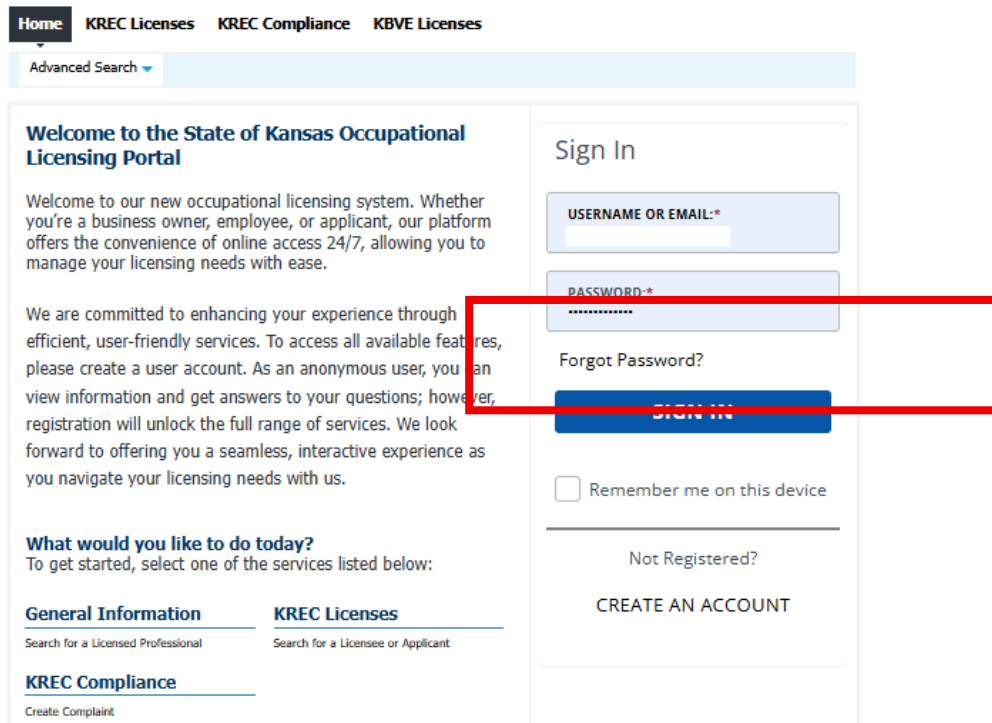


How to Renew a Premise Registration

If you presently hold a KS license, your login credentials were sent to you on April 13, 2026, in your email. These credentials include your username and password. If you cannot find that email, please check your spam or junk folder. If you cannot locate it, you may reset your password and then renew your Premise Registration by following the instructions below.

1. Please go to this link and follow the instructions below: [Kansas Enterprise Licensing Portal](#)
2. Once you log in, enter your username and password. Unless you can't find it, then click on **Forgot Password**. See image below.



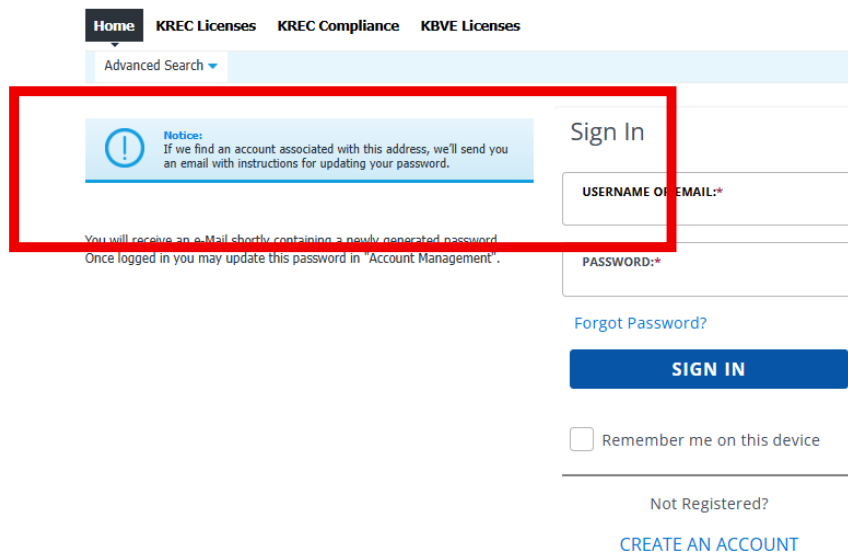
The screenshot shows the 'Sign In' section of the Kansas Occupational Licensing Portal. A red rectangular box highlights the 'USERNAME OR EMAIL:*' and 'PASSWORD:*' input fields, the 'Forgot Password?' link, and the 'SIGN IN' button. The page also features a navigation menu with 'Home', 'KREC Licenses', 'KREC Compliance', and 'KBVE Licenses'. Below the navigation is an 'Advanced Search' dropdown. The main content area includes a welcome message, a 'What would you like to do today?' section with links for 'General Information', 'KREC Licenses', and 'KREC Compliance', and a 'Not Registered? CREATE AN ACCOUNT' link.

3. Please enter the **E-mail Address** you have previously provided to KBVE. If an account associated with that email is found, you will receive an email with a username and a temporary password. If you have recently changed your email address and the KBVE office does not know this email address change, please notify the KBVE office at (785) 456-8781 or vetboard@ks.gov.



The screenshot shows the top navigation bar with 'Home', 'KREC Licenses', 'KREC Compliance', and 'KBVE Licenses'. Below is an 'Advanced Search' dropdown. The main heading is 'Reset Password' with the instruction: 'To reset your password, please provide the email address registered with your account.' A red box highlights the '* E-mail Address:' label and the text input field. Below the field is a blue 'Continue >>' button. At the bottom is a dark blue bar with 'State of Kansas'.

4. After providing your email address, you will see a **Notice** stating that you will be sent an email with instructions for updating your password.




The screenshot shows the same navigation bar. A red box highlights a blue notice box on the left that says: 'Notice: If we find an account associated with this address, we'll send you an email with instructions for updating your password.' Below the notice, it says: 'You will receive an e-Mail shortly containing a newly generated password. Once logged in you may update this password in "Account Management".' To the right is the 'Sign In' section with 'USERNAME OR EMAIL: *' and 'PASSWORD: *' input fields, a 'Forgot Password?' link, a blue 'SIGN IN' button, and a 'Remember me on this device' checkbox. At the bottom are links for 'Not Registered?' and 'CREATE AN ACCOUNT'.

5. You will receive an email from ELP@ks.gov. If you don't see the email, please check your spam or junk folder. If you have recently changed your email address and the KBVE office does not know this email address change, please notify the KBVE office at (785) 456-8781 or vetboard@ks.gov.
6. In the email, click the link in blue stating: [Click here to access the Citizen Access Portal](#).

State of Kansas: Password Reset

 ELP@ks.gov
To: Beverly Victoriano [DITS]



Tue 4/21/2026 2:45 PM

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.

Dear

This official State of Kansas email has been sent to inform you that your password for accessing the Occupational Licensing portal has been changed by the agency. Please log in with the temporary password below and change your password as requested.

User Name

Temporary password:

[Click here to access the Citizen Access Portal](#)

Your temporary password may contain characters that look similar (e.g., uppercase "l" vs. lowercase "l", number "0" vs. uppercase "O"). To avoid confusion, we recommend copying and pasting the password directly.

Please note: When setting your security question and answer, **the username field will be disabled**. Please enter your security question and answer, then click Submit. You will be redirected to the home page upon successful submission.

If you have questions related to your license, making changes to existing licenses, renewals, applications, or any specific requirements, we encourage you to contact the licensing agency directly.

Sincerely,

State of Kansas

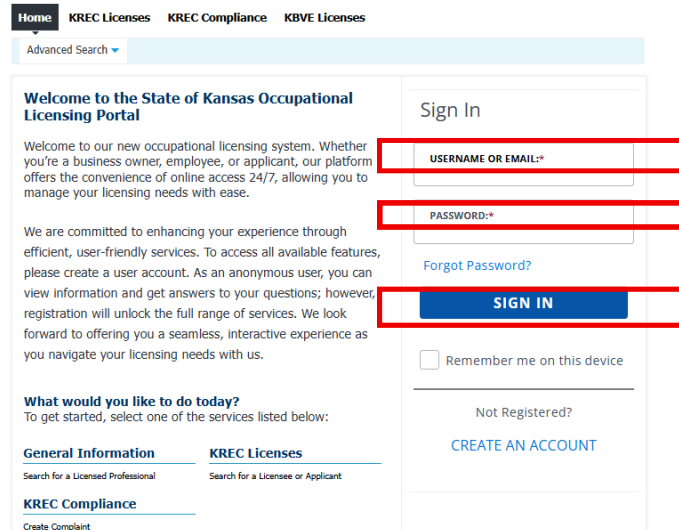
User Name

Temporary password:

[Click here to access the Citizen Access Portal](#)

Your temporary password may contain characters that look similar (e.g., uppercase "l" vs. lowercase "l", number "0" vs. uppercase "O"). To avoid confusion, we recommend copying and pasting the password directly.

7. Enter your **USERNAME OR EMAIL** → Enter the temporary **PASSWORD** from the email → Click on the **SIGN IN** button



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 KREC Licenses
Search for a Licensed Professional Search for a Licensee or Applicant

KREC Compliance
Create Complaint

Sign In

USERNAME OR EMAIL*

PASSWORD*

Forgot Password?

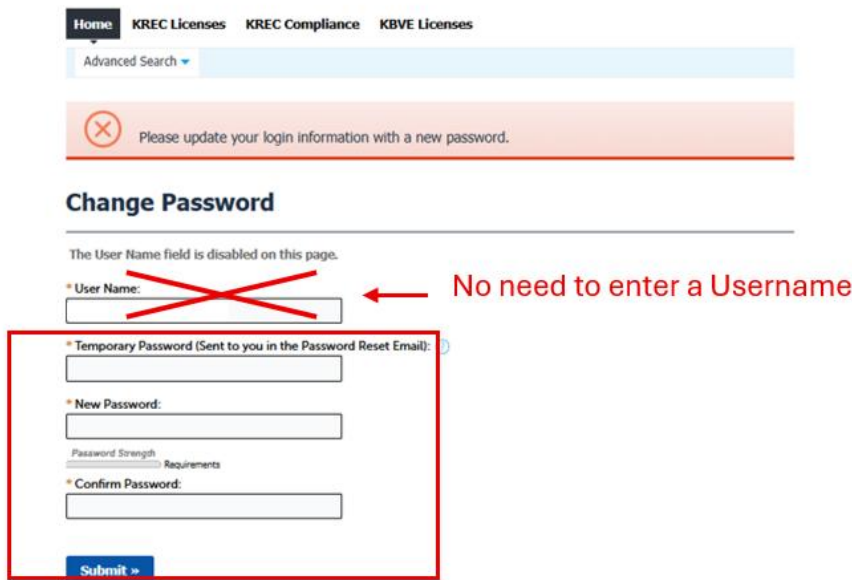
SIGN IN

Remember me on this device

Not Registered?
CREATE AN ACCOUNT

8. Please provide your **Temporary Password**, a **New Password**, and to **Confirm Password** → The **Username** field name is locked and you do not need to enter a Username → Click **Submit >>**

Note: The **new password** needs to have 12 characters, one capital letter, one small letter, one number and one symbol which is not the ! or =+ sign.



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search

Please update your login information with a new password.

Change Password

The User Name field is disabled on this page.

* User Name: ← No need to enter a Username

* Temporary Password (Sent to you in the Password Reset Email):

* New Password:

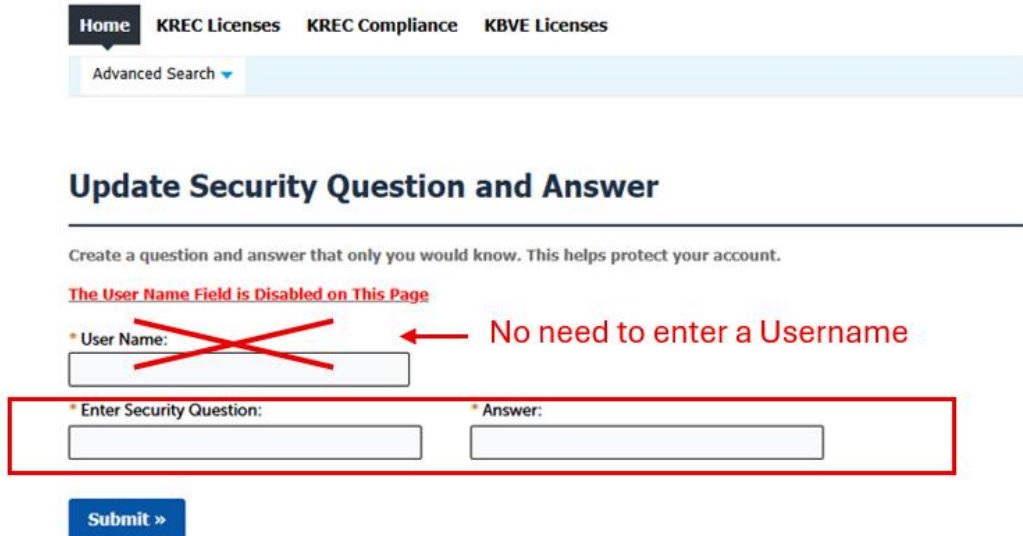
Password Strength Requirements

* Confirm Password:

Submit >>

9. Please provide a **Security Question and Answer** → Click **Submit >>**

Note: The **Username** field name is locked and you do not need to enter a Username.



Home KREC Licenses KREC Compliance KBVE Licenses

Advanced Search ▾

Update Security Question and Answer

Create a question and answer that only you would know. This helps protect your account.

The User Name Field is Disabled on This Page

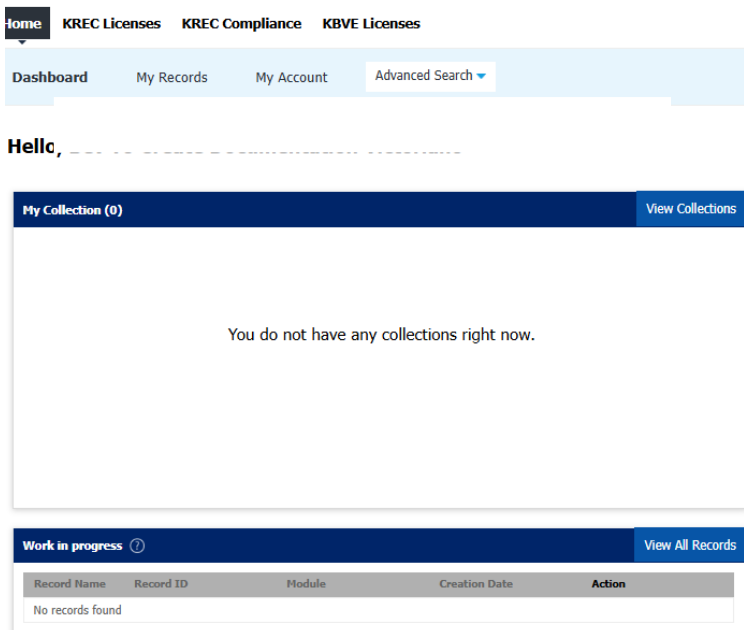
* User Name: ← No need to enter a Username

* Enter Security Question: * Answer:

Submit >>

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

11. With a successful login, you will see the image below.



Home KREC Licenses KREC Compliance KBVE Licenses

Dashboard My Records My Account Advanced Search ▾

Hello, _____

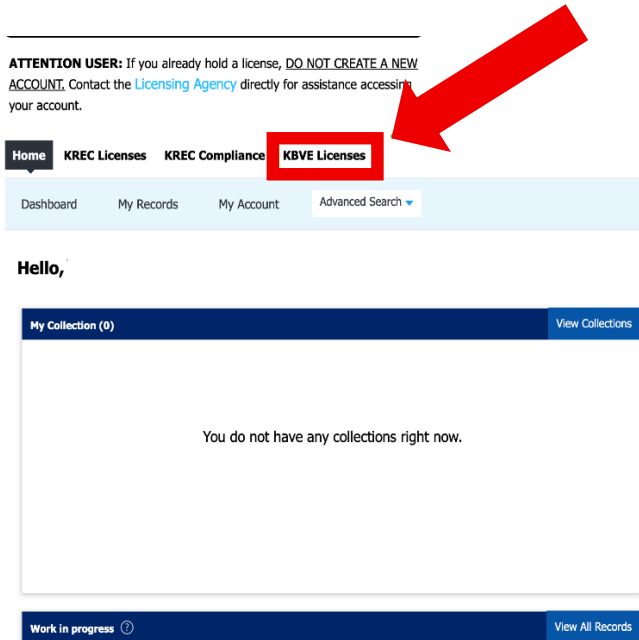
My Collection (0) View Collections

You do not have any collections right now.

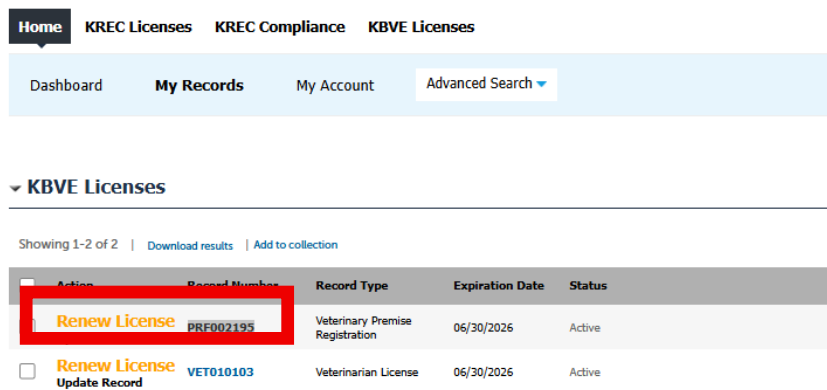
Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

12. To begin renewing, click on **KBVE Licenses**.



13. Click on **Renew License** by Veterinary Premise Registration.



14. You will be directly sent to *Step 1: Premise Information > Premise*

Note: You need to click **Yes** in order to modify any info below

Home KREC Licenses KREC Compliance **KBVE Licenses**

New Applications Only

Veterinary Premise Renewal

1 Premise Information	2 Ownership Information	3 Office Manager Information	4 Employee Information	5 Supporting Documentation	6	7	8	9
-----------------------	-------------------------	------------------------------	------------------------	----------------------------	---	---	---	---

Step 1: Premise Information > Premise * indicates a required field.

Premise Contact Verification

Premise Information
Any changes to the premise name requires submitting a Premise Name Change Request. Find the Premise Name Change Request by clicking the "Update Record" link next to the Veterinary Premise Registration record in your account.

Premise Name:

* Is this facility accredited by the American Animal Hospital Association?: Yes No

Phone and Email Modification
A phone and/or e-mail change does not require any additional documentation.

Current Premise Phone:

* Update Premise Phone: Yes No

Current Premise E-mail:

* Update Premise E-mail: Yes No

Mailing Address Modification
A mailing address change does not require any additional documentation.

Current Mailing Address:

Update Mailing Address: Yes No

15. Click **Continue >>** to go to *Step 2: Ownership Information > Ownership* and fill out all info needed.

[Home](#) [KREC Licenses](#) [KREC Compliance](#) **[KBVE Licenses](#)**

New Applications Only

Veterinary Premise Renewal

1 Premise Information	2 Ownership Information	3 Office Manager Information	4 Employee Information	5 Supporting Documentation	6	7	8	9
-----------------------	-------------------------	------------------------------	------------------------	----------------------------	---	---	---	---

Step 2: Ownership Information > Ownership

* indicates a required field.

Ownership Verification

Ownership Information

Verify the ownership information below is valid and correct. If there has been an ownership change, do not submit this renewal. Ownership changes require a new Premise Registration.

Legal Ownership Name:

* I attest there is no ownership change for this premise. I understand that any ownership change requires a new Premise Registration:

Ownership Contact Update

A phone and/or e-mail change does not require any additional documentation.

Current Owner Phone:

* Update Owner Phone:

Yes No

Current Owner Email:

* Update Owner Email:

Yes No

[Save and resume later](#)

[Continue >>](#)

16. Click **Continue >>** to go to *Step 3: Office Manager Information > Office Manager*. Please read all info provided.

Veterinary Premise Renewal

1	Premise Information	2	Ownership Information	3	Office Manager Information	4	Employee Information	5	Supporting Documentation	6	7	8	9
---	---------------------	---	-----------------------	---	----------------------------	---	----------------------	---	--------------------------	---	---	---	---

Step 3: Office Manager Information > Office Manager

Office Managers are optional individuals designated for maintaining the Premise Registration and annual renewals. Ultimate responsibility remains with the Operating Managing Veterinarian (OMV). Both the OMV and Office Manager will receive communications regarding this veterinary premise, including inspection information. If an Office Manager is not added, the OMV will be the only recipient of communications regarding this veterinary premise.

Every Office Manager must have an active portal account before adding their information to this page. Their first and last names, and e-mail must match how they registered for their portal account. If you would like to add an office manager who has not yet registered for an account, click the "Save and resume later" button to save your renewal until their registration is complete. Return to this renewal at a later time to add their information.

Regardless of having an Office Manager or not, OMVs will always receive communications regarding the veterinary premise. Office Managers are not a requirement of a veterinary premise.

OMVs of this veterinary premise should not add themselves as an Office Manager. OMVs will receive all communications for this veterinary premise regardless if they have an office manager listed or not.

* indicates a required field.

Office Manager Verification

Office Manager Update

Use the fields below to make changes or updates to the veterinary premise office manager. If no changes need to be made, select no change.

If you have an existing office manager and you want to remove them, select remove. If you have an existing office manager or you do not have an office manager and you wish to add one, select Replace. If you have an existing office manager and need to change their phone number, select update phone. If you have an existing office manager and need to change their email address, they will be required to register for a new portal account with their new e-mail. Select Replace, and enter their new portal account information.

Current Office Manager Name:

Current Office Manager Phone:

Current Office Manager E-mail:

Do you want to remove or replace the office manager on this veterinary premise registration?:

[Save and resume later](#)

[Continue >>](#)

17. Click **Continue >>** to go to *Step 4: Employee Information > Veterinarians*. You may **Add a Veterinarian** as needed.

Veterinary Premise Renewal

1	2 Ownership Information	3 Office Manager Information	4 Employee Information	5 Supporting Documentation	6 Attestation	7	8	9
---	-------------------------	------------------------------	------------------------	----------------------------	---------------	---	---	---

Step 4: Employee Information > Veterinarians
If you need to find a Veterinarian license, **click here** to search. Note: this opens a new tab in your browser.

* indicates a required field.

Veterinarian List

Add Veterinarians
To this list, add all Veterinarians practicing at this premise. This includes the Operating Managing Veterinarian. Remember, Veterinarian License numbers now begin with VET and have 6-digits. For example, license number 4833 is now VET004833. If you need to find a Veterinarian license, **click here** to search. Note: this opens a new tab in your browser.

Showing 0-0 of 0

Veterinarian License Number	Veterinarian Name
No records found.	

[Add a Veterinarian](#)
[Edit Selected](#)
[Delete Selected](#)

[Save and resume later](#)
[Continue >>](#)

18. Click **Continue >>** to go to *Step 4: Employee Information > Veterinary Technicians*. You may skip this part for now as per yellow highlight.

Veterinary Premise Renewal

1	2 Ownership Information	3 Office Manager Information	4 Employee Information	5 Supporting Documentation	6 Attestation	7	8	9
---	-------------------------	------------------------------	------------------------	----------------------------	---------------	---	---	---

Step 4: Employee Information > Veterinary Technicians
Entry of registered veterinary technicians working at this premise will happen in the future. For now, please press continue to proceed with the renewal.

* indicates a required field.

Registered Veterinary Technician List

Add New RVTs

Showing 0-0 of 0

RVT Registration Number	RVT Name
No records found.	

[Save and resume later](#)
[Continue >>](#)

19. Click **Continue >>** to go to *Step 6: Attestation > Attestation*. Make sure to click the checkbox to move on to the next step.

Step 6: Attestation > Attestation

* indicates a required field.

Premise Attestation

Premise Attestation

* I hereby affirm that: (1) the information provided is correct and complete, (2) I am familiar with the veterinary premises minimum standards regulations established by the Board of Examiners, (3) if the ownership of the veterinary facility changes, I am responsible for notifying the board within 30 days and returning the registration, (4) application for and acceptance of a registration of the premise by an applicant shall be deemed as express consent for allowing the board or the board's authorized agent to conduct inspections to ensure compliance with this act or to investigate alleged complaints:

Save and resume later

Continue >>

20. Click **Continue >>** to go to *Step 7: Review*. Please make sure to check your information for accuracy.

Veterinary Premise Renewal

1	2	3	4	5 Supporting Documentation	6 Attestation	7 Review	8 Pay Fees	9 Record Issuance
---	---	---	---	----------------------------	---------------	----------	------------	-------------------

Step 7: Review

Save and resume later

Continue >>

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Veterinary Premise Renewal

Premise Contact Verification

Premise Information

Premise Name:

Is this facility accredited by the American Animal Hospital Association?:

Edit

Phone and Email Modification

Current Premise Phone:

Update Premise Phone:

Current Premise E-mail:

Update Premise E-mail:

Edit

Mailing Address Modification

Current Mailing Address:

Update Mailing Address:

Edit

Ownership Verification

Ownership Information

Legal Ownership Name:

I attest there is no ownership change for this premise. I understand that any ownership change requires a new Premise Registration:

Edit

Ownership Contact Update

Current Owner Phone:

Edit

21. Click **Continue >>** to *Step 8: Pay Fees*

Veterinary Premise Renewal

1	2	3	4	5 Supporting Documentation	6 Attestation	7 Review	8 Pay Fees	9 Record Issuance
---	---	---	---	----------------------------	---------------	----------	------------	-------------------

Step 8: Pay Fees

You will be automatically redirected to KanPay to provide payment. Once payment is complete, you will automatically return here.

Fees Due

Fees	Qty.	Amount
Full Service Veterinary Premise Registration Renewal	1	\$125.00

TOTAL FEES: \$125.00

Continue >>

22. Click **Continue >>** to start paying.
23. After completing your payment and submitting, you will receive a confirmation email acknowledging receipt.
24. Again, the KBVE office will review your submitted renewal. Once approved you will receive an email confirmation of your renewal approval, and your new renewal card will be attached to the email. Please print the renewal card off and put it with your license certificate hanging on the wall for public display.

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 vetboard@ks.gov.