South Dakota
Prescription Drug Monitoring Program
4001 W Valhalla Blvd, Suite 106
Sioux Falls, SD 57106
P: 605-362-2737   F: 605-362-2738
W: https://doh.sd.gov/boards/pharmacy/PDMP/ Email: sdpdmp@state.sd.us

PDMP User Account Personal Name Change Form

Fill out *only* to update your personal name, signature required

General Information (Required)		
Name		
Professional License Number	State Licensed In	DEA # if applicable

Personal Name Change		
Previous Name		
New Name		

Signature _____   **Date** _____

How to update other information in your SD PDMP User Account

Once logged into your SD PDMP user account, click on Menu and select My Profile.

1. **Profile Info Section**.* Click on the blue Edit button. A pop-up box will appear.
    a. Items that can be updated in this section are DEA number and Employer information.
    b. Once profile information is complete, scroll down and click update.
2. **Specialty**.* Add or update your healthcare specialty. Search for your specialty by typing a few characters into the Healthcare Specialty field or click on the blue Browse All to view all available specialties and select yours from the list.
3. **Setting – Time Zone**.* Update your time zone by selecting the correct time zone from the drop-down menu.
4. **Contact Information**.* To update or add Mobile phone and/or Email, click on the blue Update box and follow the prompts.
5. **Supervisors**.* If you are a delegate, you may add supervisors to or remove supervisors from your account. To add a supervisor, enter the supervisor's PDMP account user email address, then click Add. To remove a supervisor, click the 'x' button next to the supervisor.
6. ***Save Changes**. Once all changes are made, click Save Changes.

FOR SD PDMP OFFICE USE ONLY		
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Rev 0121