

# OBNDD 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 and will need to contact OBND for renewal instructions at 405-521-2885 or 1-800-522-8031**

## EXISTING ONLINE USERS

1. Go to [www.obnregistration.ok.gov](http://www.obnregistration.ok.gov)
2. 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 Oklahoma Interactive at 1-800-955-3468 ext 2 for login assistance. If you have renewed your OBND registration online in the past, then you have an online registration account and should follow the instructions ABOVE, as steps 1 through 5 listed below are for FIRS TIME online users ONLY who have never renewed through an OBND online registration account.

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**FIRST TIME ONLINE USERS** should click the FIRST TIME USER button and follow the steps to create 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](http://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. Select ADD OBND REGISTRATION NUMBER from the drop down box
3. The next page will prompt you to enter your 5 digit OBND 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 OBND 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 OBND 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.

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**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 link that displays on the page that comes up right after you submit your payment- you may 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 upon 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**