

## **Instructions for Completion of Mine Operator License Renewal Request for Security Access/Portal Account Subscriber Agreement**

Under the Applicant Data section, you may request access to multiple license renewal applications. If you need to request access to more than 4 license renewal applications, please copy page 1, fill in the additional Applicant Data, and attach it to the form.

Under the User Data section, please fill in all information requested. Please note that an application may have multiple users accessing the application or providing information for the application. If there will be multiple users accessing a renewal application, please complete a separate request form for each user.

Under the Security Role section, there are securities assigned to the user. A user may only have one security role assigned to them.

The Insurance Agent security role will allow the user to attach the proof of insurance document (generally a certificate of insurance) to the license application before or after submittal of the license application. Please note that the user in this role can only read and attach documents. There are no edit function capabilities associated with this role. As an alternative, the insurance agent can email or mail a hardcopy of the proof of insurance directly to one of our license reviewers, and we will attach it to the license application.

The Preparer security role will allow the user to read, enter, and edit data on behalf of the applicant. The user under this role will not have the function to submit the completed application. Only users with the Submitter security role will be able to submit the completed renewal application.

The Submitter security role will allow the user to read, enter, and edit data on the renewal application. In addition, the user with the Submitter security role is responsible for ensuring the accuracy and validity of the renewal application. In order to submit a renewal application electronically, the applicant must have at least one user with the Submitter security role assigned.

Please be sure to read the Electronic Signature Agreement before signing the agreement. Once we receive a signed and dated Electronic Signature Agreement, an instruction checklist, along with your access username and password, will be sent to you. The checklist will guide you through completing the license renewal application.

If you have any questions, please contact me directly at:

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