

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 Person from the menu.

The screenshot shows the 'Welcome to MyLicense e-Government' page. At the top left is the 'IDAHO' logo. To its right is the Idaho Board of Pharmacy logo and contact information: '1199 W Shoreline Lane, Suite 303 Boise, ID 83702-9103 Phone 208-334-2356 Fax 208-334-3536 BOP Home Page'. A 'Menu' dropdown is open, showing 'Register a Person' (highlighted in yellow) and 'Register a Business'. The main heading is 'Welcome to MyLicense e-Government'. Below it, instructions state: '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.' A note follows: 'If you haven't already registered, please read the list below carefully and choose the option that best fits your circumstance:'. Two bullet points provide options for applying for professional or business licenses. At the bottom, there are input fields for 'User Id:' and 'Password:', a 'Login' button, and a link: '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. Fill in two of the three options with at least one number and select search.

The screenshot shows the 'Search for Existing Personal/Professional Records' page. A 'Menu' dropdown is open, showing 'Login Page'. The main heading is 'Search for Existing Personal/Professional Records'. Instructions state: 'In order to apply for a professional 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 records. This form allows you to search for your existing personal/professional records.' Two bullet points provide instructions: 'If you are the owner of a licensed business or facility and wish to register to maintain your business records, click here to continue.' and 'You must complete the search process, even if you currently hold no professional licenses with the state.' A numbered list follows: '1. Enter your information into at least two of the fields below.' and '2. Press the search button to search for your records based on the information you provided.' A 'NOTE' states: '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.' Below the note are three input fields: 'License Number:' (with '2' entered), 'Birth Date:', and 'Registration Code:' (with '2' entered). At the bottom, a link is provided: '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.



<<<<next>>>>

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

USERNAME AND PASSWORD ARE CASE SENSITIVE

		1199 W Shoreline Lane, Suite 303 Boise, ID 83702-9103 Phone 208-334-2356 Fax 208-334-3536 BOP Home Page
Menu Login Page	Initial Registration	
We were unable to find your records based on the entered search criteria.		
<ul style="list-style-type: none">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.		
<p style="text-align: center;">Home Address must be actual address of residence. Address cannot be a PO Box.</p> <p style="text-align: center;">NOTE: Required fields are marked with an asterisk (*).</p>		
Name		
Name Prefix: <input type="text"/>	* Birth Date: <input type="text"/>	
<small>ex. Mr. Mrs. Dr.</small>	<small>MM/DD/YYYY</small>	
* First Name: <input type="text"/>	* SSN: <input type="text"/>	
	<small>ex. 123456789</small>	
Middle Name: <input type="text"/>	Gender: <input type="text" value="Please select a Gender"/>	
* Last Name: <input type="text"/>		

Be sure to save User Name and Password

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

<<<<next>>>>

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Upon completion you will be taken to the User Menu page

IDAHO

Menu

- Initial Application
- Renew License
- Reinstatement License
- Demographics Update
- License Address Change
- License Update
- Pay Invoice
- Logout

Personal

Full Name:

Licenses

Student Ph...

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

Menu

- Licensing Home Page
- Logout

Application for Licensure

Select the profession, type and application method for th application.

License Type Selection

Profession:
License Type:
Obtained By Method:

Start Application