

The Board has moved to a new online licensing and renewal platform. This gives licensees 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.

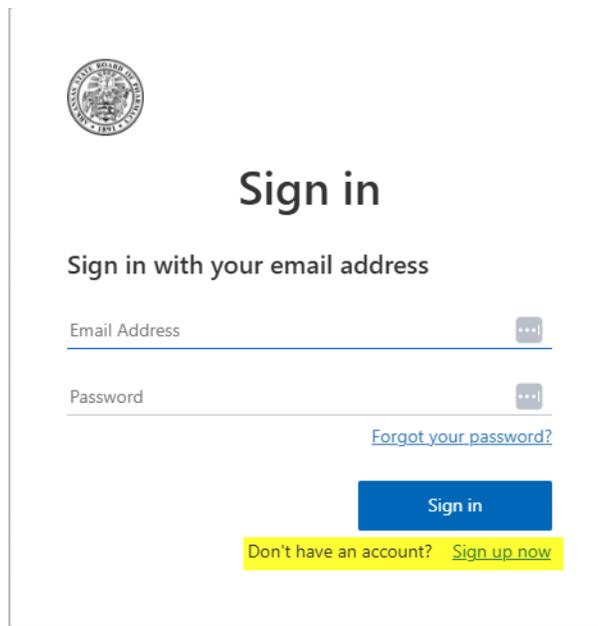
To access your renewal information, you will need to create a personal login account for yourself that you will then link to your technician license.

Go online to start the process here: <https://arbopharmv7prod.glsuite.us/ui/licensee/login/Login>

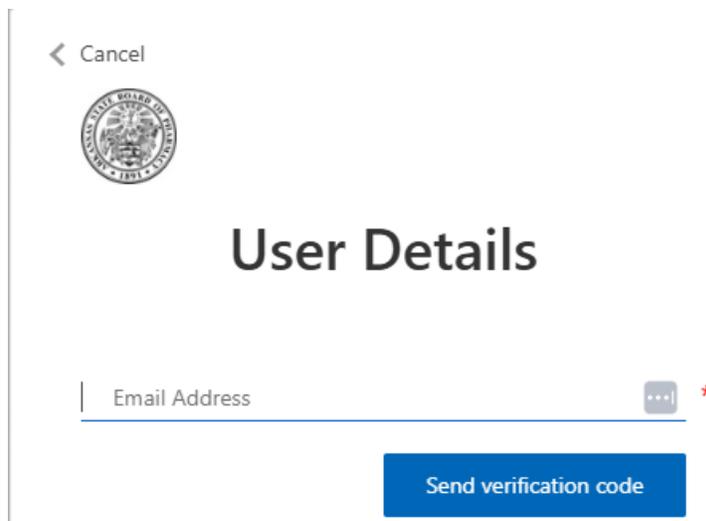
Please note that there are credit card processing fees that will be charged for each transaction. The current rate for INA is 3% + \$1.00.

For Step-by-Step Detailed Log Instructions, please see below:

Once you've clicked on the link, you will click "Don't have an Account? Sign up now"



On the first page, you will enter the email address that you would like to use to access the account:



The system will then send a verification code to your email to ensure that it's valid. Please check your junk or spam folders for a verification code from Microsoft. Gmail addresses have been sending these codes directly to spam and junk mail folders and it will not show in your main mailbox. These codes also have a time limit on them, so they cannot be used after 15 minutes.

Verification code has been sent to your inbox. Please copy it to the input box below.

asbp@arkansas.gov *

*

Enter and verify the code. The system will then ask you to create a password.

New Password *

Confirm New Password *

If for some reason you get a message that the email address has already been used, you can go back to the main screen – your email address has already been used with some other Microsoft program and will use that same password. If you're not sure of your password, use the "Forgot Password" link.

The system will then ask for a phone number to use for Multi-Factor Authentication (MFA)



Multi-factor authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

Country Code

United States (+1)

Phone Number

Phone number

You have the option of entering a cell phone number that you can text the code to or a cell or landline that you can enter to have the system call you. Please enter the full phone number including the AREA CODE.

The system will then prompt you to link to a license already in the system. It will not find an account unless you are a licensed pharmacist, intern, or pharmacy technician in the state of Arkansas.

The system is looking to match the information already in our system. If you have had a name change or an email change and you know we still have your OLD information, enter that OLD information to link the account and it can be updated once the connection has been made. All contact information can be updated once the link is made. If you aren't sure how we have you listed in our system, please use the [license verification site](#) to find how we have your name listed.

First Name

Middle Name

Last Name

Last 4 Digits of SSN

Email Address

It appears you do not have an existing account with the Agency. Click Next to create a new account, or contact the Agency for assistance.

If you get this screen – click “Cancel.”

Your information is not matching what is in the Board of Pharmacy system and will not pull over your license information. Call the Board to verify what information we have on file for you. Remember – this is only being used to match your account with what is in the Board system – you can change it to anything else once the match is made.

When the connection is made, the system will open up to show all of the contact information we have on file for you as well as the status of your current license. From your overview page, you can request a name change, an address change, and verify who we have listed as your employer, and print a copy of your current license.

The screenshot shows the user profile for Jennifer Burgin. The left-hand navigation menu includes: Overview Page, Manage Facilities Page, Print Certificates Page, Applications Page, Renewals Page, School Page, Communication Center, Exam Score, Employment Information, Complaints, Complaint Status Page, Submit CE Hours Page, Individual Name Change, and Address Change. The main content area displays the following information:

- Physical Address:** 322 South Main Street, Suite 600, Little Rock, AR 72201
- Mailing Address:** 322 South Main Street, Suite 600, Little Rock, AR 72201
- Contact Info:** [Redacted]
- Licenses Table:**

License Number	License Type	License Status	Expiration Date
PT00000	Pharmacy Technician License	Pending	12/31/2026
PT00000	Pharmacy Technician License	Active	12/31/2024

Click on “Renewals Page” in the left-hand menu and click on the renew button to renew your current license.

	Status	License Type
Renew	Pending	Pharmacy Technician License

Licenses that show as pending are currently open for renewal. From your overview page, you can request a name change, verify who we have listed as your employer and print a copy of your license.

On the Renewal page, please review the requirements and complete.



Jennifer Burgin
Pharmacy Technician
License
App #: PT00000
Status: Pending

Requirements Page

Pay Invoices Page

[Return to Dashboard](#)

Incomplete Requirements

- ▼ [PHARMACY TECHNICIAN RENEWAL EMPLOYMENT QUESTIONS](#)
- ▼ [RENEWAL FORM](#)
- ▼ [PHARMACY TECHNICIAN RENEWAL FEE](#)

Requirements Under Review

Completed Requirements

As the last step, on the “Pay Invoices” screen, be sure to select “Credit Card” under “Payment Type”, then “Authorize Payment.”

Enter either Logged Payment ID or Payment Type

Logged Payment ID

Payment Type

Credit Card

Payment Type

Credit Card

[Authorize Payment](#)

It's going to give you a pop-up screen that allows you to enter the information for the credit card payment. Enter the credit card payor's information then hit next. **Be sure to enter an email address on this page, as this is where a receipt will be automatically emailed once payment is made.** Please be sure to look in your junk and spam folders for this email as it will be coming from support@ark.org. On the next page click this box to avoid having to reenter this information:

Payment Address is the same as Customer Information

We just went live with this system in October and are 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. We're trying to respond as quickly as possible, but there are currently 13,000+ licenses up for renewal, so we ask for your patience as we move everyone to the new system. Thanks, and happy renewing!