General Information
• Current/Active interns may renew after completing the first week of classes.
• Registration will expire September 30 each year. There is no grace period.
• For current South Dakota Statutes and Rules pertaining to interns, go to https://doh.sd.gov/boards/pharmacy/, under Quick Links, see law book link options.
• There is no renewal fee for intern registrations.

You must complete the entire renewal application process from start to finish in one sitting
• Online system does not retain information entered until the application has been submitted and payment process is completed.
• Have all of your personal information (DOB, SSN, college name, expected graduation date).

Required Documents to be uploaded if you are an out of state college of pharmacy student
• Certification of Eligibility needs to be completed and signed by your faculty representative. The document can be found at http://doh.sd.gov/boards/pharmacy/intern.aspx. You many need to copy and paste this link into your browser.

After Application Submission Information
After your renewal application has been submitted, your registration will auto renew.

After the registration is renewed, by logging back into your account, you will be able to do the following:
• Check application status
• Print intern registration, instructions begin on page 10
• Print a payment receipt, instructions begin on page 10
• Update personal information such as personal address and phone number, information on page 4 under item #4

Licensure status can also be verified at:
• Verification page: http://doh.sd.gov/boards/pharmacy/verification.aspx
Application for Intern Renewal User Manual

Begin by setting up your Profile

1. Click on this link to begin the process: https://sdbop.igovsolution.net/online/User_login.aspx. Please bookmark this page. Click on ‘Sign up’.

2. Profile Set Up
   a. After clicking on Sign Up, click the Individual box at the top.

   b. Select the permit type from the drop down (in this case select Intern)
c. Enter your registration number. **Note:** Enter similar to I-1234 (Put an I, a dash, then your registration number)
d. Enter your Date of Birth
e. Click Next and it will take you to the Step 2—i.e. creating your login credentials, like shown below. **Note:** **Retain this information for future reference and use.**

![ONLINE PROFILE REGISTRATION](image)

f. Once user registration is successful, an e-mail will be triggered to the e-mail that you provided during your registration with a similar message to what is shown below:

```
Subject: South Dakota Board of Pharmacy Profile Registration

Thank you for registering with the South Dakota Board of Pharmacy. Your user name is TestWholesaler1 and your password has been set as requested. Please do not reply to this email.
```
3. Profile Login:
   a. Use the User Name and password to login in on the Profile page; Once completing the Online Profile, it will take you to the Login Page as shown below, click on this link: https://sdbop.igovsolution.net/online/User_login.aspx:

4. My Profile page – information to know before clicking ‘Renew’
   • Personal information such as personal address and phone number can be updated at any time. If needing to update this information, click on edit to update information. Click save when complete.
• Registration Information: This section contains the License information details like, Type, License #, Issue date, Exp. Date, status, Last renewal date, Renewal. These are non-editable fields.

<table>
<thead>
<tr>
<th>Registration Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>License #</td>
</tr>
<tr>
<td>Filters</td>
<td>Filters</td>
</tr>
</tbody>
</table>

• Document details: This section contains all the documents uploaded during the renewal process. Do not upload documents here that are needed during the renewal. After the renewal process, this section can be used if the registrant would like to upload any additional documents by using the correct document type from the Document type drop down list, use the attach document to select / browse the file from the local folder and then use the Upload document. Any documents that uploaded / showing in this Documents section can also be downloaded.

• Payment History Details: To print a payment receipt, click on the printer under the receipt column.

• Renewal Details: In this section registrant can check the status of their Renewal application – if it’s Pending or if it’s Cleared. If it’s Cleared, then in the Registration information grid will show the updated registration expiration date, Last renewal date. Also, you can print your online submitted Renewal form, if needed.
General Notes

1) Mandatory fields are marked with a red * in all screens and all those must be entered before clicking on next.
2) Click on Next button to go to the next screen or click on Previous button to go back to the previous screen.
3) If mandatory fields are **not** entered, you will get an alert message that alerts to enter those fields like below:

```
Alert Message

1. Please Enter First Name
2. Please Enter Email
3. Please Enter Primary Phone Number
```

1. After validating all the information in the My Profile section click on the Renew icon in the profile section under the Registration Information section.

2. After clicking on the Renewal icon click on the confirmation message. Click yes to continue.

```
Confirmation Message

By continuing to renew my license/registration, I affirm that I have reviewed all the sections of my profile and the information in my profile is accurate.
```

Yes  No
3. Begin the renewal by first reviewing the then click on Next in the instructions.

4. Enter gender, select college from drop down menu, enter expected graduation date, and check box for your current professional year. Click next.
5. Click on “Attach Document” button to upload Certification of Eligibility form. Then click on Next to continue.

6. Review and complete:

After completing the application, you will be able to review the application for any errors and correct the information by clicking on Previous buttons and correct in the appropriate screens. If everything is correct, click on Next button.

   a. Answer ALL of the affirmation checkboxes with either Yes or No
   b. Date will be auto populated
   c. Click submit
   d. You will get confirmation number if successful
After successfully submitting your registration renewal your registration should auto renew.

To print your registration immediately after it has auto renewed, click on ‘My Profile’ at the top right corner of the Print Application page at the end of the process.

Go to the Registration Information section in My Profile and click on the blue ‘Print’ under certificate:
After the Renewal Process - Helpful Information

After the renewal process has been completed, at any time you can log back into this account to:

1. **To update your personal information** such as personal address and phone number. Click on the edit button in that section, make the corrections, then click save.

2. **To print your registration**
   - Go to the Registration Information section in My Profile and
   - Click on the blue ‘Print’ under certificate:

3. **To print a payment receipt**
   - Go to the Payment History section in My Profile,
   - Click on the printer in the receipt column for the needed receipt: