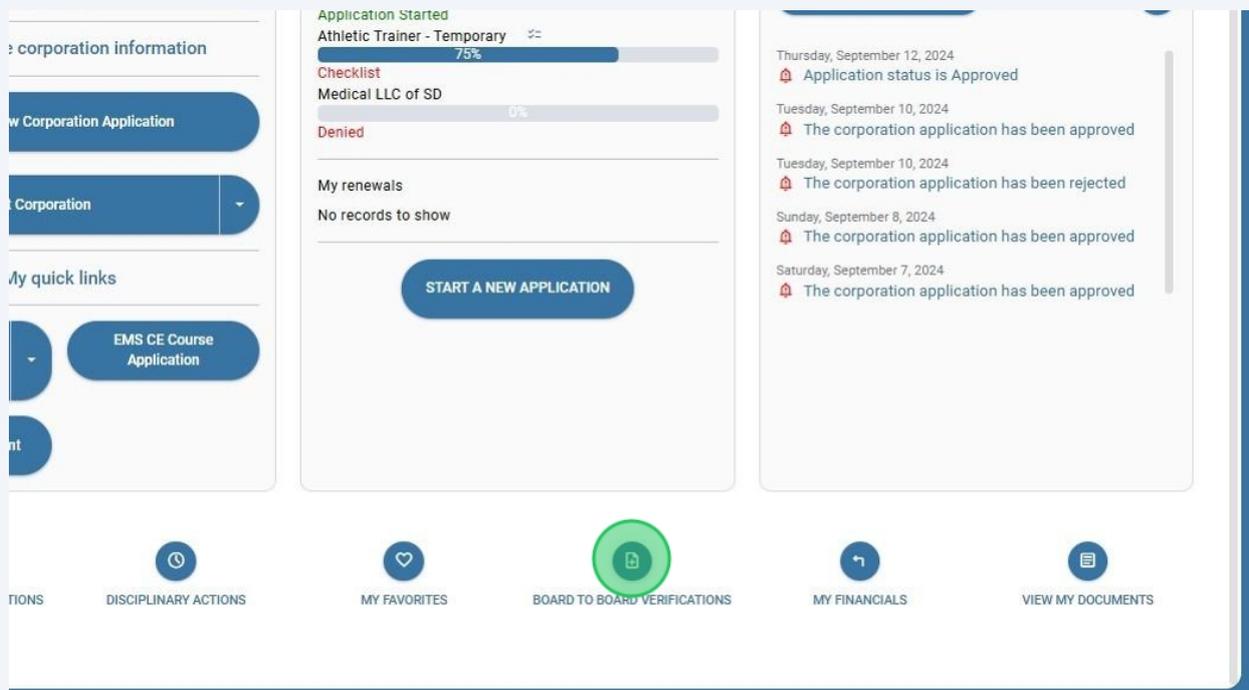


Public Access: Order Official Verification Documents to be Sent to a State Board

This guide is intended for those individuals needing to order and pay for OFFICIAL verification documents that will be sent to another State Board. You must be logged in to your MySD account to transact business and send this automated request.

1

Login to the Public Dashboard. Click "**Board To Board Verifications**" Navigation Button at the bottom of the page



2

Enter all required information in the top section. Use the "**Dropdown Select**" feature to choose a **State and Profession**. Click on the **down arrow** to display a list of choices to select from.

The screenshot shows a web interface with a blue header containing a hamburger menu icon and the text "Hello, Patti Barney! Log out". Below the header is a form with several input fields. A green rectangular box highlights the top section of the form, which includes the following fields: "Requestor Name:", "Requestor Phone (Direct Line, extension or cell):", "Requestor Email:", "Select State", "Select Profession", and "Special Instructions". A green circle highlights the downward-pointing arrow on the right side of the "Select State" field. Below the form are three sections: "Lookup" with input fields for "Name" and "Number" and a "Search" button; "Search results" with a table header "View Profile Name Type Expires Add to Cart" and the text "No records to display."; and "My Cart" with a table header "Item Description Fee Remove" and the text "No records to display.".

3 If you are sending a request for a standard license verification, **SKIP to Step 5.**

If you have a request with a **special circumstance** such as a pathology board certification or visa letter, change the country (which defaults to USA) to "**OTHER**". (Click in the text box and type *Other*, to display it in the dropdown menu. Click "**other**" to select it).

The screenshot shows a web form with a dropdown menu for country selection. The dropdown is open, showing options: Yemen, Zambia, Zimbabwe, and Other. The 'Other' option is highlighted with a green circle. Below the dropdown is a search bar with a 'Search' button. To the right of the search bar is a table of license information for 'Wendy Temp RCP'.

Emergency Medical Responder	Apr 30, 2026
Athletic Trainer - Temporary	Jun 30, 2026
Ambulance Driver	Dec 11, 2024
EMT-Basic Certification	Apr 30, 2026
	Mar 31, 2024

4

When you have a special circumstance and select "**Other**" in the country, the State field is no longer available and you are **required** to enter special instructions. Click into "**Special Instructions**" field and enter any specific details the BMOE administrator will need to process this request.

Other

Athletic Trainer

pathology report results - ATTN: Judy Johnson

Lookup

Wendy

Number

Search

Search results

View Profile	Name	Type	Expires	Add to Cart
	Wendy Temp RCP	Ambulance Driver Emergency Medical Responder Athletic Trainer - Temporary Ambulance Driver EMT-Basic Certification	Apr 30, 2026 Jun 30, 2026 Dec 11, 2024 Apr 30, 2026 Mar 31, 2024	

My Cart

Item	Descri
No records to display.	

5

Use the **Licensee Lookup** feature to find a licensee. Enter a full or partial name in the name field or enter a license number. Click "**Search**"

Investigator Dashboard

Public Dashboard

AA Landing Page

Supervisor Landing Page

Board Member Landing Page

Corporations

Orders/Payments

Notification Center

Settings

Select Profession

Special Instructions

Lookup

Name

Number

Search

Search results

View Profile	Name	Type	Expires	Add to Cart
No records to display.				

My

6 Your search results will display licensees based on the search criteria you entered.

Click "**Add to Cart**" icon to select a licensee for verification and move the order into your cart for Checkout.

publictraining101@lakenology-test.com

Idaho (ID)

MD / DO - Physician Surgeon

Special Instructions

Lookup

sal

Number

Search

Search results

View Profile	Name	Type	Expires	Add to Cart
	Sally Mae Surgeon, MD	MD / DO - Physician Surgeon Ambulance Driver	Aug 21, 2025 Apr 30, 2026	

My Cart

Item	Description	Fee
No records to display.		

7 Click "**Checkout**" to pay and submit your Order.

My Cart

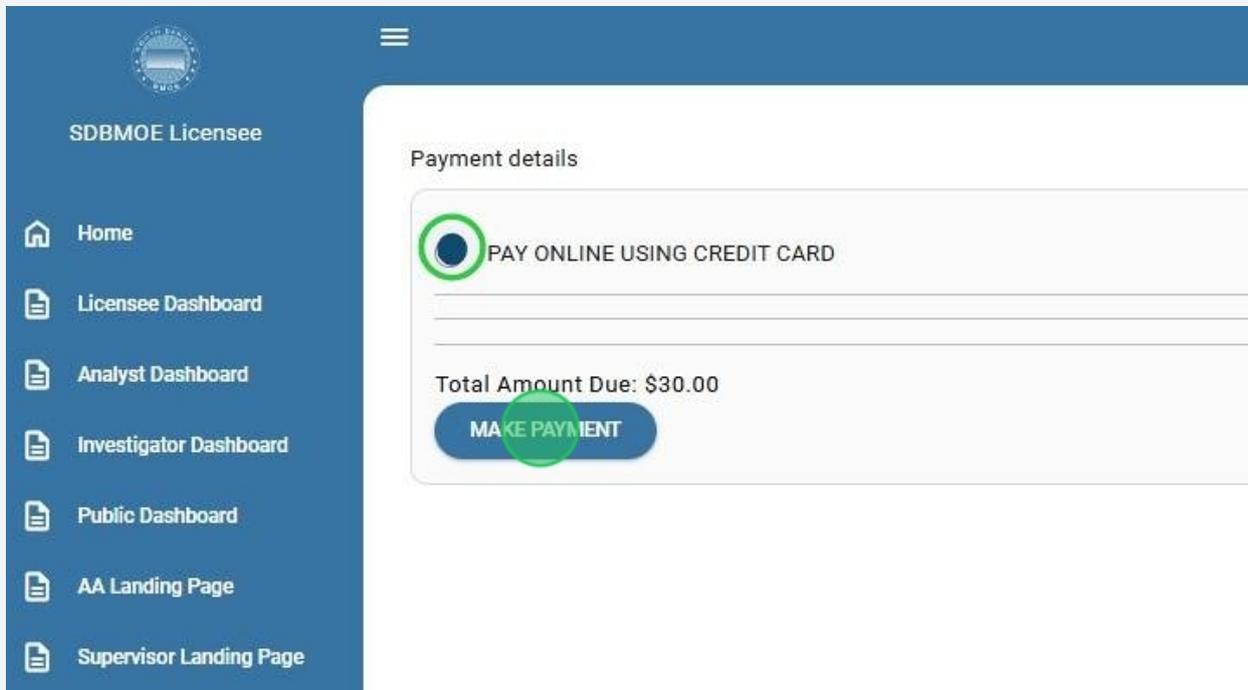
Item	Description	Fee	Remove
Board to Board verification	Sally Mae Surgeon, MD	\$30.00	

Checkout

Item	Expires	Add to Cart
IO - Physician Surgeon Ambulance Driver	Aug 21, 2025 Apr 30, 2026	

8

Click "**Pay Online Using credit Card**" to mark the payment choice, then Click "**Make Payment**".



9

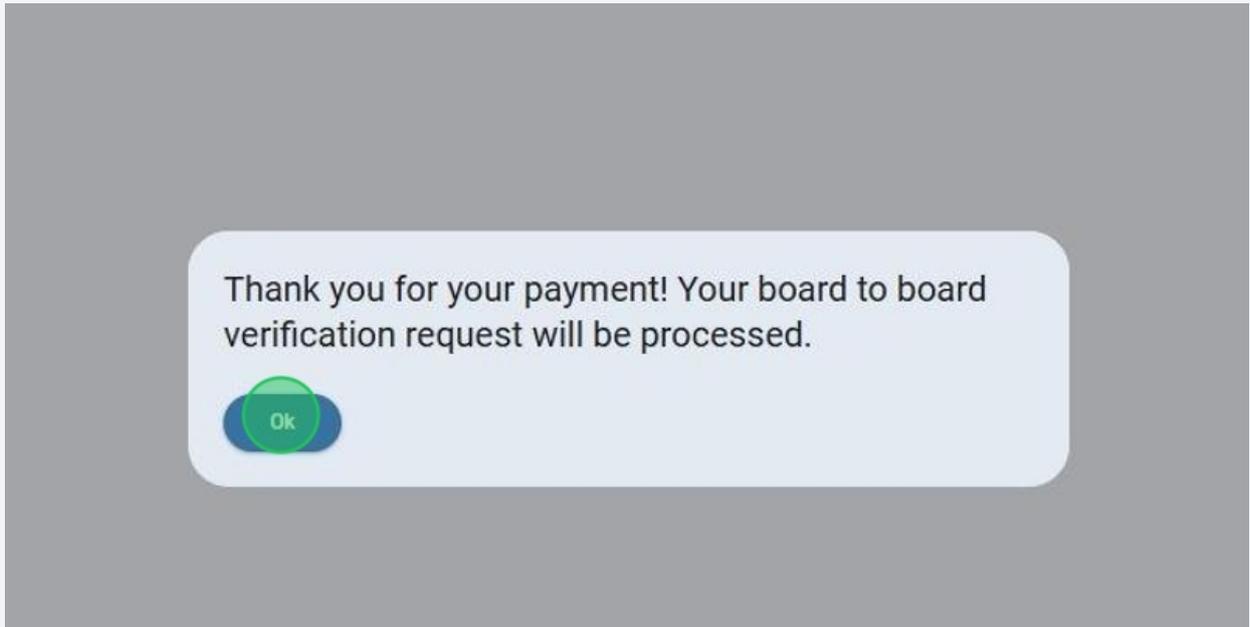
Enter your **payment details**. The SDBMOE does not store any of your **sensitive information** related to this payment. It is solely required to process the transaction through our payment provider. Click "**Pay**" to complete the transaction.

The screenshot shows a payment form for the South Dakota Board of Medical & Osteopathic Examiners. The form is titled "SOUTH DAKOTA BOARD OF MEDICAL & OSTEOPATHIC EXAMINERS" and features a logo on the left. The form contains the following fields and elements:

- Card Number ***: A text input field with a red error message "Card Number is required" below it.
- Expiration Date(MMYY) ***: A text input field.
- CVV2 ***: A text input field.
- Address1 ***: A text input field.
- Postal Code ***: A text input field.
- Pay 30.00 USD**: A large grey button with the text "Pay 30.00 USD" in black. A green circle highlights the "30.00" portion of the button.

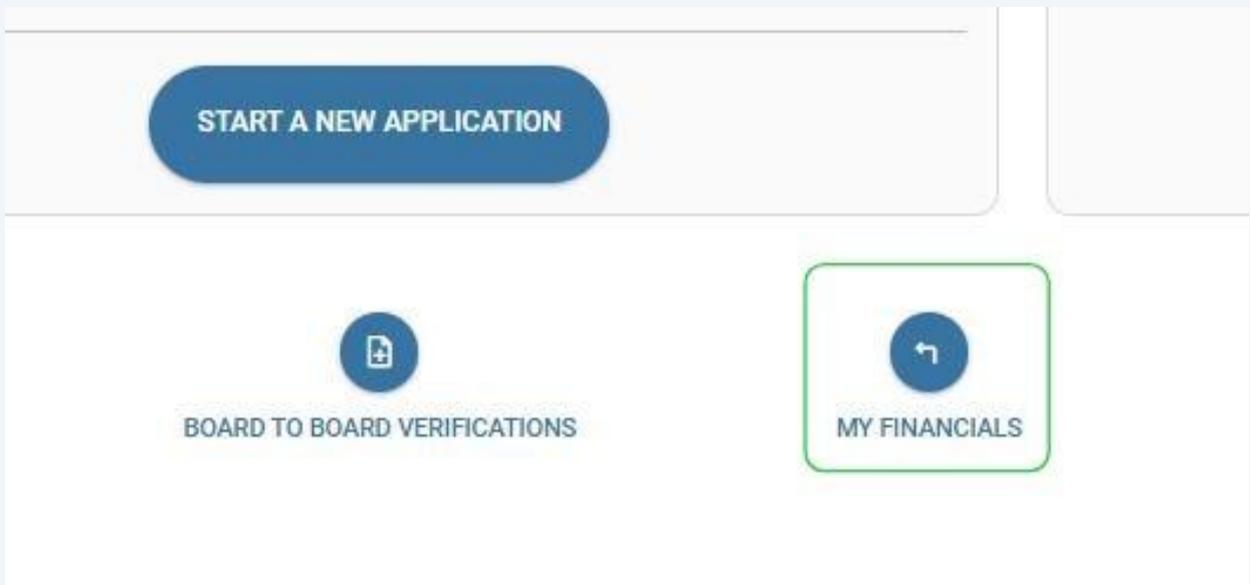
10

A message is displayed "**Thank you for your payment**". Click "**Ok**" to return to your dashboard.



11

From your **Licensee Dashboard**, Click "**My Financials**" button at the bottom of the page to view **Order details and a Receipt** for your Board to Board request.



12

As a member of the public, your **Public Dashboard** will display all "**Previous Orders**" in the middle section of your dashboard.

View Details	Order Number	Date	Description
	00582	Oct 15, 2024	Individual application renewal
	00578	Oct 09, 2024	Individual application
	00576	Oct 09, 2024	Individual application
	00560	Oct 02, 2024	Corporation application
	00558	Oct 02, 2024	Corporation application
	00548	Oct 01, 2024	Corporation application
	00544	Oct 01, 2024	Individual application renewal
	00543	Sep 29, 2024	Corporation application
	00541	Sep 28, 2024	Corporation application
	00539	Sep 27, 2024	Corporation application reinstatement

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