

OBNDD ONLINE RENEWAL INSTRUCTIONS

You can not renew your registration until it is within 90 days of the expiration date

If your registration has expired and has been inactive more than 6 months then you can't renew online. You will need to return to the home page at www.ok.gov/obnndd and click the link on the left menu titled OBN REGISTRATION FORMS and print out a paper application to fill out and mail in.

1. Go to www.obnregistration.ok.gov
2. RETURNING ONLINE USERS log into your registration account in the upper left corner, then select your registration number from the drop down box and then select the RENEW REGISTRATION option to start the renewal. If you forgot your Login ID & Password then please utilize the FORGOT LOGIN ID and FORGOT PASSWORD buttons. If you have problems logging into your account then please contact ok.gov at 1-800-955-3468 ext 2 for login assistance. If you have renewed your OBNDD registration online in the past, then you already have an online registration account and should follow the instructions ABOVE, as steps 1 through 5 listed below do not apply to you.

FIRST TIME ONLINE USERS should click the FIRST TIME USER button and follow the steps to create and activate an online account and then **FIRST TIME** online account users should proceed with the instructions below

1. Return to the login page at www.obnregistration.ok.gov and log in with the user name and password that you created (Note: You should maintain your login ID and password for all future use of your online account, i.e. printing your certificate, making an address change, renewing, etc.).
2. Now select ADD OBNDD REGISTRATION NUMBER from the drop down box
3. The next page will prompt you to enter your 5 digit OBNDD Registration Number and your DEA # or SSN for individuals and DEA# or EIN# for businesses. (Note: If you receive an invalid SSN, DEA or EIN number message at this step, contact OBNDD at 405.521.2885 / 1.800.522.8031 so that we can correct your information in our records).
4. Once you have entered that information, click the **ADD** button

(Do NOT click the initial/first time application button as that will create a NEW registration number- it is only for those who have NEVER had an OBNDD number and are applying for the first time).

5. You should then receive a "number has been added successfully" message and you now select your Registration number from the drop down box and then click the RENEW REGISTRATION option to start the renewal.

Your registration certificate will NOT be mailed to you, as you will print that through your online account. If you pay online you can print it IMMEDIATELY after payment by selecting the PRINT CERTIFICATE option displayed in Red on the page that comes up right after you submit your payment – you will need to scroll down the page to see the Print Certificate link. If you choose the MAIL IN payment option you will be sent an email advising of approval at which time you can login to your online account and print your certificate.



Visa, Mastercard, & Electronic Fund Transfer payments are accepted online.

There is also a mail in payment option at the payment processing screen

IF YOU EXPERIENCE TECHNICAL DIFFICULTIES CONTACT OK.GOV AT 1-800-955-3468, ext 2