

IN-STATE DRUG OUTLET BUSINESS HOURS CHANGE ONLINE PROCEDURES

Important Note:

- Only report changes to regular pharmacy hours
- The open and close time options are in 60-minute increments. If the pharmacy opens at 9:30, choose either 9:00 or 10:00
- Do not enter lunch hour times

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

Step 2: Facility Address Information Page: Choose 'License Update' from the left-hand menu

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

Full Name: BOP TEST2	Mailing Address
National Provider ID:	
	Phone:
	Email:

Step 3: License Update page – Click on the 'Continue' button on the license that needs updated hours

Menu	License Update
Licensing Home Page	Select the license you would like to submit an update for from the list below.
Logout	

Licenses

Manufacturer	Continue
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Step 4: License/Registration Update page - Choose 'License Update' from the left-hand menu

Menu	License/Registration Update
<input checked="" type="checkbox"/> License Update	<p>If you are not the Licensee/Registrant you may not complete this update. The Licensee/Registrant may not solicit anyone to complete this update on their behalf, regardless of the reason. Soliciting someone else to complete this update constitutes fraud or intentional misrepresentation under I.C. 54-1726.3(d), for which you may be disciplined by the Board.</p>
<input type="checkbox"/> Employees	
<input type="checkbox"/> Attach Documents	
<input type="checkbox"/> Finish	
Licensing Home Page	
Logout	

Continue

Step 5: Additional Information page - Update the 'Business Hours' then select 'Finish' from the left-hand menu

Menu

- License Update
- Employees
- Attach Documents
- Finish**
- Licensing Home Page
- Logout

Additional Information

Click **Continue** to proceed with the initial application for the registration listed below.

Registration Number: 51278RP
Registration Type: Community Pharmacy
Registration Status: Expired
Issued: 10/23/2018
Expired: 12/31/2019

* Business Hours

	OPEN		CLOSE
Monday:	08:00 ▼	Monday:	18:00 ▼
Tuesday:	08:00 ▼	Tuesday:	16:00 ▼
Wednesday:	08:00 ▼	Wednesday:	16:00 ▼
Thursday:	08:00 ▼	Thursday:	16:00 ▼
Friday:	08:00 ▼	Friday:	16:00 ▼
Saturday:	08:00 ▼	Saturday:	16:00 ▼
Sunday:	08:00 ▼	Sunday:	16:00 ▼

Step 6: Update Summary page - Click on the 'I Attest' button.

* 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 process, and doing so could cause you to incur civil or criminal liability. Soliciting someone else to complete this update 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 update for the above License/Registration and that the information, including any documentation, that I have provided in this application is complete, true and correct. I agree to electronically sign the application by choosing an option below.

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

