MINNESOTA
BOARD OF PHARMACY

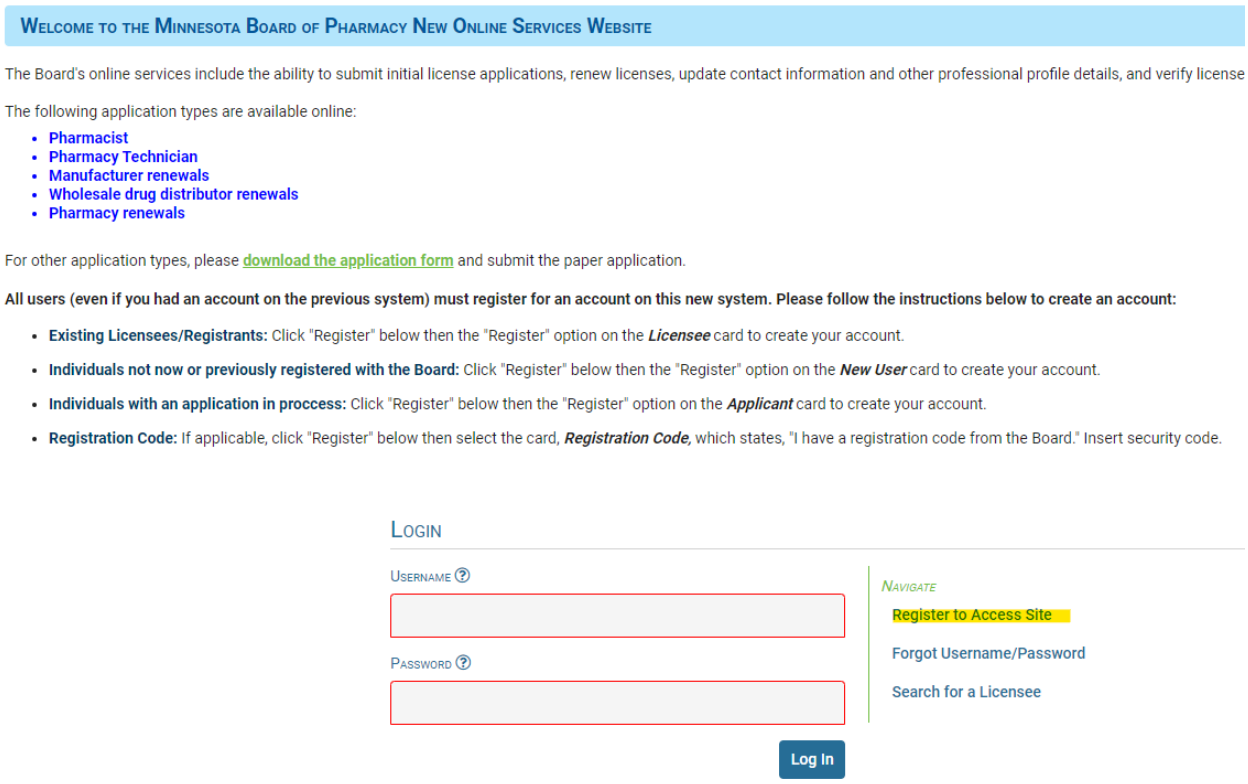
Protecting the Public Since 1885 | pharmacy.board@state.mn.us

335 Randolph Ave., Suite 230 | St. Paul, MN 55102

Data Request Tip Sheet

Visit our Online Services page at https://pha.hlb.state.mn.us/#/Login.

Create a new online record if you do not already have one. Follow instructions to complete your account.



WELCOME TO THE MINNESOTA BOARD OF PHARMACY NEW ONLINE SERVICES WEBSITE

The Board's online services include the ability to submit initial license applications, renew licenses, update contact information and other professional profile details, and verify license

The following application types are available online:

- Pharmacist
- Pharmacy Technician
- Manufacturer renewals
- Wholesale drug distributor renewals
- Pharmacy renewals

For other application types, please download the application form and submit the paper application.

All users (even if you had an account on the previous system) must register for an account on this new system. Please follow the instructions below to create an account:

- **Existing Licensees/Registrants:** Click "Register" below then the "Register" option on the ***Licensee*** card to create your account.
- **Individuals not now or previously registered with the Board:** Click "Register" below then the "Register" option on the ***New User*** card to create your account.
- **Individuals with an application in proccess:** Click "Register" below then the "Register" option on the ***Applicant*** card to create your account.
- **Registration Code:** If applicable, click "Register" below then select the card, ***Registration Code***, which states, "I have a registration code from the Board." Insert security code.

LOGIN

USERNAME

PASSWORD

Log In

NAVIGATE

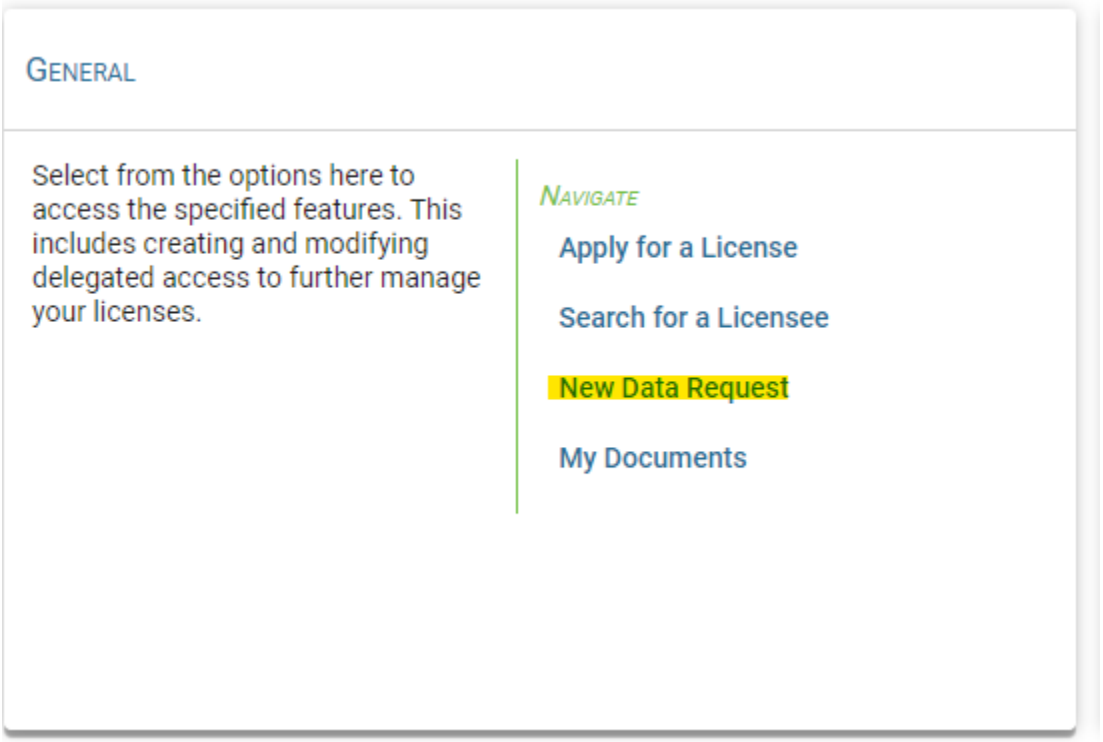
Register to Access Site

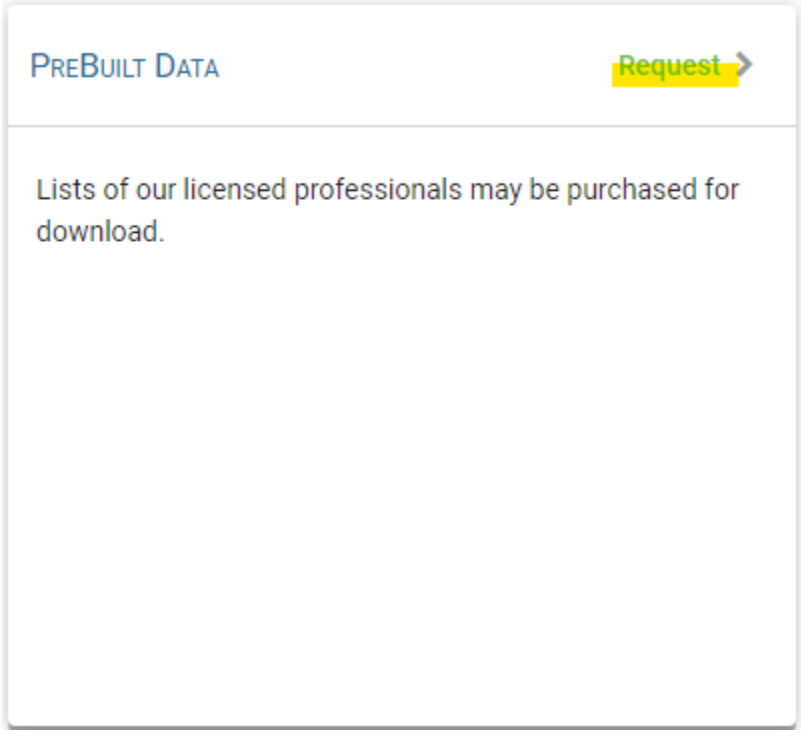
Forgot Username/Password

Search for a Licensee

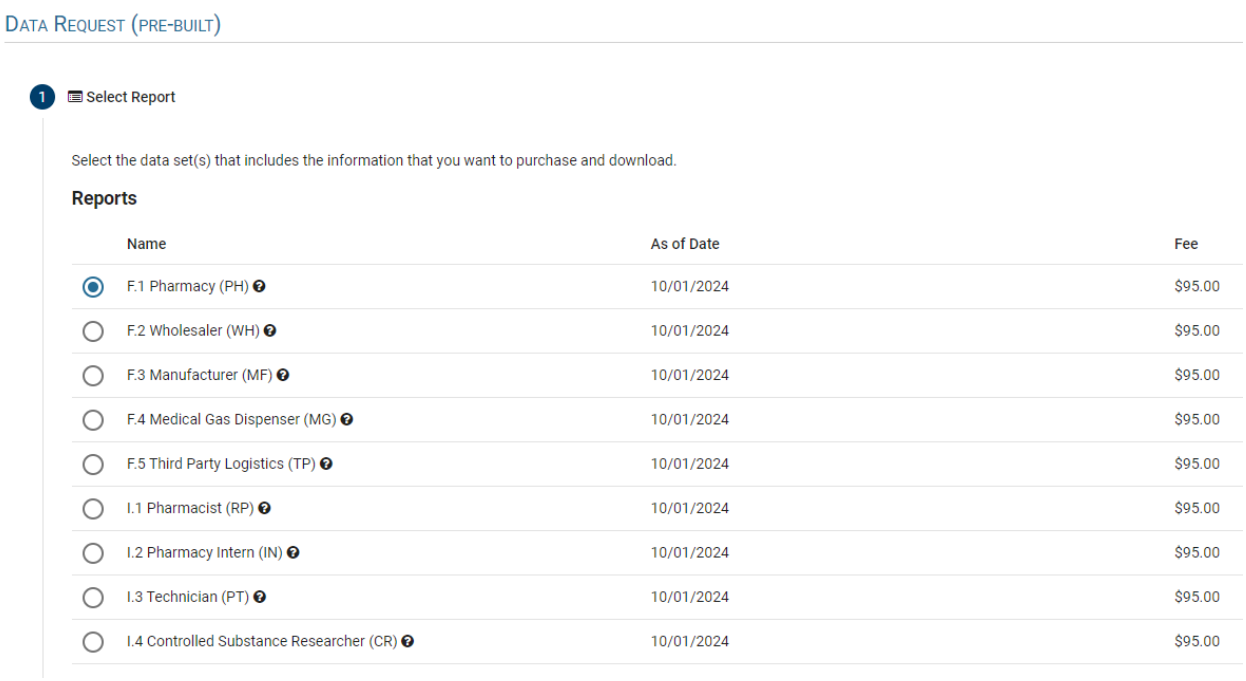
Once your account is established, you will be returned to the login page.

Once logged in, choose “New Data Request” on your General card.

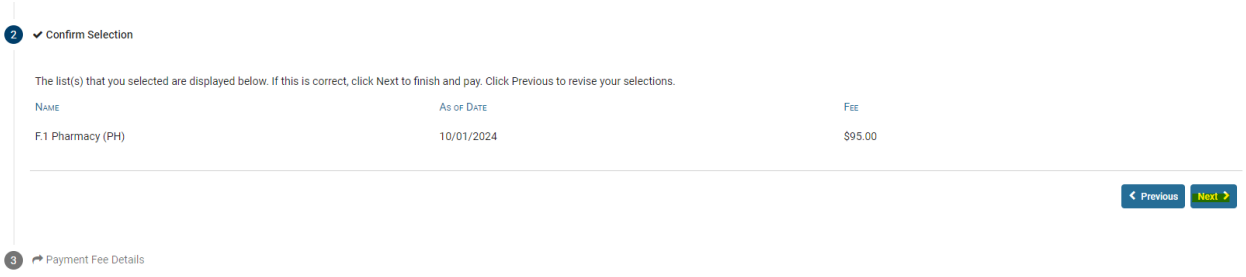




Select one list and click “Next” (more can be added later, if desired).

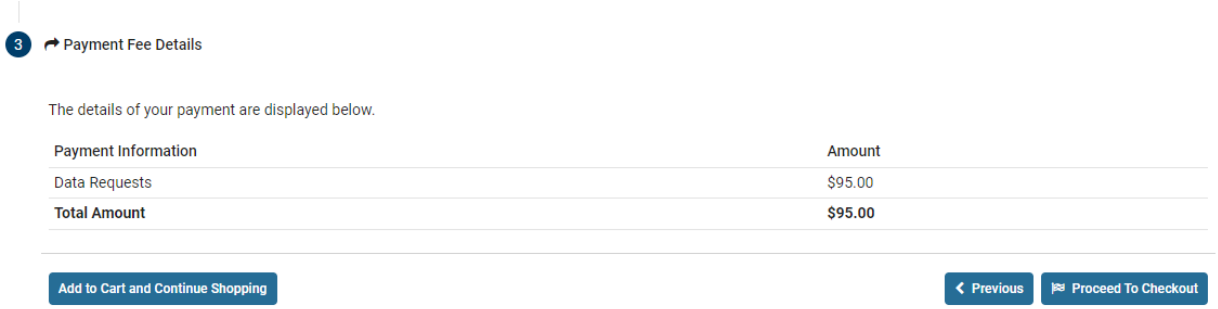


Confirm list is correct and click “Next.”



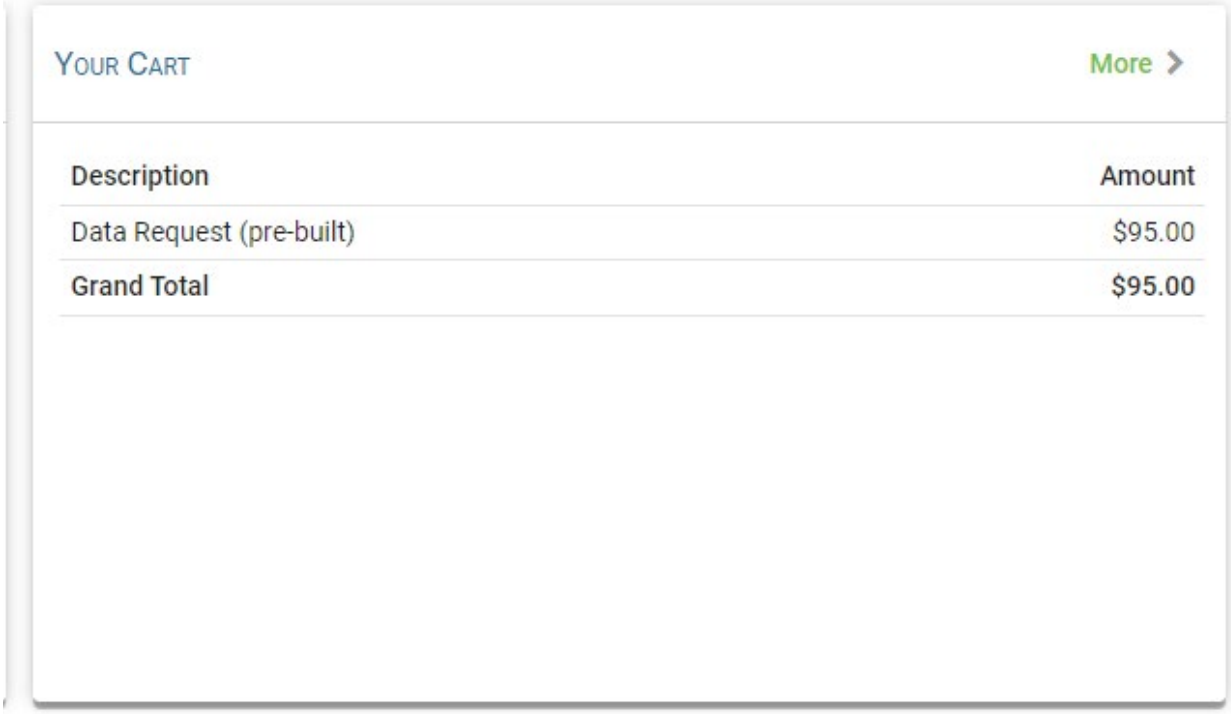
From here, choose “Proceed to Checkout” to finish and pay, or “Add to Cart and Continue Shopping” to add additional lists to your order.

> **Note: choosing “Add to Cart and Continue Shopping” will take you back to the home page. Repeat the steps above to order additional lists.**



After payment is complete, return to the home page and log back in. A link will appear on your General Card to download the purchased data.

If you've added a list to your cart and no longer wish to purchase that list, it can be deleted from the Your Cart card that appears on the home page



Click "More" and use the trash can icon to delete the list