

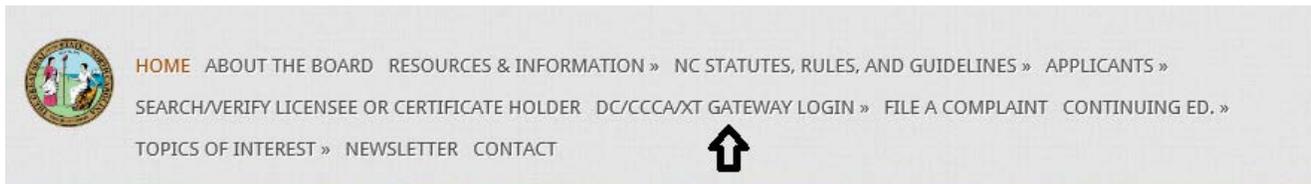
XT Renewal Process Instructions

XT Renewal Process requires you to complete the following:

- Pay your renewal fee of \$20.00 via the Board website (instructions below).
- Complete 6-Hours of approved Continuing Education and ensure your completion certificate is received by the Board.
- Print your Renewal Certificate from the XT Portal (only after the two items above are completed and received by the Board office).

LOG INTO THE XT PORTAL

- Navigate to the Board website www.ncchiroboard.com and hover over the DC/CCCA/XT GATEWAY LOGIN item shown below. When the dropdown menu appears, click on XT Login.



You will be redirected to the login screen pictured below.

- If you **HAVE** logged into the portal before, enter your email address and password and proceed to the Pay Recertification Fee instructions below.
- If you **HAVE NOT** logged into the portal before, enter your email address and the password ncboce. Proceed to the Change Password instructions below.

Please Login

Account Name:

Email Address:

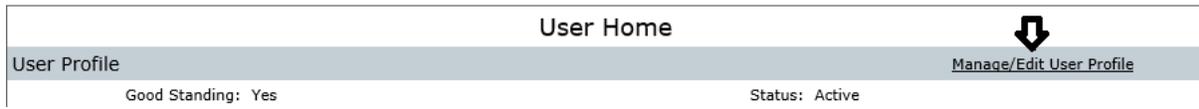
Password: 

[Forgot Password](#)

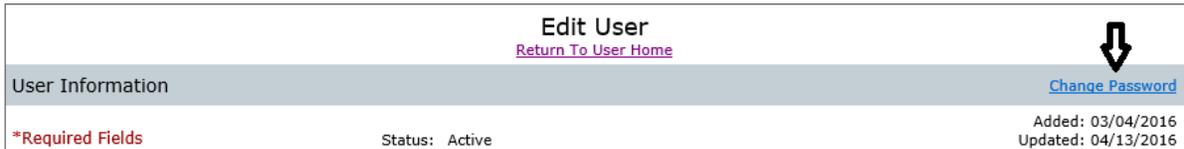
If you do not know what email you provided the board office, or are unable to login, please contact the board office at ncboce@ncchiroboard.com or (704) 793-1342 for technical support.

CHANGE PASSWORD

- For security reasons, please update your password from the default password of nboce when logging on for the first time by selecting the Manage/Edit User Profile as pictured in the screenshot below.



- This will take you to the Edit User Screen where you will select Change Password and follow the instructions. Click Submit at the bottom of the page to save your password.



- To edit your User Profile information, click the Manage/Edit User Profile link on the User Home screen pictured above and make your changes. Click Submit at the bottom of the screen to save your changes.

PAY XT RENEWAL FEE

- Once you are logged into the portal select Licenses and Renewals as pictured in screenshot below.



- This will take you to the Active License page, click Pay Renewal Fee icon as pictured in screenshot below and follow the instructions to make your payment.

License No	License	Requirements Met	Expiration	Certificate	Details	Pay Renewal Fee
		Yes				

PRINTING YOUR XT RENEWAL CERTIFICATE

- Once you have met all Renewal requirements, you can print your certificate by selecting Licenses and Renewals as pictured in screenshot below



- This will take you to the Active Licenses screen where you click on the **Certificate** icon pictured in the screenshot below. A pdf file of your certificate will be generated for printing or downloading.

License No	License	Requirements Met	Expiration	Certificate	Details	Pay Renewal Fee
		Yes				