

# VOUCHER OFFERS

## Quick Links

- Calendar Of Events
- License Search/Verification
- Order License Mailing Lists
- Online License Renewal
- **Group Voucher Log-In**
- Online Address Changes
- Requesting Duplicates
- Check Application Status
- Information For Patients
- Health-Related Law

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.

Step 2 - Review your List - Submit for Renewals - Submit for Payment - Voucher No.(8000561)

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 Licensees/Registrations to your list.](#)  
If you know the license number of the licensees you wish to renew: Click here [To ADD MULTIPLE \(Batch Entry\) Licensees/Registrations to your list.](#)

Refresh Submit Voucher Print Voucher Close

Search produced 0 results. ALL results are shown.  
Page 1 of 1

Selection License Name Number Expires Amount Accepted?  
Page 1 of 1

Search produced 0 results. ALL results are shown.  
Re-Start Close

SEARCH/ADD link.

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

\*\* No Messages \*\*

Add/Delete Licensees to your Voucher List (8000561)

To attach Licensees to your list, enter desired criteria on the search boxes and click the "Search" button to display your results. Use the results list to add/delete Licensees clicking the icons provided at the right of the list. (Repeat this process changing your search criteria to find more Licensees).  
(You may switch to the previous step to view the status of your list at any time)  
If you know the License numbers for the Licensees you wish to add to your list, click the "ADD multiple Licensees/Registrations to your list" link. When you are finished adding Licensees to your list, click the "Close" button to return to view the status of your list.

Board:  Last Name:   
License Type:  First Name:   
Number:

Search Close

Click here To ADD multiple Licensees/Registrations to your list.

\*\* No Messages \*\*

Add/Delete Licensees to your Voucher List (8000561)

To attach Licensees to your list, enter desired criteria on the search boxes and click the "Search" button to display your results. Use the results list to add/delete Licensees clicking the icons provided at the right of the list. (Repeat this process changing your search criteria to find more Licensees).  
(You may switch to the previous step to view the status of your list at any time)  
If you know the License numbers for the Licensees you wish to add to your list, click the "ADD multiple Licensees/Registrations to your list" link. When you are finished adding Licensees to your list, click the "Close" button to return to view the status of your list.

Board:  Last Name:   
License Type: BOARD OF ATHLETIC TRAINING BOARD OF MEDICINE DIETETIC LICENSURE BOARD PHYSICIAN ASSISTANT ADVISOR RESPIRATORY THERAPY LICENSE First Name:   
Number:

Search Close

Click here To ADD multiple Licensees/Registrations to your list.

\*\* No Messages \*\*

### Add/Delete Licensees to your Voucher List (8000561)

To attach Licensees to your list, enter desired criteria on the search boxes and click the "Search" button to display your results. Use the results list to add/delete Licensees clicking the icons provided at the right of the list. (Repeat this process changing your search criteria to find more Licensees).

(You may switch to the previous step to view the status of your list at any time)

If you know the License numbers for the Licensees you wish to add to your list, click the "ADD multiple Licenses/Registrations to your list" link. When you are finished adding Licenses to your list, click the "Close" button to return to view the status of your list.

Board: BOARD OF MEDICINE Last Name:

License Type:  First Name:

Number:

[Click here To ADD multiple Licenses/Registrations to your list.](#)

Search produced 20 results. ALL results are shown.

Page 1 of 1

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		

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

Board: BOARD OF MEDICINE Last Name: JONES

License Type:  First Name:

Number:

[Click here To ADD multiple Licenses/Registrations to your list.](#)

Search produced 20 results. ALL results are shown.

Page 1 of 1

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.

**Step 1 - Voucher Detail Information**  
(Review/Save Voucher details and click View List button to Attach/Review Licenses.)  
You may choose to click the Save button to protect your data and continue working on this form until you are ready to proceed to the next step.  
You can update this general information until your Voucher has been submitted to the Board during Step 2 of the process.  
**FOR THE LICENSEE TO BE ABLE TO RENEW HIS LICENSE ONLINE THE VOUCHER HAS TO BE SUBMITTED TO THE BOARD ON STEP 2.**  
Once the Voucher has been submitted to the Board (Step 2), its status will be locked to any more changes.

Voucher Number: 8000561  
\* Requestor Name: JODI ADCOCK  
Organization:   
\* Email Address: jodi.adcock@bom.idaho.gov  
\* Mailing Address 1: PO BOX 83720  
Mailing Address 2:   
\* Postal Code: 83714   
\*\*\* \* City/State: Pick One ID  
Country: Pick One  
Garden City  
Boise  
Hidden Spgs  
Hidden Springs  
The PIN Number (4 characters - ALL numbers) you will be your access key to this voucher in the  
\* PIN Number: 1111

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**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: 0 \$0.00  
No. of Licensees Accepting your Offer: 0 \$0.00  
Voucher Submitted to the Board?:   
Voucher Settled for Payment?:

Re-Start Save Changes **View List** Print Voucher Close

Click **View List**.

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.

ferred to a new voucher and an email will be sent to you with your newly created Voucher number)

**BOM Web Info**  
Voucher No. 8000561 Successfully Updated  
Your Voucher No. 8000561 with the Idaho Board of Medicine has been updated. <end>

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 Submit Voucher Print Voucher Close

Search produced 1 results. ALL results are shown.

Page 1 of 1

Selection	License Name	Number	Expires	Amount Accepted?
<input type="checkbox"/>	JONES, C ARTHUR M	3888	6/30/2011	\$250.00 No

Page 1 of 1

Search produced 1 results. ALL results are shown.

Re-Start Close

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 2<sup>nd</sup> 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:

\*\* No Messages \*\*

### Step 3 - Voucher Offer 8000561 (Adding Multiple License registrations to your list)

Enter the License/Registration numbers in the appropriate boxes and click the Add/Delete button.  
It is important that you enter the License Numbers and click the Add/Delete/Clear Form buttons within 60 minutes every time you are processing one batch of information.  
Failing to process the form within 60 minutes will timeout your session and you will have to go back to the Login screen and re-enter your PIN number.  
To check the status of your list at anytime during the process  
Jump to Step 2 (the form should be open on your browser already) and both check the "Only members of your license list" box and click the "Search" button.  
You may jump back and forth between both forms as necessary.

01 - License No:	<input type="text" value="XX-999999"/>
02 - License No:	<input type="text" value="XX-999999"/>
03 - License No:	<input type="text" value="XX-999999"/>
04 - License No:	<input type="text" value="XX-999999"/>
05 - License No:	<input type="text" value="XX-999999"/>
06 - License No:	<input type="text" value="XX-999999"/>
07 - License No:	<input type="text" value="XX-999999"/>
08 - License No:	<input type="text" value="XX-999999"/>
09 - License No:	<input type="text" value="XX-999999"/>
10 - License No:	<input type="text" value="XX-999999"/>

### Step 3 - Voucher Offer 8000561 (Adding Multiple License registrations to your list)

Enter the License/Registration numbers in the appropriate boxes and click the Add/Delete button.  
It is important that you enter the License Numbers and click the Add/Delete/Clear Form buttons within 60 minutes every time you are processing one batch of information.  
Failing to process the form within 60 minutes will timeout your session and you will have to go back to the Login screen and re-enter your PIN number.  
To check the status of your list at anytime during the process  
Jump to Step 2 (the form should be open on your browser already) and both check the "Only members of your license list" box and click the "Search" button.  
You may jump back and forth between both forms as necessary.

01 - License No:	<input type="text" value="M-101010"/>	* Not Valid *
02 - License No:	<input type="text" value="AT-183"/>	Dufur, Anne Kathy
03 - License No:	<input type="text" value="PA-746"/>	MOORE, CELESTE ALANNA
04 - License No:	<input type="text" value="LRT-1060"/>	CUPERY, JUNE MARILYN
05 - License No:	<input type="text" value="XX-999999"/>	
06 - License No:	<input type="text" value="XX-999999"/>	
07 - License No:	<input type="text" value="XX-999999"/>	
08 - License No:	<input type="text" value="XX-999999"/>	
09 - License No:	<input type="text" value="XX-999999"/>	
10 - License No:	<input type="text" value="XX-999999"/>	

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.

(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 Licenses 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** **Submit Voucher** **Print Voucher** **Close**

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

Search produced 4 results. ALL results are shown.

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

(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 Licenses 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** **Submit Voucher** **Print Voucher** **Close**

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

Search produced 4 results. ALL results are shown.

Windows Internet Explorer

**\*\* Voucher Submitted to the Board and Locked - If You need to add more Licensees, create a new Voucher \*\***

OK

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

Voucher No. 8000561 Successfully Submitted - Message (HTML)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: BOM Web info Sent: Thu 4/28/2011 1:55 PM  
To: Jodi Adcock; Jodi Adcock  
Cc:  
Subject: Voucher No. 8000561 Successfully Submitted

Your Voucher No. 8000561 for \$505.00 with the Idaho Board of Medicine has been submitted.  
All licenses that you have offered to pay for (renewals) are now available to be processed by the Licensee.

**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 ADCKOCK  
 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, 4 results are shown.

Page 1 of 1

Selection	License Name	Number	Expires	Amount Accepted?
<input checked="" type="checkbox"/>	DUFUR, ANNE KATHY	AT-183	6/30/2011	\$90.00 No
<input checked="" type="checkbox"/>	CUPERY, JUNE MARILYN	LRT-1060	6/30/2011	\$65.00 No
<input checked="" type="checkbox"/>	JONES, C ARTHUR	M-3888	6/30/2011	\$250.00 No
<input checked="" type="checkbox"/>	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.

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)

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

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

Voucher No. 8000562 Successfully Submitted - Message (HTML)

From: BOM Web info  
To: Jodi Adcock; Jodi Adcock  
Cc:  
Subject: Voucher No. 8000562 Successfully Submitted

Sent: Thu 4/28/2011 2:00 PM

Your Voucher No. 8000562 for \$505.00 with the Idaho Board of Medicine has been submitted. All licenses that you have offered to pay for (renewals) are now available to be processed by the Licensee.

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

Voucher/Check/Money Order Payment Selected - Please Press the Process Payment Button to Renew License

Please provide Credit Card Information for Renewal of License/Registration( AT-006):

Payment Type:

1 Year Vouchers Available:

Credit Card Type:

Credit Card Number:

Expiration Date (mm/yyyy):  /

Credit Card Security Code:

Years To Renew:

Total Due(Renewal Fees): \$90.00  
Reinstatement Fee: \$0.00  
Processing Charges: \$0.00  
Total Charges: \$90.00

Payer Name (Individual Paying for Renewal):

Organization:

Address 1:

Address 2:

Postal Code:

City/State:

Country:

When selecting Credit Card as type of payment, Press the Process Credit Card Button ONCE ONLY, otherwise your credit card may be charged more than once.

When selecting Credit Card as type of payment, your credit card statement will show that a payment was made to The Idaho Board Of Medicine.

After providing all required information please click the PROCESS button to continue.

**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.

