



## Paying the Pharmacy's Renewal Fee Online

A Pharmacist-in-Charge, Managing Officer, or Administrator can add a Pharmacy License to their online account to update employment relationships and/or pay the Pharmacy's Renewal Fee Online.

1. **Go to the State of Texas Online Licensing System** located at: <https://vo.licensing.hpc.texas.gov/datamart/login.do>. Alternatively, go to the Texas State Board of Pharmacy website (<http://www.pharmacy.texas.gov>) and click on the blue "Login" button found on the left hand side of the screen.
2. **If you are a new user to the Online Licensing System**, click "Begin Here for Sign-up" to create an account. **If you are a returning user**, log in with your User ID (Email Address associated with the account) and Password.
3. **Once logged in**, you will be on the Quick Start Menu or Main Menu, check to see if you've already added the license to your online account.
  - a. **If you have already added the Pharmacy to your Online Account**, you will see the Pharmacy License Number and Name under "Manage your License Information." If you click on the drop-down menu, there will be a choice for Updating Pharmacy Employment Relationships. Choosing that option will allow you to update employment for the pharmacy.
  - b. **If you haven't added the Pharmacy to your Online Account**, scroll down to the bottom and click on "Add Licenses to Registration" which can be found under Additional Activities and follow steps 4-7.
4. **Answer the questions** as follows:
  - a. Are you Currently Licensed?: Yes
  - b. Board: Texas State Board of Pharmacy
  - c. License Type: Pharmacy – Licensed Pharmacy
5. **Provide the Pharmacy Facility's identifying information:**
  - a. The License Number
  - b. Zip Code of the Facility's Physical Location
  - c. Phone Number – NOTE: The Phone Number MUST be entered in the following format: (555) 555-5555  
**NOTE:** There is a SPACE after the parenthesis and a dash before the last 4 digits.
  - d. Captcha Code provided on the screen
6. **If you receive the following ERROR Messages:**
  - a. **Entity already associated with another USER ID, cannot proceed:** the license is already linked to another email account. Click the Blue Contact Us Link at the Bottom of the Page. Fill out the form and someone from the Online Licensing System will contact you. **Allow up to 48 hours for a response.**  
**\*\*\*A PHARMACY LICENSE CAN ONLY BE LINKED TO 1 ONLINE LICENSING ACCOUNT\*\*\***
  - b. **No Records Matching your Information were Found:** Either the Zip Code or Phone number do not match the information that TSBP has on file. Ensure that the phone number was entered in the correct format. If you continue to receive a rejection, contact [phcyrenewals@pharmacy.texas.gov](mailto:phcyrenewals@pharmacy.texas.gov) with the Pharmacy Name, License Number, Zip Code, and Phone Number. This email will be responded to within a business day.
7. **Once the license has been added to the account**, it will show up under "Manage your license information" and this account can now update Pharmacy Employment Relationships.
8. **During Renewal Time**, the Quick Start Menu will show an open Pharmacy Renewal Application. Click the button "Time to Renew" next to the Application. Follow the on screen prompts to process payment for the application.

Questions can be directed to [phcyrenewals@pharmacy.texas.gov](mailto:phcyrenewals@pharmacy.texas.gov) or by calling (512) 305-8022.