

# Pharmacy License Information

The pharmacy's **State License** and the **DEA Number** (if applicable) are required to complete the electronic connections.



## HOW TO ADD LICENSE INFORMATION

- 1 From the dashboard, on the left, select 'Manage Company'.
- 2 Under 'Locations' click on the pharmacy location & open it.
- 3 Enter the pharmacy's phone number and the GLN if known.
- 4 Enter the DEA# and expiration date. *If no DEA#, enter the DUNS or HIN and 12/31/2050 for the expiration date.*
- 5 Enter the Pharmacy's state license number & expiration date. Select 'Save'.
- 6 If you have multiple locations, use the drop-down menu at the top right to switch between locations and repeat these steps.