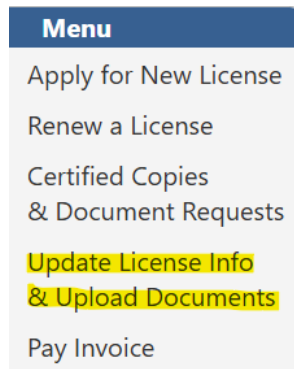
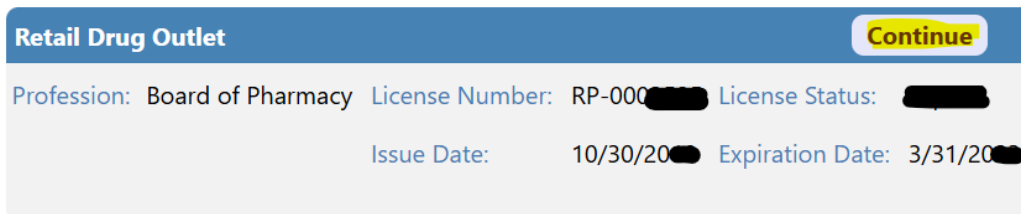


Visit: <https://orbop.mylicense.com/egov/Login.aspx>

1. Log in using the User ID and password for the drug outlet registration record.
2. Select **“Update License Info & Upload Documents”** on the left-hand side of the screen.

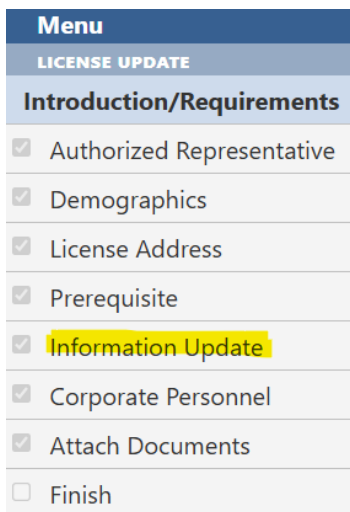


- Next to the license/registration you are updating, select **“Continue”**



3. Follow the prompts to move through each page of the update process. Review and update information as needed.

On the **“Information Update”** page, go to the **“Compounding”** section and select or de-select all that apply.



Compounding

- ☐ **Sterile Compounding**
- ☐ **Nonsterile Compounding**

4. Continue following the prompts through the pages. On the “**Finish**” page, review the information summary.
- If any information is incorrect, go back to the relevant page in the menu and update
 - Once everything is correct, select “**Submit Attestation**”
 - Return to the Home page and select “**View Documents**” next to the license/registration to view or download the submitted information

Retail Drug Outlet # RP-000 [REDACTED]		View Documents	View Checklist
Issue Date:	10/30/2019	Expiration Date:	3/31/20 [REDACTED]
Secondary Type:	---	License Status:	Active