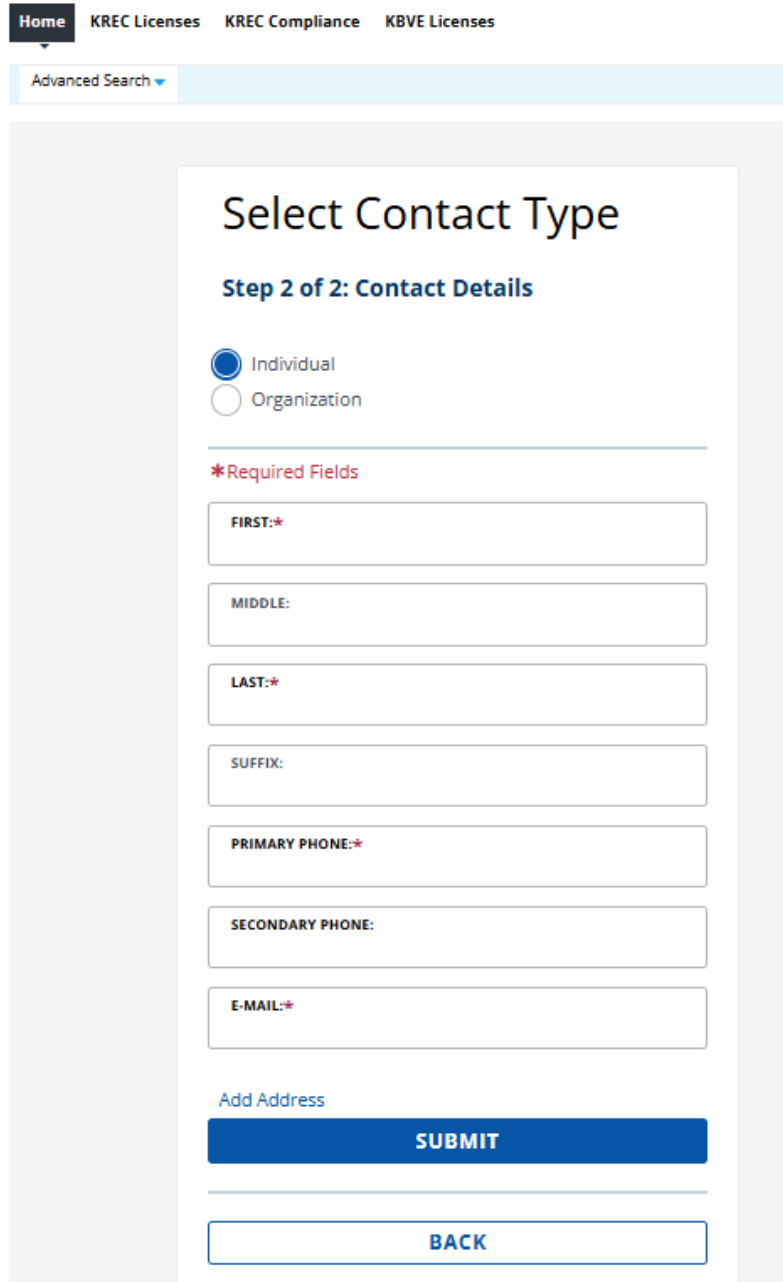


The screenshot shows a web form titled "Select Contact Type" with the subtitle "Step 2 of 2: Contact Details". It features the same navigation menu and search bar as the previous form. The form contains two radio button options:

- Individual
- Organization

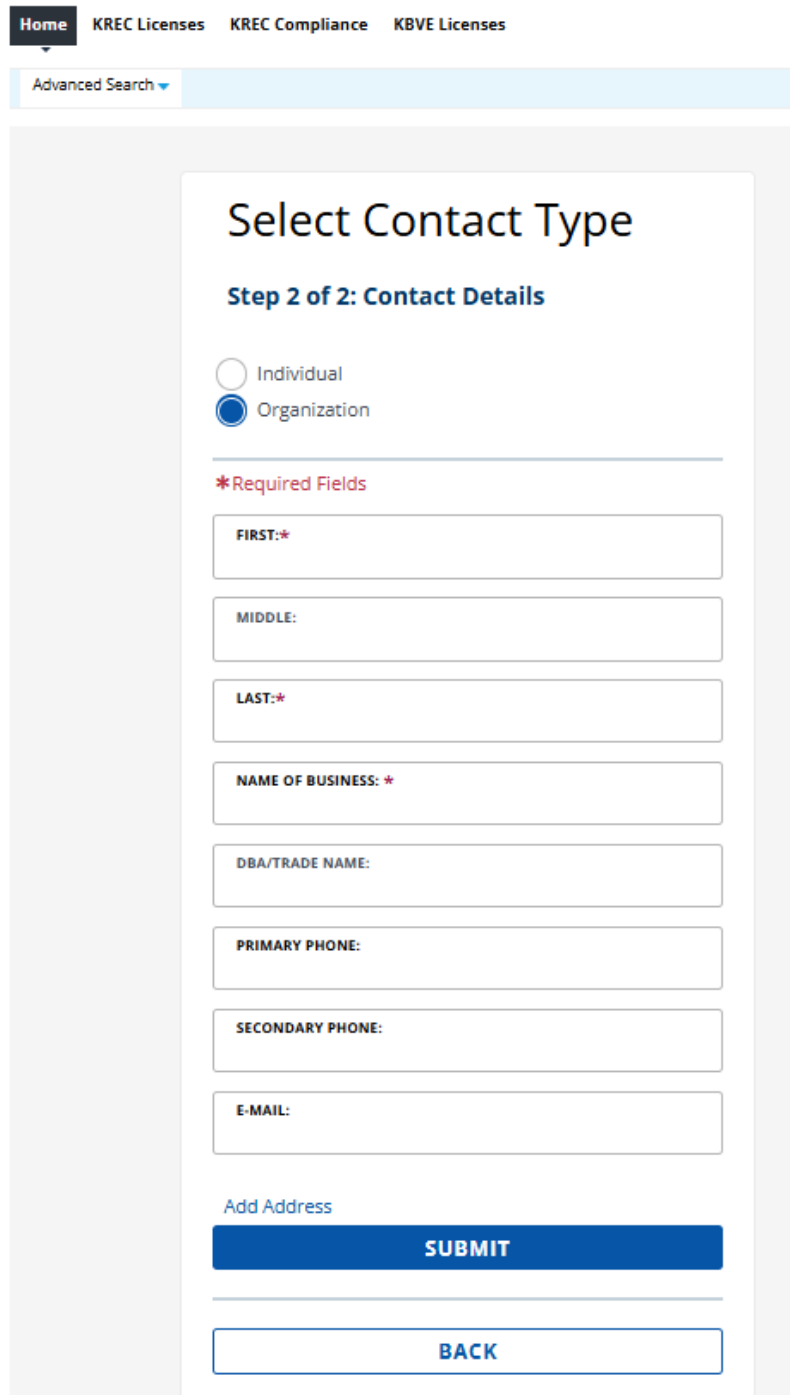
At the bottom of the form is a white "BACK" button with a blue border.

5. Fill info here **if your Contact Type is Individual**



The screenshot shows a web application interface for selecting a contact type. At the top, there is a navigation bar with links for "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below this is a search bar labeled "Advanced Search". The main content area is titled "Select Contact Type" and is labeled "Step 2 of 2: Contact Details". There are two radio button options: "Individual" (which is selected) and "Organization". Below the options is a section for "Required Fields" containing several input fields: "FIRST:*", "MIDDLE:", "LAST:*", "SUFFIX:", "PRIMARY PHONE:*", "SECONDARY PHONE:", and "E-MAIL:*". At the bottom of the form, there is a section for "Add Address" with a blue "SUBMIT" button and a white "BACK" button.

6. Fill info here **if your Contact Type is Organization**

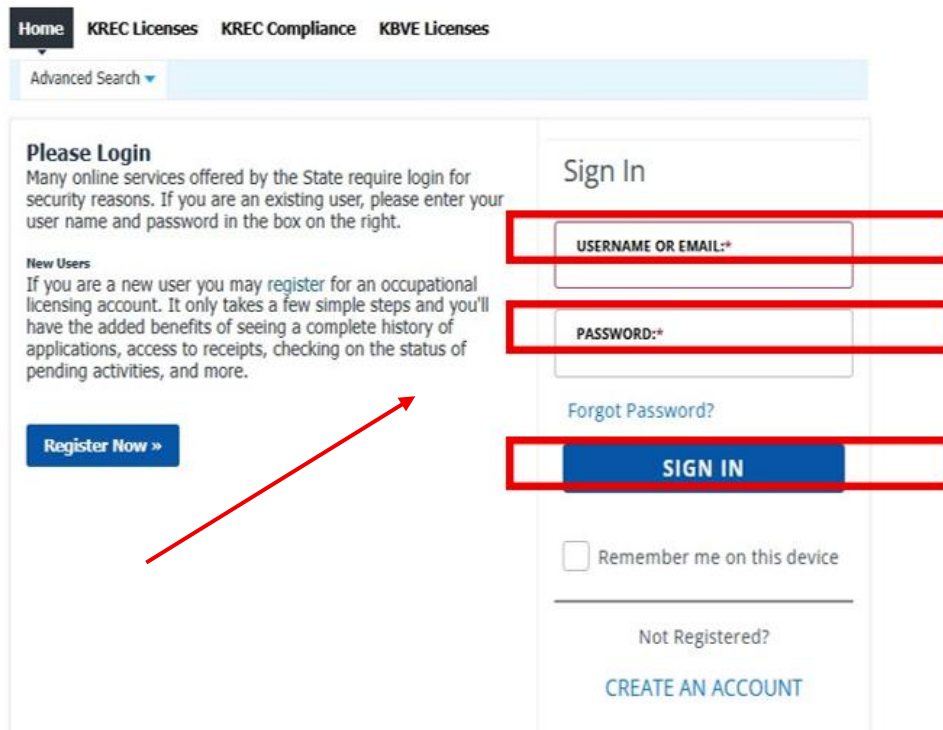


The screenshot shows a web application interface for selecting a contact type. At the top, there is a navigation bar with links for "Home", "KREC Licenses", "KREC Compliance", and "KBVE Licenses". Below this is a search bar labeled "Advanced Search". The main content area is titled "Select Contact Type" and "Step 2 of 2: Contact Details". It features two radio button options: "Individual" (unselected) and "Organization" (selected). A section titled "*Required Fields" lists several input fields: "FIRST:*", "MIDDLE:", "LAST:*", "NAME OF BUSINESS: *", "DBA/TRADE NAME:", "PRIMARY PHONE:", "SECONDARY PHONE:", and "E-MAIL:". Below these fields is a link "Add Address". At the bottom of the form are two buttons: a blue "SUBMIT" button and a white "BACK" button with a blue border.

7. Click **SUBMIT** when done.
8. You will then receive confirmation that you have created a new account via email from ELP@ks.gov.
9. If you need assistance **logging into the portal**, please contact (785) 296-4999 or email ebitsm@ks.gov.

How to Complete a Premise Registration

10. After creating an account, please go back to this link: [Kansas Enterprise Licensing Portal](#)
11. Enter your **USERNAME OR EMAIL** and **PASSWORD** then click **SIGN IN**



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search ▾

Please Login
Many online services offered by the State require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for an occupational licensing account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to receipts, checking on the status of pending activities, and more.

Register Now »

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

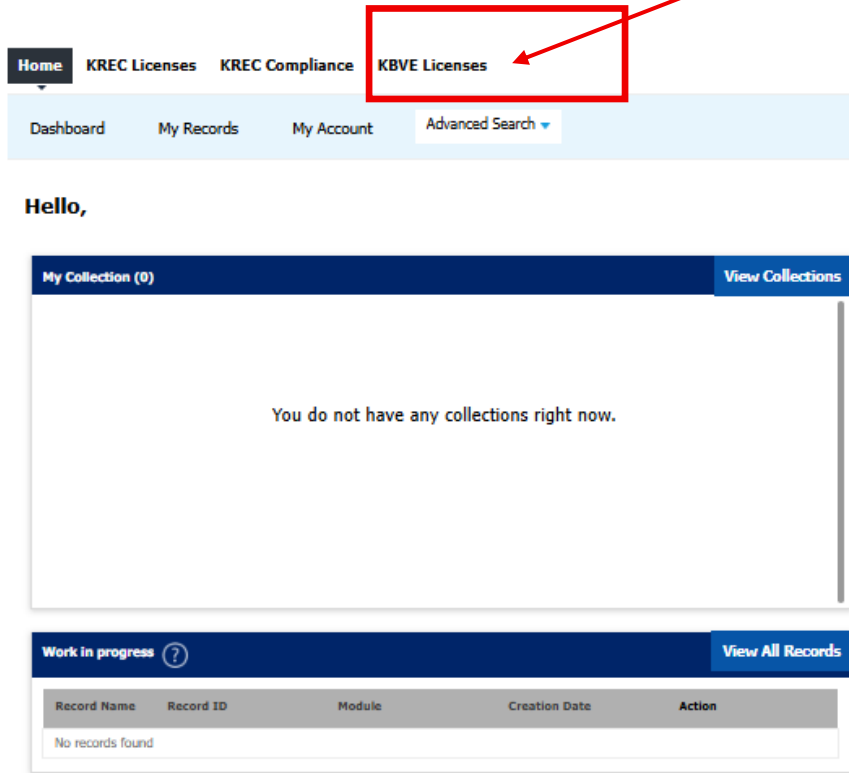
Forgot Password?

SIGN IN

Remember me on this device

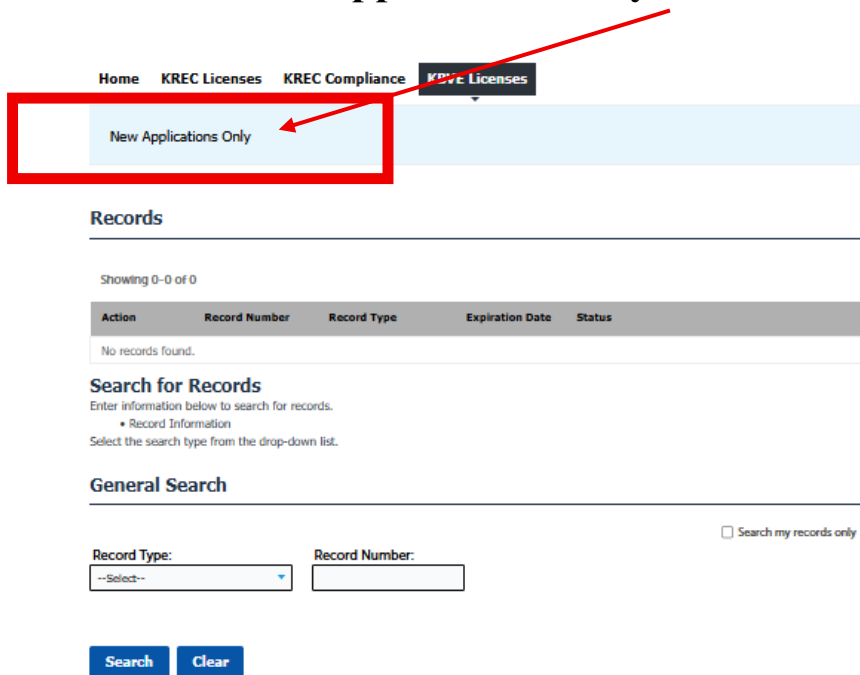
Not Registered?
CREATE AN ACCOUNT

12. Click on **KBVE Licenses**



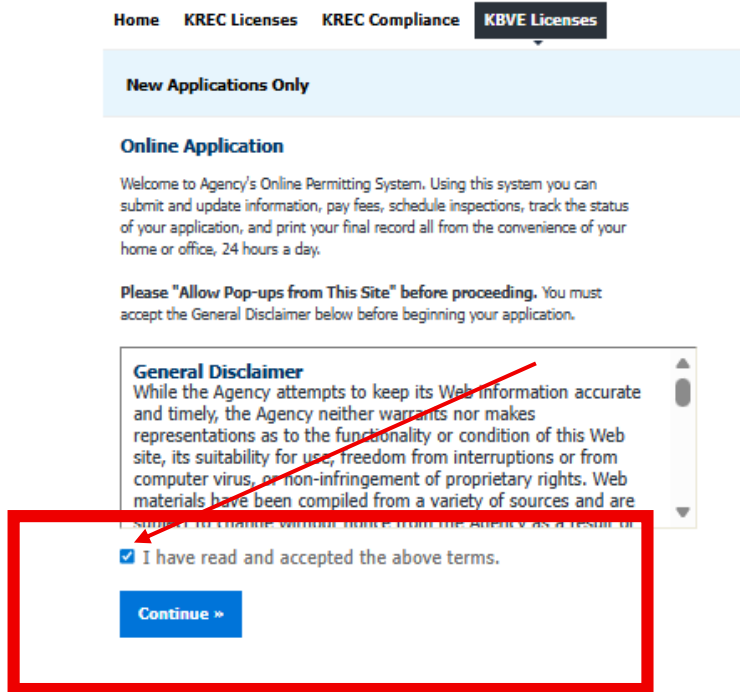
The screenshot shows the top navigation bar with 'Home', 'KREC Licenses', 'KREC Compliance', and 'KBVE Licenses'. The 'KBVE Licenses' link is highlighted with a red box and a red arrow. Below the navigation bar is a secondary menu with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area starts with 'Hello,' followed by a 'My Collection (0)' section with a 'View Collections' button. Below this is a message: 'You do not have any collections right now.' At the bottom, there is a 'Work in progress' section with a 'View All Records' button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.

13. Click on **New Applications Only**

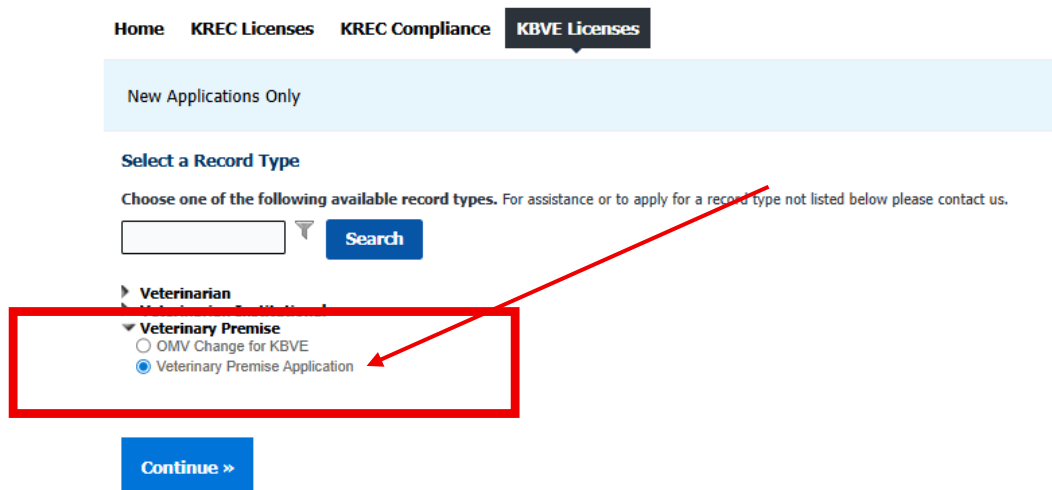


The screenshot shows the top navigation bar with 'Home', 'KREC Licenses', 'KREC Compliance', and 'KBVE Licenses'. The 'KBVE Licenses' dropdown menu is open, and 'New Applications Only' is highlighted with a red box and a red arrow. Below the navigation bar is a 'Records' section with a 'Showing 0-0 of 0' indicator and a table with columns: Action, Record Number, Record Type, Expiration Date, and Status. The table shows 'No records found.' Below the table is a 'Search for Records' section with the text 'Enter information below to search for records.' and a list item 'Record Information'. Below this is a 'General Search' section with a checkbox for 'Search my records only'. There are two input fields: 'Record Type:' with a dropdown menu showing '--Select--' and 'Record Number:' with a text input field. At the bottom are 'Search' and 'Clear' buttons.

14. Make sure to check the box for “I have read and accepted the above terms.” → Click **Continue >>**.



15. Click on Veterinary Premise → Veterinarian Premise Application → **Continue >>**



16. As you fill out all the needed information in the following pages, please make sure to complete the required fields — those marked with orange asterisks (*).
17. Complete *Step 1: Premise Information > Type and Mailing Address*. Fill out this section for **Premise** → Click [Continue >>](#)

Veterinary Premise Application

1 Premise Information	2 Ownership Information	3 Employee Information	4 Attestation	5 Review	6	7
-----------------------	-------------------------	------------------------	---------------	----------	---	---

Step 1: Premise Information > Type and Mailing Address

Veterinary Premise Type Definitions:

- Full Service - Veterinary Premise (Non-Vehicular) is any premises or facility where the practice of veterinary medicine occurs, including but not limited to, a mobile clinic, outpatient clinic, satellite clinic, veterinary hospital or clinic.
- Full Service - Mobile Veterinary Clinic (Vehicular) is a mobile clinic is a self-contained trailer, van, or mobile home not attached to the ground designed to function as a veterinary clinic.
- Mobile - Ambulatory Unit is a mobile/ambulatory unit is a vehicle from which out-patient veterinary services are delivered to temporary sites, and which is not designed to function as a self-contained clinic.

* indicates a required field.

Premise

Premise Information

* Premise Type:

* Premise Name:

* Premise Mailing Address Line 1:

Premise Mailing Address Line 2:

* Premise Mailing City:


* Premise Mailing State/Province:

* Premise Mailing ZIP/Postal Code:

* Premise Phone:

* Premise E-mail:

Date Information

* Date premise will open to the public?: 

[Save and resume later](#)

[Continue »](#)

18. Complete *Step 1: Premise Information > Physical Address* → Fill out required fields for **Location** → Click **Continue >>**
19. Complete *Step 2: Ownership Information > Ownership*. Fill out required fields for **Ownership Info** → Click **Continue >>**
20. Complete *Step 3: Employer Information > OMV and Office Manager*. Fill out required fields for **OMV & if any, Office Manager** → Click **Continue >>**
21. Complete *Step 3: Employee Information > Veterinarians*. To add Veterinarians currently working at your premise, click **Add a Row** and not the arrow down.

Veterinarian Application

1 Personal Information	2 Application Information	3 Employment Information	4 Legal Information	5 Attestations	6	7	8
------------------------	---------------------------	--------------------------	---------------------	----------------	---	---	---

Step 2: Application Information > Licenses
Add your other veterinary-related licenses, if any. * indicates a required field.

Veterinary-related Licenses

Other Veterinary Licenses
If you are licensed as a veterinarian in other jurisdictions, please add a row for each license number and jurisdiction license held in this section. This includes all veterinary licenses (current and previously held).

Showing 1-1 of 1

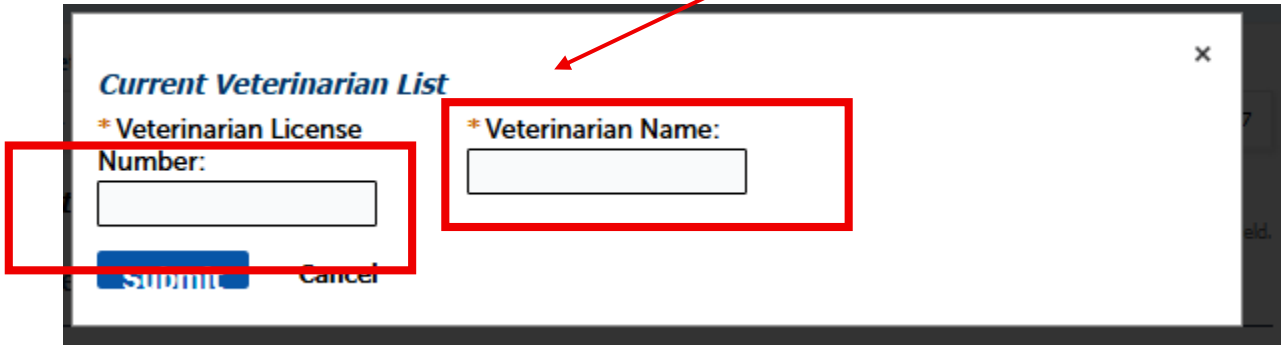
<input type="checkbox"/>	License Number	Jurisdiction License Held	Comments	Actions
<input type="checkbox"/>		asa		Add a Row Edit Selected Delete Selected

Non-veterinary-related Licenses

Non Veterinary Related License
Please provide ANY licenses you have received from ANY state agency or Canadian province, including expired, inactive, or disciplined licenses.:

spell check

22. Fill out **Veterinarian License Number** and **Veterinarian Name**
→ Click **Submit** → If done adding Veterinarians, click **Continue**
>>



23. If adding more Veterinarians, click the arrow next to **Add a Row**, choose the number of rows you need, to add more Veterinarians.

Veterinary Premise Application

1 Premise Information	2 Ownership Information	3 Employee Information	4 Attestation	5 Review	6	7
-----------------------	-------------------------	------------------------	---------------	----------	---	---

Step 3: Employee Information > Veterinarians * indicates a required field.

Veterinarian List

Current Veterinarian List

Showing 0-0 of 0

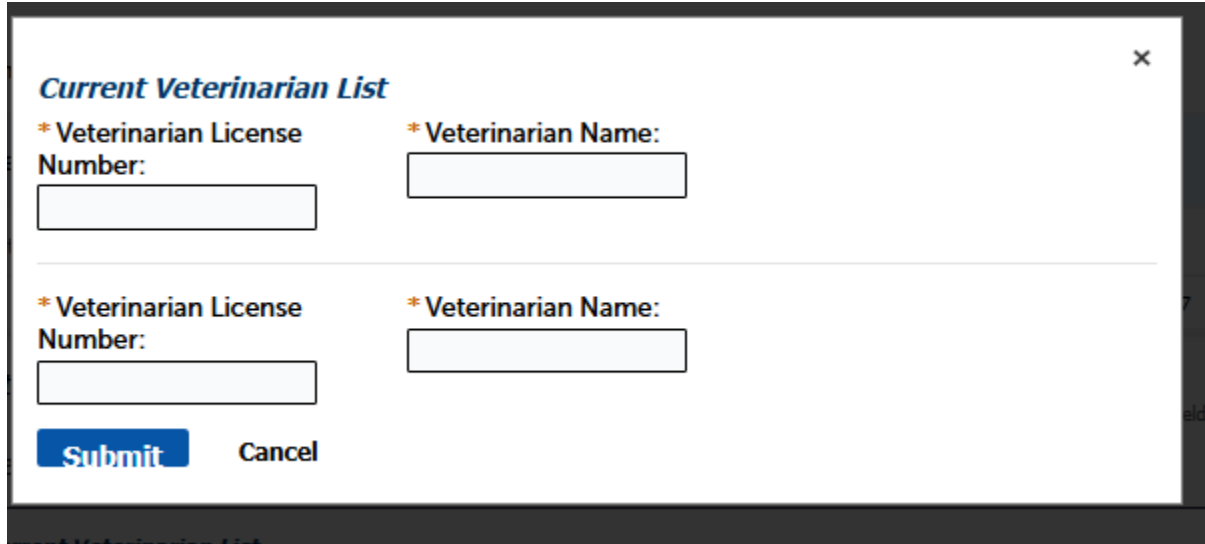
Veterinarian License Number	Veterinarian Name
No records found.	

Add a Row **Edit Selected** **Delete Selected**

- Add 2 Rows
- Add 3 Rows
- Add 4 Rows
- Add 5 Rows

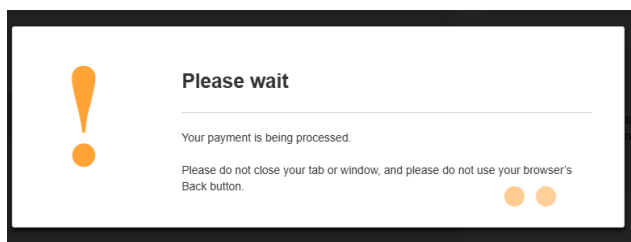
Continue >>

24. Fill out the Current Veterinarian List → Click [Submit](#)
Add more Veterinarian Licenses as needed → Click [Continue >>](#)

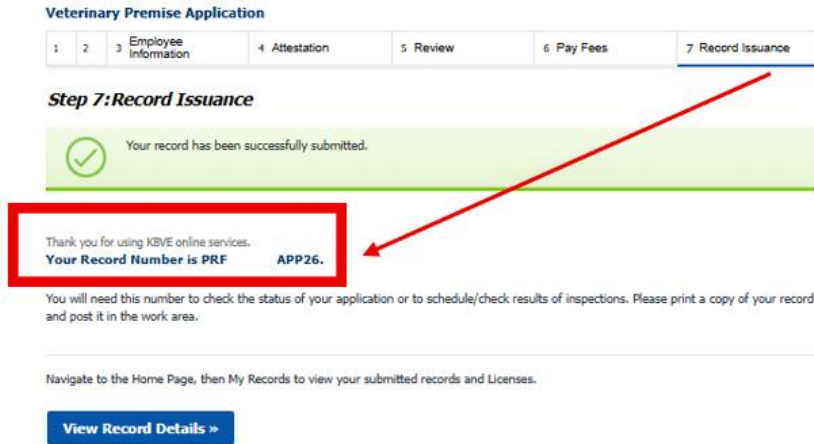


The screenshot shows a web form titled "Current Veterinarian List" with a close button (X) in the top right corner. The form contains two identical rows of input fields. Each row has a label "* Veterinarian License Number:" followed by a text input box, and a label "* Veterinarian Name:" followed by another text input box. At the bottom left of the form, there are two buttons: a blue "Submit" button and a "Cancel" button.

25. Complete *Step 3: Employee Information > Veterinary Technicians*. **Please add RVTs at a later time as this functionality is currently unavailable** → Click [Continue >>](#)
26. Complete *Step 4: Attestations > Attestations*. Please check the box for **Premise Attestation** if you agree → Click [Continue >>](#)
27. Complete *Step 5: Review*. Review your information and edit any incorrect information → Click [Continue >>](#)
28. Complete *Step 6: Pay Fees*. Follow instructions for each page to submit your payment. You might have to wait a few minutes for payment to process.



29. After completing your application, your screen will show: **Your Record Number is PR*****APP26**. You will need this number to check the status of your application or to schedule/ check results of inspections. Please print a copy of your premise registration certificate and post it in the premise for public viewing.



Veterinary Premise Application

1 2 3 Employee Information 4 Attestation 5 Review 6 Pay Fees 7 Record Issuance

Step 7: Record Issuance

✔ Your record has been successfully submitted.

Thank you for using KBVE online services.
Your Record Number is PRF APP26.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Navigate to the Home Page, then My Records to view your submitted records and Licenses.

[View Record Details >](#)

30. After completing your application, you will receive a confirmation email acknowledging receipt of your payment with **subject: Kansas.gov Payment Receipt**.

Kansas.gov Payment Receipt

NR no-reply@egov.com
To

If there are problems with how this message is displayed, click here to view it in a web browser.

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Payment Receipt Confirmation

Your payment was successfully processed

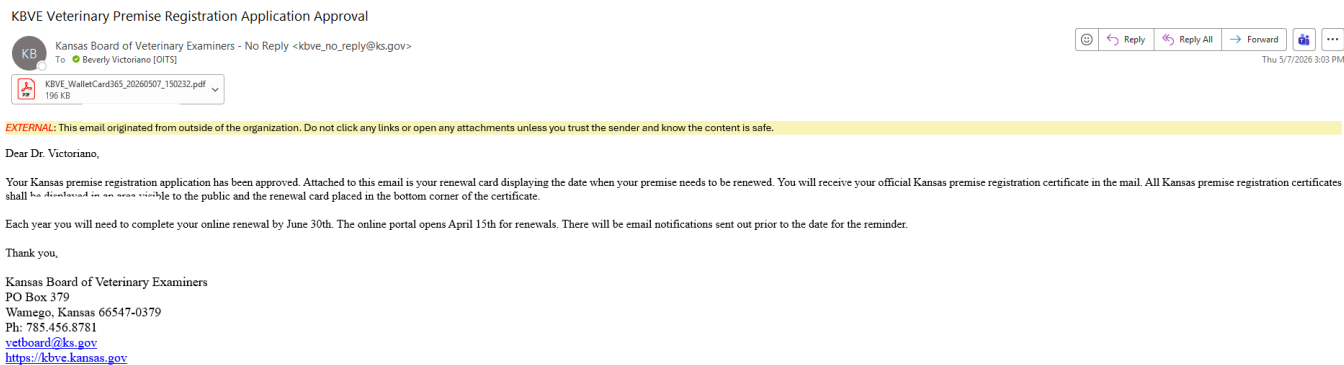
Receipt Contact Information

Contact Name
Contact Email
Contact Phone
Contact Url

Transaction Summary

Description
Veterinary Premise Registration Application

31. You will receive a confirmation email acknowledging receipt of your application approval. Attached to the email is your premise registration renewal card.



32. After these required steps are completed, your application will be reviewed in the order in which it is received. Please monitor your email daily for additional information or instructions regarding your application.
33. You will receive via U.S. mail your new premise registration certificate.

For questions:

If you need assistance **logging into the portal**, please contact (785) 296-4999 or email ebitsm@ks.gov.

If you need assistance related to your **license** or **application**, please contact (785) 456-8781 or email vetboard@ks.gov.