

**Oregon Board of Pharmacy
Drug Distribution Agent Renewal
Frequently Asked Questions
2015**

Q1: Are we able to renew our Drug Distribution Agent registration online?

A1: Yes. To complete your renewal online please go to the Board's website at: www.pharmacy.state.or.us and click on the link located at the top of the home page that states, "Click here to start your license renewal." You will need to:

- Select your registration type from the drop-down menu.
- Enter your registration number (numbers only). Leading zeros are NOT required.
- Enter the Renewal ID # found on your renewal notice and click "Log-in."

Q2: How do we pay our renewal fee by utilizing the online renewal system?

A2: At the end of each renewal you will be prompted to choose your payment method. If you are paying online, you will be redirected to US Bank's secure payment site. **Visa, MasterCard, or electronic check are accepted.** Please be sure to correctly enter your e-mail address as you will receive a payment confirmation by email from the US Bank processing system. This will be your receipt for payment.

Q3: Our online renewal has been completed; can you submit the payment for me?

A3: No. For security reasons, DO NOT submit your credit card number via mail, fax, e-mail or phone to the Oregon Board of Pharmacy.

Q4: I do not have the original Supplemental Renewal Application where can I obtain an additional copy?

A4: You may obtain an additional Renewal Application form by going to the Board's website. Click on the link "Need to renew your license? Click here". Then scroll down to your appropriate license type.

Q5: What happens if we are renewal is received after the postmark deadline?

A5: Any renewal submitted online after 11:59 pm on August 31, 2015 or postmarked after August 31, 2015 MUST include the assessed \$100.00 delinquent fee.

Q6: How will I know that our registration has been renewed?

A6: To verify that your registration has been renewed, please go to the Oregon Board of Pharmacy's "Online License Lookup & Verifications" system available on the Board's website and search for your outlet by registration number or name. The letters and dash that appear before the numbers are considered part of the registration number. If your expiration date appears as September 30, 2016, your registration has been renewed and you should receive it shortly.