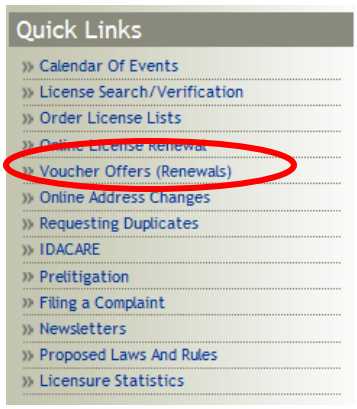
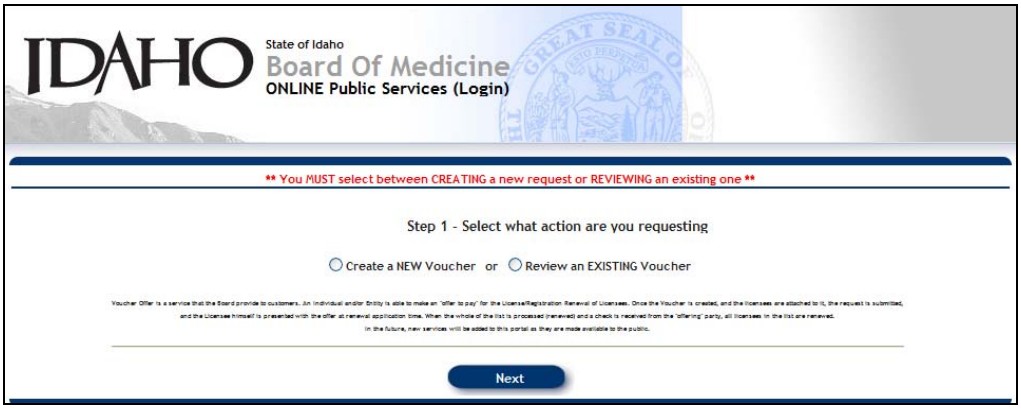
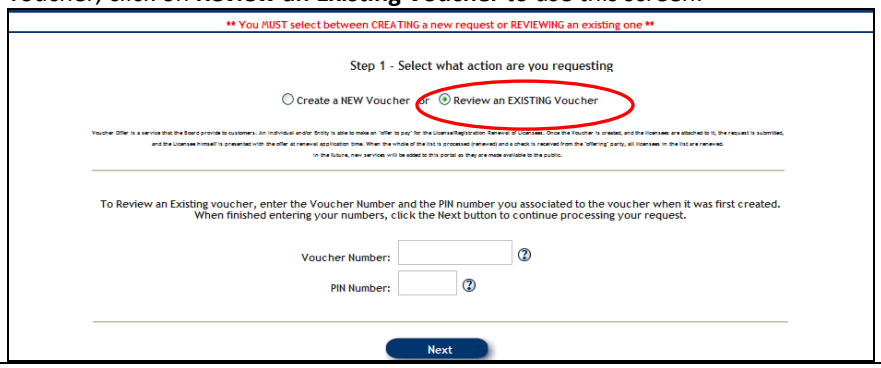
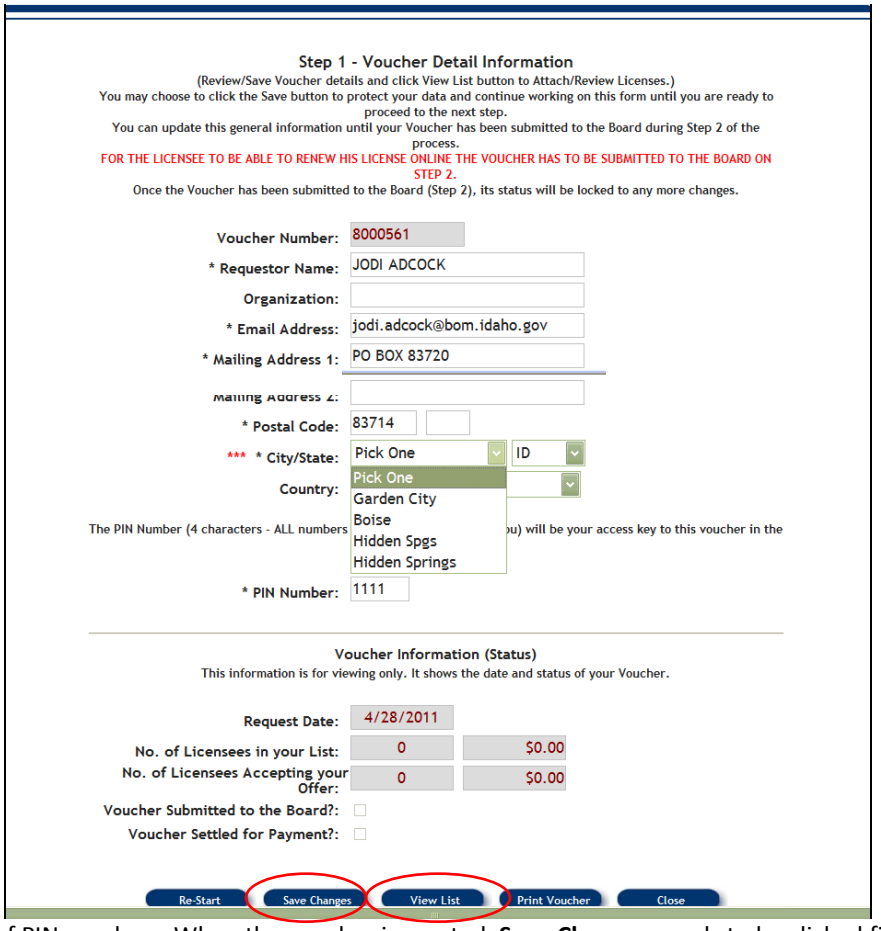
VOUCHER OFFERS





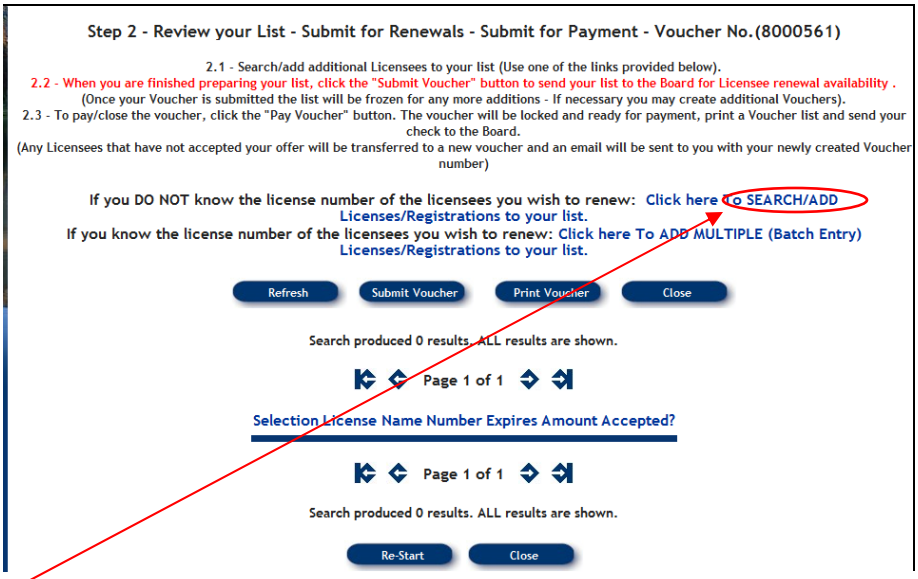
When returning to review voucher, click on **Review an Existing Voucher** to use this screen:





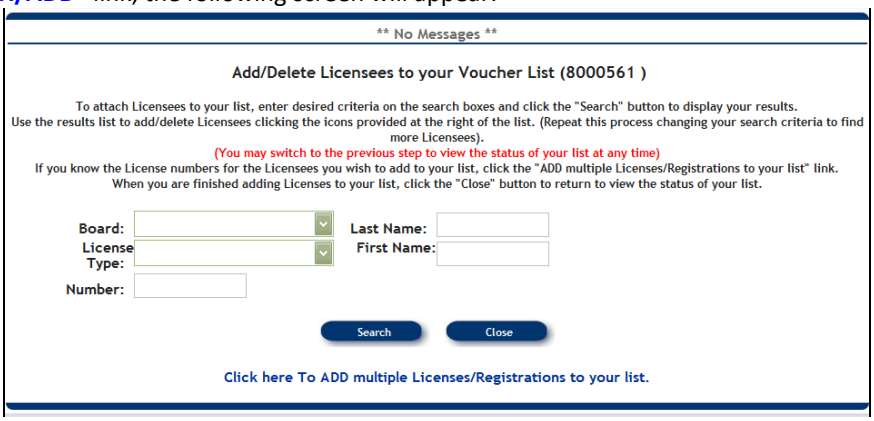
We do not keep a record of PIN numbers. When the voucher is created, **Save Changes** needs to be clicked first. From then on **View List** is used to add licensees and view voucher info.

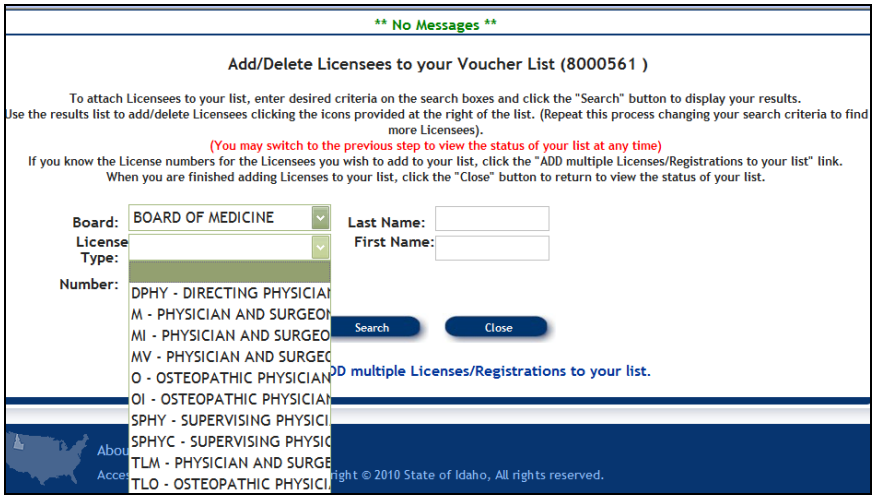
This screen is similar to what will be seen when the **View List** button is clicked.



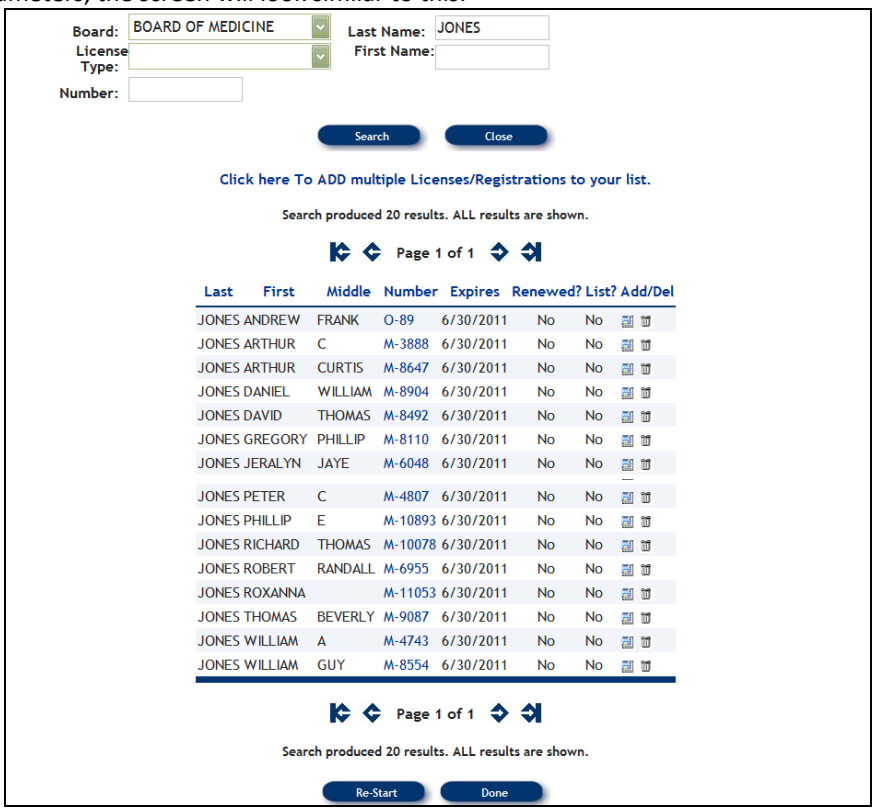
SEARCH/ADD link.

When clicking the "**SEARCH/ADD**" link, the following screen will appear:



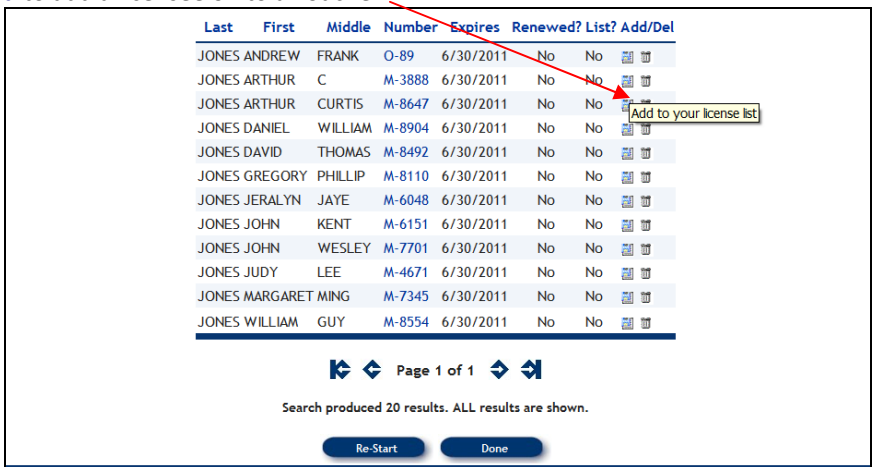


After choosing search parameters, the screen will look similar to this:



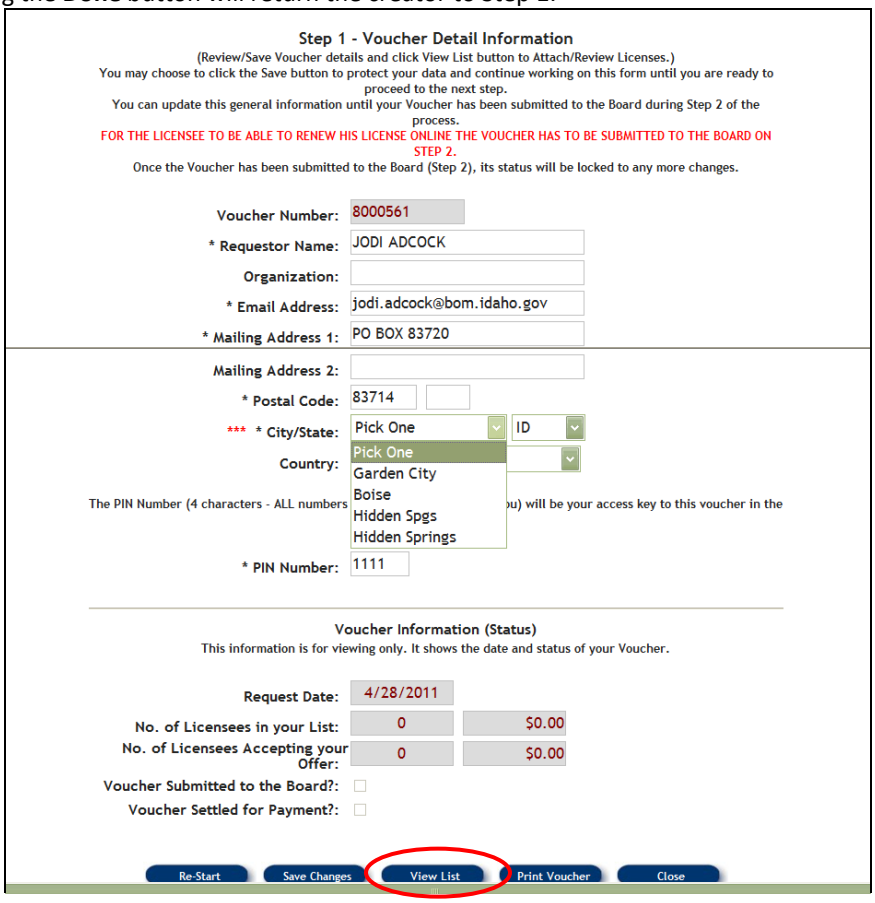
Last	First	Middle	Number	Expires	Renewed?	List?	Add/Del
JONES	ANDREW	FRANK	O-89	6/30/2011	No	No	
JONES	ARTHUR	C	M-3888	6/30/2011	No	No	
JONES	ARTHUR	CURTIS	M-8647	6/30/2011	No	No	
JONES	DANIEL	WILLIAM	M-8904	6/30/2011	No	No	
JONES	DAVID	THOMAS	M-8492	6/30/2011	No	No	
JONES	GREGORY	PHILLIP	M-8110	6/30/2011	No	No	
JONES	JERALYN	JAYE	M-6048	6/30/2011	No	No	
JONES	PETER	C	M-4807	6/30/2011	No	No	
JONES	PHILLIP	E	M-10893	6/30/2011	No	No	
JONES	RICHARD	THOMAS	M-10078	6/30/2011	No	No	
JONES	ROBERT	RANDALL	M-6955	6/30/2011	No	No	
JONES	ROXANNA		M-11053	6/30/2011	No	No	
JONES	THOMAS	BEVERLY	M-9087	6/30/2011	No	No	
JONES	WILLIAM	A	M-4743	6/30/2011	No	No	
JONES	WILLIAM	GUY	M-8554	6/30/2011	No	No	

Click on the icon under **Add** to add a licensee on to a voucher.

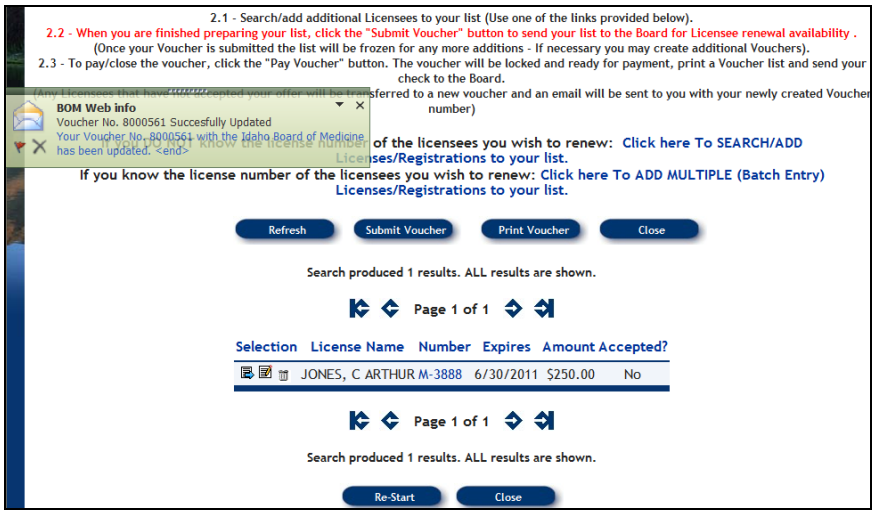


Last	First	Middle	Number	Expires	Renewed?	List?	Add/Del
JONES	ANDREW	FRANK	O-89	6/30/2011	No	No	
JONES	ARTHUR	C	M-3888	6/30/2011	No	No	
JONES	ARTHUR	CURTIS	M-8647	6/30/2011	No	No	
JONES	DANIEL	WILLIAM	M-8904	6/30/2011	No	No	
JONES	DAVID	THOMAS	M-8492	6/30/2011	No	No	
JONES	GREGORY	PHILLIP	M-8110	6/30/2011	No	No	
JONES	JERALYN	JAYE	M-6048	6/30/2011	No	No	
JONES	JOHN	KENT	M-6151	6/30/2011	No	No	
JONES	JOHN	WESLEY	M-7701	6/30/2011	No	No	
JONES	JUDY	LEE	M-4671	6/30/2011	No	No	
JONES	MARGARET	MING	M-7345	6/30/2011	No	No	
JONES	WILLIAM	GUY	M-8554	6/30/2011	No	No	

Click **Done** button. Clicking the **Done** button will return the creator to Step 1.

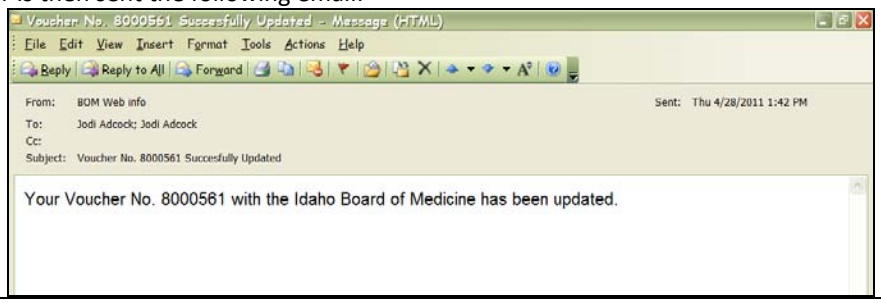


Click **View List**.

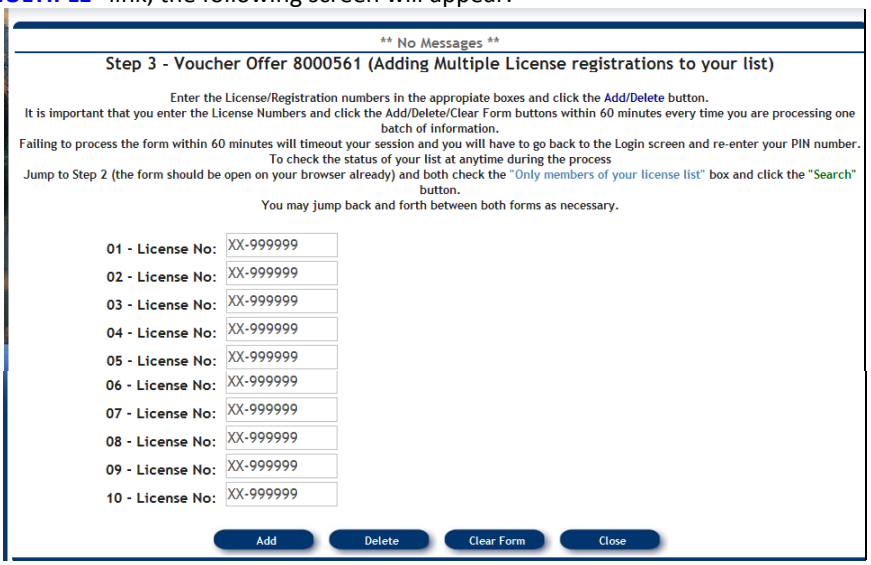


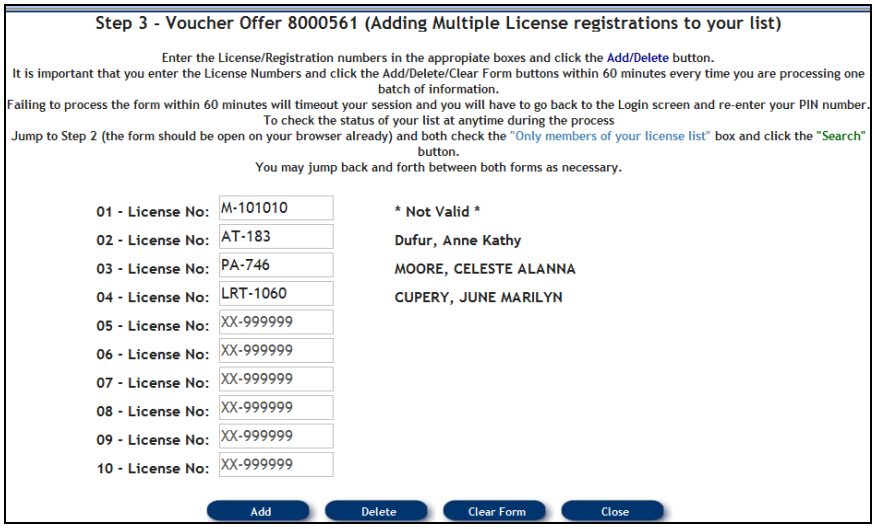
A licensee can only be on one voucher. Once added to a voucher, they cannot be added to another creator's voucher. They will show up as * Not Valid * for the 2nd person trying to add the licensee. Once on a voucher, the licensee cannot pay by credit card. If they want to pay by credit card, they will need to speak with the voucher creator to have the creator remove them from the voucher. After that is done, they should be able to go online and renew by credit card.

The creator of the voucher is then sent the following email:



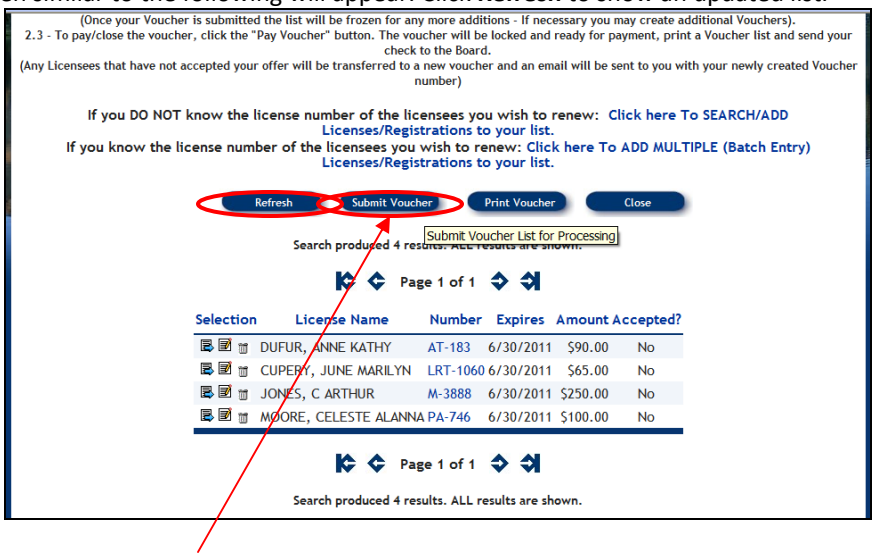
When clicking the "**ADD MULTIPLE**" link, the following screen will appear:



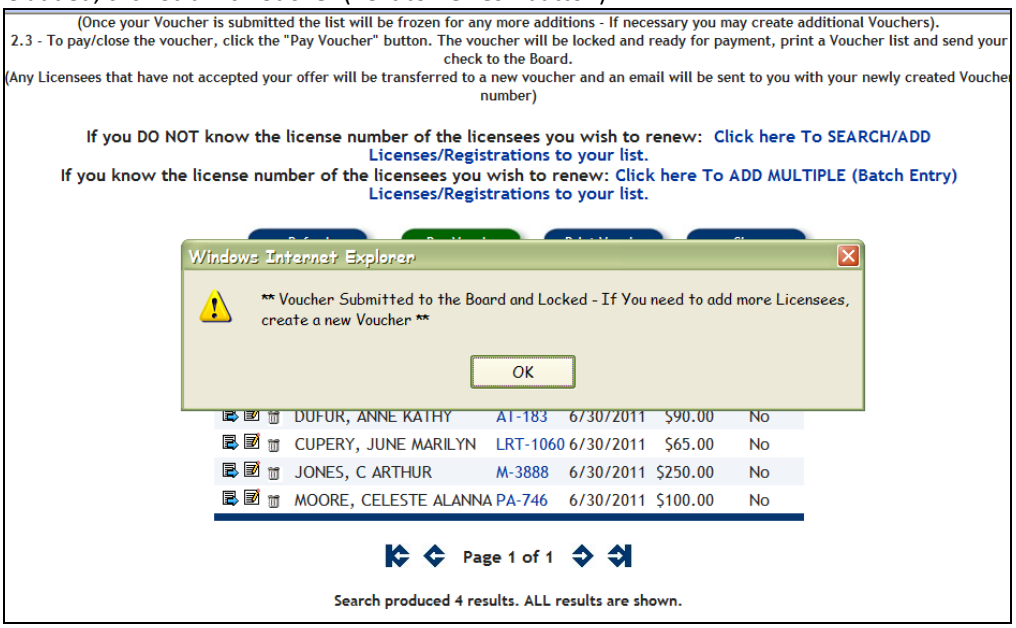


If a licensee is on another voucher, already paid by credit card, or are not renewable this period, they will show up as * Not Valid * for the person trying to add the licensee. Once on a voucher, the licensee cannot pay by credit card. If they want to pay by credit card, they will need to speak with the voucher creator to have the creator remove them from the voucher. After that is done, they should be able to go online and renew by credit card.

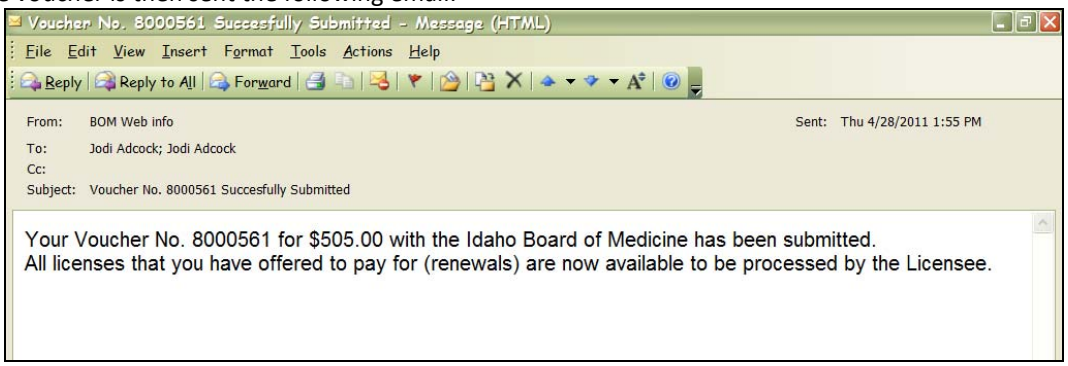
After clicking **Close**, a screen similar to the following will appear. Click **Refresh** to show an updated list.

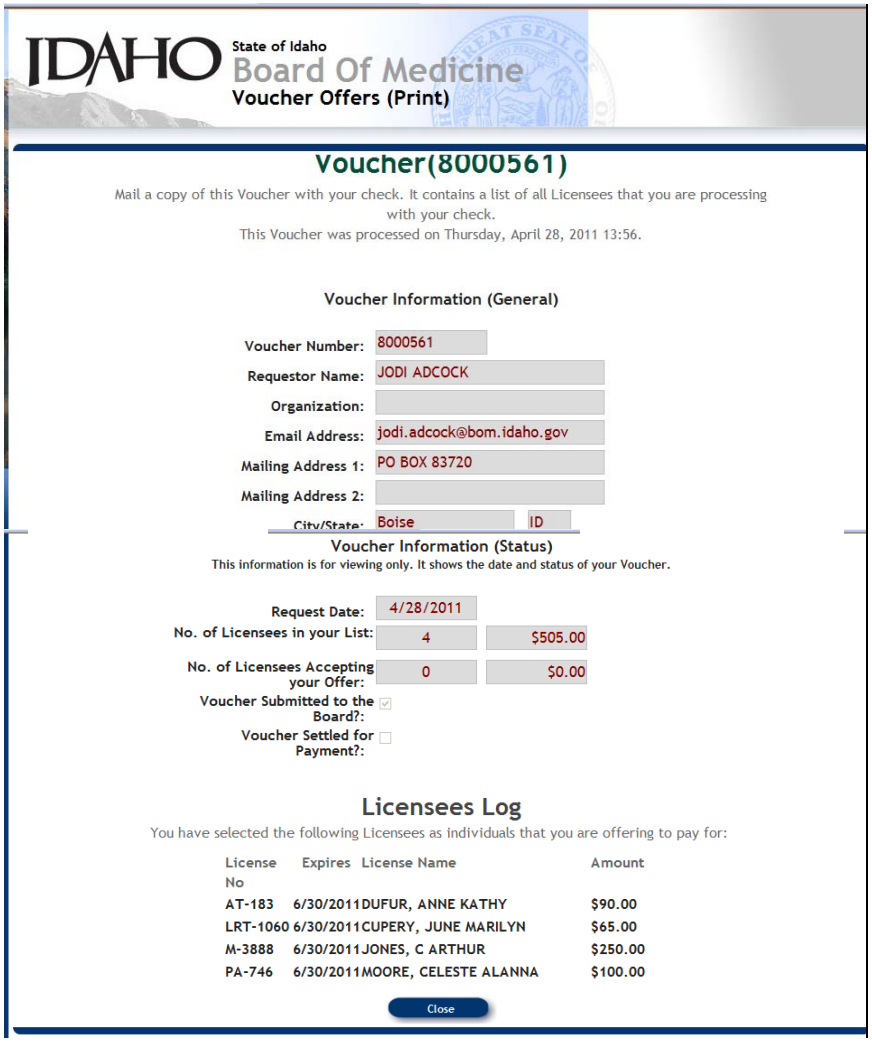


After all licensees are added, click **Submit Voucher** (next to **Refresh** button).



The creator of the voucher is then sent the following email:





IDAHO State of Idaho Board Of Medicine
Voucher Offers (Print)

Voucher(8000561)

Mail a copy of this Voucher with your check. It contains a list of all Licensees that you are processing with your check.
This Voucher was processed on Thursday, April 28, 2011 13:56.

Voucher Information (General)

Voucher Number:	8000561
Requestor Name:	JODI ADCOCK
Organization:	
Email Address:	jodi.adcock@bom.idaho.gov
Mailing Address 1:	PO BOX 83720
Mailing Address 2:	
City/State:	Boise ID

Voucher Information (Status)
This information is for viewing only. It shows the date and status of your Voucher.

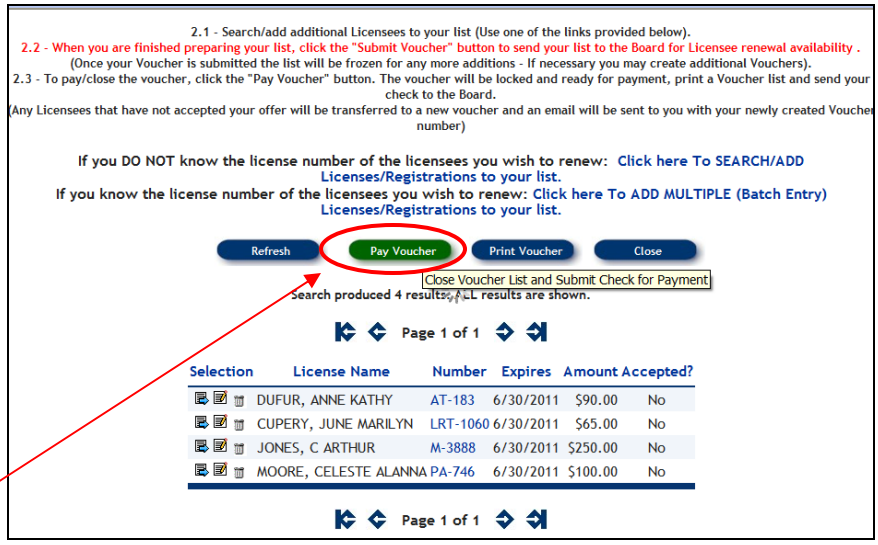
Request Date:	4/28/2011	
No. of Licensees in your List:	4	$505.00
No. of Licensees Accepting your Offer:	0	$0.00
Voucher Submitted to the Board?:	☑	
Voucher Settled for Payment?:	☐	

Licensees Log
You have selected the following Licensees as individuals that you are offering to pay for:

License No	Expires	License Name	Amount
AT-183	6/30/2011	DUFUR, ANNE KATHY	$90.00
LRT-1060	6/30/2011	CUPERY, JUNE MARILYN	$65.00
M-3888	6/30/2011	JONES, C ARTHUR	$250.00
PA-746	6/30/2011	MOORE, CELESTE ALANNA	$100.00

Close

**** All voucher offers are for a 1-year renewal only. ****



2.1 - Search/add additional Licensees to your list (Use one of the links provided below).
2.2 - When you are finished preparing your list, click the "Submit Voucher" button to send your list to the Board for Licensee renewal availability .
(Once your Voucher is submitted the list will be frozen for any more additions - If necessary you may create additional Vouchers).
2.3 - To pay/close the voucher, click the "Pay Voucher" button. The voucher will be locked and ready for payment, print a Voucher list and send your check to the Board.
(Any Licensees that have not accepted your offer will be transferred to a new voucher and an email will be sent to you with your newly created Voucher number)

If you DO NOT know the license number of the licensees you wish to renew: Click here To SEARCH/ADD Licenses/Registrations to your list.
If you know the license number of the licensees you wish to renew: Click here To ADD MULTIPLE (Batch Entry) Licenses/Registrations to your list.

Refresh | Pay Voucher | Print Voucher | Close

Close Voucher List and Submit Check for Payment

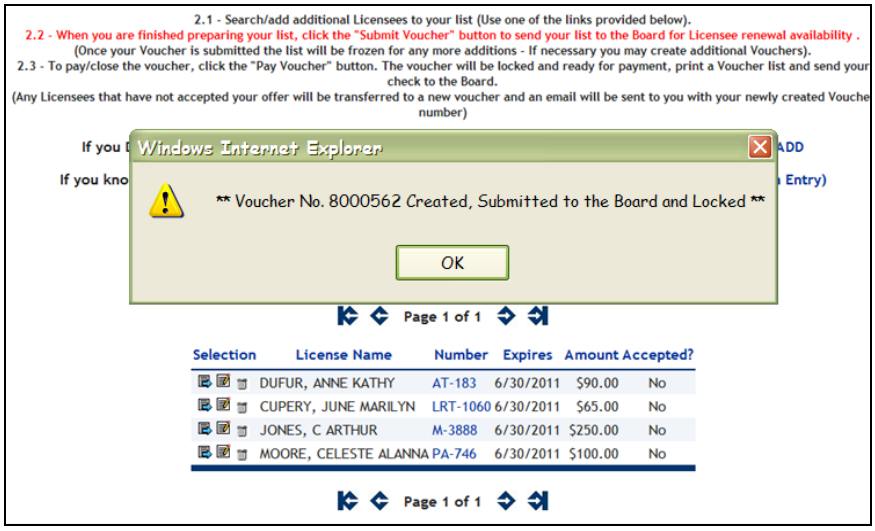
Search produced 4 results. ALL results are shown.

Page 1 of 1

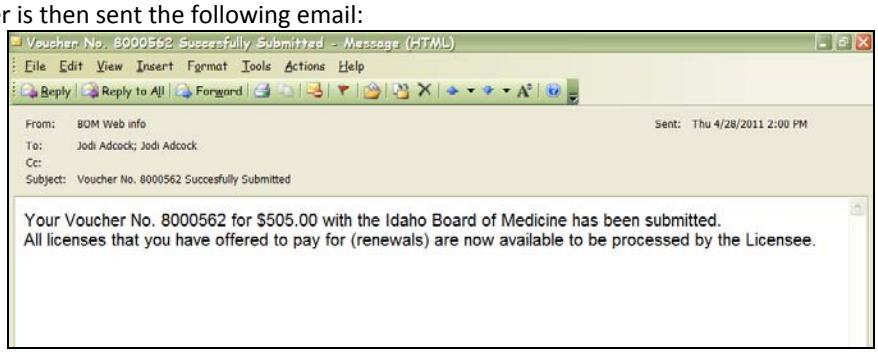
Selection	License Name	Number	Expires	Amount	Accepted?
	DUFUR, ANNE KATHY	AT-183	6/30/2011	$90.00	No
	CUPERY, JUNE MARILYN	LRT-1060	6/30/2011	$65.00	No
	JONES, C ARTHUR	M-3888	6/30/2011	$250.00	No
	MOORE, CELESTE ALANNA	PA-746	6/30/2011	$100.00	No

Page 1 of 1

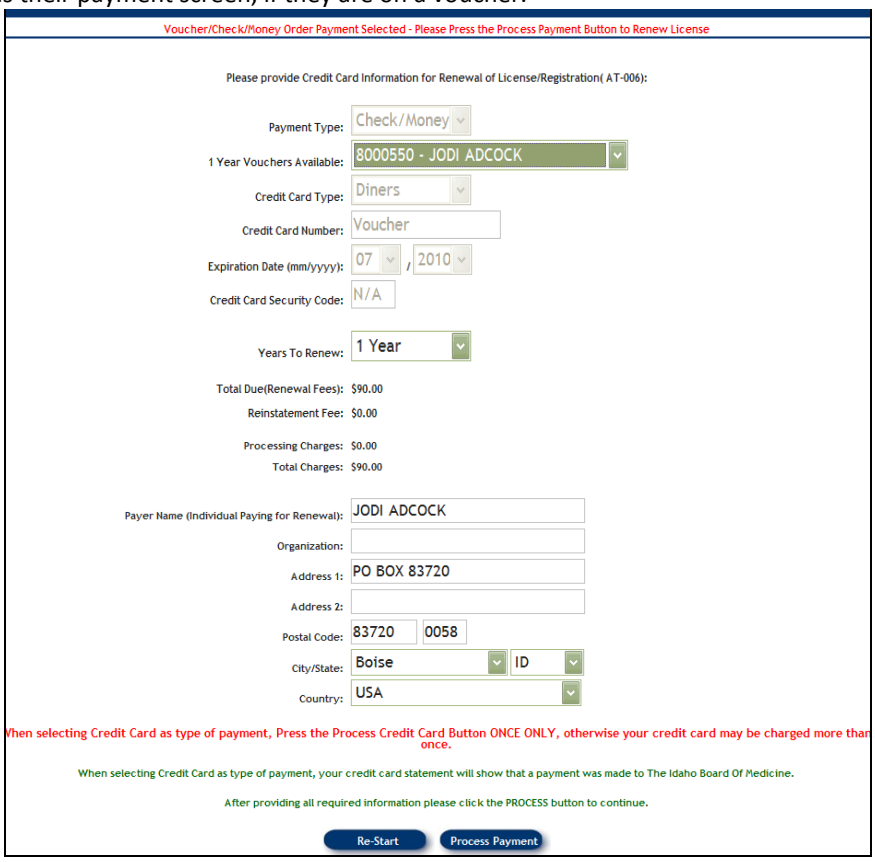
After **Pay Voucher** is clicked, the original voucher will be closed and a new voucher will be created with the licensees that have not yet renewed.



The creator of the voucher is then sent the following email:



The licensee will see this as their payment screen, if they are on a voucher.



Receipt

The following is an itemized receipt for the fees paid Online for your POLYSOMNOGRAPHIC TECHNICIAN License/Registration renewal.
PLEASE SAVE OR PRINT THIS PAGE FOR FUTURE REFERENCE -- It is your receipt for this License/Registration renewal. License/Registration renewal request received Friday, April 20, 2012 15:57.
If You are paying by Check or Money Order PLEASE PRINT THIS PAGE and send it along with your Check or Money Order to: Idaho Board of Medicine, PO Box 83720 Boise, Idaho 83720-0058

Fees
Online Transaction No.(VR-8001260):
One (1) Year Renewal Fee: $65.00

Total Due (Renewal Fees): $65.00

Total Charges: $65.00

When To Expect Your New License/Registration

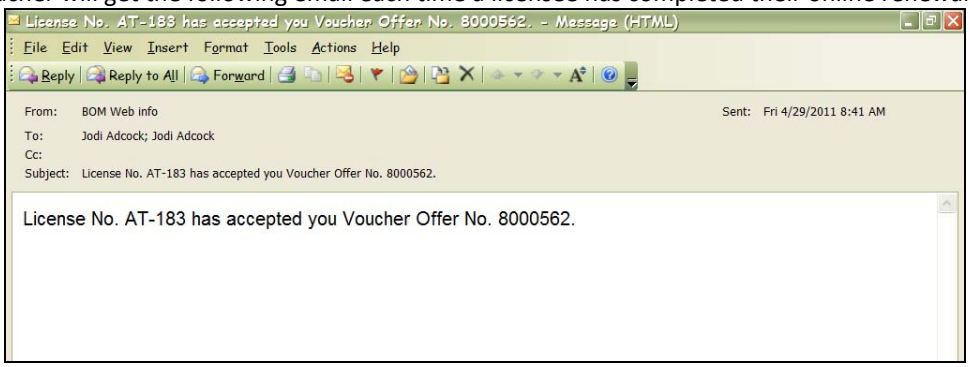
Your license/registration should be issued and mailed to you once the board has verified your renewal requirements.
You may be required to submit additional information by mail before the renewal of your license/registration can be completed.
If you are paying by Check, your renewal will not be complete until payment is received.

Contact the Idaho Board Of Medicine if you have any problems regarding this license/registration renewal. Please refer to your license/registration number PGT-090, and transaction number VR-8001260, when you call the board.

You are finished with your portion of the online license/registration renewal process.

More renewals | License Info | Sign Off

The creator of the voucher will get the following email each time a licensee has completed their online renewal.



License No. AT-183 has accepted you Voucher Offer No. 8000562. - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: BOM Web info
Sent: Fri 4/29/2011 8:41 AM
To: Jodi Adcock; Jodi Adcock
Cc:
Subject: License No. AT-183 has accepted you Voucher Offer No. 8000562.

License No. AT-183 has accepted you Voucher Offer No. 8000562.