

Dear Licensee:

This correspondence is to notify you that there has been a slight change to the online renewal system.

You must have a business address of the premises on file with the Board. In addition, you must add the following address types into the system:

- Home Office Physical Location
- Home Office Mailing Address
- Physical Location in Kentucky
- Kentucky Mailing Address

If you do not have one or more of these additional address types, you may select “N/A”. If you have one or more of these additional address types, but they are the same as the business address of the premises, you may select “**Same as business address**”.

Please see below for two step-by-step examples of how to navigate the addresses section of the online renewal system. Example 1 is for businesses headquartered in Kentucky. Example 2 is for businesses with a Kentucky location, but headquartered outside of Kentucky.

These addresses will only need to be added once. For your next renewal, you can edit the additional addresses if they have changed or proceed past this section if there have been no changes.

EXAMPLE 1: HEADQUARTERED IN KENTUCKY

1. Proceed to the Add/Edit Name, Address, Phone, Email page of the renewal. Your Business (Address of Premises) address should already be in the system. Please note that this address cannot be removed or edited.

ADD/EDIT NAME, ADDRESS, PHONE, EMAIL

NOTE: If you check 'Yes' for Public Viewable, your information will appear in the Active License Directory

License Information

Board	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
Kentucky Board of Durable Medical Equipment Suppliers	Home Medical Equipment and Services Provider		389154	Active	1/7/2019	9/30/2022	9/30/2022

Renewal / Extension Information

Board	License Type	Calendar Year	Renewal / Extension Paid	Response Received	Notice Date	Original Amount Due	Penalty Late Amount	Amount Paid	Total Amount Due
Kentucky Board of Durable Medical Equipment Suppliers	Home Medical Equipment and Services Provider	2022	No	No	7/7/2022	350	0	0	350

Business Name

DME Test LLC

FEIN

5558812:

Doing Business in KY as

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

2. Click the Add New Address link. A new box will appear to allow you to add the four new, required addresses.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

Address Type

Select Address Type

Business Name

Enter Business Name

Address Line1

Enter Address

Address Line2

Enter Address

Address Line3

Enter Address

Zip Code

Zip Code

City

Enter City

State

Country

County

Primary

☐ Yes ☐ No

Public Viewable

☐ Yes ☐ No

Save Address

3. Select the address type you want to add from the Address Type dropdown box. As a reminder, you must add the Home Office Physical Location, Home Office Mailing Address, Physical Location in Kentucky, and Kentucky Mailing Address. Once you choose an address type, the “**Same as business address**” and “**N/A**” checkboxes will appear.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

☐ Same as business address ☐ N/A

Address Type

Home Office Mailing Address

Business Name

Enter Business Name

Address Line1

Enter Address

Address Line2

Enter Address

Address Line3

Enter Address

Zip Code

Zip Code

City

Enter City

State

Country

County

Primary

☐ Yes ☐ No

Public Viewable

☐ Yes ☐ No

Save Address

4. If the address type is the same as your business address of the premises or does not apply to your license, please check the corresponding box. If the address does apply to your license and it is different than the business address, you will enter the address information below. Once you have entered the address or selected the appropriate box, select the Yes or No button for the Primary and Public Viewable options. Then, click the Save Address button.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

☐ Same as business address

☒ N/A

Address Type

Address Line1

Zip Code

Business Name

Address Line2

State

Address Line3

Country

County

City

Primary
☐ Yes ☒ No

Public Viewable
☐ Yes ☒ No

Save Address

5. Your new address will now show in the system next to your business address. Select the Add New Address link again to repeat the process and add the remaining required addresses.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete
Edit	Home Office Mailing Address	N/A	No	No	Delete

6. Once all five address types are added into the system, you can make any necessary edits to your phone and email address. Once those are complete, click the Continue button to go to the next page of the renewal.

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete
Edit	Physical Location in Kentucky	123 Main St Frankfort, KY 40601	No	No	Delete
Edit	Kentucky Mailing Address	123 Main St Frankfort, KY 40601	No	No	Delete
Edit	Home Office Physical Location	N/A	No	No	Delete
Edit	Home Office Mailing Address	N/A	No	No	Delete

[Add New Phone](#)

	Phone Type	Phone	Primary	Public Viewable	
Edit	Business	5555555555	Yes	No	Delete

[Add New Email](#)

	Email Type	Email	Primary	Public Viewable	
Edit	Business Email	test@dmtest.com	Yes	No	Delete

Continue

EXAMPLE 2: HEADQUARTERED IN ANOTHER STATE

1. Proceed to the Add/Edit Name, Address, Phone, Email page of the renewal. Your Business (Address of Premises) address should already be in the system. Please note that this address cannot be removed or edited.

ADD/EDIT NAME, ADDRESS, PHONE, EMAIL

NOTE: If you check 'Yes' for Public Viewable, your information will appear in the Active License Directory

License Information

Board	License Type	Legacy Number	License Number	Status	Issue Date	Renewal /Extension Date	Expire Date
Kentucky Board of Durable Medical Equipment Suppliers	Home Medical Equipment and Services Provider		389154	Active	1/7/2019	9/30/2022	9/30/2022

Renewal / Extension Information

Board	License Type	Calendar Year	Renewal / Extension Paid	Response Received	Notice Date	Original Amount Due	Penalty Late Amount	Amount Paid	Total Amount Due
Kentucky Board of Durable Medical Equipment Suppliers	Home Medical Equipment and Services Provider	2022	No	No	7/7/2022	350	0	0	350

Business Name

DME Test LLC

FEIN

5558812:

Doing Business in KY as

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

2. Click the Add New Address link. A new box will appear to allow you to add the four new, required addresses.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

Address Type
Select Address Type

Business Name
Enter Business Name

Address Line1
Enter Address

Address Line2
Enter Address

Address Line3
Enter Address

Zip Code
Zip Code

City
Enter City

State

Country

County

Primary
☐ Yes ☐ No

Public Viewable
☐ Yes ☐ No

Save Address

3. Select the address type you want to add from the Address Type dropdown box. As a reminder, you must add the Home Office Physical Location, Home Office Mailing Address, Physical Location in Kentucky, and Kentucky Mailing Address. Once you choose an address type, the “**Same as business address**” and “**N/A**” checkboxes will appear.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

☐ Same as business address
☐ N/A

Address Type

Home Office Mailing Address ▼

Business Name

Enter Business Name

Address Line1

Enter Address

Address Line2

Enter Address

Address Line3

Enter Address

Zip Code

Zip Code

City

Enter City

State

Country

County

Primary

☐ Yes ☐ No

Public Viewable

☐ Yes ☐ No

[Save Address](#)

4. If the address type is the same as your business address of the premises or does not apply to your license, please check the corresponding box. If the address does apply to your license and it is different than the business address, you will enter the address information below. Once you have entered the address or selected the appropriate box, select the Yes or No button for the Primary and Public Viewable options. Then, click the Save Address button.

[Add New Address](#)

	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete

☐ Same as business address
☐ N/A

Address Type

Home Office Mailing Address ▼

Business Name

Enter Business Name

Address Line1

555 Market St

Address Line2

Enter Address

Address Line3

Enter Address

Zip Code

32635

City

Gainesville

State

FL

Country

USA

County

ALACHUA

Primary

☐ Yes ☒ No

Public Viewable

☐ Yes ☒ No

[Save Address](#)

5. Your new address will now show in the system next to your business address. Select the Add New Address link again to repeat the process and add the remaining required addresses.

Add New Address					
	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete
Edit	Home Office Mailing Address	555 Market St Gainesville, FL 32635	No	No	Delete

6. Once all five address types are added into the system, you can make any necessary edits to your phone and email address. Once those are complete, click the Continue button to go to the next page of the renewal.

Add New Address					
	Address Type	Address	Primary	Public Address	
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete
Edit	Physical Location in Kentucky	N/A	No	No	Delete
Edit	Kentucky Mailing Address	N/A	No	No	Delete
Edit	Home Office Physical Location	555 Market St Gainesville, FL 32635	No	No	Delete
Edit	Home Office Mailing Address	555 Market St Gainesville, FL 32635	No	No	Delete

Add New Phone					
	Phone Type	Phone	Primary	Public Viewable	
Edit	Business	5555555555	Yes	No	Delete

Add New Email					
	Email Type	Email	Primary	Public Viewable	
Edit	Business Email	test@dmetest.com	Yes	No	Delete

Continue