



Idaho State Board of Pharmacy

1199 W Shoreline Lane Ste 303 Boise, Idaho 83702-9103 <http://bop.idaho.gov>
P.O. Box 83720 Boise, Idaho 83720-0067 208.334.2356 208.334.3536 fax

How to Register:

First time users from Home page please select Register a Business from the menu.



1199 W Shoreline Lane, Suite 303
Boise, ID 83702-9103
Phone 208-334-2356
Fax 208-334-3536
[BOP Home Page](#)

Menu

- Register a Person
- Register a Business**

Welcome to MyLicense e-Government

In order to utilize the online services, you must register with the e-Government site. If you've already registered, just enter your user name and password in the fields below and press the **login button** to continue. If you've forgotten your password, click [here](#).

If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:

- If you wish to apply for a professional license, renew an existing professional license, submit name or address changes, or request a duplicate license, click [here](#) to register (or click the **register a person** link on the left).
- If you wish to apply for a business or facility license, renew an existing business license, submit name or address changes, request a duplicate license or request a facility inspection, click [here](#) to register (or click the **register a business** link on the left).



User Id:

Password:

Click [here](#) if you have forgotten your password.

As a new user you must perform a search to verify you are not already a user.

For new users enter a **single number in both the License Number and Registration code options** and select search.



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Menu

- Login Page**

Search for Existing Business/Facility Records

In order to apply for a business license, renew an existing license, submit name or address changes or to request a duplicate, you must create a username and password and associate it to your business records. This form allows you to search for your existing business/facility records.

- If you are an individual and wish to register to maintain your personal/professional license records, click [here](#) to continue.
- **You must complete the search process, even if you currently hold no business/facility licenses with the state.**

1. Enter your information into *at least* two of the fields below.
2. Press the **search button** to search for your records based on the information you provided.

NOTE: Your Registration Code and Renewal ID are provided to you by the state and are usually printed on your renewal notice. If you do not have a registration code or renewal id, click [here](#) to view contact information for the department/agency/board.

License Number:

Registration Code:

If you do not hold an Idaho Pharmacy License, click [here](#) to view contact information for the department/agency/board.



As a new user you will not be found and will be taken to the following page to complete a new registration.

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To ensure proper information please complete all sections of the registration page.

USERNAME AND PASSWORD ARE CASE SENSITIVE



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Menu
Login Page

Initial Registration

We were unable to find your records based on the entered search criteria.

- If you do not currently hold a license with the state the form below will allow you to register your personal information with the state and create a username and password. Complete the form below and press the **register button** to create your record. Once logged into the e-Government application you will be able to submit an electronic license application.
- If you currently hold a license with the state, click [here](#) to search again. Do not complete the form below to register as this will not allow you to access your licensure records. If your records can not be found, click [here](#) for information on contacting the proper department/agency/board.

NOTE: Required fields are marked with an asterisk (*).

Name

Business / Facility Name: <input type="text"/> <small>ex. System Automation Corp.</small>	Owner / Manager Name: <input type="text"/> <small>ex. Joseph Smith</small>
* FEIN <input type="text"/>	

Ownership

Ownership Type: <input type="text" value="Select"/>	National Provider ID: <input type="text"/>
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Mailing Address

Country: <input type="text" value="United States"/>	* Phone <input type="text"/> <small>ex. 3015551212</small>
* Line 1 <input type="text"/> <small>ex. 123 Fourth St.</small>	Fax: <input type="text"/> <small>ex. 3015551212</small>
Line 2: <input type="text"/> <small>ex. Apt. 100</small>	* Email <input type="text"/> <small>ex. username@domain.com</small>
City: <input type="text"/> <small>Foreign Addresses: Enter city, region, postal code</small>	
State: <input type="text" value="ID"/>	
* Zipcode <input type="text"/> <small>ex. 02705 or 027051234</small>	
County: <input type="text"/>	

User ID

User Id: <input type="text"/> <small>ex. jsmith</small>	Confirm Password: <input type="text"/>
Password: <input type="text"/>	

Be sure to save User Name and Password

****Will allow login for other functions for the life of your License/ Registration****

Upon completion you will be taken to the User Menu page

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The screenshot shows the Idaho State Board of Pharmacy website. At the top left is the 'IDAHO' logo. Below it is a 'Menu' section with a blue header and a list of options: 'Initial Application' (highlighted in yellow), 'Renew License' (underlined in red), 'Reinstate License' (underlined in blue), 'Manage Employees', 'Demographics Update', 'License Address Change', 'License Update', 'Pay Invoice', and 'Logout'. To the right of the menu is a 'Facility Application' section with a red header. Below this header are labels for 'Full Name:', 'National Provider ID:', and 'Institutional Facility ID:'. The 'Institutional Facility ID:' label is partially visible at the bottom of the screenshot.

From this page you can apply for new application, renew a registration, update personal information, etc.

For initial applications please select Initial Application from the menu and begin your application.

NOTE YOU MUST SELECT PHARMACY AS A PROFESSION TO SELECT THE CORRECT DATA BASE

The screenshot shows the 'Application for Licensure' form. On the left is a 'Menu' section with a blue header and two options: 'Licensing Home Page' and 'Logout'. The main heading is 'Application for Licensure' in red. Below the heading is the instruction: 'Select the profession, type and application method for the application.' Underneath is a 'License Type Selection' section with three dropdown menus: 'Profession:' (with '--Select Profession--' selected), 'License Type:' (with 'Pharmacy' selected), and 'Obtained By Method:' (with '--Select Obtained By--' selected). At the bottom center is a 'Start Application' button.