



Mississippi State Board of Funeral Service



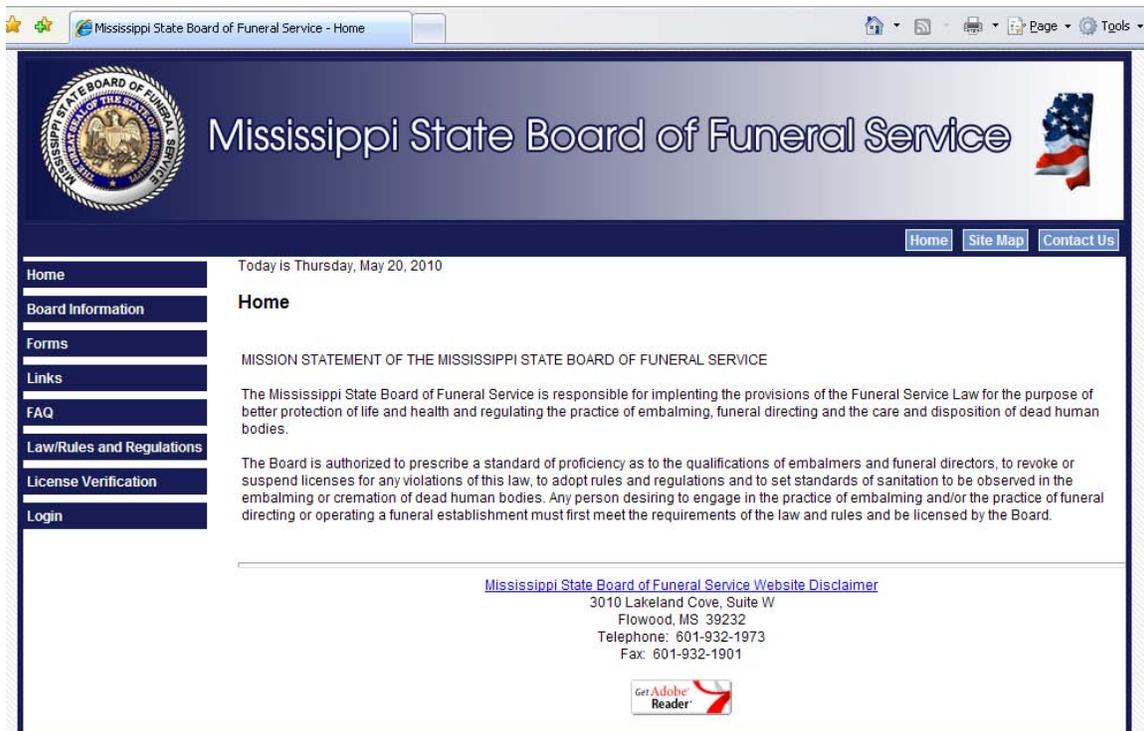
## Mississippi State Board of Funeral Services Online Renewal Instructions

May 20, 2010

Mississippi State Board Of Funeral Service  
3010 Lakeland Cove Suite W  
Flowood, Mississippi 39232

In your web browser enter [www.msbfs.ms.gov](http://www.msbfs.ms.gov) in the address line. Press ENTER.

You will see the page below.



The screenshot shows a web browser window displaying the homepage of the Mississippi State Board of Funeral Service. The browser's address bar shows the URL [www.msbfs.ms.gov](http://www.msbfs.ms.gov). The website header features the board's official seal on the left, the text "Mississippi State Board of Funeral Service" in the center, and a small American flag on the right. Below the header is a navigation bar with buttons for "Home", "Site Map", and "Contact Us". A vertical menu on the left side contains buttons for "Home", "Board Information", "Forms", "Links", "FAQ", "Law/Rules and Regulations", "License Verification", and "Login". The main content area displays the date "Today is Thursday, May 20, 2010" and the heading "Home". Below this is the "MISSION STATEMENT OF THE MISSISSIPPI STATE BOARD OF FUNERAL SERVICE", which states that the board is responsible for implementing the provisions of the Funeral Service Law for the purpose of better protection of life and health and regulating the practice of embalming, funeral directing and the care and disposition of dead human bodies. It also states that the board is authorized to prescribe a standard of proficiency as to the qualifications of embalmers and funeral directors, to revoke or suspend licenses for any violations of this law, to adopt rules and regulations and to set standards of sanitation to be observed in the embalming or cremation of dead human bodies. Any person desiring to engage in the practice of embalming and/or the practice of funeral directing or operating a funeral establishment must first meet the requirements of the law and rules and be licensed by the Board. At the bottom of the page, there is a "Mississippi State Board of Funeral Service Website Disclaimer" link, the board's contact information (3010 Lakeland Cove, Suite W, Flowood, MS 39232, Telephone: 601-932-1973, Fax: 601-932-1901), and an "Get Adobe Reader" button.

To access your information click the Login button at the bottom of the vertical menu on the left of the screen.

You will be taken to the login screen to select the type of license you would like to renew.

The screenshot shows a web browser window with the address bar displaying "Mississippi State Board of Funeral Se...". The website header features the Mississippi State Board of Funeral Service logo on the left, the title "Mississippi State Board of Funeral Service" in the center, and an American flag on the right. Below the header is a navigation bar with buttons for "Home", "Site Map", and "Contact Us". A date indicator shows "Today is Thursday, May 20, 2010". A left sidebar contains a menu with items: "Home", "Board Information", "Forms", "Links", "FAQ", "Law/Rules and Regulations", "License Verification", and "Login". The main content area is titled "Login" and contains the text: "If you are a funeral establishment or licensee you can login and make updates to your information. You can also renew your license if all your requirements are current." Below this text is a dropdown menu labeled "Select License Type" with a list of options: "Select License Type", "Establishment", "Licensee", and "Trainee". At the bottom of the page, there is a "Mississippi State Board of Funeral Service Website Disclaimer" link, contact information for 3010 Lakeland Cove, Suite W, Flowood, MS 39232 (Telephone: 601-932-1973, Fax: 601-932-1901), and an "Get Adobe Reader" button.

Once you select your license type you will be taken to the login screen for that type of license. The 3 types are shown on the next page.

You will see one of these screens. Enter you License Number and your password to login to your information. If you have not assessed this system before, enter the temporary password that you received in your renewal notification letter.

This screenshot shows the 'Establishment Login' page. The header includes the board's logo, name, and an American flag. A navigation menu on the left lists: Home, Board Information, Forms, Links, FAQ, Law/Rules and Regulations, License Verification, and Login. The main content area features a date 'Today is Thursday, May 20, 2010', a 'Home Site Map Contact Us' menu, and a login form with fields for 'License Number' and 'Password', and a 'Submit' button. A disclaimer icon and text are located below the form.

This screenshot shows the 'Licensee Login' page. The layout is identical to the Establishment Login page, but the login form is titled 'Licensee Login' and includes a search bar with a 'Go' button in the top right navigation area.

This screenshot shows the 'Trainee Login' page. The layout is identical to the other login pages, but the login form is titled 'Trainee Login'. At the bottom of the page, there is a 'Mississippi State Board of Funeral Service Website Disclaimer' link, contact information (3010 Lakeland Cove, Suite W, Flowood, MS 39232, Telephone: 601-932-1973, Fax: 601-932-1901), and an Adobe Reader logo.

If this is your first time to login you will be asked to change the temporary password before you can continue to your information. Enter a unique password in the first box and then retype it in the second box. Press the Submit button.

The screenshot shows a web browser window with the title "Mississippi State Board of Funeral Se...". A notification bar at the top asks, "Would you like to change the stored password for 99999?" with "Change" and "Don't Change" buttons. The main content area features the board's logo on the left and the text "Mississippi State Board of Funeral Service" on the right, accompanied by a small American flag icon. Below the header is a navigation menu with buttons for "Home", "Site Map", and "Contact Us". A sidebar on the left contains a list of menu items: "Home", "Board Information", "Forms", "Links", "FAQ", "Law/Rules and Regulations", "License Verification", and "Login". The main content area displays the date "Today is Thursday, May 20, 2010" and the heading "Update Password for test establishment". A red message states, "You need to change your temporary password." Below this are two input fields: "Enter New Password:" and "Confirm Password", followed by a "Submit" button. At the bottom of the page, there is a "Mississippi State Board of Funeral Service Website Disclaimer" link, contact information for 3010 Lakeland Cove, Suite W, Flowood, MS 39232, and a "Get Adobe Reader" logo.

The following screens are examples for an establishment, however each process is basically the same so even though the information on your screens may vary a little the steps to renew your license will be the same.

Mississippi State Board of Funeral Se...



# Mississippi State Board of Funeral Service



Home Site Map Contact Us

Today is Thursday, May 20, 2010

## Establishment Information

Update test establishment

Update Reset Changes Log Out

**Only items in red boxes can be changed.**

License Number :99999 Password :1234

Application Date : Expiration Date : 2010-12-31 Issue Date : 2006-2-23 Inspection Date :

Renew Online

Name : test establishment  
Address :

City, State, Zip : MS  
County : Business Phone :  
Fax : Emergency Phone :  
Email :

Type of Establishment	Type	Status
Funeral Establishment	Individual	Active

Mailing Address:

Address:  
City, State, Zip: MS

Update

### Other Information

Licensee in Charge : No LIC selected. Select the LIC from the list below.

Owners

Licenses  
9999 atest, [Update Your Licensees](#)  
[Make this person the LIC](#)

Resident Trainees  
8888 abtest, [Update Your Resident Trainees](#)

Fines  
There are no current fines on record for this establishment.

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3010 Lakeland Cove, Suite W  
Flowood, MS 39232  
Telephone: 601-932-1973  
Fax: 601-932-1901



If your license can be renewed online there will be a "Renew Online" button on the screen. If your license cannot be renewed online there will be a note explaining why online renewal is not available to you at this time.

There are a few items on your screen that you can update. These will have red boxes around them. Please update any information that is missing or needs correcting. Once you have updated the information, you must press the Update button to save the changes. If you need something updated that is not in a red box you'll need to contact the Board.

When you're ready to renew your license, click the "Renew Online" button to be taken to the shopping cart. You will be given a list of options to choose to renew or purchase. Check the boxes on the left to select the items.

An establishment will have the option of paying for the renewal of some or all of their employees in addition to the establishment license. Individuals will only be able to renew their personal license. If the establishment or individual owes a fine, that will also be listed in the shopping cart.

Mississippi State Board of Funeral Service

Home Site Map Contact Us

Today is Thursday, May 20, 2010

Home Board Information Forms Links FAQ Law/Rules and Regulations License Verification Login

**Online Payment**

Payment from test establishment

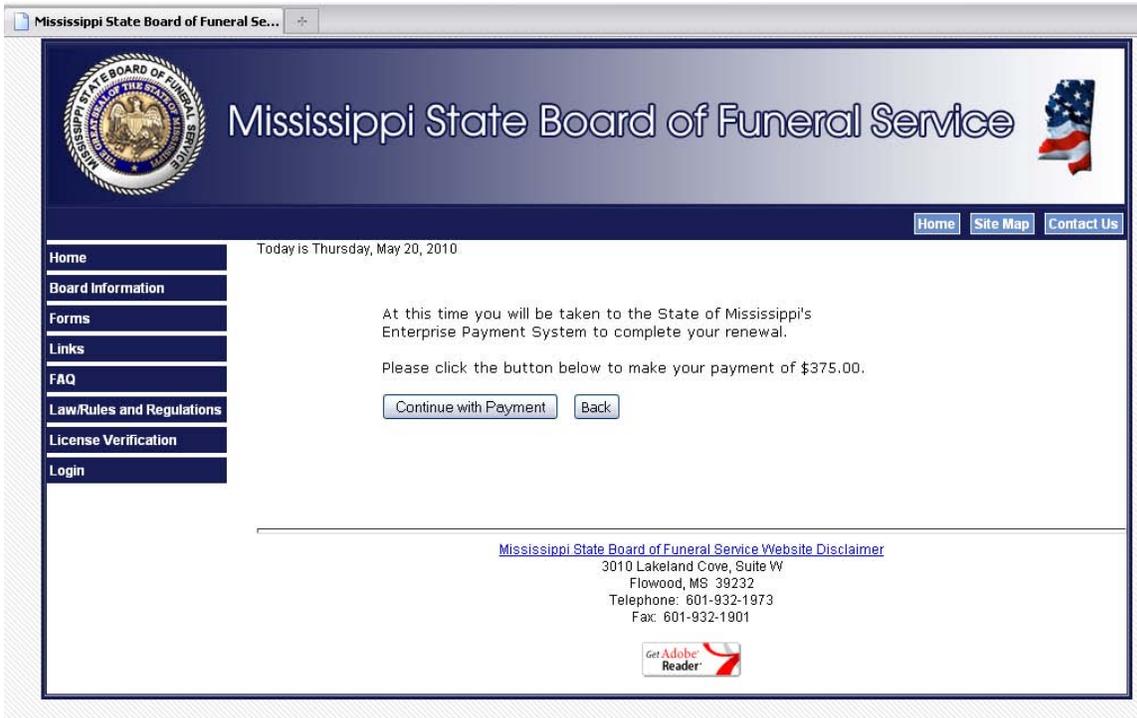
Receipt Number: OL-1022

Payment includes:	Amount
<input type="checkbox"/> \$ 300 - Licensee renewal through 2012-12-31 plus inspection fee of \$75	\$0.00
<input type="checkbox"/> \$ 25 - Reprint Certificate Number? 1	\$0.00
<input type="checkbox"/> \$ 75 - Inspection Fee Number? 1	\$0.00
<input type="checkbox"/> \$ 150 - Funeral Establishment Work Permit Number? 1	\$0.00
<input type="checkbox"/> \$ 100 - Renewal 9999 for atest thru 2012-6-30	\$0.00
<input type="checkbox"/> \$ 50 - Renewal 8888 for abtest thru 1901-12-31 plus late fee of \$50	\$0.00
<input type="checkbox"/> Other: \$ 1 Desc:	\$0.00
<b>Total</b>	<b>\$0.00</b>

Previous Reset Selection Next

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 3010 Lakeland Cove, Suite W  
 Flowood, MS 39232  
 Telephone: 601-932-1973

Once you've selected the items that you want to pay for online, click the Next button and you will be taken to the page below. This screen informs you that you are about to be taken to the State of Mississippi's Enterprise Payment System (EPIC). This is the State's secure payment system that collects your payment information and processes your payment. None of your credit card or banking information is collected or maintained by the Board of Funeral Service.



The screenshot shows a web browser window with the title "Mississippi State Board of Funeral Service". The page features a dark blue header with the board's seal on the left, the text "Mississippi State Board of Funeral Service" in the center, and a small American flag on the right. Below the header is a navigation bar with buttons for "Home", "Site Map", and "Contact Us". A left sidebar contains a menu with items: "Home", "Board Information", "Forms", "Links", "FAQ", "Law/Rules and Regulations", "License Verification", and "Login". The main content area displays the date "Today is Thursday, May 20, 2010" and a message: "At this time you will be taken to the State of Mississippi's Enterprise Payment System to complete your renewal. Please click the button below to make your payment of \$375.00." Below this message are two buttons: "Continue with Payment" and "Back". At the bottom of the page, there is a "Mississippi State Board of Funeral Service Website Disclaimer" link, contact information for 3010 Lakeland Cove, Suite W, Flowood, MS 39232 (Telephone: 601-932-1973, Fax: 601-932-1901), and a "Get Adobe Reader" logo.

Below are the first 2 screens from EPIC. Your payment choices include Master Card, Visa, or Electronic Check. The assessed convenience fee will depend on the payment method and it will be added to the shopping cart automatically.

Choose Your Payment Method - Pay...



**Payment Process**

STEP 1 Payment Type Selection    STEP 2 Summary of Charges    STEP 3 Enter Pay Information    STEP 4 Receive Confirmation

Secure

Choose Your Method of Payment

Choose Your Method of Payment ▾

Cancel    Continue >

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Payment Summary - Payment Proce...



**Payment Process**

STEP 1 Payment Type Selection    **STEP 2 Summary of Charges**    STEP 3 Enter Pay Information    STEP 4 Receive Confirmation

Secure

**Summary of Payment**

Please review your transaction.

Payment Summary	
FUNERAL BOARD FEES	\$375.00
CONVENIENCE FEE	\$9.09
<b>Total:</b>	<b>\$384.09</b>

By making an on-line payment, you agree to our [Terms and Conditions](#).

< Back    Cancel    Continue >

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When your payment is complete you will receive confirmation and then be returned to the Board of Funeral Service's site. From this screen you can either logout or return to your information screen.

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The main content area is titled "Thank You" and includes the date "Today is Thursday, May 20, 2010". A "Print Page" button is located in the top right of the content area. The renewal information is as follows:

Renewal has been completed for:	99999
	test establishment
	, MS
Your next renewal is	12/31/2012

Below this information, a message states: "Question about your renewal should be directed to:" followed by the contact information for the Mississippi State Board of Funeral Service: 3010 Lakeland Cove Suite W, Flowood, Mississippi 39232, and Phone: 601-932-1973.

At the bottom of the content area, there are two buttons: "Return to Your Information" and "Log Out".

The footer contains a "Mississippi State Board of Funeral Service Website Disclaimer" link, the full contact address and phone/fax numbers, and an "Get Adobe Reader" logo.