

The Board has moved to a new online licensing and renewal platform. This gives facilities more access to maintain their license and to print off or download a copy of their license as needed, with the added benefit of increasing security and enabling an audit trail when tracking changes made to the licensure data.

To access your facility's information, you will need to create a personal login account for yourself that you will then associate with a facility. As many people as needed can create an account to access the facility. One person can also be associated with as many facilities as needed instead of logging into each account separately.

Go online to start the process here:

<https://arbopharmv7prod.glsuite.us/ui/licensee/login/Login>

After you've created an individual account, you can associate your license with as many facilities as you need to or apply for new licensure.

Go to the "Manage Facilities" page and click on "Search Facility" for an already licensed facility. Click on "Create Facility" to create a new location and apply for new licensure.



You must put in all three items: **the name, license number, and ID** to link to an already existing licensed facility. The license number and ID are at the bottom of the printed facility license. Facility Name is specific to the Business name and will not accept a DBA name.

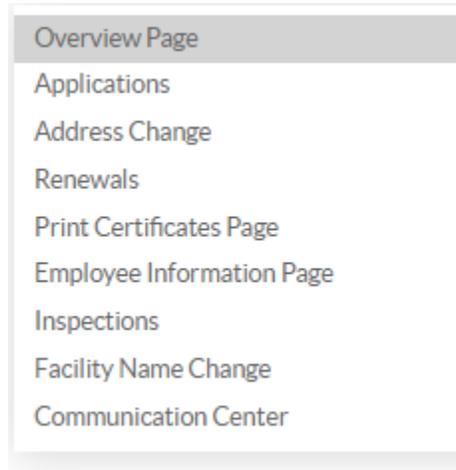
A form titled "Web-Search Facility Command" with three input fields: "Facility Name", "License Number", and "ID Number". At the bottom are two red buttons: "Save" and "Cancel".

Once it's been associated, you can open it up and manage the license – changing the mailing address, printing additional copies of the license, and you will also use this portal to renew the license once it is up for renewal. If you have problems associating with the facility, email us at asbp@arkansas.gov or call 501-682-0190 for assistance. Do not create a new facility unless it is a new location or you are applying for new licensure.

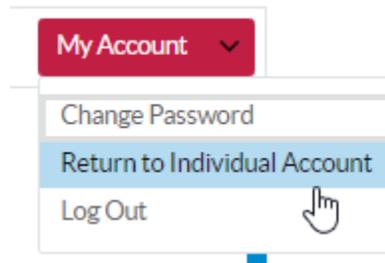
Looking at the top corner of the screen lets you know if you are on your individual record (image of a person) or on the record for the facility (image of a building).



Each will have their own overview page that will tell the current information on file with the Board and the current license status.



When you are in the facility side of the system, you can always go back to your individual account, by selecting “My Account” and then the drop-down for “Return to Individual Account.”



We just went live with this system earlier this month and are still in the process of working out the bugs. If you run into an issue, please contact us at asbp@arkansas.gov and let us know what the issue is, the license that you are having issues with, and a screenshot, if possible. Thank you!