

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

*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

LOGIN

Welcome to the Minnesota Board of Pharmacy -- Online Services

USERNAME ?

PASSWORD ?

Log In

NAVIGATE

Register to Access Site

Forgot Username/Password

Search for a Licensee

Search for a CE Course

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

## REGISTER INDIVIDUAL

NEW USER	LICENSEE
Register >	Register >
Use this to create a new account. Once created, this can be used to submit a new application for an individual license or registration, submit data requests, or other online services.	I currently hold or previously held a license with the board and have not registered to this site.

### 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 [pharmacy.board@state.mn.us](mailto:pharmacy.board@state.mn.us).*

1

Verify Existing Records

LICENSE TYPE

X

✓

LICENSE #


LAST 4 OF SSN

?

BIRTH DATE

MM/DD/YYYY

☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Next >

### 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.*

2

New Account Detail

USERNAME

PASSWORD

Ⓢ

CONFIRM PASSWORD

SECURITY QUESTION #1

▼

SECURITY ANSWER #1

SECURITY QUESTION #2

▼

SECURITY ANSWER #2

Next >

### Step 5. Submit

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