SOUTH DAKOTA
BOARD OF PHARMACY

Nonresident (out-of-state) Pharmacies

Initial Application
Instructions

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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 ever 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 or written explanation why document is not available
- Inspection report < 4 years old, VAWD/NABP DDA, or 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, 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

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
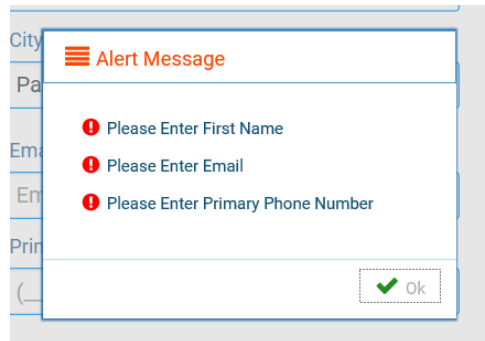
Step 1 - Begin Initial Application

1. **Click** link: https://sdbop.igovsolution.net/initial/initial/initial.aspx?id=62

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