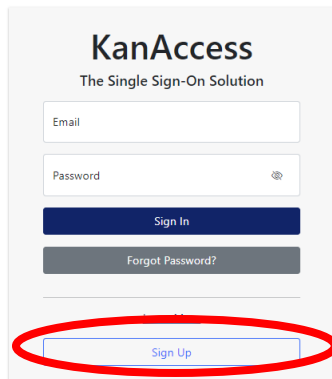


LOG IN INSTRUCTIONS

Link to login:

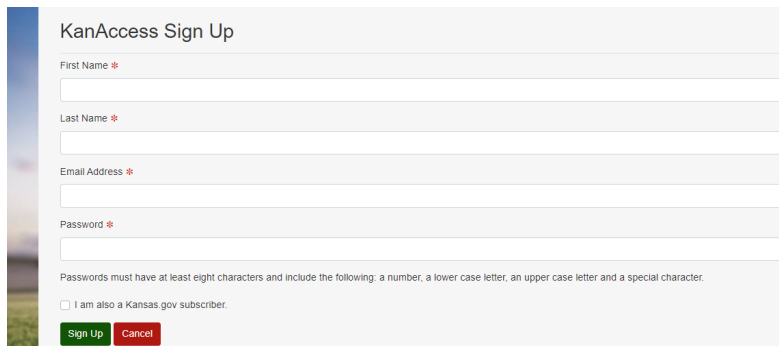
https://www.kansas.gov/user/login?service=https%3A%2F%2Fwww.kansas.gov%2Fsrv-optometry%2Fspring_cas_security_check%3B%3Fsessionid%3DB9CB125B32F55F3D05FE29281B4FABCE.a%3Fptcs02-inst1

Which will put you here:



Click the Sign Up box

Which puts you here:

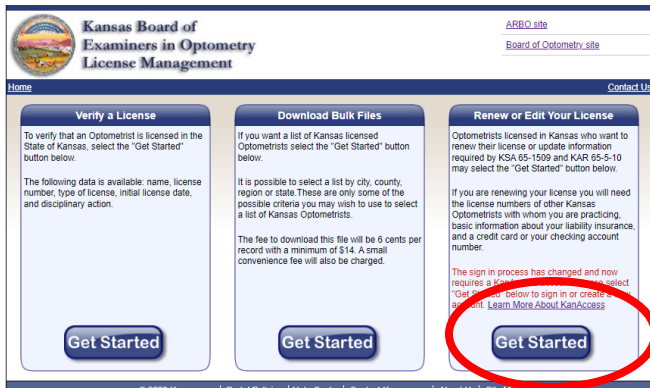


Sign up with for a new account with your email address. If it tells you already have an account, go back to the first screen and do the forgot password link.

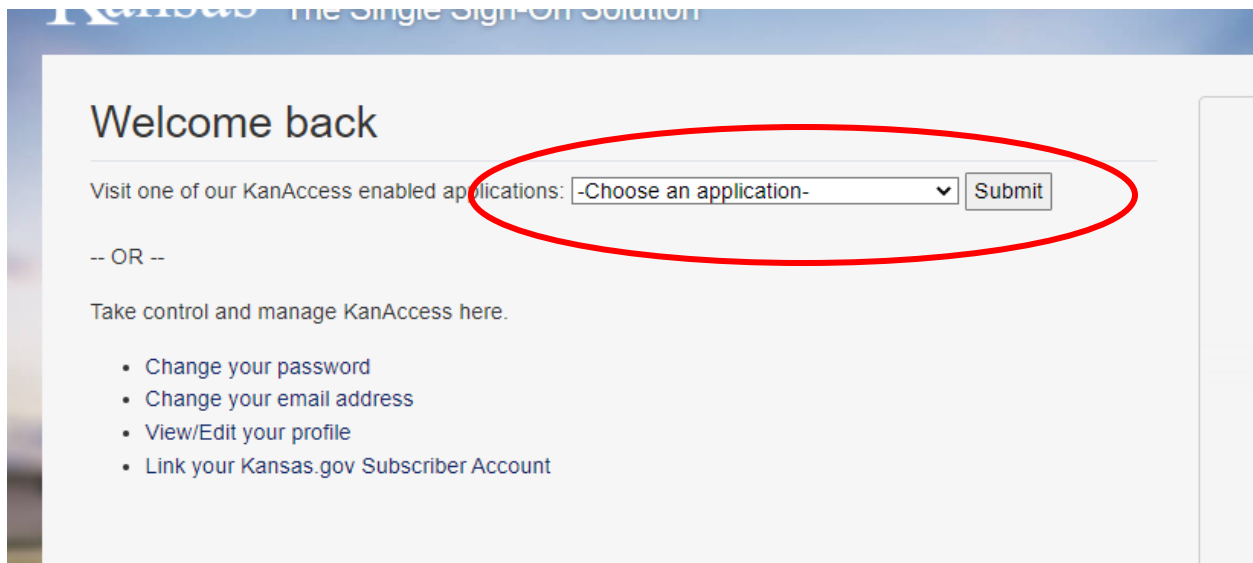
You should receive an email from: ks-helpcenter@egov.com

Complete the Sign-Up process by selecting the link in the email sent to the supplied email address

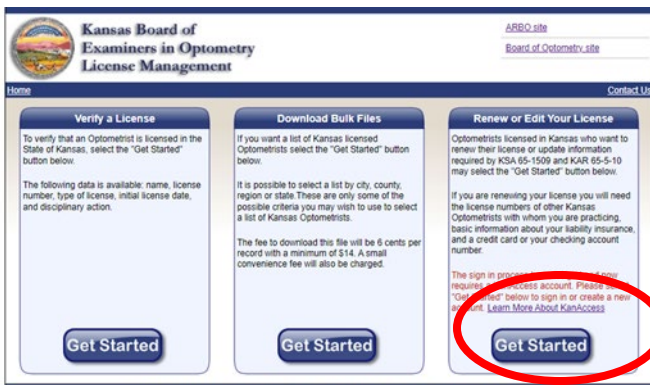
If you don't receive it check your junk folder. Once your account is set up then it should take you here:



If you should get this screen



Select **KSSBEO – License Management** from the drop-down list which will take back to this:



From there you would be able to link your account:

The screenshot shows a web page with a dark blue header containing the text "Home" on the left and "Contact Us" on the right. Below the header is a light beige background. In the center, there is a rounded rectangular box with a dark blue header that says "Link Account". Inside this box, the following text is displayed: "Please enter your information then click the 'Link Account' button to link your license number with your new KanAccess account. You will only have to do this once." Below this text are three form fields, each preceded by a right-pointing triangle: "▶ License Number: [input field] (Only enter numbers before dash.)", "▶ Last 4 Digits of SSN: [input field]", and "▶ Date of Birth: [input field] (mm/dd/yyyy)". At the bottom right of the form box is a dark blue button with the text "Link Account". At the very bottom of the page, there is a dark blue footer with white text: "© 2022 Kansas.gov | Portal Policies | Help Center | Contact Kansas.gov | About Us | Site Map".

Then you should be able to complete your renewal as usual.