

"Tutorial- Change of Address" - Transcript

00:00:00:00 - 00:00:33:00

Narrator

Change of address. This tutorial will cover how to process a change of address for licensed pharmacists, interns, and pharmacy technicians. Notification requirements. A change of address must be reported to the Texas State Board of Pharmacy electronically or in writing, within ten days of the change. You can manage your license by using our online licensing system. Go to the Texas State Board of Pharmacy website, www.pharmacy.texas.gov and select login from the sidebar menu on the left.

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Narrator

If you have not created an online account or accessed the system since June 2011, you will need to create an online account. Click "begin here for signup." Enter your personal details to register your online account. Note that the email you provide will also be your username, so the email account should be one that you have regular access to.

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Narrator

Once you have entered your personal information, confirm the details are correct and click save. Check your email for the temporary password and log in. Once you are logged into your online account, you will see the Quick Start menu. If your license is already linked to your account, it will appear in the top right corner. If you don't see your license number, you will need to manually link your professional license to your online account by selecting Add Licenses to Registration.

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Narrator

Follow the prompts to locate your license number. First, select yes to confirm that you have a pharmacist, intern, or technician license. On the next screen, select Texas State Board of Pharmacy from the dropdown menu and select the appropriate license type. To locate your records, you will need to provide your Social Security number, date of birth, and zip code.

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Narrator

Remember, if you haven't updated your address yet, the zip code of your previous address is still linked to your license. Confirm that the license information located belongs to you by selecting "I confirm this is my information." If your license information does not appear, select "no, this is not my license information," and verify that the Social Security number, date of birth, and zip code you are entering is correct.

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Narrator

If you receive an error message that the "entity is already associated with another user ID," that means your license is linked to another account. You will need to contact the helpdesk for resolution at the link provided titled "contact us." When you are logged into your account and your license number is linked, you may select Change of Address from the dropdown menu.

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00:02:29:08 - 00:02:55:19

Narrator

You will need to provide a home address and a public address. Select yes to confirm you are changing one or both of these addresses. Confirm your personal details and click next. Enter your main address. This should be your confidential home address where you receive mail. Enter your public address of record. This address is available to the public. If you would like to use the same address that you entered for the main address,

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Narrator

select it from the "copy from menu" and click copy. Confirm that your personal details and address changes are correct and then click submit. You're not done yet. There's still one more step. The last step is to attest that you've provided accurate and true information. Select yes and then click next to complete the transaction. You will receive confirmation that your change of address application was submitted.

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Narrator

A PDF summary is available for download. If you are unable to update your address online, send a written notice to the Board that includes the following information: full name, professional license number, previous address, current main address and public address, alternate contact information, phone or email. Thank you for watching this tutorial.