

## Pharmacy Technician Online Licensing – Helpful Hints / Instructions

### Helpful Hints Before You Begin:

1. You cannot use a Cell Phone / iPhone or a Tablet / iPad to complete an application online. A regular computer / laptop is required.
2. If anything is incomplete your application will not be processed completely until we receive an emailed response from you. You cannot provide any information verbally.
3. You are required to read and practice within the guidelines of RSA 318 and Ph 800 of the Board's Laws and Rules. These are available on our website at [www.oplc.nh.gov/pharmacy](http://www.oplc.nh.gov/pharmacy) by clicking on 'Laws and Rules' on the right side of the page.
4. Please allow at least 14 business days to receive your permit by email. Please do not call the office to check on the status unless it has been more than the 14 business days, this will only take staff away from processing applications.

### Creating/Accessing your account through the New Hampshire Online Licensing website:

1. Go to <https://nhlicenses.nh.gov>
2. If you have **never applied for or renewed** a license/registration with the NH Board of Pharmacy **online**, then you would **create a new account** by clicking on 'Create an account for a Person' on the left hand side. Enter your last name, zero in the license number field and zero in the registration code field and choose 'Search'.
  - a. Enter all of your demographic information (including **full legal** name) and then choose a User ID and password (write this information down, you may need it later). If the information is accepted the next screen will prompt you to login.
  - b. Enter the User ID and password that you just created and select 'Login'.
3. **If you have applied for or renewed** a license/registration with the NH Board of Pharmacy previously, then you would log in to your account.
  - a. If you do not remember your user name or password you can retrieve them by going back through the registration process by selecting register a person, entering your last name, license number and your registration code and then clicking search.
  - b. Your name, user name, secret question and answer will show up. If you do not see your license information appear at the bottom of the page after logging into your account, go back and retrieve your account information as described above. If anything is transposed or entered incorrectly at any point during that process, the account will not link to your license information in our database.

### Instructions to Upgrade from Registered to Certified or add Sterile Compounding to your current permit, (no fee for any of these processes).

1. Follow the log-in information in # 3 above, "If you have applied for or renewed a license/registration previously with the NH Board of Pharmacy online, then log into your account.
2. Once logged in select 'New Application' on the left hand side of the screen.

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3. Choose your profession, choose 'Upgrade from Registered' in the obtained by method and then select 'Start Application'.
  - a. You will have to Upload a copy of your National Certification.
4. If any panel is not completed in its entirety, then your application **will not be processed** without our office requesting the missing information from you via email. **This will delay your permit.**
  - a. Employment: If you are not employed at this time then you must enter **"unemployed"** into the employment panel. Do not leave this panel blank. You can search for all NH Pharmacies licensed with our office by selecting 'Search'.
  - a. Supervisor info: If not employed you must enter N/A. Otherwise you must enter the information into each field.
  - b. Document Upload:
    - i. If you answered 'yes' to any of the questions, then you must upload a signed, detailed explanation and any legal/court documents.
    - ii. You must upload a copy of your National Certification.
  - c. Print your 'Application Summary' page. This is proof that you have submitted an application to our office. **But not the authority to practice without your updated permit.**
5. If all the panels are complete then you will be able to select 'Pay Fees'.
  - a. If anything is incomplete, you will not be able to move past the upload page. If this happens then methodically go back through each page, check for completion, and hit submit at the bottom of each page.
  - b. Any issues, contact [nh.licenses@doit.nh.gov](mailto:nh.licenses@doit.nh.gov)
6. Print your receipt page.
7. The receipt page **does not qualify as your updated Certification** and you must wait until you receive the updated permit before beginning practice as a Certified Technician.