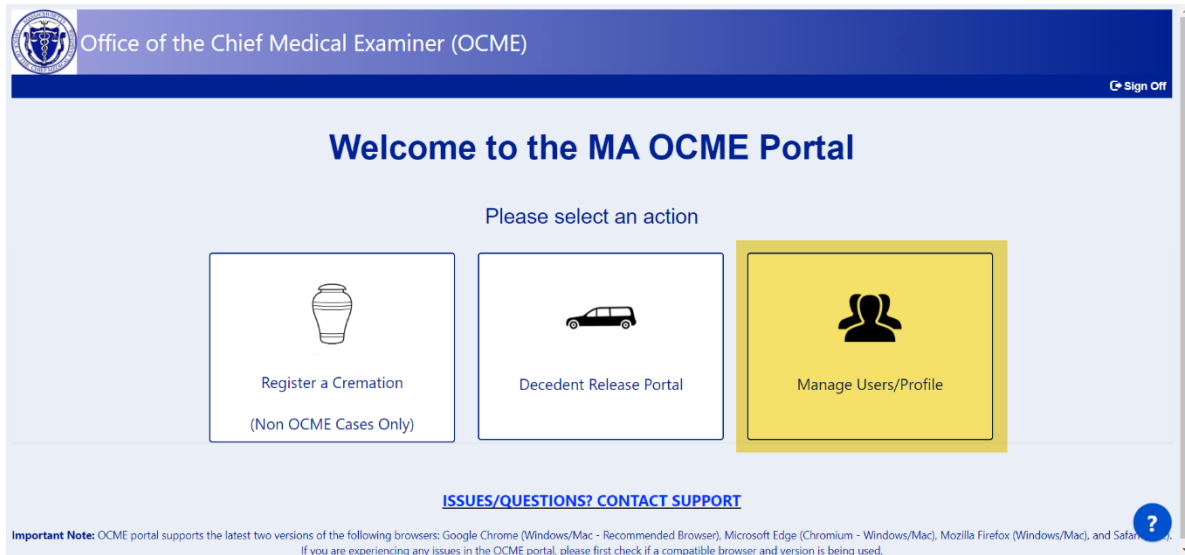
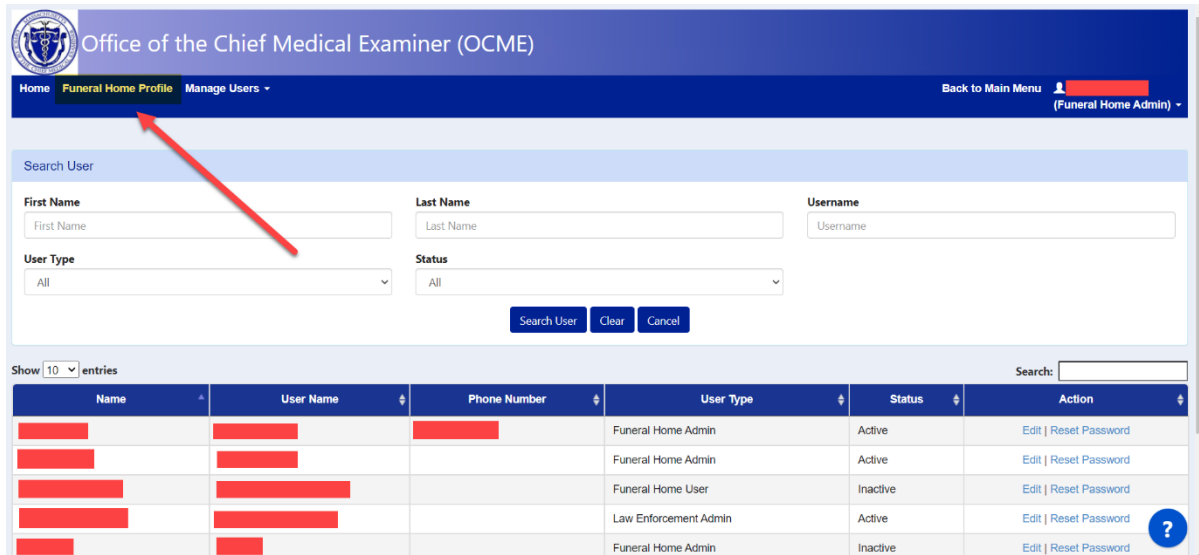


# How to Update the Funeral Home Director License Information for My Funeral Home

1. Log into the portal with a Funeral Home User or Funeral Home Admin account and enter the Manage Users/Profile section



2. Click the Funeral Home Profile option in the top navigation bar



3. Click the Upload License button located in the "Upload Funeral Home Director License" field and upload an image of your new/renewed Funeral Home Director license in the proceeding popup. Once the image has been uploaded, make sure to update the File Name to reflect the years that the new/renewed license spans. Finally, make sure to update the values in the Establishment License and Funeral Home Director License Expiration fields to reflect the most recent license.

Update Funeral Home Profile

Primary Organization Name\* [Redacted] Street Address\* TEST City TEST

State\* Massachusetts Zip Code\* 00000 Phone Number (000) 000-0000 Extension

Organization Email Address [Redacted] Website Website Establishment License\* 000000

Funeral Home Director License Expiration\* 08/31/2024

Upload Funeral Home Director License\* Upload License

File Name	Action
Screen Shot 2020-02-24 at 3	[Edit] [Delete]
Funeral Home Director License 2023-2024	[Edit] [Delete]

4. Click the Update button at the bottom-left corner of the page when you have finished updating all necessary values

Funeral Home Director License Expiration\* 08/31/2024

Does this funeral home offer livery service?\*  Yes  No

Upload Funeral Home Director License\* Upload License

File Name	Action
Screen Shot 2020-02-24 at 3	[Edit] [Delete]
Funeral Home Director License 2023-2024	[Edit] [Delete]

Show 10 entries Search:

Organization Name	Address	City	State	Zip Code	Phone Number	Livery Service?	License Number	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	No	[Redacted]	[Edit] [Delete]

Showing 1 to 1 of 1 entries Previous 1 Next

Add Additional Location

Update Cancel