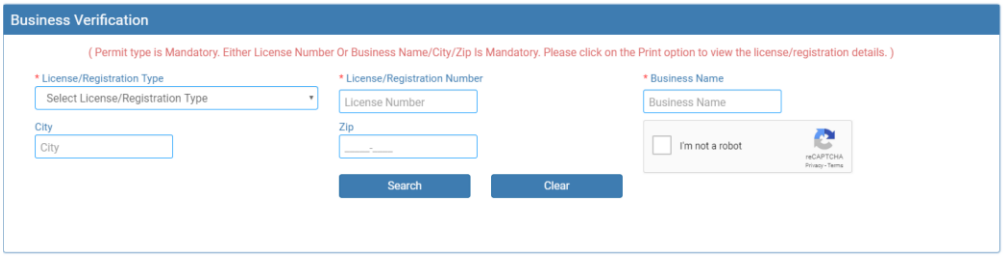
SOUTH DAKOTA BOARD OF PHARMACY ONLINE LICENSING
HOW TO PRINT A LICENSE OR PRINT A RECEIPT FOR A NEW OR RENEWED FULL TIME, PART TIME, NONRESIDENT, OR WHOLESALE AND OTHER DRUG DISTRIBUTORS AND 503b OUTSOURCING FACILITIES

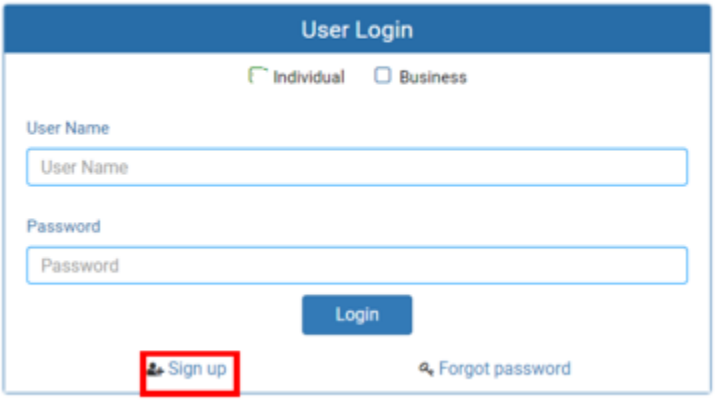
If you have a **NEW** license, start here
If you have **RENEWED** your license, start with step #7

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.

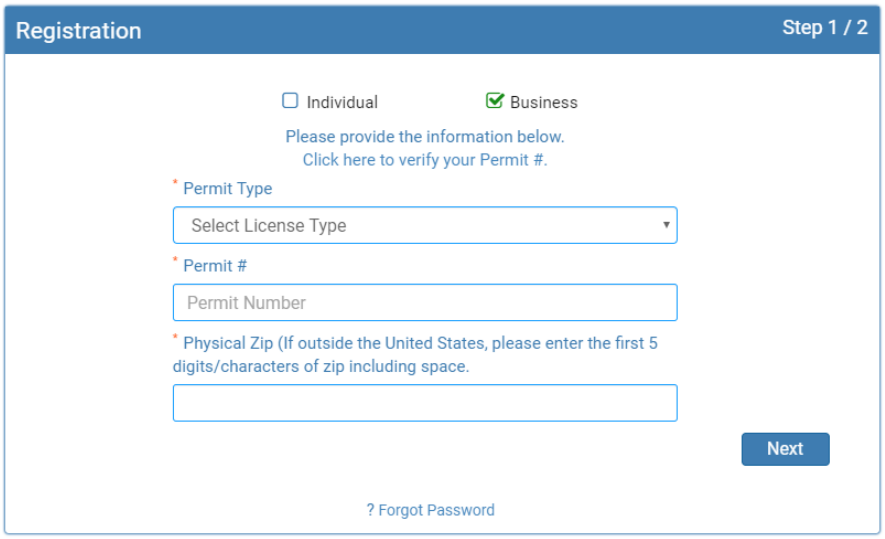


2. After confirming your license number, begin setting up your account by clicking on this link (**Bookmark this page** as you will use this information to renew your license): https://sdbop.igovsolution.net/online/User_login.aspx
3. Click on **Sign up** as shown below:

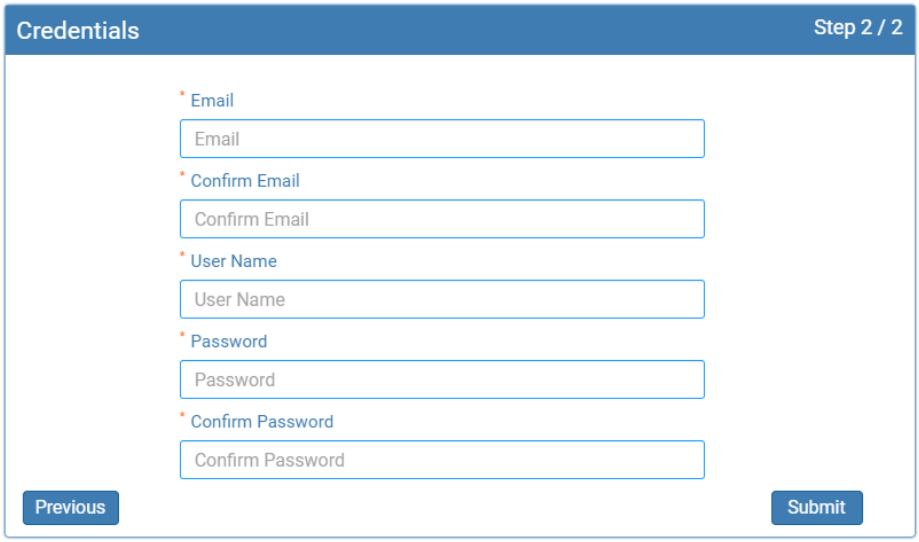
ONLINE BUSINESS PROFILE LOGIN



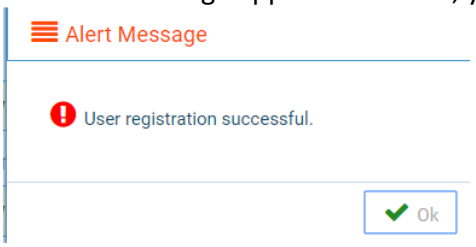
4. Registration
    a. Click on Business at the top (see below)
    b. Select permit type (Wholesale, Nonresident, Full Time, or Part Time)
    c. Put in your permit/license number.
    d. Enter the zip code of the facility.
    e. Click next.



5. Complete credentials information.
    a. ***<u>Retain this information for future reference and use – this information will be used to renew your license</u>*.**
    b. Click submit.

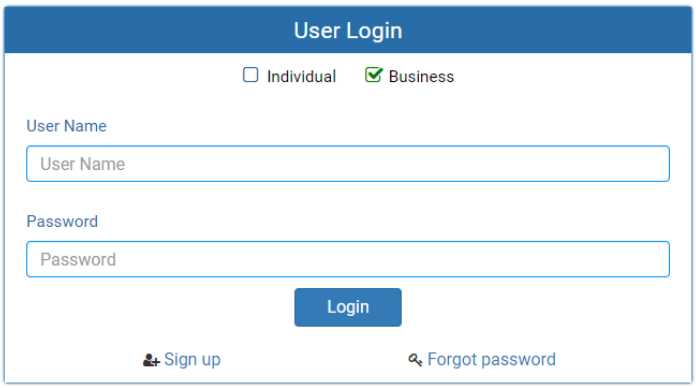


6. Registration is successful when this alert message appears. Click OK, you will be returned to the log in page.

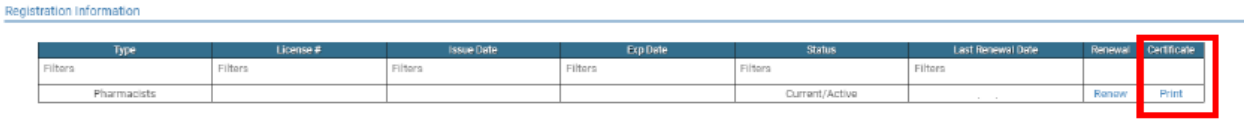
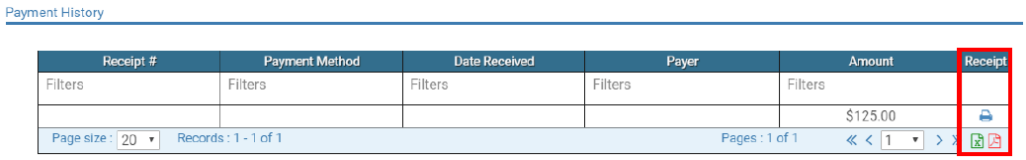


7. Return to the log in page if you are a **new** licensee.
   a. As a new licensee, once account is set up, you will return to the log in page or use this link: https://sdbop.igovsolution.net/online/User_login.aspx
   b. If you have already **renewed** your license, log in using the credentials set 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



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.



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.