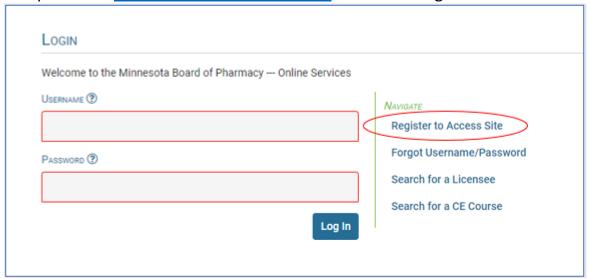
# Creating a New Account for Individual Licensees with an <u>existing License/Registration</u>

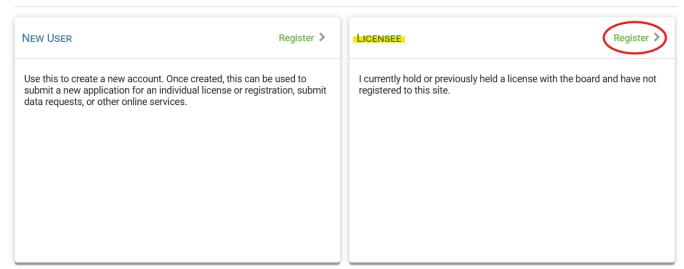
If you are an individual license/registration holder with the MN Board of Pharmacy but have not yet created an account on online services, follow these steps:

Step 1. Go to https://pha.hlb.state.mn.us/ and select Register to Access Site



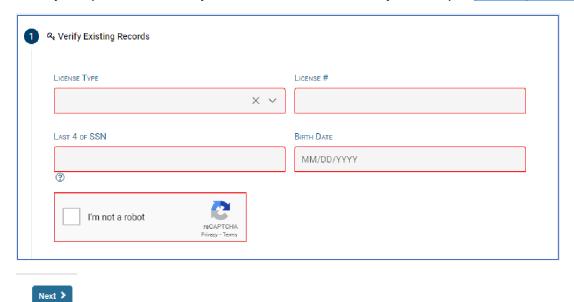
## Step 2. Select **Register** in the box titled "LICENSEE"

#### REGISTER INDIVIDUAL



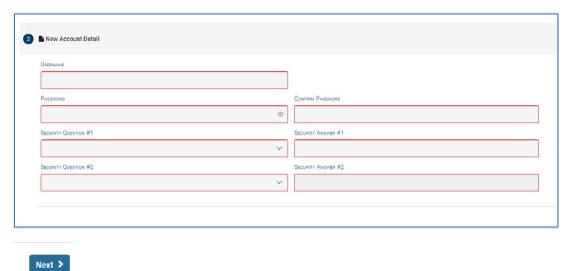
#### Step 3. Enter your Credentials and Personal Information and click "Next"

Note: If the system is unable to find a match, email the Board of Pharmacy at <a href="mailto:pharmacy.board@state.mn.us">pharmacy.board@state.mn.us</a>.



### Step 4. Create your Username and Password

Security qualifications for password will display as you type. Create 2 security questions to assist with account access in the future.



#### Step 5. Submit

Thereafter, you can log in and view the online services available to you.