



Oregon

Tina Kotek, Governor

Oregon Board of Pharmacy

800 NE Oregon St., Suite 150

Portland, OR, 97232

Phone: 971-673-0001

Fax: 971-673-0002

pharmacy.board@bop.oregon.gov

www.oregon.gov/pharmacy

eGov Login Instructions

To view the information on file for your registration, order certified copies or make updates to your record(s), you must now log in and create a new account for each of your active registrations. Once you are registered, you can log into your account by entering your UserID and password to verify all facility information, renew, update corporate officers, update the mailing address, contact email and order certified copies.

To renew and maintain a **Facility Registration**, go to: <https://orbop.mylicense.com/egov/Login.aspx>. There, you will enter your UserID and password to log in. Once you are logged in, go to step 6. If you need to reset your UserID and/or password, see step 1 below.

INSTRUCTIONS TO CREATE A NEW ACCOUNT OR TO RESET UserID and/or PASSWORD:

1. Click "**Register a New Facility Account**" to create your account

New User?

Register a New Personal Account

Register a New Facility Account

2. Enter Required Information:

- Use the **Registration Number**, **Registration Code**, or **Renewal ID** exactly as shown on your renewal notice.
- You only need **any two** of these fields to locate your registration.

License Number:

Renewal ID:

Registration Code:

3. Click "Search" at the bottom of the page

- If successful, the top of the screen will display “**REGISTRATION**” with your facility information.

Registration

We were able to find your records based on the entered search criteria. Please review the information below and double check that the search returned *your* record.

- If you see “**INITIAL REGISTRATION**,” something was entered *incorrectly*. Do not create an initial registration. Start the search again to link your registration to the new account or to reset the password.

Initial Registration

We were unable to find your records based on the entered search criteria.

4. Create registration of login credentials

- Set up or update UserID, Password, and two security questions with answers.

Important note if you are managing more than one facility:

- Each facility must have its own unique User ID for security reasons.
 - You may use the same Password across multiple registrations.
 - Consider a naming strategy for UserIDs, like including the facility address or a numeric sequence (e.g., UserID1, UserID2).
- **Click “Register”** to complete the registration process

5. Log in with New Credentials

- a. On the left side of the screen, select “**Renew a License**”

6. Complete Payment and Final Submission

- You will be directed to the US Bank payment site.
 - After payment is completed, you will be redirected to the eGov site to:
 - ✓ Verify all information is correct.
 - ✓ Ensure all checklist items are complete.
 - ✓ **Submit** your renewal.