

## **Applying for a New PA Pharmacy or Nonresident Pharmacy License on the PALS Web Site**

1. The pharmacy representative must have a PALS account. If the representative is a Pennsylvania-licensed pharmacist, they may use their existing login information. If the representative is not a licensee or does not want to apply for a pharmacy license through their own pharmacist license account, the representative can create a separate registration on behalf of the facility. To register, go to [www.pals.pa.gov](http://www.pals.pa.gov) and click on “Register for a new account” on the left-hand side of the screen.
2. Provide the information requested during the registration process. You do not need to provide a social security number (SSN) if you are registering on behalf of a pharmacy; just place a checkmark in the box where instructed. Note: The SSN exemption box is located immediately below the social security number text box.
3. Once you have successfully registered, return to the welcome page at [www.pals.pa.gov](http://www.pals.pa.gov) and click on “Login to your account” located on the left-hand side of the web page. Enter your user ID and password. Note: To move from the user ID text box to the password text box, use the “tab” key on your computer keyboard.
4. Once logged in, the system may ask that individuals confirm that there are no changes to their record before taking them to their dashboard. Answer the questions in the appropriate manner.
5. Once in the dashboard, scroll down to the “New Professional License Application” banner and click on “Apply for New License” (located on the right-hand side immediately below this banner). A new window should open.
6. In this window, you must choose from different dropdowns. Where it asks for the Board/Commission, choose “State Board of Pharmacy.”
7. Under the License Type dropdown, choose “Pharmacy.”
8. By answering the survey questions, the system will direct you to either the initial PA pharmacy application or the initial nonresident pharmacy application.
9. Be sure to read the questions and statements *carefully* and follow all directions as you proceed through the application process.

Please note that the Board office staff is unable to address technical issues with the PA Licensing System (PALS). You may submit a request for IT help through the “Support” link on the top blue banner at [www.pals.pa.gov](http://www.pals.pa.gov).

Helpful Information for an Initial/Proposed **PA Pharmacy** Application:

1. Floor Plans:
  - a. May be hand-drawn or architectural and must show the entire pharmacy. If necessary, multiple floor plans may be submitted to illustrate detailed information in the different areas of the pharmacy.

- b. Because the Board office staff must be able to determine which areas of the pharmacy are prescription area and which are not, it is helpful for each area on the floor plans to be identified and for the fixtures to be appropriately labeled.
  - c. The Board office staff must be able to calculate the square footage of the pharmacy's prescription area; please provide sufficient dimensions.
  - d. The Board office staff must be able to calculate if the required work counters are present; please provide measurements for and identify all work counters.
2. Affidavit – The affidavit may be downloaded by clicking on the link under the “Checklist Documents” banner. When completing the affidavit, be sure to use the same pharmacy name and address that was entered in the application text box fields. Confirm that the affidavit is fully completed prior to uploading it to the application.
  3. Submit the application only after all required documents have been uploaded to the application. Failure to do so will result in discrepancies and extended processing times.
  4. The “Save” button located at the bottom of the online application allows you to save the application until you are ready to submit it. You must press the “Continue” button to proceed to the payment section. The application is submitted to the Board only after the payment is made.

Helpful Information for an **Initial Nonresident Pharmacy** Application:

1. The most common error with applications is the use of a different pharmacy name and/or address on the application and other application materials. The name and address of the pharmacy that is provided on the application must also be the name and address that listed on the pharmacy license, the inspection report, the National Practitioner Data Bank Organizational Self-Query, etc. In other words, the pharmacy's name and address should be identical across all of the documents.
2. When answering “Yes” to the disciplinary history question, be sure to provide an explanation as well as copies of relevant legal documents.
3. Affidavit – The affidavit may be downloaded by clicking on the link under the “Checklist Documents” banner. When completing the affidavit, be sure to use the pharmacy's correct name and address. Confirm that the affidavit is fully completed prior to uploading it to the application.
4. Submit the application only after all required documents have been uploaded to the application. Failure to do so will result in discrepancies and extended processing times.
5. The “Save” button located at the bottom of the online application allows you to save the application until you are ready to submit it. You must press the “Continue” button to proceed to the payment section. The application is submitted to the Board only after the payment is made.