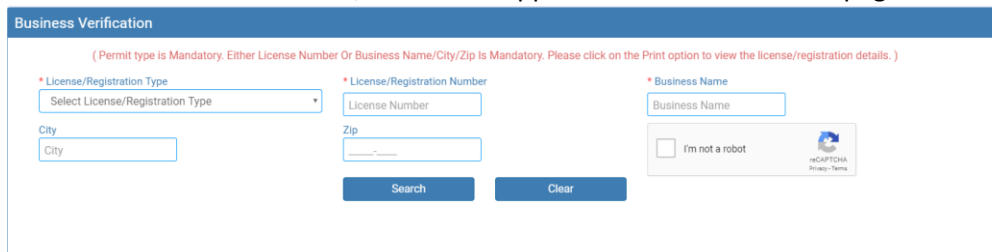


SOUTH DAKOTA BOARD OF PHARMACY ONLINE LICENSING

HOW TO PRINT A LICENSE OR PRINT A RECEIPT FOR A NEW OR RENEWED FULL TIME, PART TIME, NONRESIDENT, OR WHOLESALE AND OTHER DRUG DISTRIBUTORS AND 503b OUTSOURCING FACILITIES

If you have a **NEW** license, start here
If you have **RENEWED** your license, start with step #7

1. If you are a **new** licensee, to set up an account and be able to print your license, follow these instructions:
 - a. Verify your license number at this link:
https://sdbop.igovsolution.net/online/Lookups/LookUp_Business.aspx
 - b. Select your type of license/registration type.
 - c. Input business name, or city, or zip code, and click box by 'I'm not a robot'.
 - d. Click search.
 - e. If the license has been issued, results will appear at the bottom of the page.

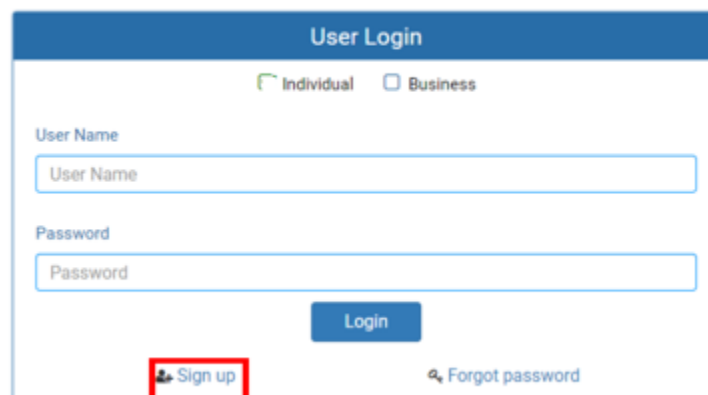


The image shows a 'Business Verification' form with the following fields and controls:

- Header: Business Verification
- Disclaimer: (Permit type is Mandatory. Either License Number Or Business Name/City/Zip Is Mandatory. Please click on the Print option to view the license/registration details.)
- License/Registration Type: Select License/Registration Type (dropdown menu)
- License/Registration Number: License Number (text input)
- Business Name: Business Name (text input)
- City: City (text input)
- Zip: Zip (text input)
- Search: Search button
- Clear: Clear button
- Security: I'm not a robot checkbox and reCAPTCHA logo.

2. After confirming your license number, begin setting up your account by clicking on this link (**Bookmark this page** as you will use this information to renew your license): https://sdbop.igovsolution.net/online/User_login.aspx
3. Click on **Sign up** as shown below:

ONLINE BUSINESS PROFILE LOGIN



The image shows a 'User Login' form with the following fields and controls:

- Header: User Login
- Radio buttons: Individual (selected), Business
- User Name: User Name (text input)
- Password: Password (text input)
- Login: Login button
- Sign up: Sign up button (highlighted with a red box)
- Forgot password: Forgot password link

4. Registration

- a. Click on Business at the top (see below)
- b. Select permit type (Wholesale, Nonresident, Full Time, or Part Time)
- c. Put in your permit/license number.
- d. Enter the zip code of the facility.
- e. Click next.

Registration Step 1 / 2

Individual Business

Please provide the information below.
[Click here to verify your Permit #.](#)

* Permit Type
Select License Type

* Permit #
Permit Number

* Physical Zip (If outside the United States, please enter the first 5 digits/characters of zip including space.)

Next

? Forgot Password

5. Complete credentials information.

- a. **Retain this information for future reference and use – this information will be used to renew your license.**
- b. Click submit.

Credentials Step 2 / 2

* Email
Email

* Confirm Email
Confirm Email

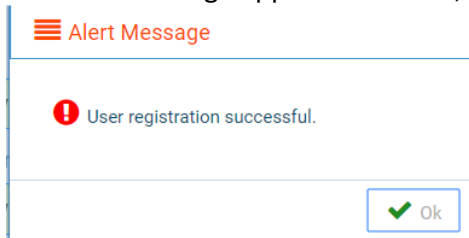
* User Name
User Name

* Password
Password

* Confirm Password
Confirm Password

Previous Submit

6. Registration is successful when this alert message appears. Click OK, you will be returned to the log in page.



- 7. Return to the log in page if you are a **new** licensee.
 - a. As a new licensee, once account is set up, you will return to the log in page or use this link: https://sdbop.igovsolution.net/online/User_login.aspx
 - b. If you have already **renewed** your license, log in using the credentials set up during the renewal process.
 - c. Click Business at the top.
 - d. Use the User Name and Password to login in at the User Log In page. Click on Login

ONLINE PROFILE LOGIN

The image shows a 'User Login' form. At the top, there are two radio buttons: 'Individual' (unchecked) and 'Business' (checked). Below are two input fields: 'User Name' and 'Password'. A blue 'Login' button is centered below the fields. At the bottom left is a 'Sign up' link with a person icon, and at the bottom right is a 'Forgot password' link with a magnifying glass icon.

8. To print your license, on the My Profile Page go to the Registration Information section and click on the blue 'Print' under certificate. A pdf of your license will download.

Registration Information

Type	License #	Issue Date	Exp Date	Status	Last Renewal Date	Renewal	Certificate
Filters	Filters	Filters	Filters	Filters	Filters	Renew	Print
Pharmacists				Current/Active			

9. To print a payment receipt, on the My Profile Page go to the Payment History section, click on the printer in the receipt column for the needed receipt. A pdf of your license will download.

Payment History

Receipt #	Payment Method	Date Received	Payer	Amount	Receipt
Filters	Filters	Filters	Filters	Filters	
				\$125.00	

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