

# Limited Retail Drug Distributor – Public Health Clinic

## Renewal Instructions

Your facility's license is due to expire June 30, 2021 and you are required by RSA 318:51-b and Ph 601.01 to renew before June 15<sup>th</sup>. This allows staff time to review your renewal and to approve it. They are not automatically approved.

Renewals are submitted and accepted **ONLINE ONLY** at <https://forms.nh.gov/license/Login.aspx>

If you have renewed before, you will log in with your existing user name and password. If you do not remember your log in information, or if you have never renewed before, you will need to go through the registration process (create an account for a business). This is done by selecting 'Create an Account' under Business Account and entering your license number and registration code. That information was emailed to the contact email on file on or about May 1<sup>st</sup>, 2021.

If anything is entered incorrectly the log in will not link to your license in our database. If you do not see your license information appear at the bottom of the page once you log in or if the system says 'no license to renew', your account did not link to our database properly. You will need to go back and retrieve your account information as described above (create an account for a business).

### RENEWAL INSTRUCTIONS:

1. Renewal fee is \$300.00 and is for a biennial license per RSA 318:51-b and Ph 601.01.
2. Payments are accepted by credit card only.
3. The person responsible for the permit is required to submit the renewal.
  - a. **No third party person is authorized to complete the renewal due to RSA 318:20.**
4. If you use an IPAD/IPHONE to do your renewal it may not process correctly/completely.
5. If you copy and paste your registration code, it also may not work properly.
6. Your renewal is not considered submitted until the payment is processed and accepted. It will not import into our database until then. You can verify that the renewal submission was successful by using the online license verification at <https://forms.nh.gov/licenseverification/>
7. An "Active-Pending Renewal" status means your renewal was received and you are able to continue business as usual should the June 30, 2021 date pass.
8. Once the renewal payment has been submitted you will not be able to log back in to make any changes. You would need to submit any other information via email to [Pharmacy.Licensing@oplcr.nh.gov](mailto:Pharmacy.Licensing@oplcr.nh.gov)
9. Be sure to print your summary page and your emailed receipt for your records, you will not be able to log back in to retrieve them and we do not have access.
10. If there were any 'yes' answers to any recent (since last renewal) revocations, suspensions, or other discipline for your facility then you must provide a detailed explanation along with all documentation of the discipline.
11. Any documentation uploaded must be in PDF or Word format **only** and cannot be larger than 4 MB.
12. If any document gets stuck due to size or format it will cause your entire renewal to get stuck. If this happens you will not be able to proceed to the payment page. At that point you would need to contact our IT department by clicking on the "Contact Us Form" link at the bottom of the renewal page. They will then delete your document so you can proceed. This can take a few days to a week.