

RENEW LICENSE / REGISTRATION

After you have completed the registration process complete the steps below:

Step 1: Log in: <https://idbop.mylicense.com/eGov/Login.aspx>

User Name and Password are Case Sensitive

User Id:

Password:

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

Step 2: Licensing Home Page: Choose "Renew License" from the left have menu.

Menu	Personal Address Information
Renew License	
License Update	
Demographics Update	
Initial Application	
Pay Invoice	
Logout	

Full Name: BOP TESTRECORD, DNP

Street Address: 12 bc
Phone: 2C
Email: er

Step 3: License Renewal Page: Click "Continue" on the license you want to renew.

Menu	Application for License Renewal
License Home Page	Select the license you would like to submit a renewal application for from the list below. If you have multiple renewable license, you can only submit one renewal application at a time. Complete the process for each license you would like to renew.
Logout	

Renewable Licenses

Pharmacist	Continue
Profession: Pharmacy License Number: P8058 License Status: Active	
Issued: 7/11/2018 Expiration Date: 5/5/2020	

Specialty	Issue Date	Exp Date	Primary
Immunizing			Y

Step 4: Legal Notice: Please read and click continue:

Menu	License Renewal Application - Legal Notice
<input type="checkbox"/> DEMOGRAPHICS*	<p>If you are not the Licensee/Registrant you may not complete this renewal. The Licensee/Registrant may not solicit anyone to complete this renewal on their behalf, regardless of the reason. Soliciting someone else to complete this renewal constitutes fraud or intentional misrepresentation under I.C. 54-1726(1)(d), for which you may be disciplined by the Board.</p> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <input type="button" value="Continue"/> </div>
<input type="checkbox"/> LICENSE ADDRESS*	
<input type="checkbox"/> License Update	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Specialties	
<input type="checkbox"/> QUESTIONS*	
<input type="checkbox"/> Attach Documents	
<input type="checkbox"/> Finish	
License Home Page	
Logout	

Step 5: Complete Each step in the left have menu. You must complete all required fields and hit "Continue" on each page to complete the check list items

Menu	Mailing Address (Public Record)
<input checked="" type="checkbox"/> DEMOGRAPHICS*	<p>NOTE: Required fields are marked with an asterisk (*).</p> <p>*Country: <input type="text" value="United States"/> Phone: <input type="text" value="208525552"/> <small>ex. 3015551212</small></p> <p>*Street Address: <input type="text" value="1313 RPH"/> Fax: <input type="text" value="2255005"/> <small>ex. 123 Fourth St. ex. 3015551212</small></p> <p>*City: <input type="text" value="boise"/> Email: <input type="text" value="erik.sevillano@bop.idahc"/> <small>Foreign Addresses: Enter city, region, postal code ex. username@domain.com</small></p> <p>*State: <input type="text" value="ID"/> *Zip Code: <input type="text" value="83709"/> <small>ex. 02705 or 027051234</small></p> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <input type="button" value="Continue"/> </div>
<input checked="" type="checkbox"/> LICENSE ADDRESS*	
<input checked="" type="checkbox"/> License Update	
<input checked="" type="checkbox"/> Employment	
<input checked="" type="checkbox"/> Specialties	
<input checked="" type="checkbox"/> QUESTIONS*	
<input checked="" type="checkbox"/> Attach Documents	
<input type="checkbox"/> Finish	
License Home Page	
Logout	

Step 6: Upload any required documents:

Menu	Document Upload										
<input checked="" type="checkbox"/> DEMOGRAPHICS*	<table border="1"> <thead> <tr> <th>Document Name</th> <th>Download</th> <th>View</th> <th>Delete</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>BOP TESTRECORD, DNP_REN_04252019.pdf</td> <td>Download</td> <td>View</td> <td>Delete</td> <td>Preserve App</td> </tr> </tbody> </table> <p>Choose a file to upload: <input type="text"/> <input type="button" value="Browse..."/></p> <p style="text-align: center;"><input type="button" value="Upload Document"/></p> <p><i>Don't forget to select the document type in the dropdown list next to the document name after uploading</i></p> <p>* REQUIRED DOCUMENTS FOR UPLOAD*</p> <p>IF YOU SELECTED YES TO ANY OF THE LIABILITY QUESTIONS YOU MUST UPLOAD ANY RELATED DOCUMENTATION.</p> <p>*EXCEPTION- IDAHO BOARD OF PHARMACY RELATED DISCIPLINE DOCUMENTS ARE NOT REQUIRED*</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> <input type="button" value="Continue"/> </div>	Document Name	Download	View	Delete	Type	BOP TESTRECORD, DNP_REN_04252019.pdf	Download	View	Delete	Preserve App
Document Name		Download	View	Delete	Type						
BOP TESTRECORD, DNP_REN_04252019.pdf		Download	View	Delete	Preserve App						
<input checked="" type="checkbox"/> LICENSE ADDRESS*											
<input checked="" type="checkbox"/> License Update											
<input checked="" type="checkbox"/> Employment											
<input checked="" type="checkbox"/> Specialties											
<input checked="" type="checkbox"/> QUESTIONS*											
<input checked="" type="checkbox"/> Attach Documents											
<input type="checkbox"/> Finish											
License Home Page											
Logout											

Step 7: Review Application summary for accuracy and attest to the renewal:

Documents

Document Name	Download	View	Document Type
BOP TESTRECORD, DNP_REN_07192019.pdf	Download	View	Preserve App

* Note: For purposes of the Uniform Electronic Transactions Act (Idaho Code Title 28, Chapter 50), clicking an attestation button below constitutes an electronic signature.

If you are not the legally responsible party, you may not complete this renewal process, and doing so could cause you to incur civil or criminal liability. Soliciting someone else to complete this renewal process constitutes fraud or intentional misrepresentation under I.C. 54-1726.1(d), for which you may be disciplined by the Board.

Statement: I Certify that I am the responsible party, that I have completed the online renewal for the above License/Registration and that the information, including any documentation, that I have provided in this renewal is complete, true and correct. I agree to electronically sign the renewal by choosing an option below.

If you are unable to attest at this time please logout above.



Step 8: Review Renewal Fees. Select [Pay Now](#) to Pay your fees and to complete the renewal. If not ready to pay now select [Home](#) This will allow you to log back in to complete at a later time;

Your renewal will NOT be complete until payment is received.

Renewal Fees

Before submitting please review the fees below.

Click **Pay Now** to be transferred to a secure payment site.

Your Renewal will **not** be completed and submitted until the payment has been made. If you do not wish to pay at this time you may click **Home** to cancel submission and complete your renewal at a later date.

License Number	License Type	Description	Fee Amount
P8058		Renewal Fee	\$130.00

Fee Totals

Fee Amount: \$130.00
Service Fee: \$0.00
Convenience Fee: \$0.00
Total Amount: \$130.00

