

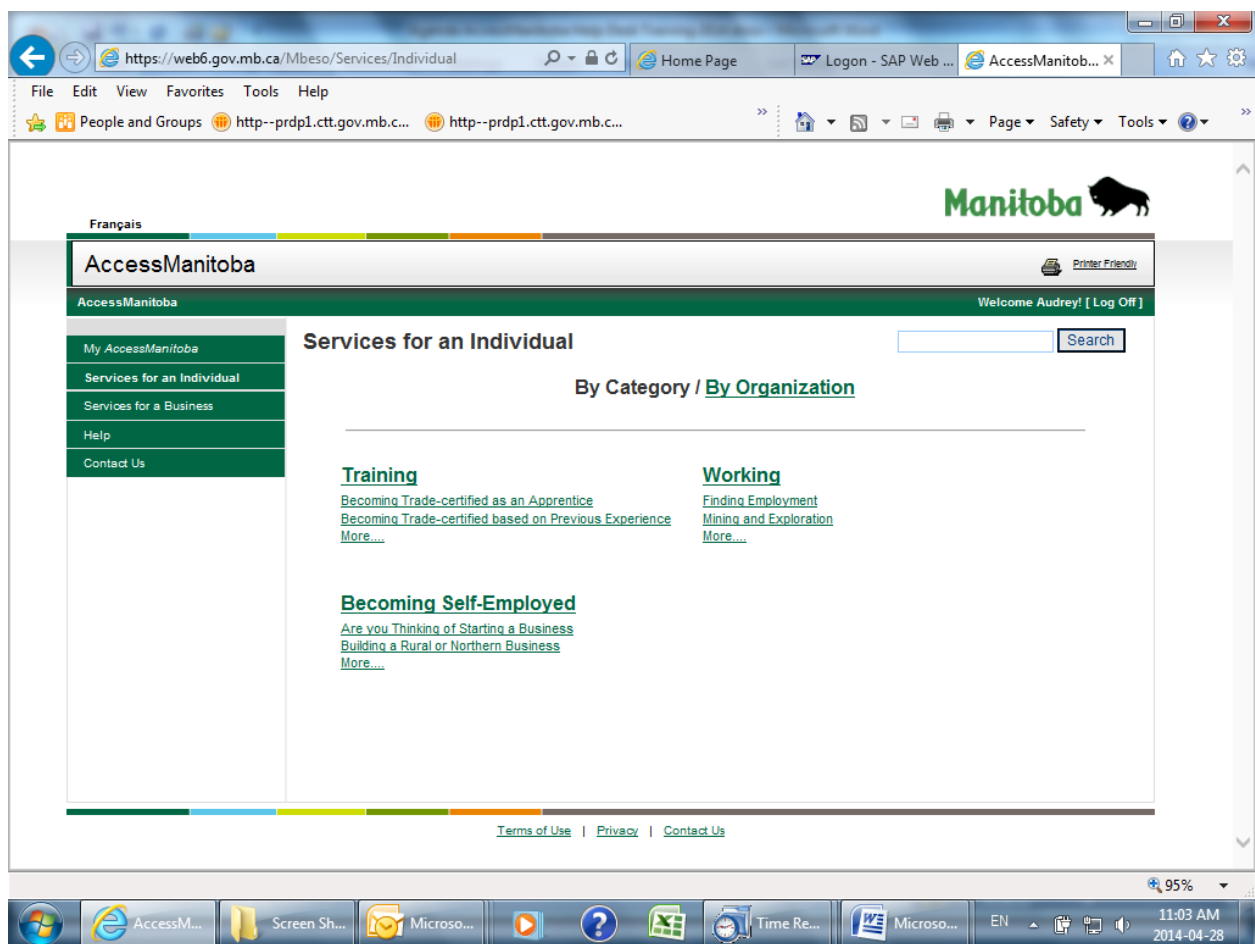
AccessManitoba www.accessmanitoba.ca

How to Renew and Pay for my Esthetician License/Authorization to Practice (ATP)

Log in with your username and password

Click on *Services for an Individual*

Click on *Working*



The screenshot shows a web browser window displaying the AccessManitoba website. The browser's address bar shows the URL <https://web6.gov.mb.ca/Mbeso/Services/Individual>. The website header includes the Manitoba logo and the text "AccessManitoba". A navigation menu on the left lists "My AccessManitoba", "Services for an Individual", "Services for a Business", "Help", and "Contact Us". The main content area is titled "Services for an Individual" and features a search bar and a "Welcome Audrey! [Log Off]" message. Below this, there are three main sections: "Training" with links for "Becoming Trade-certified as an Apprentice", "Becoming Trade-certified based on Previous Experience", and "More..."; "Working" with links for "Finding Employment" and "Mining and Exploration More..."; and "Becoming Self-Employed" with links for "Are you Thinking of Starting a Business", "Building a Rural or Northern Business", and "More...". The footer contains links for "Terms of Use", "Privacy", and "Contact Us". The Windows taskbar at the bottom shows the system clock at 11:03 AM on 2014-04-28.

Under Working

Click on *Obtaining your Authorization to Practise.....*

The screenshot shows a web browser window displaying the AccessManitoba website. The browser's address bar shows the URL <https://web6.gov.mb.ca/Mbeso/Services/Individual/Working>. The website header includes the Manitoba logo and the text "AccessManitoba". A navigation menu on the left lists "My AccessManitoba", "Services for an Individual", "Services for a Business", "Help", and "Contact Us". The main content area is titled "Services for an Individual" and "Working". It features four sections with green underlined links: "Finding Employment", "Mining and Exploration", "Obtaining your Authorization to Practise (hairstylist, electrologist or esthetician licence)", and "Researching a Career". Each section has a brief introductory paragraph. A "Back" button is located at the bottom left of the content area. The browser's taskbar at the bottom shows various application icons and the system clock indicating 11:04 AM on 2014-04-28.

On the page: *Obtaining your Authorization to Practise.....*

Click on *New Applicant*, or *Renewal*, or *Reinstate* (whichever pertains to you)

The screenshot shows a web browser window displaying the AccessManitoba website. The browser's address bar shows the URL: <https://web6.gov.mb.ca/Mbeso/Services/Individual/LifeEvent/W...>. The website header includes the Manitoba logo and the text "AccessManitoba". Below the header, there is a navigation menu with options: "My AccessManitoba", "Services for an Individual", "Services for a Business", "Help", and "Contact Us". The main content area is titled "Obtaining your Authorization to Practise (hairstylist, electrologist or esthetician licence)". It contains a search bar and a "Search" button. Below the search bar, there is a paragraph explaining that a Manitoba Authorization to Practise (known to industry as a "licence") is required to work legally in the trades of hairstylist, electrologist, and esthetician (including skin care technician and nail technician). It also states: "To obtain your Authorization to Practise click on the button that applies to you." There are two links: "Tell me more..." and "Contact me". Below this, there is a section titled "Authorization To Practise" with three options: "New to Manitoba - Applicants who have relocated to Manitoba from another jurisdiction and hold a license or certificate from that jurisdiction" with a "New Applicant" button; "Renewal - Applicants who require a Manitoba license renewal" with a "Renewal" button; and "Reinstate - Applicants who have let their Manitoba license lapse and need to reinstate" with a "Reinstate" button. At the bottom of the page, there are links for "Terms of Use", "Privacy", and "Contact Us". The Windows taskbar at the bottom shows the system tray with the date and time: "11:08 AM 2014-04-28".

Select from the Drop down Menu:

Electrologist, Esthetician, Esthetician nail technician, Esthetician skin technician, Hairstylist

Complete the information on the screen and click on Submit.

The screenshot shows a web browser window displaying the 'AccessManitoba - Authorization to Practise' page. The page title is 'AccessManitoba - Authorization to Practise - Windows Internet Explorer'. The URL is <https://web6.gov.mb.ca/Mbeso/Apprentice/ATPEmploymentInformation?action=New+Applicant>. The page features a navigation menu on the left with options: 'My AccessManitoba', 'Services for an individual', 'Services for a Business', 'Help', and 'Contact Us'. The main content area is titled 'Authorization to Practise' and includes a note: 'Fields marked with * are mandatory. Please provide a few details about current and previous employment in this trade.' The form contains a 'Trade' dropdown menu with a red asterisk. Below this are two identical sections for 'Information', each with fields for 'Employer Name', 'Address and City', 'Date From' (YYYY-MM-DD), 'Date To' (YYYY-MM-DD), and 'Tasks Performed'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The Windows taskbar at the bottom shows the system tray with the date and time: '12:57 PM 2013-03-12'.