NEW RENEWAL SYSTEM NOW AVAILABLE

The Oregon Board of Pharmacy has a new licensing system. To renew your registration(s), you must now log in and create a new account for each of your active registrations. Once you are registered, you can verify all facility information, renew, update the mailing address / contact email and order certified copies.

To renew and maintain a **Facility Registration**, go to:

https:orbop.mylicense.com/egov/Login.aspx

(This can also be accessed from the Board's website - *eGov is not supported on Microsoft Edge)

INSTRUCTIONS:

1. Click on **Register a New Facility Account**

2. Use the "Registration number", "Registration code" or "Renewal ID" exactly as it appears on the paper renewal notice. You need two of the three fields to locate your registration.

3. Click **Search**

4. At the top of the screen, you should see "**REGISTRATION**" along with an overview of your facility information (*if you see "INITITAL REGISTRATION", something was entered incorrectly, this means you must start your search again to link the registration to the account you are creating*).

5. You will be prompted to create a User ID, Password, along with two password and security questions.

   Please note: Each facility registration is an independent registration. To ensure the highest level of security for each of our registrants and their associated data, our system does not allow for multiple registrations under a single userID.

   While each registration login must be unique, you do have the ability to set up each registration to use the same password across accounts. We recommend using a naming convention strategy such as the address or other unique identifier in each userID. You could also use a numeric strategy that would meet the userID security standards, for example TestUserID1, TestUserID2, etc.

6. Click **Register**

7. After logging in with your new credentials, look to the left side of your screen for the option to **Renew a License.**

   o Note: If you have a change in corporate personnel, please complete the renewal and follow the instructions to notify the Board of the changes. You may complete the renewal while notification to the Board is pending.

8. Once you complete your payment on the US Bank payment site, you will be redirected back to the eGov site to verify that all information is correct, all checklist items are complete, and **SUBMIT** your renewal.