# SOUTH DAKOTA
# BOARD OF PHARMACY

## Nonresident (out-of-state) Pharmacies

## Initial Application
## Instructions

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Rev 10/24

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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**

- All fees are nonrefundable and nontransferable including duplicate and error submissions
- License fee $200.
- 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 30th each year.  There is no grace period.
- Renewal period is May 1st  - June 30th.
- A pharmacist-in-charge of a nonresident pharmacy does not need to be licensed in the state of South Dakota.
- For Statutes and Rules, go to ([SD Laws & Rules](#))

**DO NOT USE** this application if entity has <u>ever</u> been issued a South Dakota nonresident license in the past.  Applicant should complete a "RENEWAL" application.

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.

- Business description to include type of business, prescription drugs and services provided to SD patients.
- DEA certificate if dispensing controlled substances
- Home state license, primary source verification <u>or</u> written explanation why document is not available
- Inspection report < 4 years old, VAWD/NABP DDA, <u>or</u> written explanation why document is not available
- Inspection deficiency responses - if applicable
- List of States pharmacy is licensed in
- **Form** – Pharmacist-in-Charge Affidavit
- List of the names and titles of individual persons who are the pharmacy owners, partners, officers, members
- **Form** –Supplement to Application
- List of names and titles of staff pharmacist, technician, and intern
- Power of Attorney (POA) document granting signing authority to individual who executes/signs any form
- Upload POA with corresponding form.
- Court documents, <u>if</u> "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

1. Required fields are marked with a red * asterisk
2. An alert message (below) will appear if information is incomplete
3. You cannot advance to the next page until required fields are completed
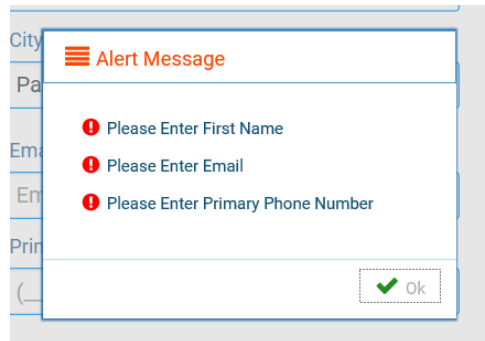


# Step 1 - Begin Initial Application

1. **Click** link: https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=57


2. **Non-Resident Instructions Section**
   - Click link to read instructions or (Next) to continue

3. **New Application Section**
   - Check (New) then (Next) to continue

4. **Pharmacy Information and DEA License Section**
   **Nonresident Pharmacy Information**
   - Legal Name of business must match name as shown on entity's Federal DEA certificate

   **Type of Pharmacy**
   - If **other**, type explanation in text box

   **Types of Prescription Drugs/Products Dispensed**
   - If entity ships controlled substances, enter DEA certificate number and expiration date
   - Upload copy of *current* DEA certificate
   - If **other**, type explanation in text box

   **Description of Type of Pharmacy Practice**
   - Upload description of the prescription drugs and services entity will provide to South Dakota patients

   **Pharmacist-in-Charge** (PIC)
   - Upload form - affidavit affirming pharmacist-in-charge understands SD Laws/Rules

   **Application Submitter Information**
   - Check box if submitter is PIC

- If not PIC, complete fields.
- Board will contact person listed in this section if questions/issued with application

5. **Home State License/Inspection Section**

   **Home State License**
   - Upload home state license, primary source verification <u>or</u> explanation why document cannot be provided

   **List of Other States Applicant is Licensed in**
   - Upload list of all the States entity is licensed in.  Do not upload copies of each state license.

   **Inspection**
   - Upload inspection (must be less than 4 years old), NABP DDD/VAWD or explanation why document cannot be provided.
   - Upload corrective action response document if deficiencies, corrections or 483 observations are noted.

6. **Ownership Section**
   - Upload list of names, titles, and addresses for entity owners, partners, officers, and members
   - If pharmacist-in-charge owns 100% of the business (sole owner), check (Yes)
   - If PIC is NOT the sole owner, upload form - Supplement to Application for Resident/Nonresident Pharmacy. Name of person executing form must appear on the owners, partners, officers, and members listing.
   - Upload power of attorney document if Supplement form is completed by person other than entity owners, partners, officers, and members.

7. **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 <u>or</u> manually input each individual's information by clicking on (Click Here To Add) more for pharmacists, more for technicians, more for interns.

8. **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.

9. **Regulatory Questions Section**
   - Check (Yes or No)
   - Upload discipline documents for incident(s)

10. **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

11. **Affirm and Submit Section**
    - All application fees are nonrefundable including duplicate submission and error submissions
    - 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

1.   Find license number assigned to applicant.
    - Click link License Verification.
    - Click (Business Verification).
    - Select License/Permit Type (Nonresident), 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  to create an account.

3.   **Online Business Profile Login Section**
    - Check (Business)
    - Click (Sign Up)

4.   **Registration Section**
    - Click (Business)
    - Select permit/license type (Nonresident)
    - Enter last four digits of license number (400-XXXX)
    - Enter zip code for facility

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
    - Click (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

Data in this section is from the nonresident initial application
There are eight different **My Profile** sections of information for review and/or edit

1. **Business 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 are for the physical location of the business

4. **Mailing Address Section**
   - If entity has a different address for mail, enter it here.
   - These fields can be edited
   - Click (Edit) to make corrections/changes, click (Submit) to capture changes

5. **Contact Information Section**
   - These fields can be edited
   - Click (Edit) to make corrections/changes, 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) to browse files and select desire document
     c. 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

**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 )

- 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 400-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