

## CREATING GATEWAY ACCOUNT WITH NO LICENSE/PERMIT

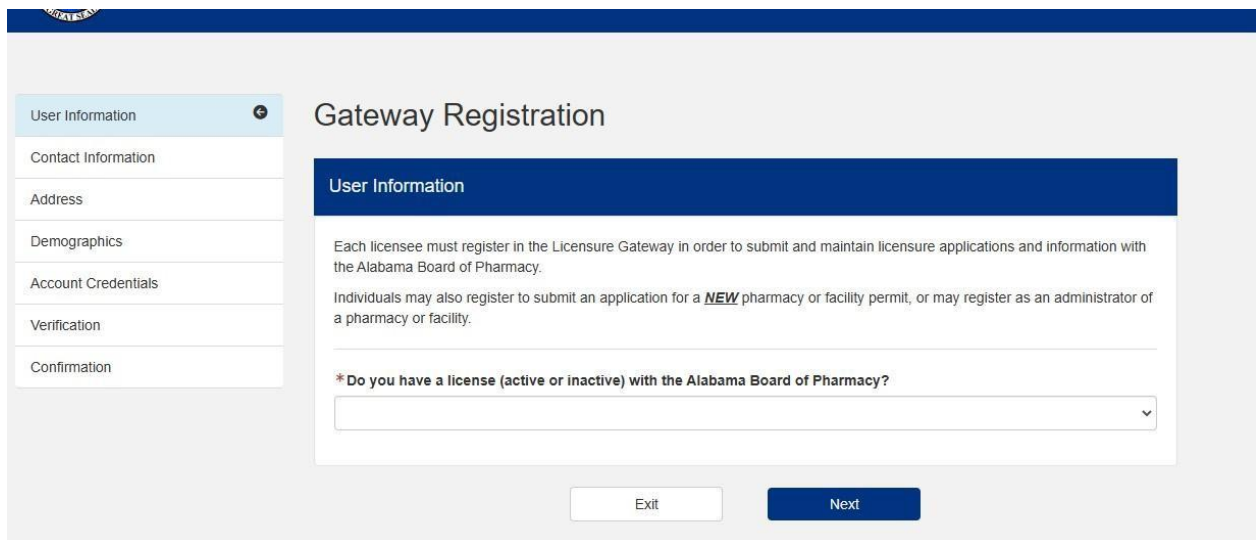
To create a GATEWAY account, please visit our website [www.albop.com](http://www.albop.com) and click on the yellow box labeled “Login or Register Today”



Click the BLUE “Register” at the top of the page:

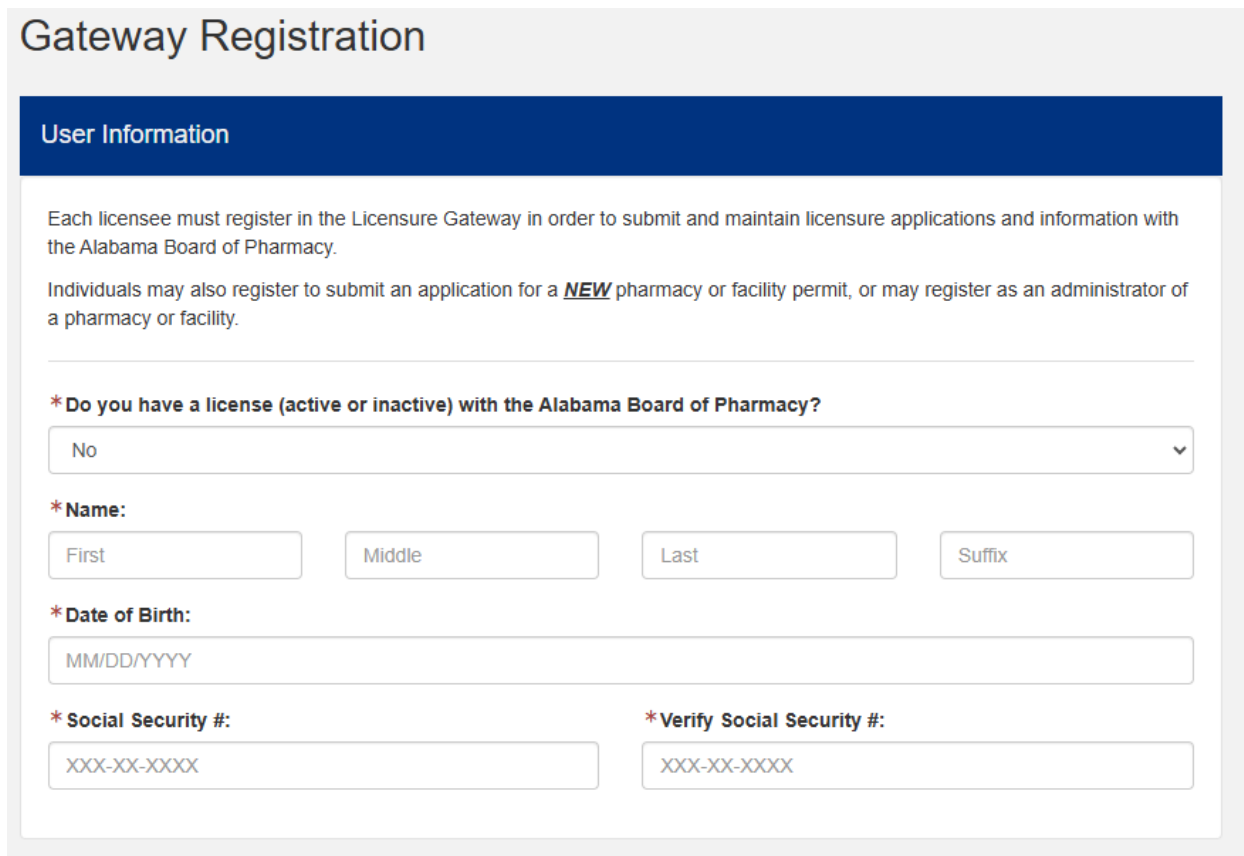
The image shows the login/register page of the Alabama Board of Pharmacy Licensure Gateway. At the top is a blue header with the Alabama Board of Pharmacy logo on the left and the text "ALABAMA BOARD OF PHARMACY" and "LICENSURE GATEWAY" on the right. Below the header is a light gray background. A red arrow points down to a pink banner that reads: "If this is your first time visiting the Alabama Board of Pharmacy Licensure Gateway, please click [Register](#) to get started!". Below the banner is a white box containing the text "Welcome to the Licensure Gateway!" and a paragraph: "The Licensure Gateway is a single portal to manage licenses, permits and registrations associated with the Alabama Board of Pharmacy. It grants access to printable documents, change of address, online applications and many more features. The Licensure Gateway is used to submit all license applications." To the right of the text is a login/register form with fields for "Username" and "Password", each with a "Forgot" link. Below the fields are two buttons: a blue "Login" button and a white "Register" button.

Choose NO to the First Question:



The screenshot shows the 'Gateway Registration' page with a sidebar menu on the left containing: User Information (selected), Contact Information, Address, Demographics, Account Credentials, Verification, and Confirmation. The main content area has a blue header 'User Information' and contains the following text: 'Each licensee must register in the Licensure Gateway in order to submit and maintain licensure applications and information with the Alabama Board of Pharmacy. Individuals may also register to submit an application for a **NEW** pharmacy or facility permit, or may register as an administrator of a pharmacy or facility.' Below this is a dropdown menu with the label '\* Do you have a license (active or inactive) with the Alabama Board of Pharmacy?'. At the bottom are 'Exit' and 'Next' buttons.

Once you enter that information, the bottom section seen here you will enter your first and last name, complete DOB and SSN.



The screenshot shows the 'Gateway Registration' page with a blue header 'User Information'. The text is identical to the previous screenshot. Below the dropdown menu, there are several input fields: '\* Name:' with four sub-fields (First, Middle, Last, Suffix), '\* Date of Birth:' with a single field showing 'MM/DD/YYYY', '\* Social Security #:' with a field showing 'XXX-XX-XXXX', and '\* Verify Social Security #:' with a field showing 'XXX-XX-XXXX'.

Once this is completed, click next and continue with the application by clicking next and following the remaining prompts.

## COMPLETING A NEW DR REGISTRATION APPLICATION

Once you are logged in, and you are at your GATEWAY HOME SCREEN, you will hover over the “applications” box and choose “NEW DESIGNATED REPRESENTATIVE REGISTRATION”. Follow all prompts and pay the required fees at the end of the process.

## CHANGE OF DR (OUTGOING)

From the **exiting DR's personal gateway profile** – click the Green DRUG FACILITY tile:

Facility Permits & Registrations



Drug Facility

Facility: [REDACTED]

Sub-Type: **Drug Manufacturer - Distribution Only**

Permit #: [REDACTED]

Expiration: 12/31/2025

Active

On the left under “Permit Options” – choose “Change of Designated Arepresentative (Outgoing)”

Permit Options

 Print Permit

 Manage Employees

 Facility Amendment

 Change of Designated Representative (Outgoing)

Follow the prompts and be sure to complete the DR Change form once the process opens.

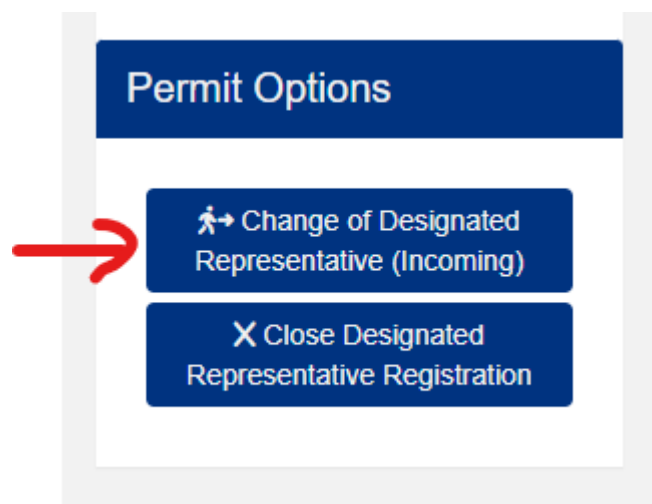
**\*\*\*\*THIS PROCESS CANNOT BE COMPLETED BY ANYONE OTHER THAN THE EXITING DR. A PERSON WITH ADMIN RIGHTS CANNOT COMPLETE THIS PROCESS. \*\*\*\***

## CHANGE OF DR (INCOMING)

From the **new DR's personal gateway profile** – click the Green DR tile:



On the left under “Permit Options” – choose “Change of Designated representative (incoming):



Follow the prompts and be sure to complete the DR Change form once the process opens.

**\*\*\*\*THIS PROCESS CANNOT BE COMPLETED BY ANYONE OTHER THAN THE NEW DR. A PERSON WITH ADMIN RIGHTS CANNOT COMPLETE THIS PROCESS. \*\*\*\***

**\*\*THIS PROCESS CANNOT BE COMPLETED UNTIL THE DESIGNATED REPRESENTATIVE INITIAL REGISTRATION IS COMPLETED, APPROVED, AND THE NEW DR HAS BEEN ISSUED A NEW DR NUMBER.**