

Step-by-Step Guide to Request Access to a Business e-Profile Account

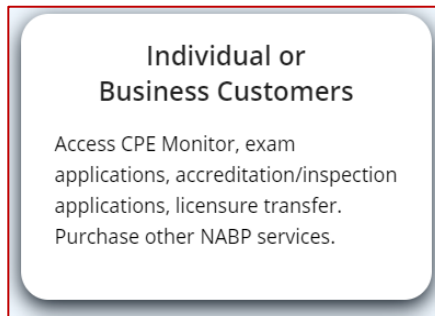
Useful Tips:

- Google Chrome is the preferred internet browser.
- A business e-Profile ID is specific to a business and to a location.
- The contact (or authorized representative) accessing this account must be an employee of the business that owns and operates the facility.
 - The authorized representative cannot be a consultant or temporary employee.

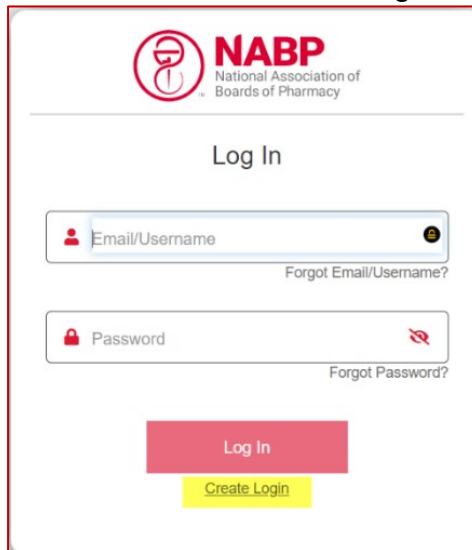
Log In or Create User Account

Step 1: Click on “[NABP e-Profile Login](#)” in the top right corner of the [NABP homepage](#).

Step 2: Select “Individual or Business Customers.”



Step 3: Log in with your credentials or select “Create Login” if first time user.



NABP
National Association of
Boards of Pharmacy

Log In

Email/Username [Forgot Email/Username?](#)

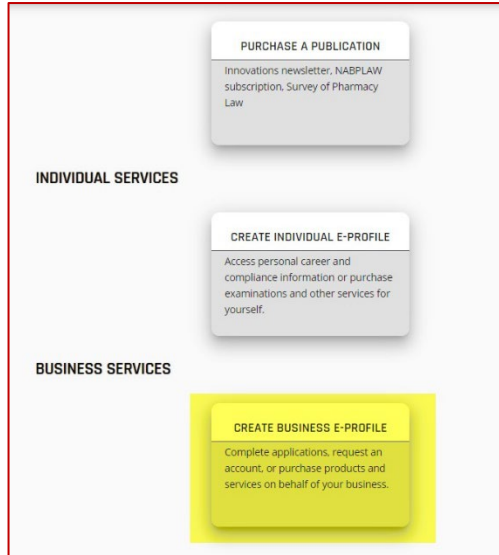
Password [Forgot Password?](#)

Log In

Create Login

Enter in User Contact Information

Step 1: Click on “CREATE BUSINESS E-PROFILE.”



Step 2: Select “Agree & Continue” to accept the Terms of Service.

Step 3: Enter Contact Information for the user. *The fields in red below are required.*

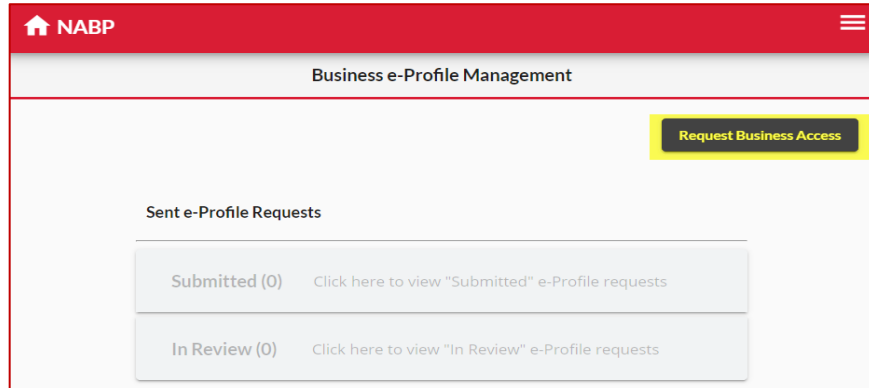
NOTE: To enter address information, using the Google drop down in Address Line 1 is required. Once the address is selected from the Google drop down, it can be edited further for accuracy (eg, adding suite number, updating city, state, street address).

A screenshot of a web form titled 'Enter Contact Information'. The form contains several input fields with red asterisks indicating required fields. The fields are: Prefix (dropdown), First Name * (with error 'First Name is required'), Middle Name, Last Name * (with error 'Last Name is required'), Suffix, Gender * (with error 'Gender is required'), NABP Individual e-Profile ID, Country * (dropdown, set to 'United States'), Address Line 1 * (with error 'Address Line 1 is required'), Address Line 2 (Optional), City * (with error 'City is required'), State/Province * (with error 'State/Province is required'), Zip/Postal Code * (with error 'Zip/Postal Code is Required'), Email (filled with 'jablinkski@gmail.com'), Primary Phone * (with error 'Primary Phone is required'), Ext, Secondary Phone, and Ext. At the bottom are 'Clear' and 'Save' buttons.

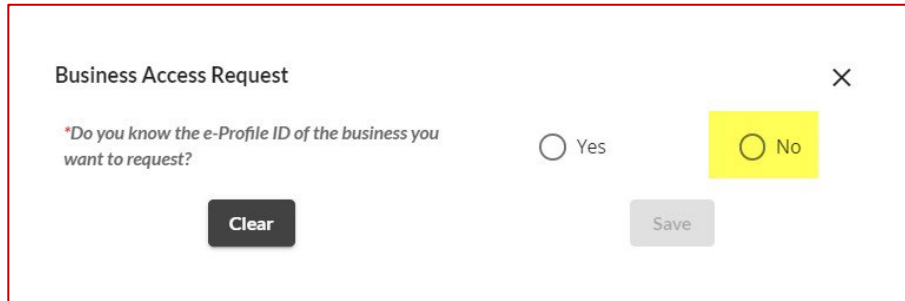
Step 4: Click “Save.”

Request Access to a Business e-Profile

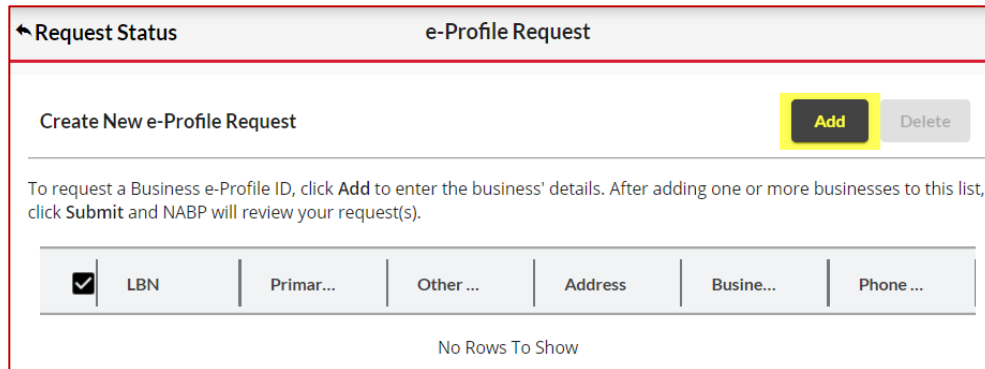
Step 1: Click “Request Business Access” to be linked to your business e-Profile.



Step 2: If you know the existing business e-Profile, click “Yes.” If you do not know the business e- Profile, click “No,” then click “Save.”



Step 3: Click “Add” to initiate a new request.



Step 4: Enter the business location's information when prompted on the Enter Business Information page. *The fields in red below are required.*

Enter Business Information

Legal Business Name * Primary DBA * No Primary DBA
Legal business Name is required Primary DBA is required

Other DBAs Store Number * No Store Number
Store Number is required

Country * United States Address Line 1 * Address Line 2
Address Line 1 is required Optional

City * State/Province * Zip/Postal Code *
City is required State/Province is required Zip/Postal Code is Required

Business Email * Phone Number * Ext
Business Email is required Phone Number is required

Website * No Website FEIN Number * No FEIN Number
Website is required FEIN Number is required

NCPDP Number * No NCPDP Number NPI Number * No NPI Number
NCPDP Number is required NPI Number is required

*Do you have an Active or Expired License/Credential for this business?
 Yes No

Clear Save

NOTE: To enter address information, using the Google drop down in Address Line 1 is required. Once the address is selected from the Google drop down, it can be edited further for accuracy (eg, adding suite number, updating city, state, street address).

Step 5: If the location's license information is available, select **Yes** to "Do you have an Active or Expired License/Credential (resident state license) for this business?" question. Enter in the license information. *The fields in red are required.*

*Do you have an Active or Expired License/Credential for this business?
 Yes No

License State/Agency * Federal License Type * License Number *
License Type is Required License Number is Required

Status * Issue Date Expiration Date *
Status is Required Expiration Date is Required

Clear Save

Step 6: Click "Save." The business location should now be visible on the Create New e-Profile Request page. Steps 1-6 must be repeated if additional business e-Profiles are being requested.

Step 7: Check the box next to the business(es) you are requesting an e-Profile for and click “Submit.”

Create New e-Profile Request Add Delete

To request a Business e-Profile ID, click Add to enter the business' details. After adding one or more businesses to this list, click Submit and NABP will review your request(s).

<input type="checkbox"/>	LBN	Primary DBA	Other DBAs	Address	Business Email	Phone Number
<input checked="" type="checkbox"/>	Test e-Profile 1	Test e-Profile		1212 Make Beli...	test2profile@na...	(111)222-3333

1 to 1 of 1 < > Page 1 of 1 < >

Submit

While the business e-Profile request is pending NABP’s approval, it will be visible in the **Submitted** or **In Review** tabs on the Business e-Profile Management page. The user will receive an email notification once the e-Profile request has been completed.

If you do not receive authorization within 3 business days, inquire within your business if someone already has access. The first user that is given access to the business e-Profile becomes the administrator that will need to review and approve future requests for access. If no known access exists or the administrator is no longer with the business, contact NABP at help@nabp.pharmacy and request a change to the administrator of the business e-Profile.