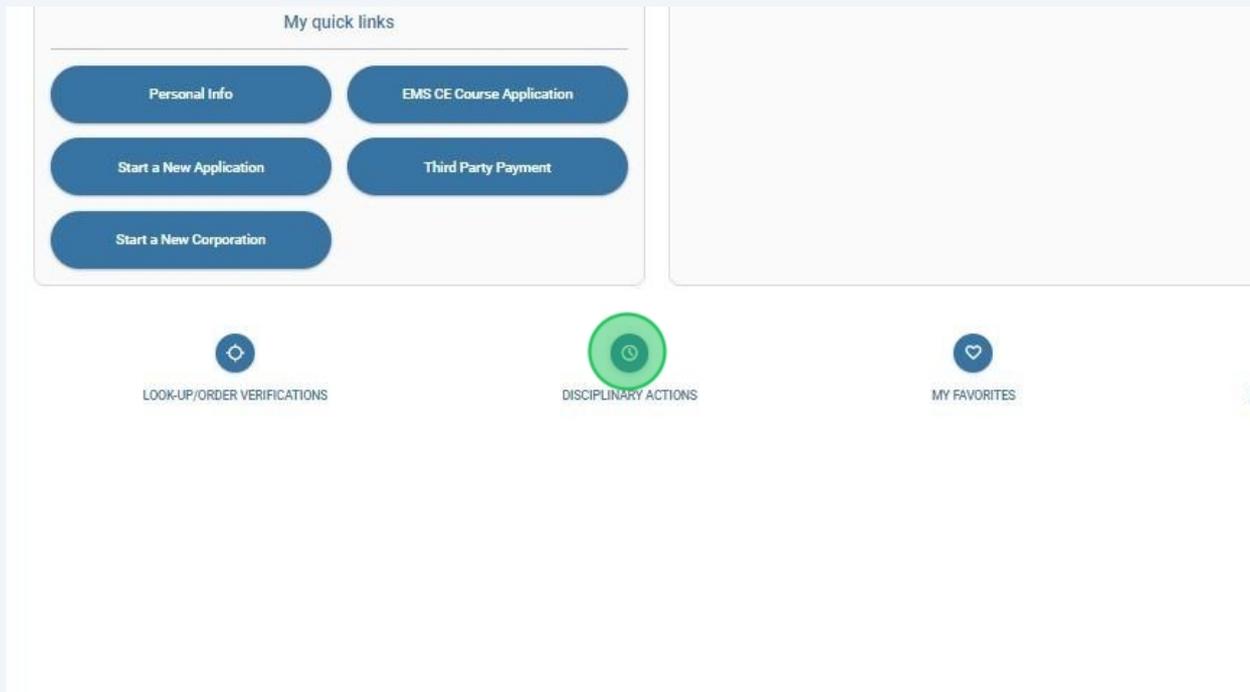


Public Access: Look-Up Disciplinary Actions for a Licensee

1

Navigate to your Public Dashboard. Click "**Disciplinary Actions**" navigation button at the bottom of the page



2 To search by licensee, enter a full or partial name in the name field. Click "**Search**"

The screenshot shows the 'Disciplinary Actions' search interface. On the left is a blue sidebar with 'SDBMOE Licensee' at the top and 'Home' and 'Public Dashboard' below. The main content area is titled 'Disciplinary Actions' and is split into two columns. The left column, 'Search Criteria', has a text input field containing 'Jones', a 'Date range' section with 'Starting' and 'Ending' date pickers, and a blue 'Search' button. A green arrow points to the 'Jones' input field, and a green circle highlights the 'Search' button. The right column, 'Search results', shows a table with headers 'View Profile' and 'Name', and the text 'No records to display.' Below the search criteria is a paragraph of explanatory text.

3 You can also search by date. Use the "**date picker**" to select a specific start and end date or type in your own dates. You can also include a partial name with the date range to refine your search results. Click "**Search**"

The screenshot shows the 'Disciplinary Actions' search interface with search criteria. The 'Search Criteria' section has a text input field with 'geo', a 'Date range' section with 'Starting' and 'Ending' date pickers both set to '06/07/202', and a blue 'Search' button. A green arrow points to the 'Ending' date picker. The 'Search results' section shows a table with headers 'View Profile', 'Name', and 'Date'. The table contains two rows: one for 'Georgie J Jones' on 'Nov 13, 2023' and one for 'Sally Mae Surgeon, MD' on 'Nov 14, 2023'. Below the search criteria is a paragraph of explanatory text.

- 4 Click the **"View Profile"** icon to display the Licensee Profile.

Disciplinary Actions

Search Criteria

geo

Date range:

Starting 06/07/2022 Ending 06/07/2022

Search

If you do not enter any search criteria only recent actions will be displayed in your results list to the right. Please note that all recent action documents

Search results

View Profile	Name	Date
	Georgie J Jones	Nov 1
	Sally Mae Surgeon, MD	Nov 1

- 5 The Licensee Profile will default to the **"Disciplinary Actions"** tab. To view the documentation, Click **the link** provided. The document will **open in a new browser tab**.

Contact Information

Licensure

Specialties

Supervision

Disciplinary Actions

Tag as Favorite

Order Verification

Disciplinary documents

Action	Date
GGeorge Jones Disciplinary Action.pdf	Nov 13, 2023

6

If you want to order a license verification for this licensee, Click "**Order Verification**". This will add the order to your cart

Search results

View Profile	Name	Date
	Georgie J Jones	Nov 13, 2023
	Sally Mae Surgeon, MD	Nov 14, 2023

Item Description
No records to display.

Tag as Favorite Order Verification

Disciplinary documents

Action	Date
GGeorge Jones Disciplinary Action.pdf	Nov 13, 2023

7

Click "**Home**" icon to return to the Disciplinary Actions page and view your cart. You can also scroll through the individual profile tabs on the left (**contact, licensure, specialties and supervision information**) and Click to order a verification from any of these tabs. Click "**Home**" icon to exit

Home Licensee Dashboard Board Member Landing Page

Search Criteria

geo

Date range: Starting 06/07/2022 Ending 06/07/2022

Search results

View Profile	Name
	Georgie J Jones
	Sally Mae Surgeon, MD

Tag as Favorite Order Verification

Disciplinary documents

Action	Date
GGeorge Jones Disciplinary Action.pdf	Nov 13, 2023

Contact Information
Licensure
Specialties
Supervision
Disciplinary Actions

8

The license verification you ordered is now displayed in the **My Cart** section of the Disciplinary actions look-up page. Click "**Delete**" icon to remove it from the cart or Click "**Checkout**" to pay for the verification you ordered.

Search results

View Profile	Name	Date
	Georgie J Jones	Nov 13, 2023
	Sally Mae Surgeon, MD	Nov 14, 2023

My Cart

Item	Description	Fee	Remove
Online license verification	Georgie J Jones	\$4.00	

[Checkout](#)

9

Click to select a **payment type** then Click "**MAKE PAYMENT**"

SDBMOE Licensee

Home

Licensee Dashboard

Board Member Landing Page

Hello, Patti Barney! Log

Payment details

PAY ONLINE USING CREDIT CARD

Total Amount Due: \$4.00

[MAKE PAYMENT](#)

10

You will be prompted to enter payment details using a secure payment portal. After entering the information, Click "**Pay 4.00 USD**"

The screenshot shows a payment form titled "SOUTH DAKOTA BOARD OF MEDICAL & OSTEOPATHIC EXAMINERS". The form contains the following fields and buttons:

- Card Number*
- Expiration Date(MMYY) *
- CVV2 *
- Address1 *
- Postal Code *
- Pay 4.00 USD (highlighted with a green circle)

11

A message is displayed "**Thank you for your payment!**". Your request is being processed by an SDBMOE Analyst. Click "**Ok**" to return to your dashboard

