

# **SOUTH DAKOTA BOARD OF PHARMACY**

**Resident (in - state) Pharmacies**

## **Initial Application Instructions**



4001 W Valhalla Blvd, Suite 106  
Sioux Falls, SD 57106  
[PharmacyBoard@state.sd.us](mailto:PharmacyBoard@state.sd.us)  
P 605.362.2737

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Link - [License Information & Applications](#)

Software requirements – for a better user experience we recommend using the most current version of Chrome or IE/Edge. Access to the licensing platform may be affected by the computer technology used and IT constraints you or your agency may have in place, including malware, firewalls, cookies, pop-up blocker, browsers, outdated software, etc. **Do not use a tablet or mobile phone to complete application.**

## Application General Information

### List of Required Forms & Documents for Application Upload

#### STEP 1

##### Begin Initial Application

Link to begin initial application

#### STEP 2

##### After license has been issued

Find license/registration number

Create Your Online Account

#### STEP 3

##### Review My Profile Information

How to print your license

How to print a receipt

#### STEP 4

##### Trouble Shooting and Tips

Computer or online licensing platform problems

Tips

[Account Password Reset](#)

## APPLICATION GENERAL INFORMATION

- License fees: Full-time \$200, Part-time \$160
  - 1. **Full-time (in-state) pharmacy** license includes providing pharmaceutical services by a registered pharmacist under a pharmacy license issued by the South Dakota Board of Pharmacy on a full-time operation basis including retail pharmacy, independent pharmacy, long term care, central processor, mail order, compounding (sterile/nonsterile), tele-pharmacy where pharmaceutical services are provided to out-patients.
  - 2. **Part-time (in-state) pharmacy** license includes providing pharmaceutical services by a registered pharmacist under a pharmacy license issued by the South Dakota Board of Pharmacy on less than full-time operation basis, in hospitals, nursing facilities, and related facilities and where such pharmaceutical services are limited to inpatients.
  - 3. Uncertain if your business will be a full-time or part-time pharmacy, contact the board before filing out an application to ensure which license type to complete.
- **All fees are nonrefundable and nontransferable including duplicate and error submissions.**
  - Payment methods – MasterCard, Visa or American Express. A gift card for these vendors may be used.
  - Application must be completed in one sitting. Information entered is not saved unless application is submitted.
  - **DO NOT USE** a mobile phone or tablet to submit application.
  - License expires June 30<sup>th</sup> each year. There is no grace period.
  - License renewal period is May 1<sup>st</sup> - June 30<sup>th</sup>.
  - For Statutes and Rules, go to ([SD Laws & Rules](#)).

Applications that have not completed the licensing process within six months of application submission date will be deleted from licensing platform without notice.

## REQUIRED APPLICATION DOCUMENTS FOR UPLOAD

Save all documents in PDF format.

Do not upload expired documents.

Upload documents only when prompted in the application.

- DEA certificate, if dispensing controlled substances
- List of all the States pharmacy is licensed in
- **Form** – Pharmacist-in-Charge Affidavit
- List of names and titles of pharmacy owners, partners, officers, and/or members
- **Form** – Supplement to Application
- List of staff pharmacist, technician, and intern names and titles
- Power of Attorney (POA) document granting signing authority to individual who executes/signs any form above.
- Upload POA with corresponding form.
- Court documents, if “yes” response to a regulatory question

## AFTER APPLICATION SUBMISSION

- Board reviews application, emails submitter if clarification is needed, and approves/denies application.
- Automated email is sent to submitter upon application approval.
- Go to STEP 2 in this document; follow instructions:
  - ✓ To find the license number issued to entity
  - ✓ To create an online account to print license and payment receipt

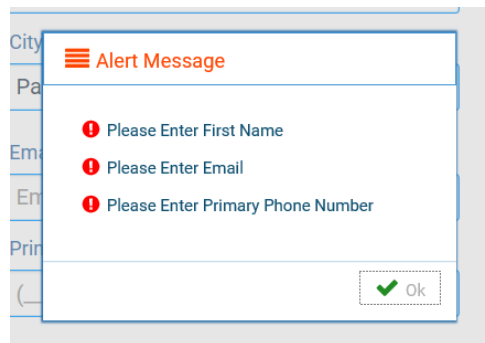
## General Notes

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Required fields are marked with a red \* asterisk

An alert message (below) will appear if information is incomplete

You cannot advance to the next page until required fields are completed



## Step 1 - Begin Initial Application

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1. Click link: <https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=62>
2. **South Dakota Resident (in-state) Pharmacy Instructions Section**
  - Click link to read instructions or (Next) to continue
3. **License Information Section**
  - License Classification**
    - Check (Full-time) or (Part-time) and complete pharmacy information
    - Business legal name must match name as shown on entity's Federal DEA certificate
  - DEA License**
    - **Upload** DEA license – business legal name as shown on entity's DEA certificate
    - If DEA pending, check box
  - Type of Practice**
    - Check all that apply, if (**other**), type explanation in text box
  - Other State Licenses**
    - **Upload** a list of the States entity is currently licensed in or intends to be licensed in
    - Or check (No other states)
  - Pharmacist-in-Charge**
    - **Upload form** – Affidavit affirming pharmacist-in-charge understands SD Laws/Rules
  - Application Submitter Information**
    - Check correct box for submitter
    - If not PIC, complete fields
    - Board will contact person listed in this section if questions/issues with application

#### 4. Ownership Section

- Select Type of Ownership and complete ownership information
- Click (Click Here) to enter entity's name, address, phone, etc.
- **Upload** list of entity owners, partners, officers, and members names, titles, and addresses
- If pharmacist-in-charge owns 100% of the business (a sole owner), check (Yes)
- If PIC is NOT sole owner, **upload form** - Supplement to Application for Resident/Nonresident Pharmacy.
- **Upload** Power of attorney document if form is completed by person other than entity owners, partners, officers, and members.

#### 5. Employees Section

- Check all boxes that apply.
- **Upload** list of names, titles, and license numbers for all pharmacists, technicians (certified & noncertified), and interns working at location

#### 6. Prescription Drug Monitoring Program (PDMP) Section

- Select reporting option that applies.
- If reporting, check days of operation.
- If not reporting, check waiver option and provide explanation if required.

#### 7. Regulatory Question Section

- Check (Yes or No)
- For any question answered Yes, **upload** discipline documents for incident(s)

#### 8. Application Input Preview Section

- Before submitting, review application input using the scroll bar on right-hand side
- Click (Next) to continue or (Previous) to return to the page needing correction

#### 9. Affirm and Submit Section

- **All application fees are nonrefundable and nontransferable including duplicate and error submission**
- Check attestation box
- Type application submitter's name (E-Signature)
- Select (debit/credit), card type (only Mastercard, Visa, or American Express are accepted), name on credit card, card number, expiration date, and 3-digit security code number
- Click Submit button – online application is complete
- **DO NOT** click submit button again – contact the board if you have questions about submission
- Alert message appears with confirmation number for submission
- Completed application appears; click (Printer Icon) in right-hand corner for copy of application

## Step 2 - After License Issued / Create an Online Account

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#### 1. Find license number issued to applicant.

- Click link [License Verification](#).
- Select (Business Verification).
- Select License/Permit Type (Full-time or Part-time), enter (Verification Code) shown, enter (legal business name as on application). **DO NOT** complete any other fields. Click (Search).
- Click (Print Icon) in last column to obtain a primary source verification showing assigned number. This document **is not** your official license.

2. Click link [https://sdbop.igovsolution.net/online/User\\_login.aspx](https://sdbop.igovsolution.net/online/User_login.aspx) to create an account

### 3. Online Business Profile Login Section

- Click (Sign Up)

### 4. Registration Section

- Check (Business)
- Select permit/license type (Full time or Part time)
- Enter last **four digits** of license number – Full-time (100-XXXX) or Part-time (200-XXXX)
- Enter zip code for facility physical address

### 5. Credentials Section

- There are no password restrictions
- Username and password created are unique and cannot be used for multiple accounts
- Write down username and password. Save them for future use.
- Complete all fields marked with a red \* asterisk.
- Click (Submit).
- Alert message appears when registration is successful, click (Ok).
- Automated email confirming account set-up is sent to email address entered in the Credential section.
- Click (Ok) to continue.

### 6. Return to login

- Click link [https://sdbop.igovsolution.net/online/User\\_login.aspx](https://sdbop.igovsolution.net/online/User_login.aspx)
- Check (Business)
- Enter username, password and click (Login)
- You are now in the **My Profile** section of the online account

## Step 3 - My Profile Sections in Online Account

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Data in this section is from the initial application

There are eight different **My Profile** sections of information for review and/or edit

### 1. Business Profile Information Section

- These fields cannot be edited

### 2. Registration Information Section

- These fields cannot be edited
- To **print license**, click on the word (Print) in the last column

### 3. Primary Address Section

- These fields cannot be edited and is the physical location of the business

### 4. Mailing Address Section

- If entity has a different address for mailing, enter it here
- These fields can be edited
- Click (Edit) to make corrections/changes, then click (Submit) to capture changes

## 5. Contact Information Section

- These fields can be edited
- Click (Edit) to make corrections/changes, then click (Submit) to capture changes

## 6. Document Details Section

- Documents that appear in this section were uploaded in application process and can be downloaded
- To upload a document, not previously uploaded during application process
  - a. Select (Document Type)
  - b. Use the (Attach Documents) to browse files and select desire document
  - c. Then click (Upload Document)
- Do not upload the same document twice during the application process

## 7. Payment History Section

- To **print payment receipt**, click on the (Printer Icon) in the last column

## 8. Renewal Details Section

- Application status can be viewed in Status column (Pending or Clear)
- (Clear) indicates application has been processed, approved and license is ready to print

## Step 4 - Trouble Shooting / Tips / Account Password Reset

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### Having trouble getting through application?

- **Do Not Use** mobile phone or tablet to complete online application.
- Change browsers (Internet Explorer, Google Chrome).
- Computer firewalls and malware software can impact application completion/submission.
- Turn pop-up blockers off

### Tips

- Provide documents in PDF format.
- TIF and jpeg document formats do not always open which delays application processing.
- Upload documents only when prompted in the application.
- **DO NOT UPLOAD** documents on the My Profile page that were already uploaded in the application as this will result in duplicate documents in the application.
- If your document says (This is a Primary Source Verification) at the top, **THIS IS NOT YOUR OFFICIAL SOUTH DAKOTA LICENSE.**

### Account Password Reset Instructions

Go to Login page ( [https://sdbop.igovsolution.net/online/User\\_login.aspx](https://sdbop.igovsolution.net/online/User_login.aspx) )

- Click (Business)
- Enter your username
- Click (Forgot Password); alert Message appears
- Click (Ok)

### At Password Recovery page

- Click (Business)
- Select (License Type)
- Enter (License # as 100-XXXX or 200-XXXX)

- Enter (zip code for physical location)
- Click (Next)
- A “temporary” password is generated
- Write “temporary” password down or copy and paste temporary password to a Word document to eliminate miss keying.
- Click (Ok)

#### **Return to Login page**

- Click (Business)
- Enter username
- Enter “temporary” password in the password field
- Click (Login)

#### **At Credentials page**

- Enter “temporary” password in the “Old” password field
- Enter “new” password, confirm new password
- Click (Submit)

#### **Return to Login page**

- Click (Business)
- Enter username
- Enter “new” password