State of Oklahoma
Board of Medical Licensure and Supervision

Online Subscriber Services Login Guide

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1. Purpose

This document provides external users with step-by-step instructions for accessing and using the Online Subscriber Services portal. It explains how to claim an existing Subscriber Services account, request a new account, activate a user profile, create login credentials, and sign in successfully.

Subscriber Services accounts are established for each organization and may include multiple users. Each user has a unique login associated with their email address. Each account has an Account Manager, who is responsible for adding and removing users and paying invoices and outstanding fees.

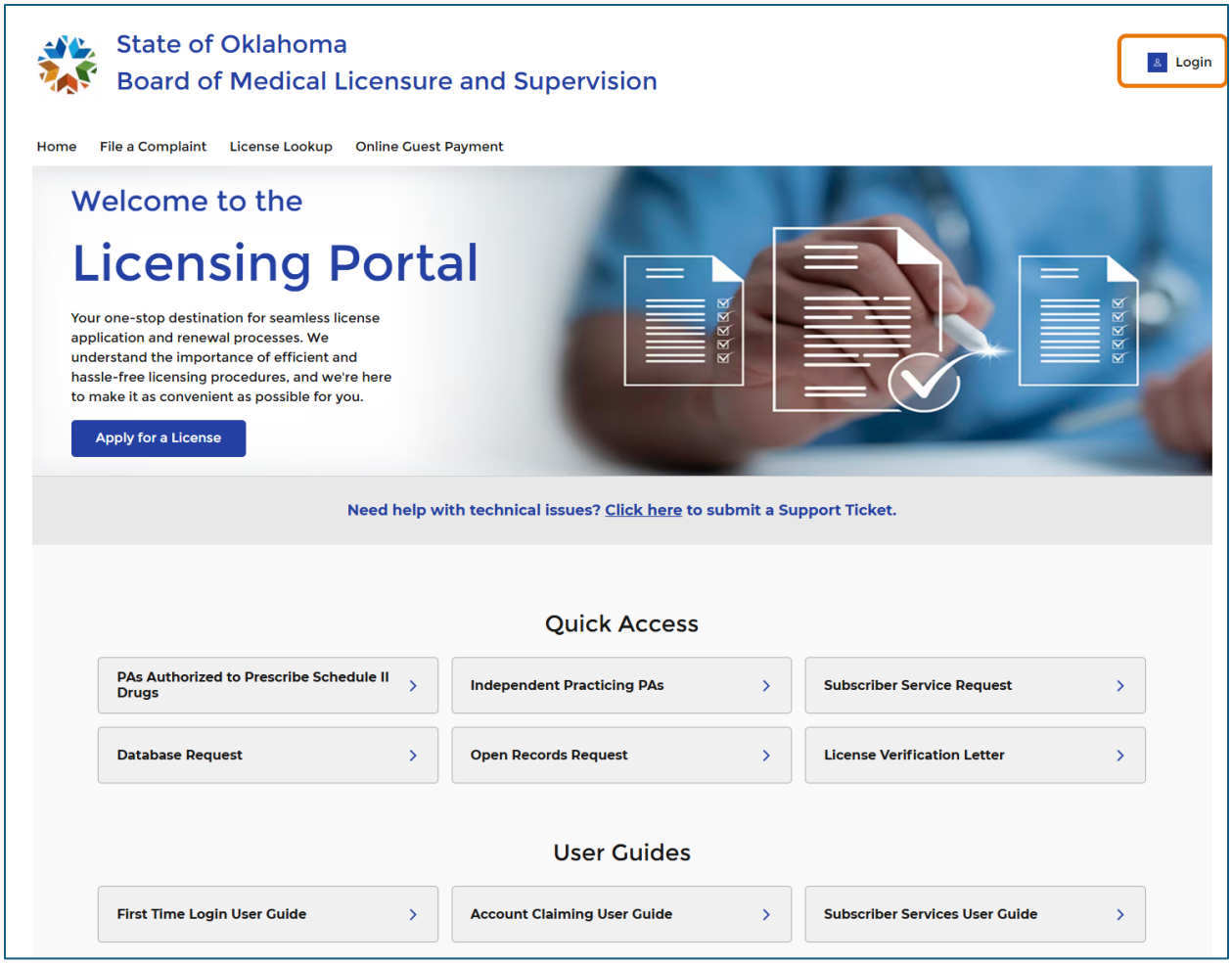
2. Claiming an Existing Subscriber Services Account

There are three scenarios users may encounter when attempting to login the first time if they previously held a Subscriber Services account with the Oklahoma Medical Board. These scenarios are outlined below in Subsections 2.1, 2.2, and 2.3.

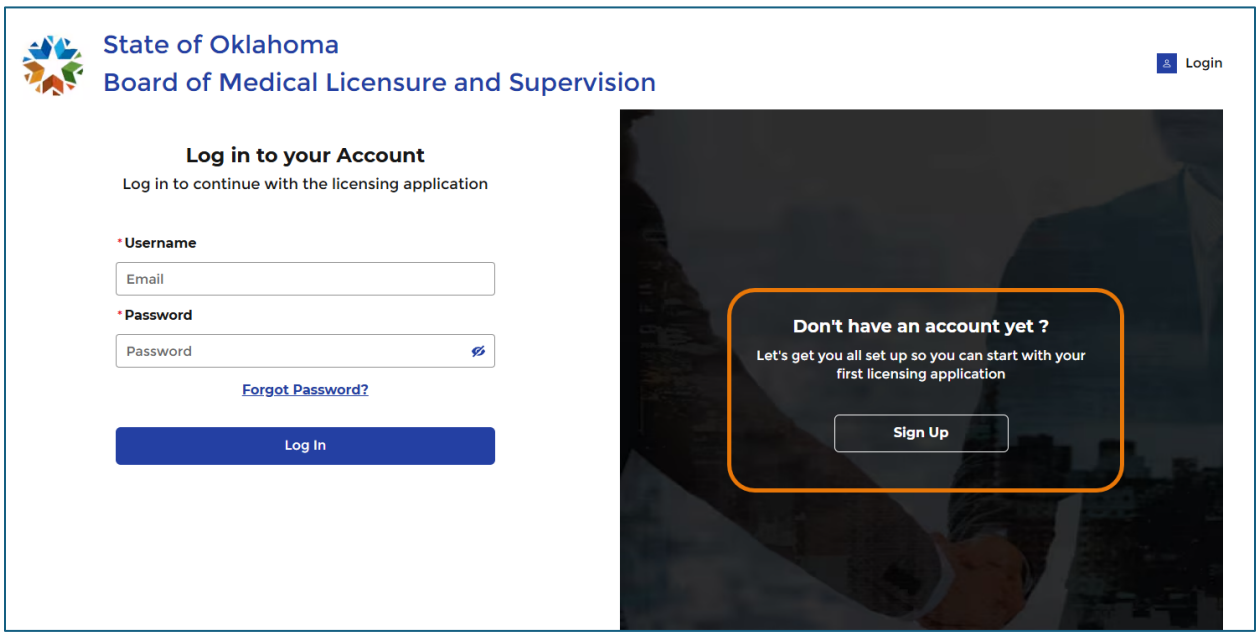
2.1 Initial Login and Account Activation

To access the site visit: https://medicalboard.ok.gov/s/

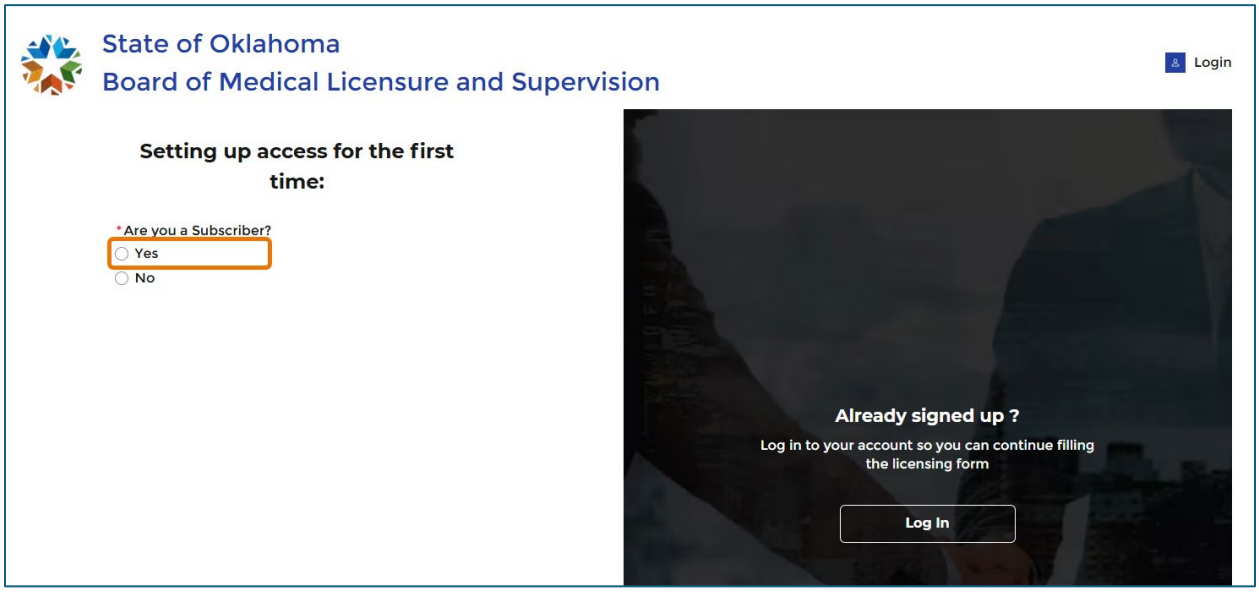
Select the **Login** option in the upper right-hand corner of screen.



Next, select the **Sign Up** option on the right-hand side of page.



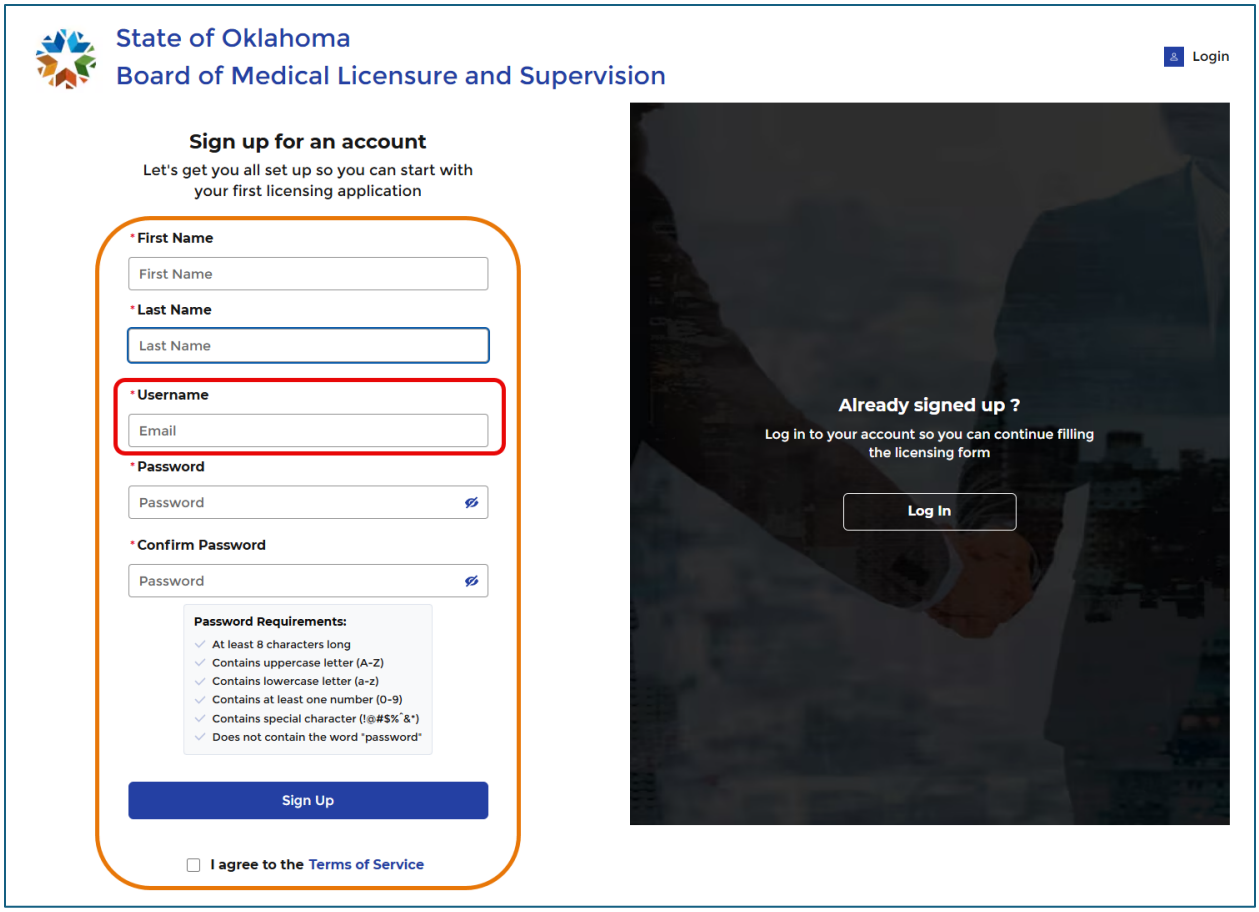
Next, if you or the organization you are employed by have a previous Subscriber Services account, answer **Yes** to ***Are you a subscriber?**



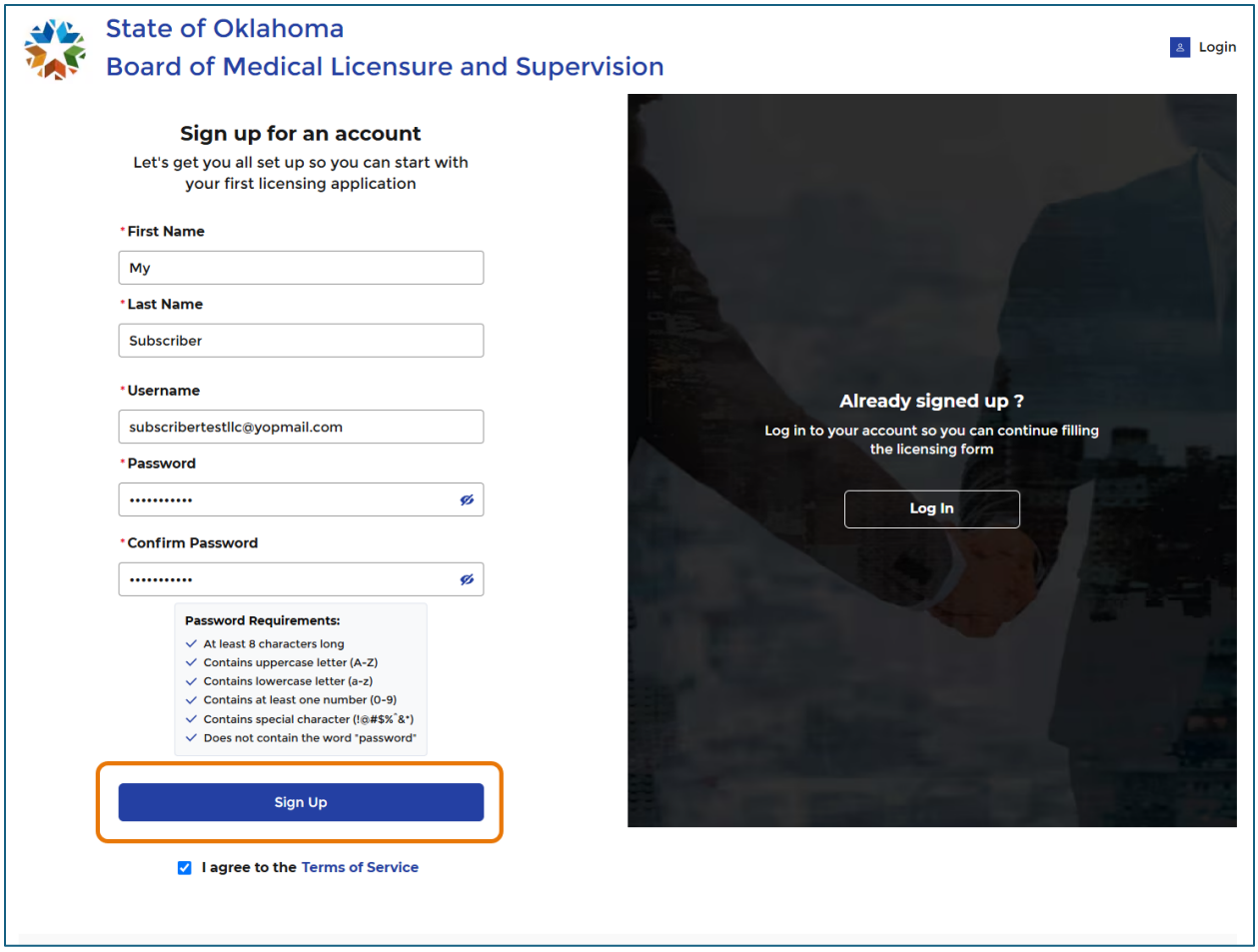
Next, you will be complete the **Sign up for an account section** of the login process. You will be required to provide the following details:

- First Name
- Last Name
- Username *(This should be the email on file with the Oklahoma Medical Board for your previous Subscriber Services account)*
- Password

NOTE: The individual who signs up for the Subscriber Services account will be the Account Manager. The Account Manager will be the party responsible for payments and can add and remove users to the account.

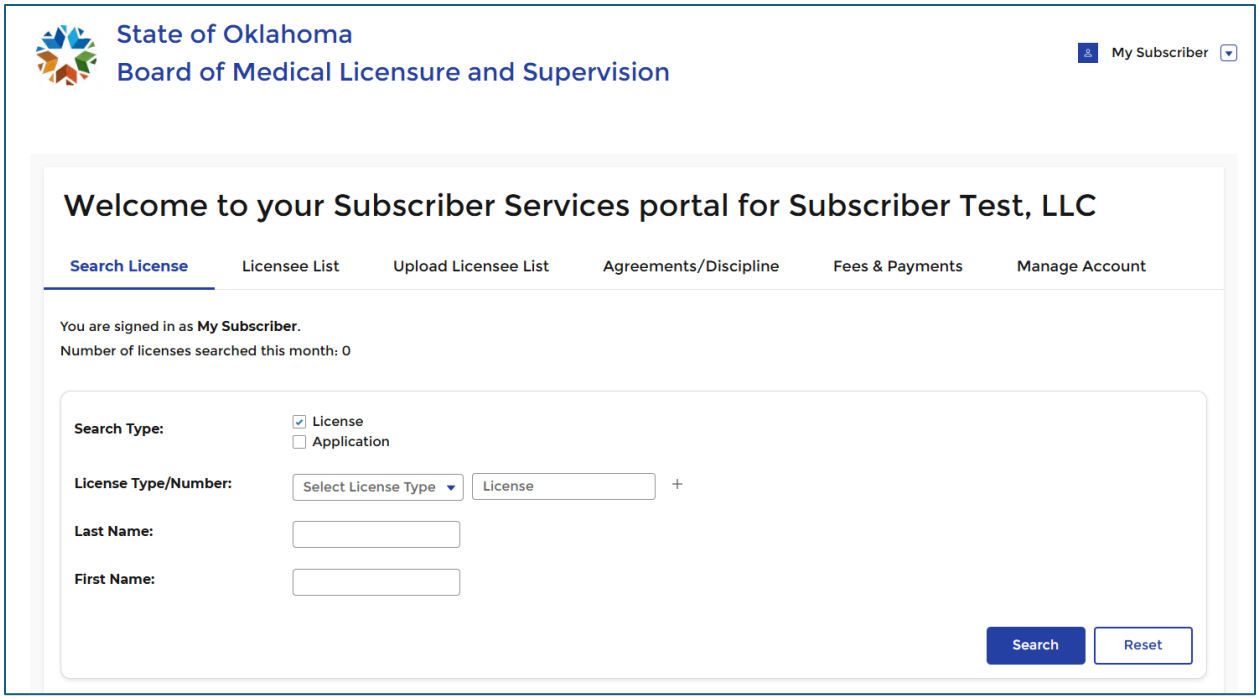


Next, after providing the above details and agreeing to the Terms of Service, select the **Sign Up button**.



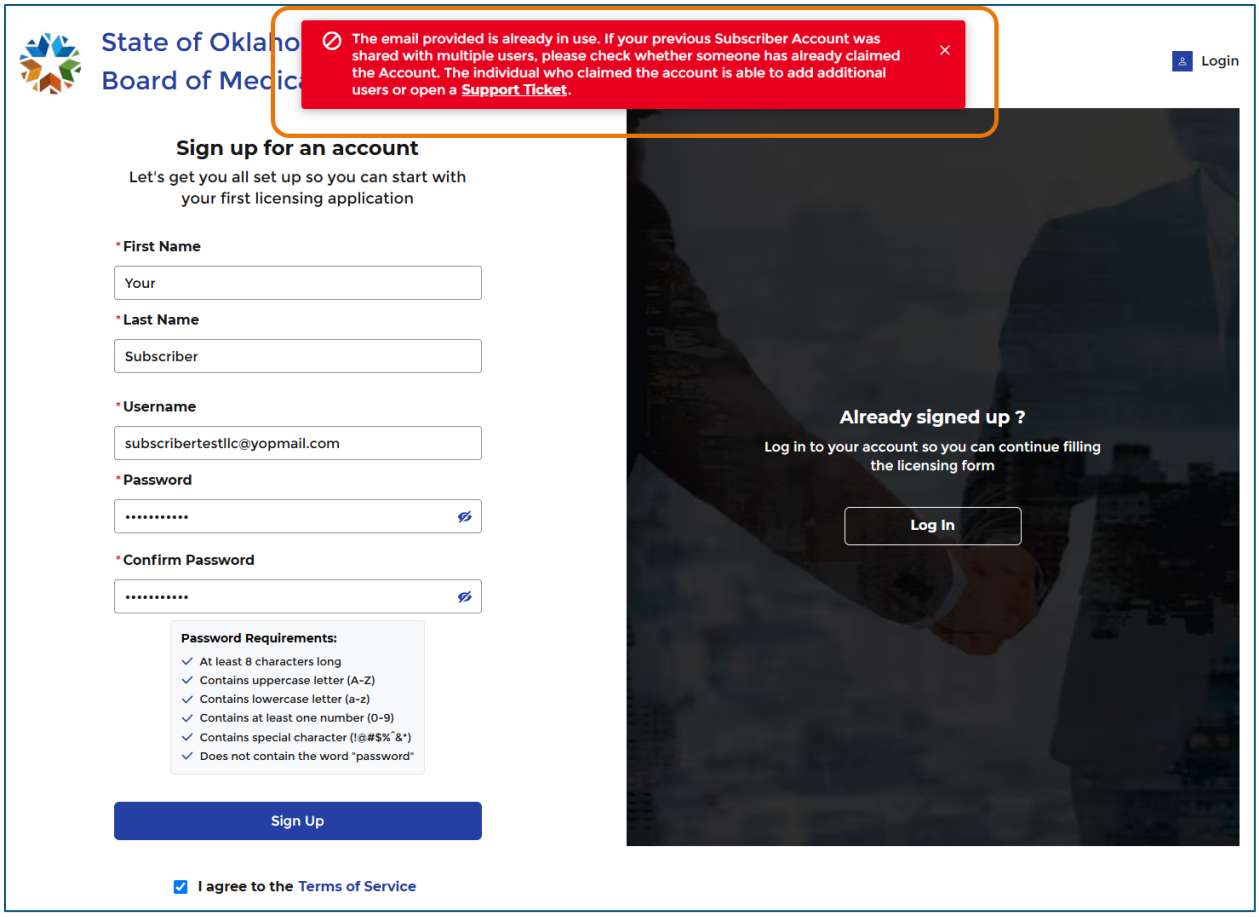
Next, if the Username matches the current email address on file with the Oklahoma Medical Board for your previous Subscriber Services account you will be re-directed to the **Home of your new Subscriber Services account**.

If an exception message appears, please refer to Subsection 2.2 or Section 2.3 based on the message received.



2.2 Login Exception: Email Provided is Already in Use

If you receive the login message below, please check whether another individual in your organization may have already logged in an claimed your previous account.

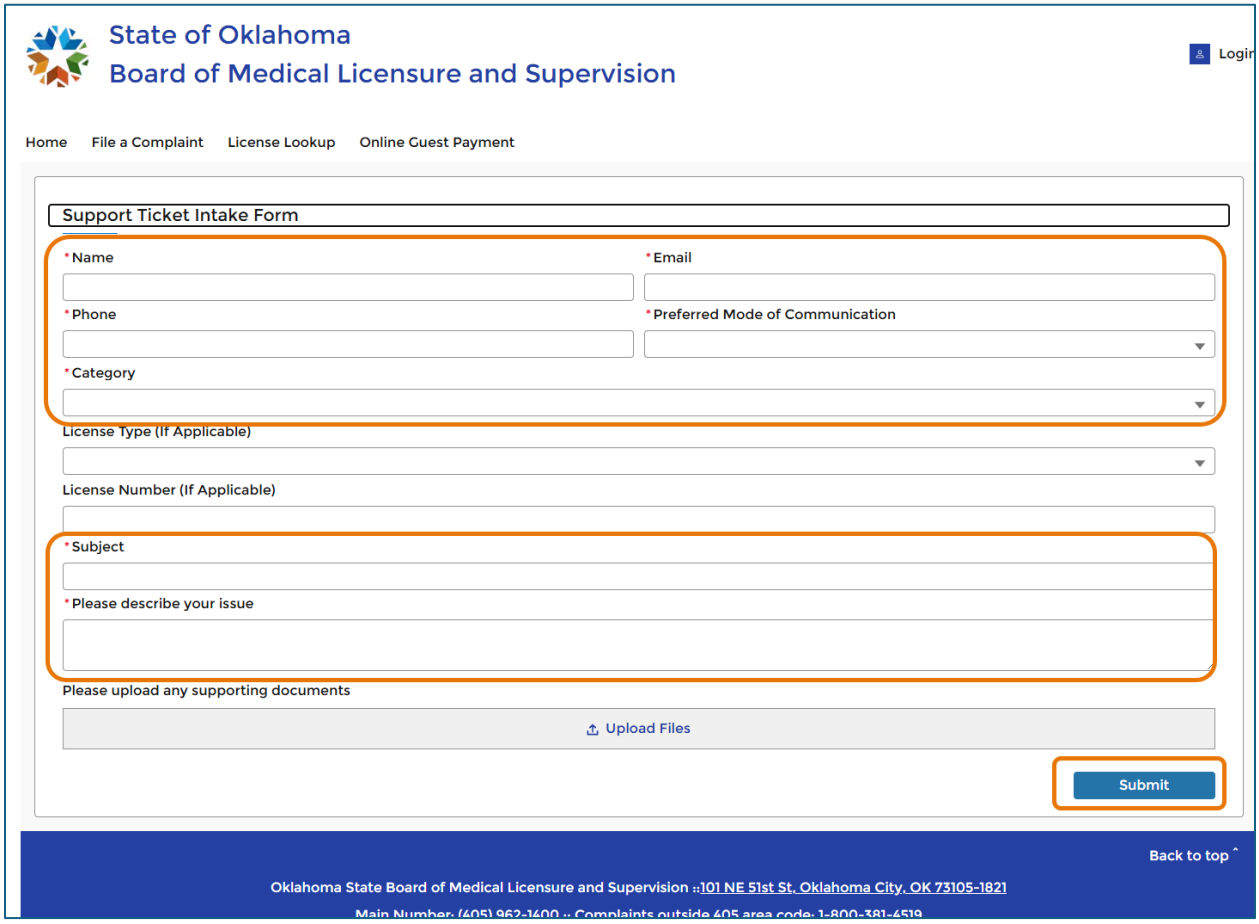


Next, if you are unable to identify whether another individual in your organization has already logged in to claim the existing Subscriber Services account, you may select the Support Ticket option in the message.

This will re-direct you to the form below, where you will need to complete the following fields prior to submitting the support ticket.

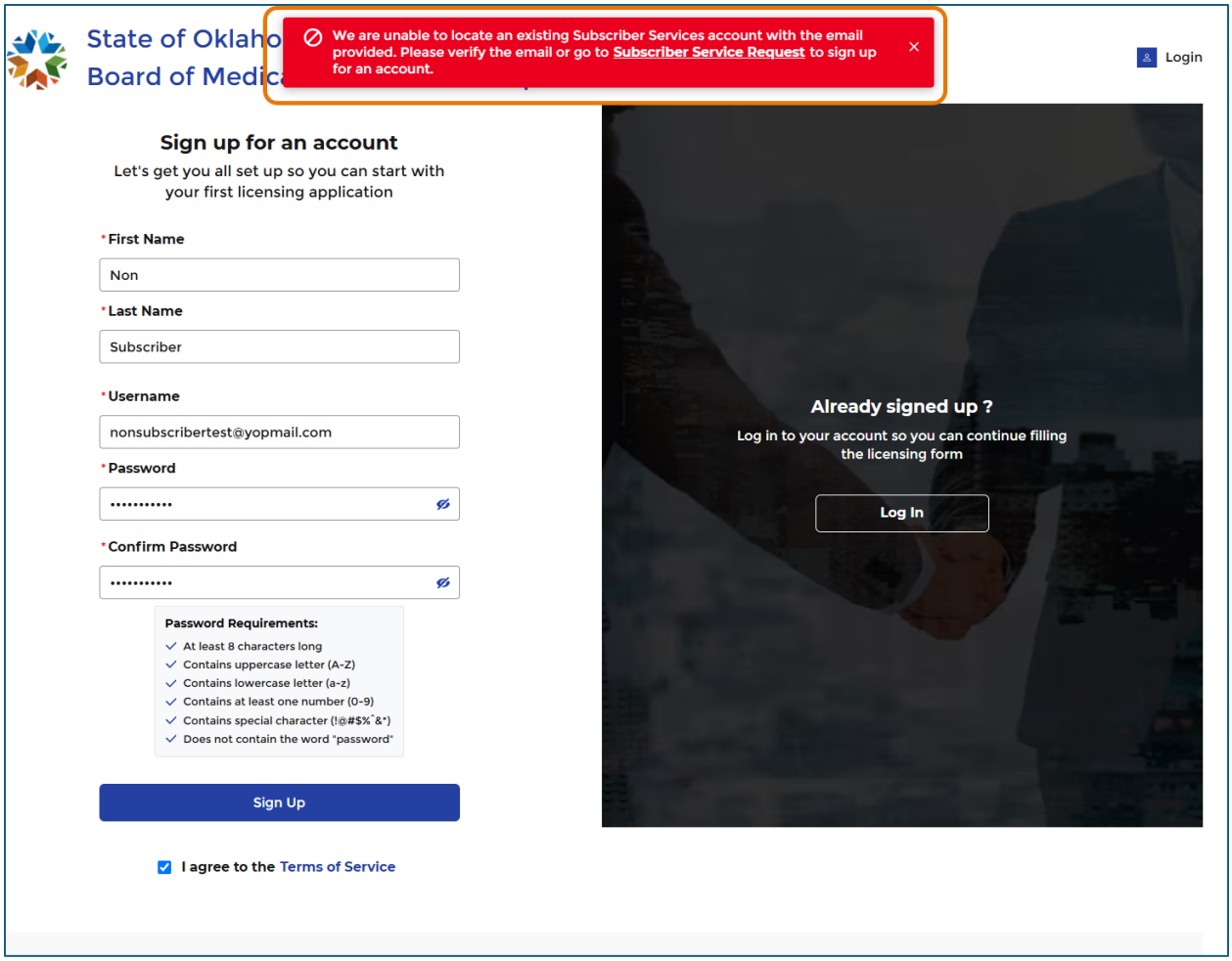
- Name
- Email
- Phone
- Preferred Method of Communication
- Category (**select Other Support Services**)
- Subject (include **Subscriber Services Account Claiming Issue**)
- Please describe your issue (include **Name of your Organization, email address being used to claim account, and any other details that may help resolve the issue**)

Oklahoma Medical Board staff will review the ticket as promptly as possible.



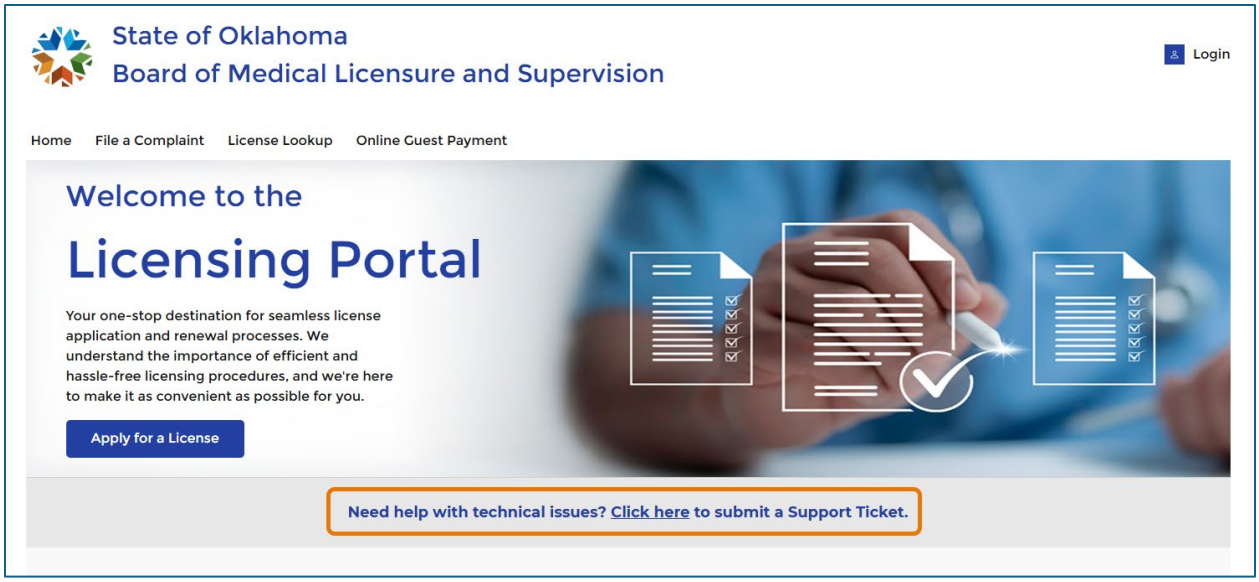
2.3 Login Exception: Unable to Locate Existing Subscriber Services Account with the Email Provided

If you receive the login message below, please verify the email address and try signing up for your account again.



If you continue encountering issues, you may:

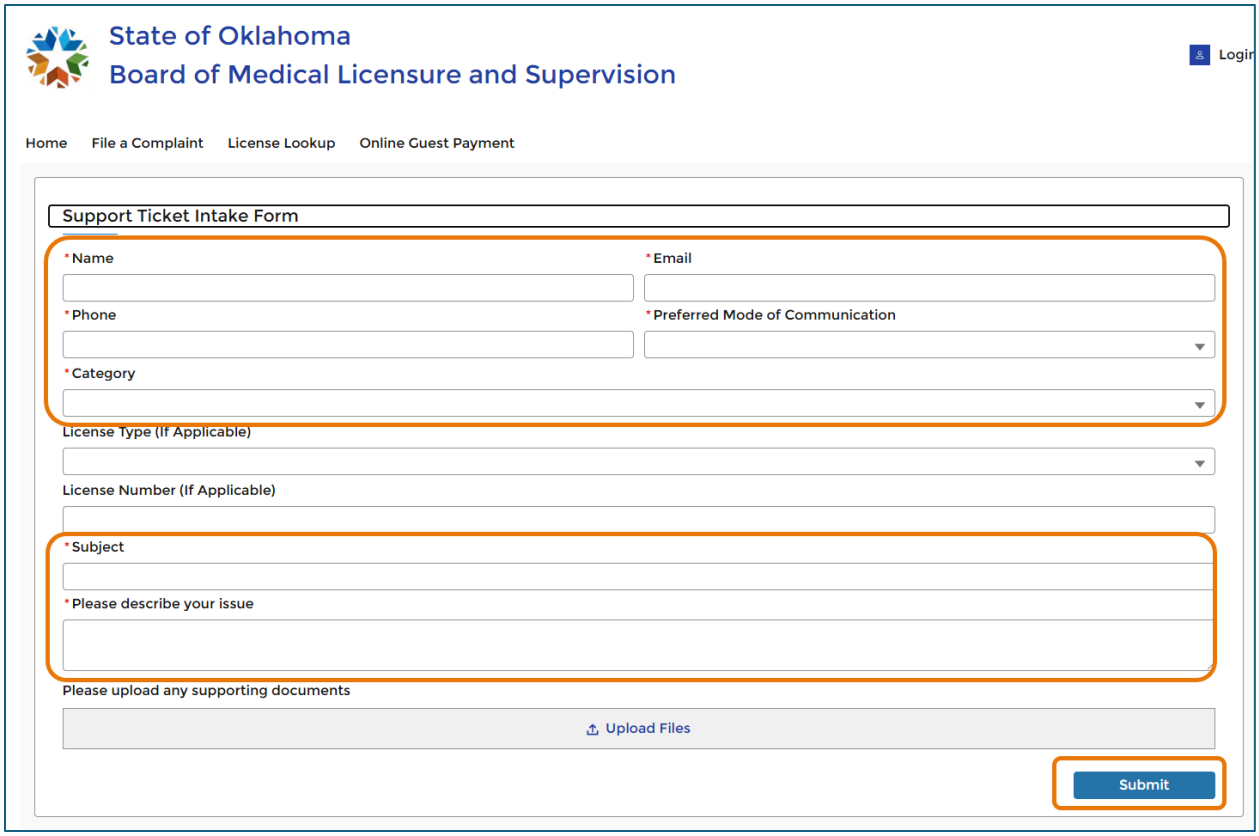
- Follow the link in the message to create apply for a new Subscriber Services account. Refer to Section 3 of this guide for further details. Note: this option will incur a $60.00 new account fee.
- Return to the main site at: https://okmedboard.my.site.com/s/ and select the **Click here to submit a Support Ticket** option.



This will re-direct you to the form below, where you will need to complete the following fields prior to submitting the support ticket.

- Name
- Email
- Phone
- Preferred Method of Communication
- Category (**select Other Support Services**)
- Subject (include **Subscriber Services Account Claiming Issue**)
- Please describe your issue (include **Name of your Organization, email address being used to claim account, and any other details that may help resolve the issue**)

Oklahoma Medical Board staff will review the ticket as promptly as possible.



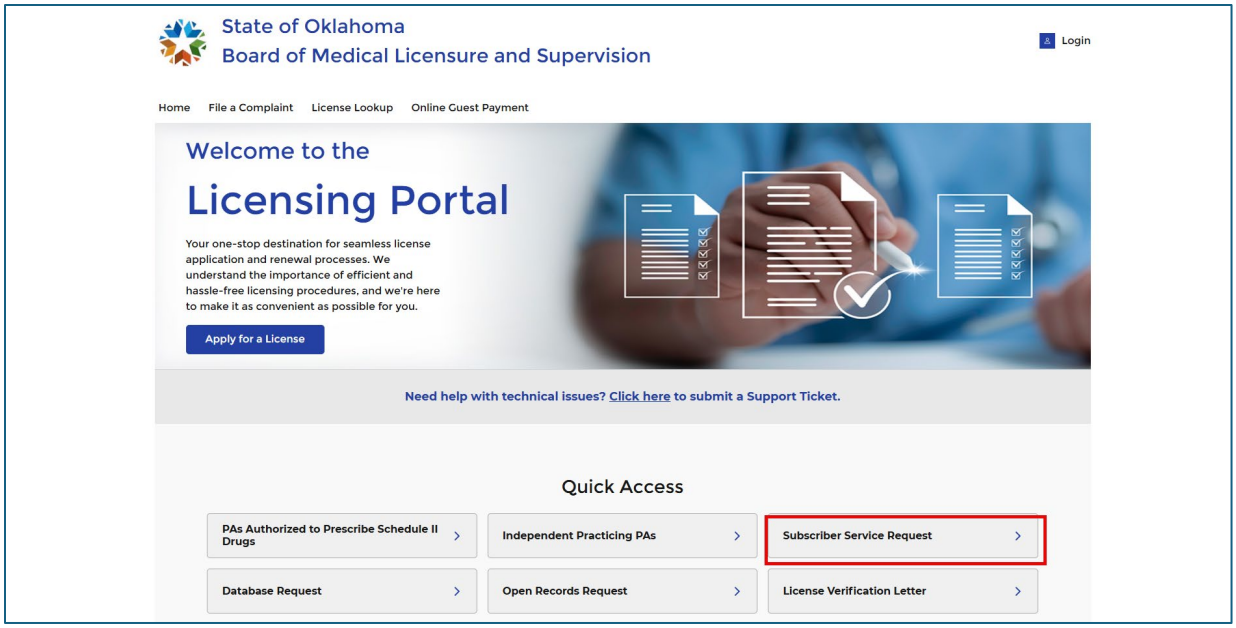
3. Subscriber Services Request (Creating a New Account)

This section pertains to organizations or individuals that want to create a Subscriber Services account for the first time.

3.1 Accessing the Subscriber Services Request Form

To access the site visit: https://medicalboard.ok.gov/s/

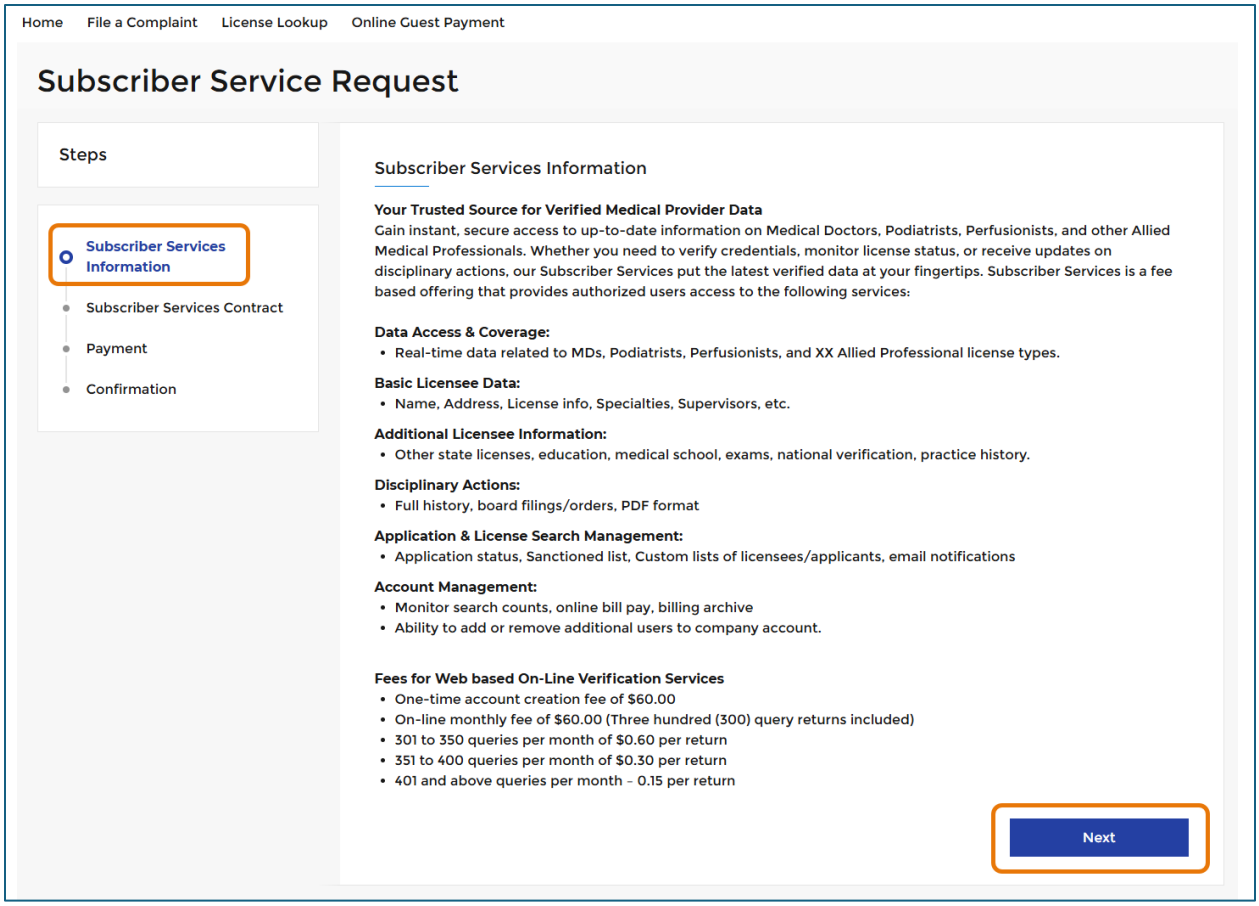
Select the **Subscriber Services Request** option under the **Quick Access** section.



3.2 Completing the Subscriber Services Request Form

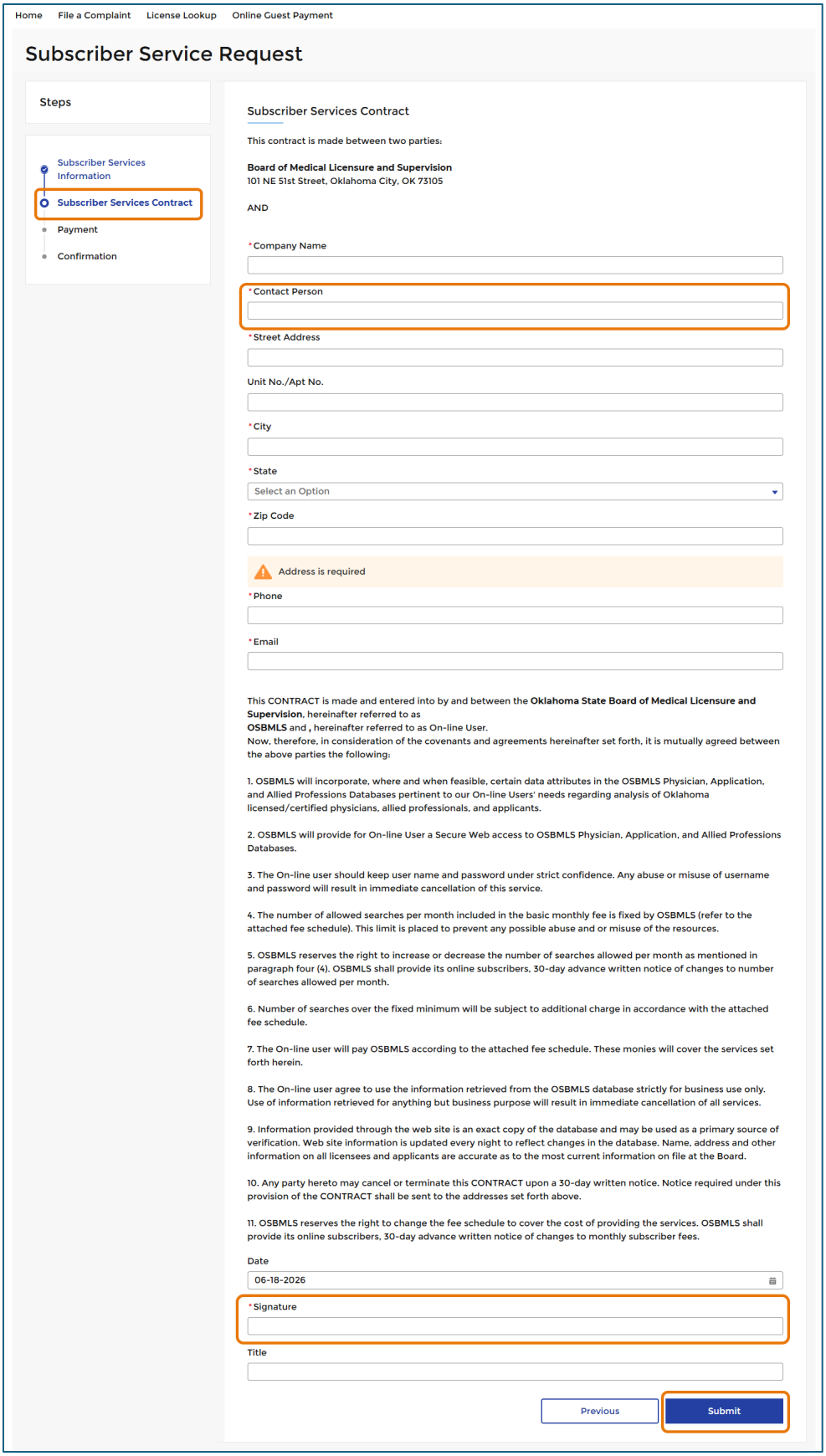
Upon selecting the **Subscriber Service Request** button, the guest user will be taken to the **Subscriber Service Request** form.

Users will begin on the **Subscriber Services Information page**, after reviewing, select the **Next** button.



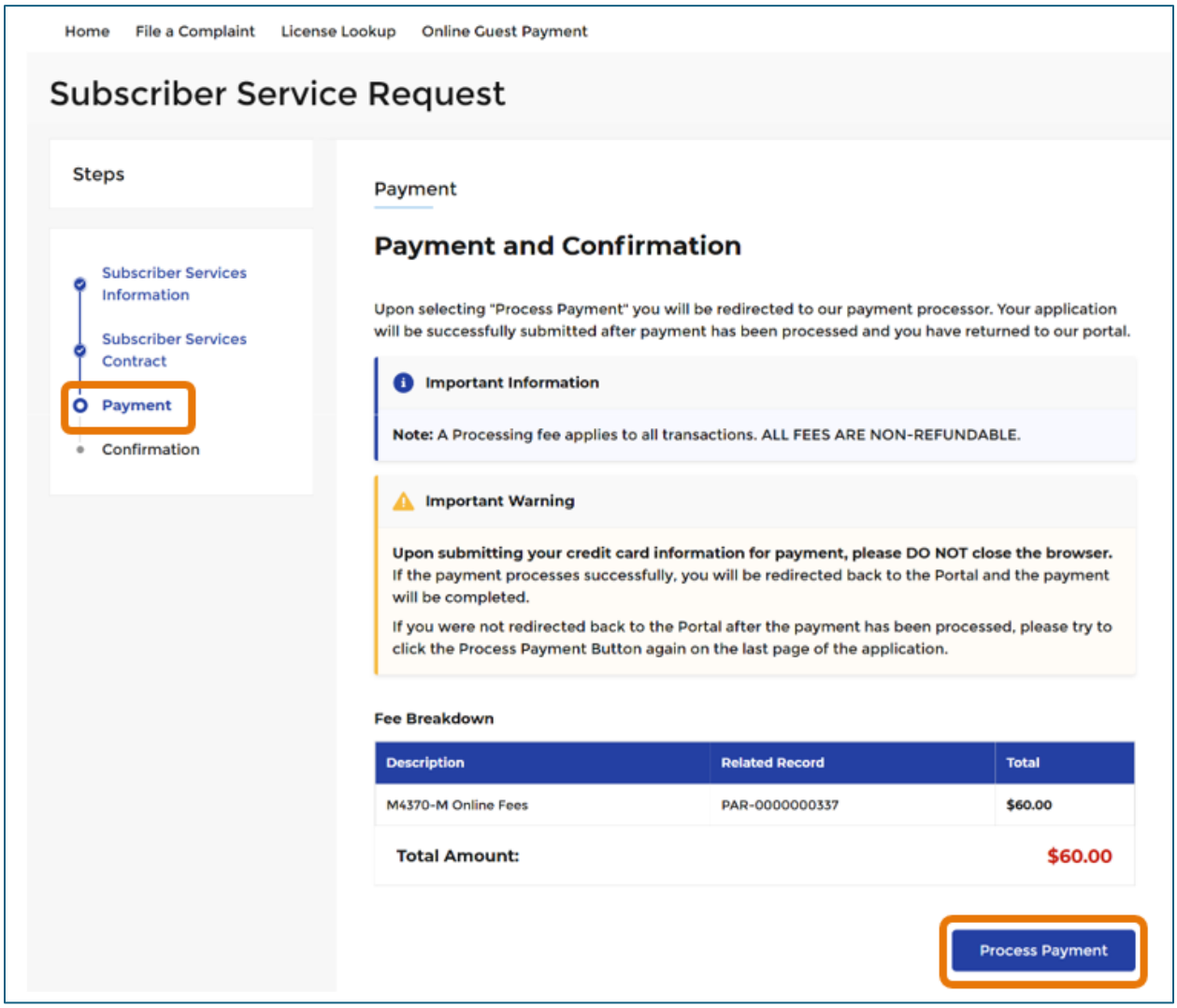
Next, users will be on the **Subscriber Services Contract** step, at a minimum complete all fields with * next to them. After completing the required fields select the **Next** button.

Note: The Contact Person and Signature fields must match to proceed.

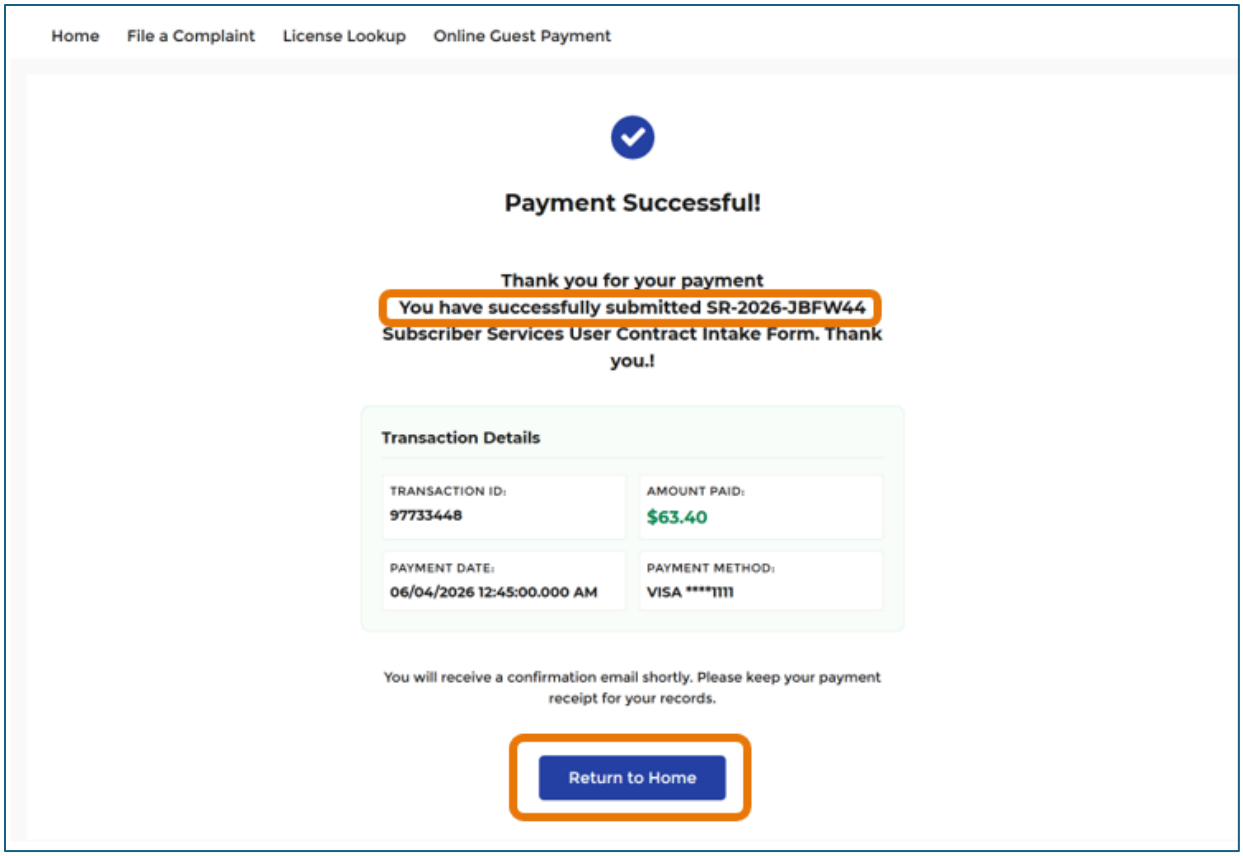

Home
File a Complaint
License Lookup
Online Guest Payment
Subscriber Service Request
Steps
Subscriber Services Information
Subscriber Services Contract
Payment
Confirmation
Subscriber Services Contract
This contract is made between two parties:
Board of Medical Licensure and Supervision
101 NE 51st Street, Oklahoma City, OK 73105
AND
*Company Name
*Contact Person
*Street Address
Unit No./Apt No.
*City
*State
Select an Option
*Zip Code
Address is required
*Phone
*Email
This CONTRACT is made and entered into by and between the Oklahoma State Board of Medical Licensure and Supervision, hereinafter referred to as
OSBMLS and , hereinafter referred to as On-line User.
Now, therefore, in consideration of the covenants and agreements hereinafter set forth, it is mutually agreed between the above parties the following:
1. OSBMLS will incorporate, where and when feasible, certain data attributes in the OSBMLS Physician, Application, and Allied Professions Databases pertinent to our On-line Users' needs regarding analysis of Oklahoma licensed/certified physicians, allied professionals, and applicants.
2. OSBMLS will provide for On-line User a Secure Web access to OSBMLS Physician, Application, and Allied Professions Databases.
3. The On-line user should keep user name and password under strict confidence. Any abuse or misuse of username and password will result in immediate cancellation of this service.
4. The number of allowed searches per month included in the basic monthly fee is fixed by OSBMLS (refer to the attached fee schedule). This limit is placed to prevent any possible abuse and or misuse of the resources.
5. OSBMLS reserves the right to increase or decrease the number of searches allowed per month as mentioned in paragraph four (4). OSBMLS shall provide its online subscribers, 30-day advance written notice of changes to number of searches allowed per month.
6. Number of searches over the fixed minimum will be subject to additional charge in accordance with the attached fee schedule.
7. The On-line user will pay OSBMLS according to the attached fee schedule. These monies will cover the services set forth herein.
8. The On-line user agree to use the information retrieved from the OSBMLS database strictly for business use only. Use of information retrieved for anything but business purpose will result in immediate cancellation of all services.
9. Information provided through the web site is an exact copy of the database and may be used as a primary source of verification. Web site information is updated every night to reflect changes in the database. Name, address and other information on all licensees and applicants are accurate as to the most current information on file at the Board.
10. Any party hereto may cancel or terminate this CONTRACT upon a 30-day written notice. Notice required under this provision of the CONTRACT shall be sent to the addresses set forth above.
11. OSBMLS reserves the right to change the fee schedule to cover the cost of providing the services. OSBMLS shall provide its online subscribers, 30-day advance written notice of changes to monthly subscriber fees.
Date
06-18-2026
*Signature
Title
Previous
Submit

Next, users will be taken to the **Payment** screen. After reviewing the screen, select the **Process Payment** button to proceed. From here you will be re-directed to the payment selection and entry screens.

Fees can be paid online using credit/debit or electronic check, please note a service fee will be added to all fees, the exact service fee will be calculated and displayed in the payment entry screen.



Next, users will get a successful payment screen, which will also include payment details and Subscriber Service Request id. Users can navigate away from this page or select the **Return to Home** button to go back to the **Home tab**.



3.3 Submission Confirmation and Account Password Emails

Following successful submission of the Subscriber Services Request Form and fee payment, Users will receive three emails.

Email 1: Payment Receipt

Users will receive a payment receipt email, with an attached receipt document. The receipt will also be available in your Subscriber Services **Fees and Payments tab**, once you have logged into the system.



State of Oklahoma
Board of Medical Licensure and Supervision

PAYMENT RECEIPT

Receipt #: 97844340

Dear Subscriber User,

✓ This is confirmation that your payment has been successfully received and processed.

TRANSACTION DETAILS

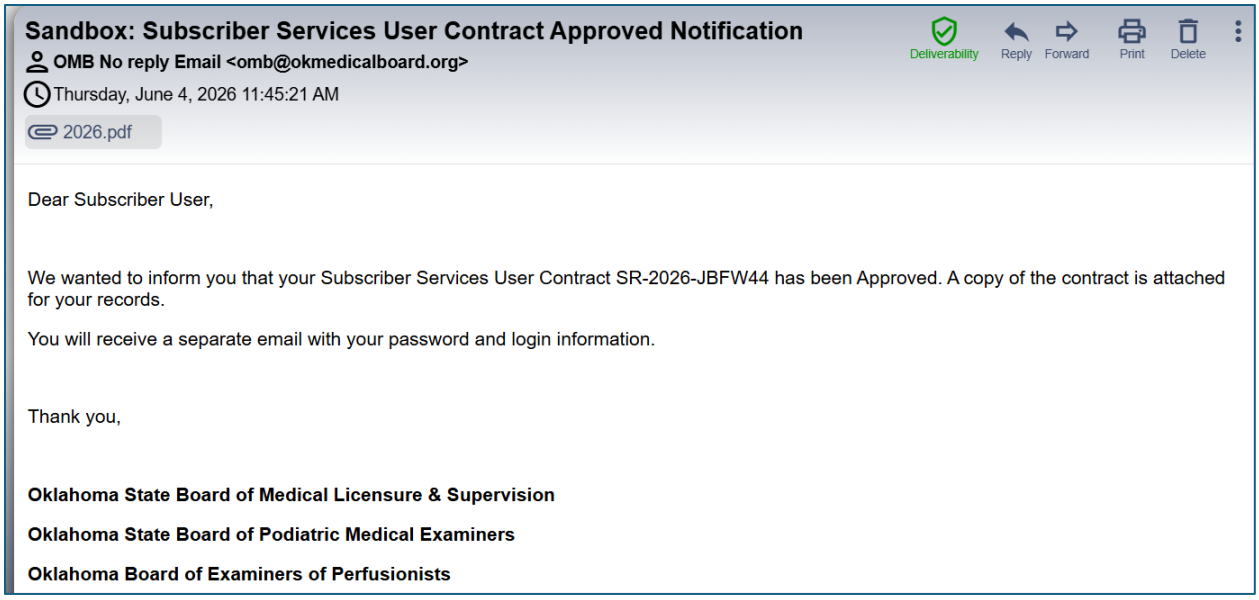
Transaction ID:	97844340
Amount Paid:	$63.40
Payment Date:	June 18, 2026

Please find your detailed payment receipt attached to this email as a PDF document.

101 NE 51st Street, Oklahoma City, OK 73105
Main Number: 405-962-1400
Website: www.okmedicalboard.org

Email 2: Subscriber Services Contract Approval Notification

Users will receive a contract approval email, with the approved contract attached.



Email 3: Welcome Email with Password Link

Users will receive a welcome email with a **link to set initial password**.

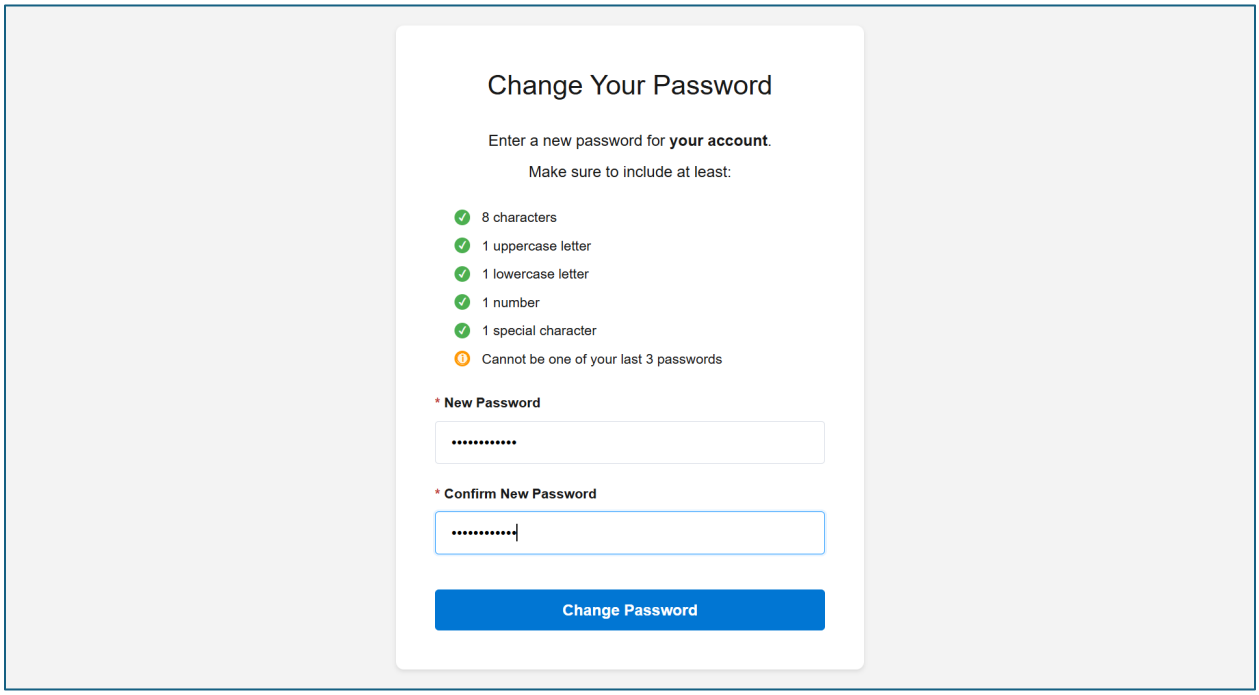


The email will include your **Username**, which is the **email used** in the **Subscriber Services Request** form **submission process**. **Click** on the **Hyperlink** to set a password with the Username shared in the email.



Password Creation

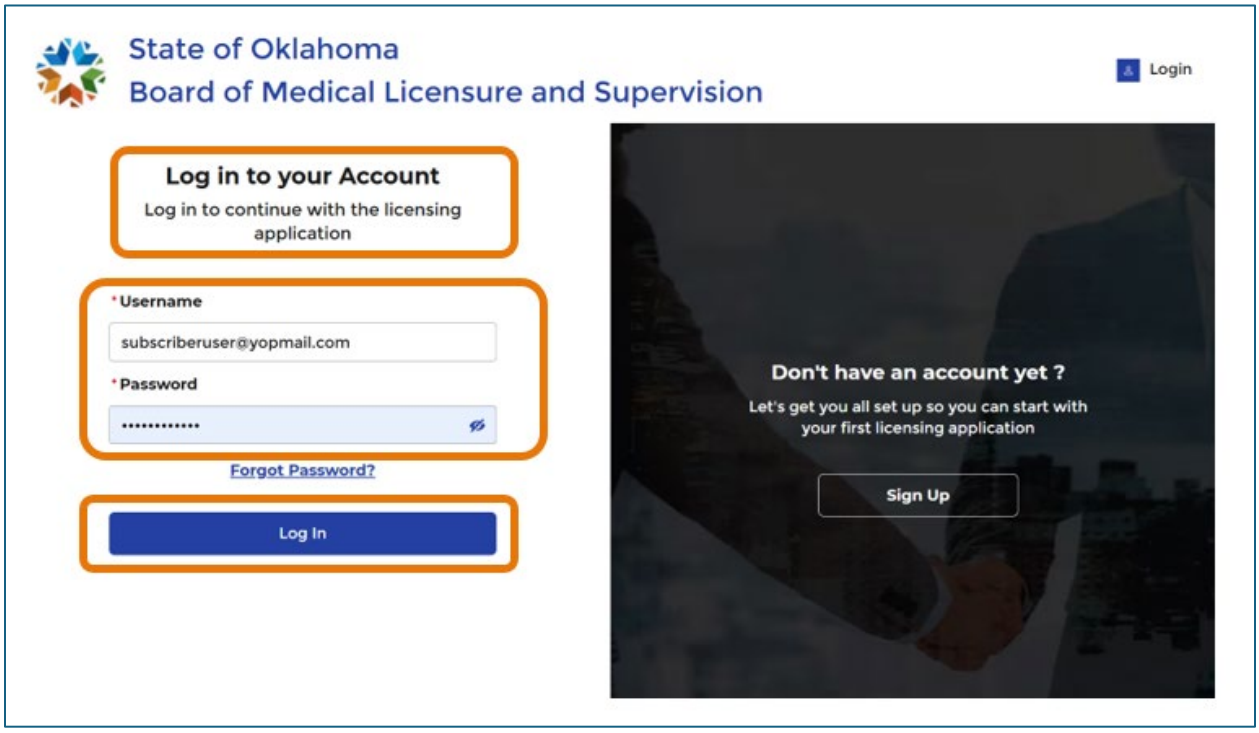
The hyperlink will re-direct users to the **Change Your Password** screen. Create a password that meets the requirements listed.



Login Screen

After creating a password, Users will be re-directed to the **Log in to your Account** screen. On the Log in to your Account screen enter your Username (email) and password to login.

Once logged in, Users will be re-directed to their **Subscriber Services Portal**, where they can conduct searches, view applicant and licensee details, and manage account preferences.

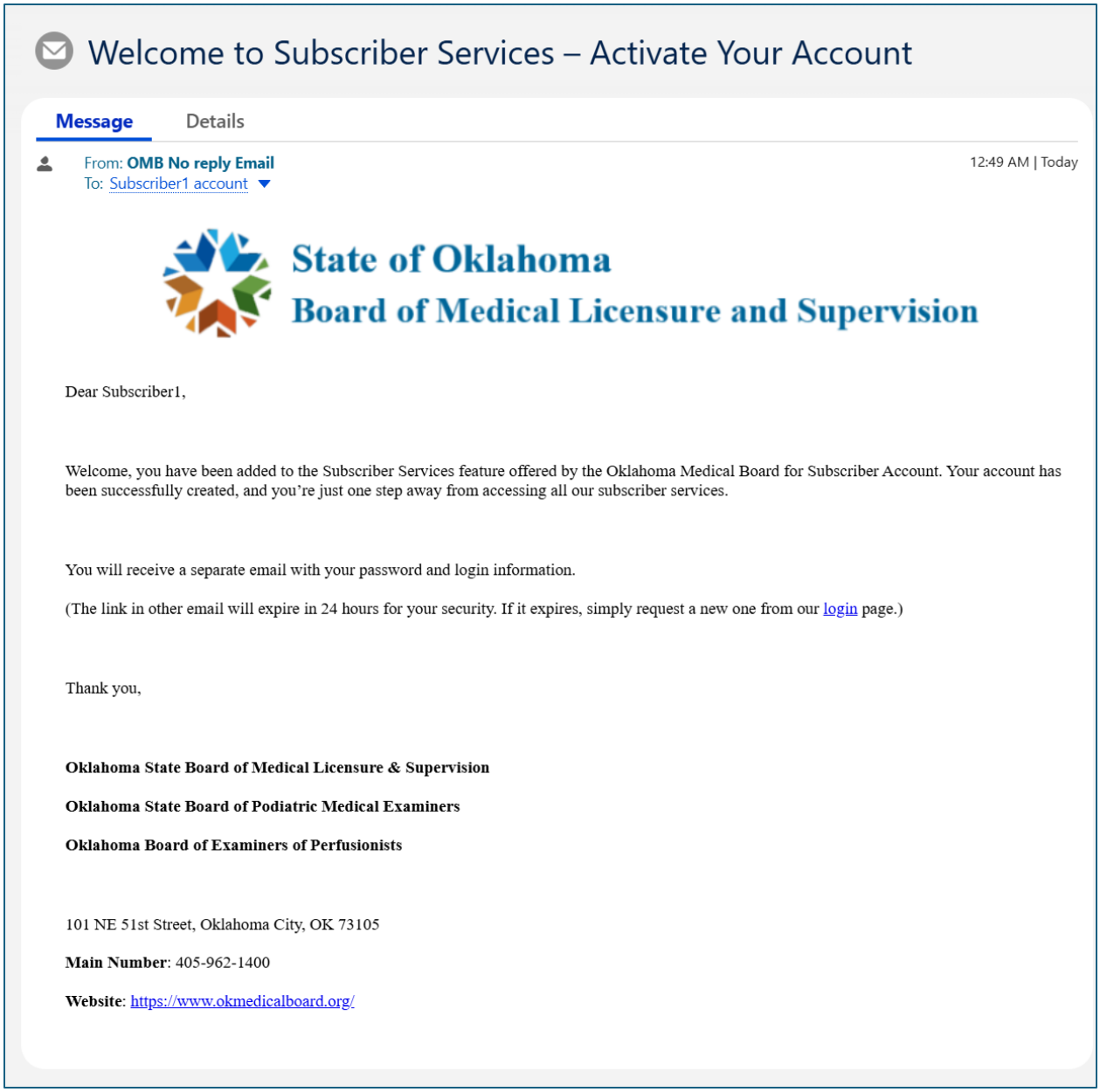


4. New User Added by Account Manager

If an individual is added to the Subscriber Services account by the Account Manager, the individual will receive two email notifications. The individual will be required to create a password as part of user account activation.

Email 1: Welcome Email

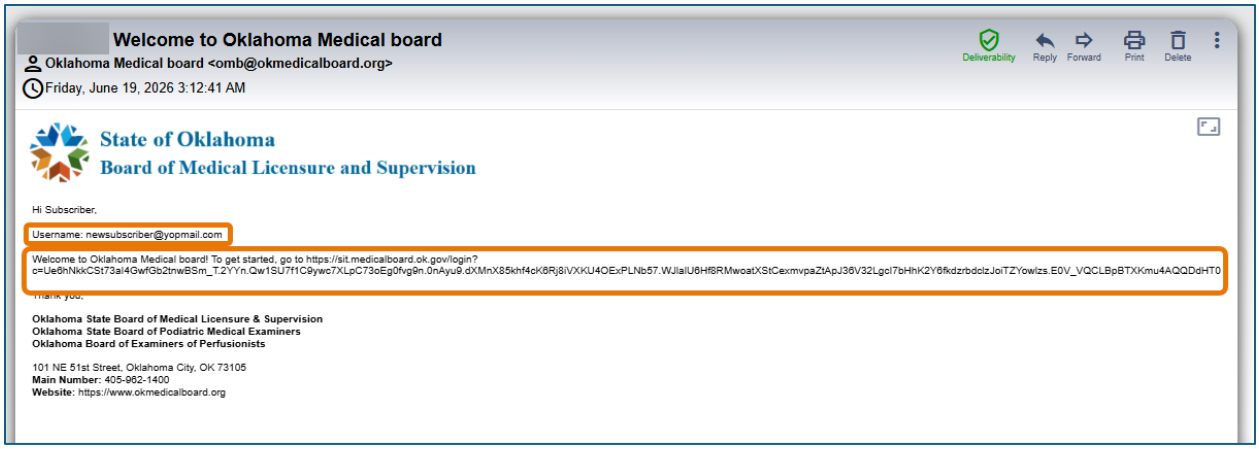
Users will receive a Welcome email informing the individual they have been added to the Subscriber Services account.



Email 2: Welcome Email with Password Link

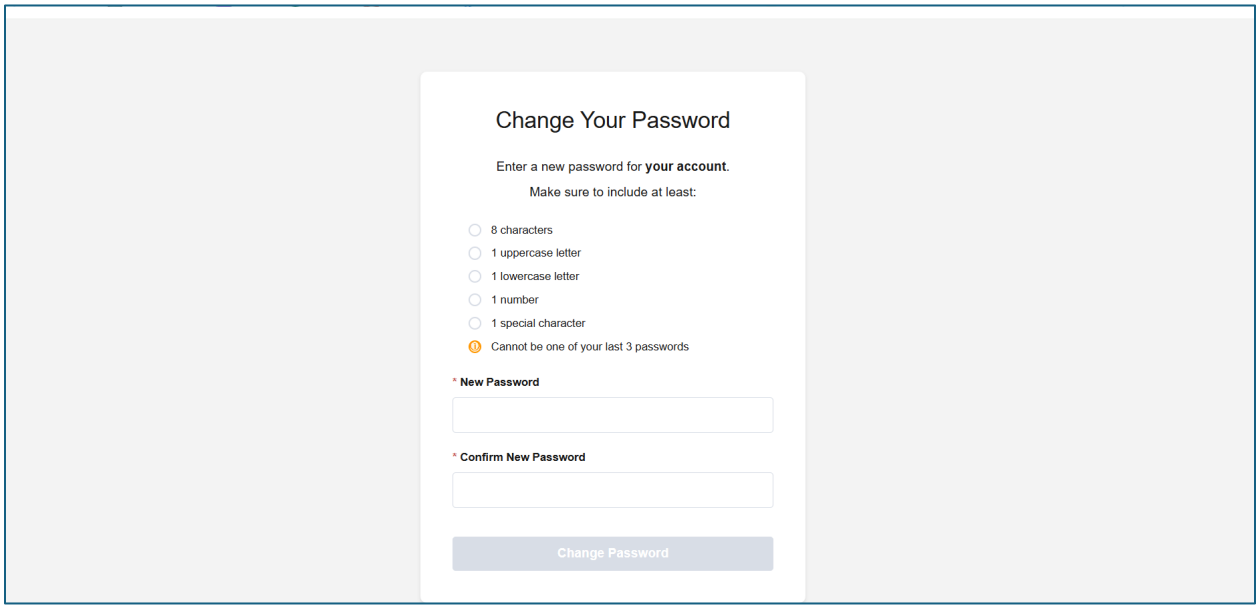
Users will receive a welcome email with a **link to set initial password**.

The email will include your **Username**, which is the **email used** in the **Subscriber Services Request** form **submission process**. **Click** on the **Hyperlink** to set a password with the Username shared in the email.



Password Creation

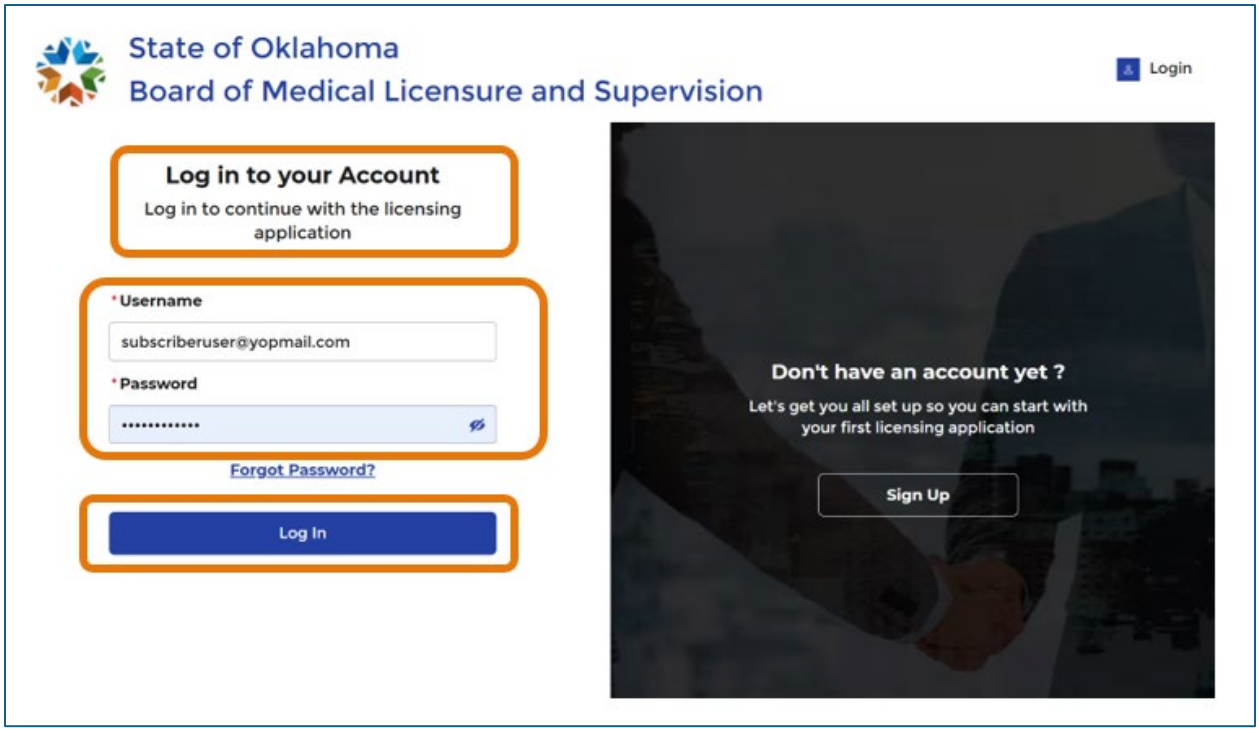
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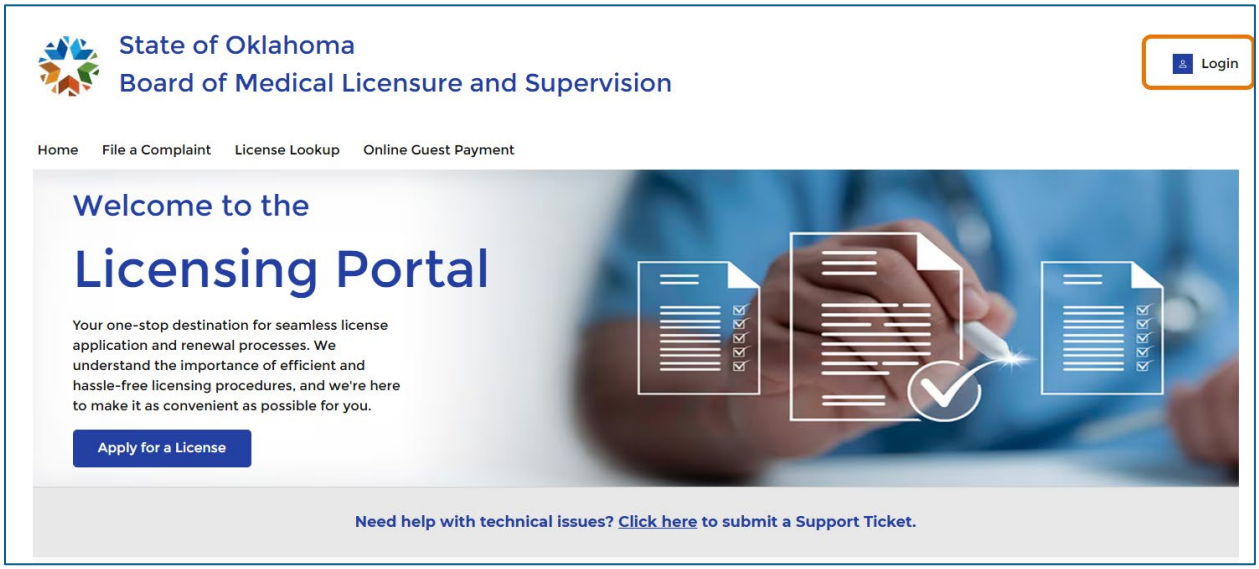


5. Active User Login

Once a legacy Subscriber Services account or new account has been established, Users can directly login to their accounts.

To access the site visit: https://medicalboard.ok.gov/s/

Select the **Login** option in the upper right-hand corner of screen.



On the **Log in to your Account** screen, enter your **Username (email)** and **password**, select **Log In** button.

Once logged in, Users will be re-directed to their **Subscriber Services Portal**, where they can conduct searches, view applicant and licensee details, and manage account preferences.

