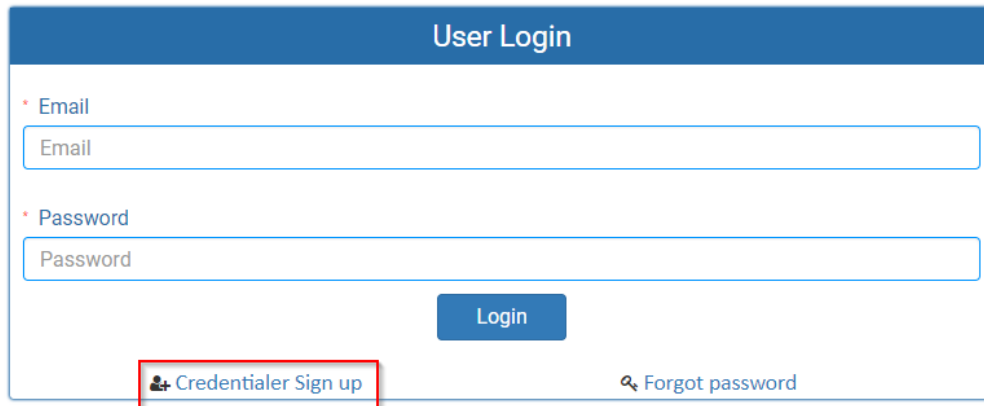


## Credentialer Portal Registration Instructions and User Guide

Registration:

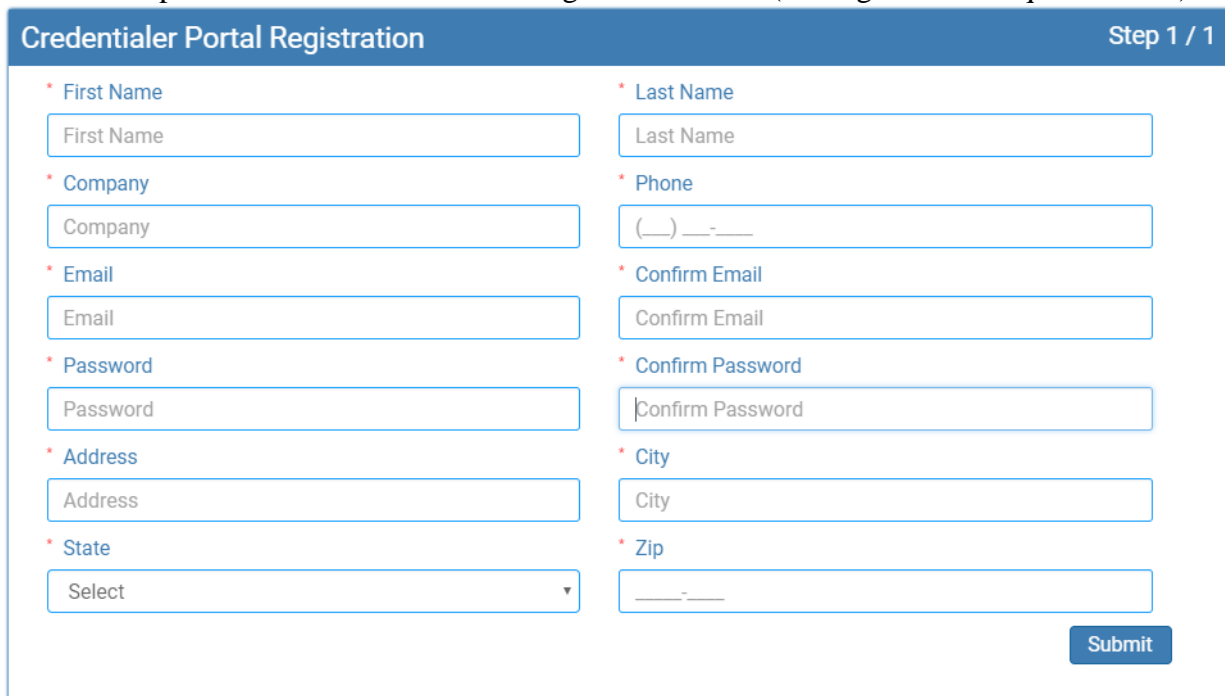
1. On the User Login screen click “Credentialer Sign up”.

### CREDENTIALER PORTAL LOGIN



The image shows a 'User Login' form with a blue header. It contains two input fields: 'Email' and 'Password', both marked with a red asterisk. Below the fields is a blue 'Login' button. At the bottom left, the 'Credentialer Sign up' link is highlighted with a red box. At the bottom right, there is a 'Forgot password' link with a magnifying glass icon.

2. Complete the Credentialer Portal Registration fields (\* designates the required fields).



The image shows a 'Credentialer Portal Registration' form with a blue header and 'Step 1 / 1' in the top right corner. The form is divided into two columns of input fields, each marked with a red asterisk. The left column includes: First Name, Company, Email, Password, Address, and State (a dropdown menu). The right column includes: Last Name, Phone (with a format '( ) - -'), Confirm Email, Confirm Password, City, and Zip (with a format ' - -'). A blue 'Submit' button is located at the bottom right of the form.

After the registration is submitted and your registration has been approved or denied, you will receive an email at the email address you provided. Please allow 1-2 business days for IBPE to process pending registrations.

## Approved Credentialer Registration Inbox x



iowa@igovsolution.com

to me ▾

Dear [REDACTED]

Your credential application has been approved. Please [login](#) here with your user name and password.

Thanks,

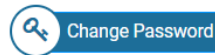
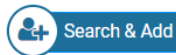
Iowa Board of Pharmacy  
400 SW 8th Street, Suite E  
Des Moines, IA 50309 - 4688

Reply

Forward

### User Guide

Upon logging in, the portal defaults to the “Licenses” page. This page displays any licenses or registrations that have been saved for continuous monitoring. The saved record(s) contain live information and any changes to the license/registration record in the Board’s database reflects immediately to the license/registration verification record.



License

No records found.

To search for license or registrations click on the “Search & Add” button.

Required search fields for individuals:

- License/Registration Type
- License/Registration Number OR Last Name

Required search fields for businesses

- License/Registration Type
- License/Registration Number OR Business Name

(License/Registration Type and either License/Registration Number or Last Name [Business Name for Business Verification] are Mandatory. Please click on the Print option to view the license/registration details.)

License Type: 
 License Number: 
 Last Name: 
 First Name:

License Lookup Search

Name	LICENSE #	LICENSE TYPE	STATUS	ISSUED	EXPIRATION	Print	Add
Filters	Filters	Filters	Filters	Filters	Filters		
		Pharmacy Technician Trainee	Cancelled	01/01/2010	01/31/2011		
		Pharmacy Technician Trainee	Current/Active	01/01/2018	04/30/2019		

Page size: 20 Records: 1 - 2 of 2
 Pages: 1 of 1

To view the license/registration details and/or print a verification click on the “Print” icon.

To add a license/registration to your saved licenses click on the “Add” icon. Now, if you click on the “Licenses” icon the record that was saved will appear in the License record.

Every time you log in the records you have added/saved will appear in the “Licenses” section. You will have the ability to view the license/registration details and/or print a verification by clicking on the “Print” icon or remove a record that you may no longer need to monitor.

Licenses

Name	LICENSE #	LICENSE TYPE	STATUS	ISSUED	EXPIRATION	Print	Remove
Filters	Filters	Filters	Filters	Filters	Filters		
		Pharmacist	Current/Active	07/13/2004	06/30/2020		
		Pharmacy Technician Trainee	Current/Active	01/01/2018	04/30/2019		

Page size: 20 Records: 1 - 2 of 2
 Pages: 1 of 1

While logged into your profile you also have the ability to change your password.

Old Password

New Password

Confirm New Password