1. Go to www.healthyms.com and then click the link for Licensure.

2. Click the CHILD CARE LICENSE RENEWAL link on the right side of the screen.
3. After you have reviewed the information on the page, begin by clicking the **BEGIN CHILD CARE LICENSE RENEWAL APPLICATION** link.

4. Enter your credentials including the last four digits of your license number and the unique PIN number provided to you by MSDH. Then click **SUBMIT**.

Note: If you do not know your PIN number, please contact your licensing official to retrieve it.
5. Enter/update the facility or owner’s email address. If no changes are required, simply input your email address as it is registered with MSDH. Then click **SAVE**.

6. On the WELCOME SCREEN, you will see a list of links on the left side of the screen. To begin a renewal application, click the **RENEW LICENSE** link.
7. Select the facility or facilities for which you wish to submit a renewal application, and click **NEXT**.

![Renewal Home Licensing Home](image)

Note: The renewal fee must be paid before a renewal application can be submitted. Payment will be due at the time the application is submitted. Please have your form of payment ready before beginning the renewal application process.

8. Review all information for your facility. Make any changes/updates before submitting the application.

![Mississippi State Department of Health](image)
9. VERY IMPORTANT – If the physical address of the facility changed for any reason, YOU MUST CONTACT YOUR LICENSING OFFICIAL IMMEDIATELY. A LICENSE CANNOT BE TRANSFERRED OR RENEWED TO A DIFFERENT LOCATION. A NEW APPLICATION AND NEW LICENSE WILL HAVE TO BE ISSUED TO THE FACILITY.

10. MAKE SURE THAT ALL INFORMATION IS COMPLETED FOR EACH SECTION BEFORE SUBMITTING THE RENEWAL APPLICATION. YOUR LICENSING OFFICIAL WILL CONTACT YOU IF NOT ALL INFORMATION IS COMPLETED. Make sure that all information is completed for each section before submitting the renewal application. Your licensing official WILL contact you if all information is not completed because it is required that all information be entered before your license can be renewed.
11. VERY IMPORTANT – If a change in maximum capacity is expected, you MUST CONTACT YOUR LICENSING OFFICIAL BEFORE SUBMITTING THE RENEWAL APPLICATION. The Licensing Official will conduct an inspection if the facility owner wishes to increase the maximum capacity of the facility. An inspection may also need to be conducted if maximum capacity is decreased.

Note: Be sure to select the correct LICENSE CAPACITY and License Renewal Fee for your facility. Not paying the correct amount could hinder the renewal process.

12. Once you have reviewed/updated all information click NEXT.
13. If you have not already done so, you must include a 1-mile and 5-mile emergency relocation site in case your facility must be evacuated. To add these sites, first, click **ADD EMERGENCY SITE**.

14. Enter details for 1-MILE EMERGENCY SITE and click **SAVE**. Repeat this process for the 5-MILE EMERGENCY SITE.
15. Verify that the listed DIRECTOR/s and ALTERNATE DIRECTOR/s are entered correctly. If no DIRECTOR/s are shown click ADD DIRECTOR.

16. Enter all details for the facility DIRECTOR and click SAVE.
17. Once all DIRECTOR information has been correctly entered, click **NEXT**.

18. Repeat this process for CPR CONTACT, FIRST AID CONTACT, and FOOD SAFETY MANAGER CONTACT.

19. Complete the DETAILED QUESTIONS section of the application and click **NEXT**.
20. The next screen will show a list of any additional documents that may need to be submitted to MSDH Child Care Licensure before your license can be renewed. Instructions for mailing these documents are also displayed on this screen. Select **YES** to verify that you understand any additional required documents must be submitted before your renewal application to be complete. Click **NEXT**.

![Image showing the required documents section of the renewal application process.]

21. Read the AFFIDAVIT closely. Type the name of the PERSON COMPLETING THE APPLICATION and select **YES**. Then click **NEXT**.

![Image showing the AFFIDAVIT section of the renewal application process.]
22. Review the application for any necessary corrections.

23. Once you have reviewed the application, click **SUBMIT RENEWAL**.

24. After submitting the application, you will be directed to pay your license renewal fee. Once your renewal application has been submitted and the license renewal fee has been paid, a Licensing Official will conduct a renewal inspection onsite at your facility. If that inspection is passed, you will receive a renewed Child Care License.