

Individuals seeking ADMIN Privileges:

FIRST you will need to register for an account if you have not already registered. Go **HERE**: <https://gateway.pharmacy.ky.gov/> and CLICK **REGISTER**. You will need to answer **YES to the first question** to link yourself to a **single** Facility Permit [see screenshot below].

Gateway Registration

User Information

Each licensee must register in the Licensure Gateway in order to submit and maintain licensure applications and information with the Kentucky Board of Pharmacy.

Individuals may also register to submit an application for a **NEW** facility permit.

***Do you have, or have you ever had, a license (active or inactive) or do you administer a facility permit with the Kentucky Board of Pharmacy?**

Fill out the information in the PERMIT number and PERMIT type fields. As the PIC [*if applicable*] was designated to be the **DEFAULT ADMIN** when the new system launched, their name will show under “**Record(s) found**”. You will then click on the drop-down arrow there and select “**Not Found – Add a permit administrator**” and follow prompts to complete your registration for a Gateway account [see screenshots below].

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***Do you have, or have you ever had, a license (active or inactive) or do you administer a facility permit with the Kentucky Board of Pharmacy?**

Yes

License, registration, or permit numbers should be entered with applicable prefix/suffix. If you do not know your license/registration/permit number or type, you may attempt to locate it via **license verification**.

*** License/Permit Number**

[Redacted]

*** License/Permit Type**

[Redacted]

*** Record(s) found:**

[Redacted] 

An account has already been created for your credentials. If you have forgotten your username or password, please exit to use the appropriate function for help.

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*** License/Permit Number**

*** License/Permit Type**

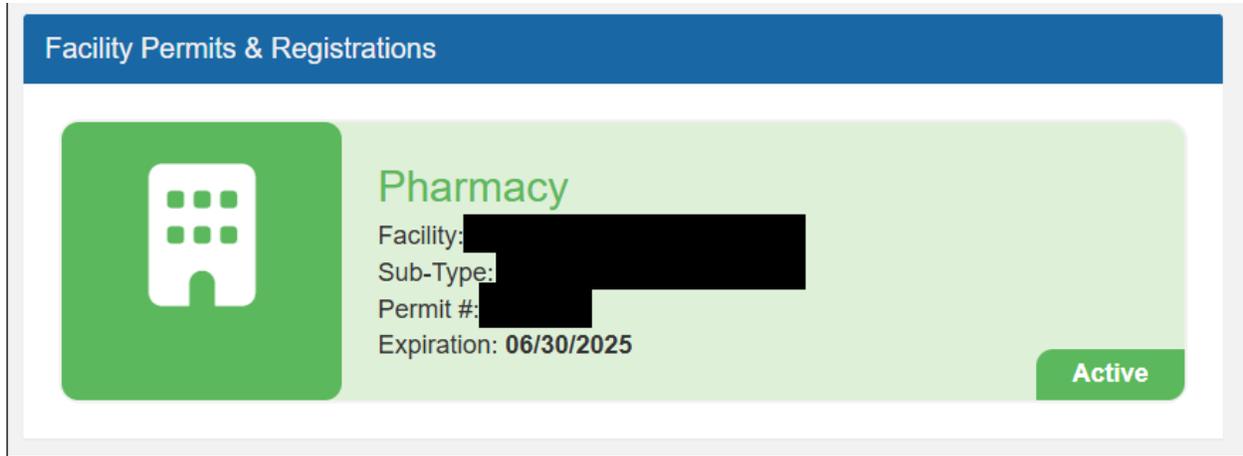
*** Record(s) found:**

Please select from this list

Not Found - Add a permit administrator

An account has already been created for your credentials. If you have forgotten your username or password, please exit to use the appropriate function for help.

THEN when you exit the registration process and login to the Gateway with your newly created USERNAME & Password, you will see the Facility in a large green box on your Home Screen, under “Facility Permits & Registrations” [see screenshot below]. Click on that to see all the PERMIT OPTIONS, including “**Renew as Active**” to begin the Renewal.

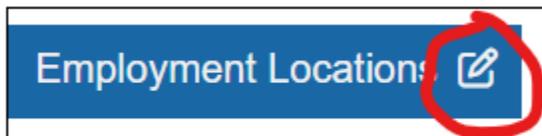


****If you need to have ADMIN access for MULTIPLE Facility PERMITS, see info & instructions below:**

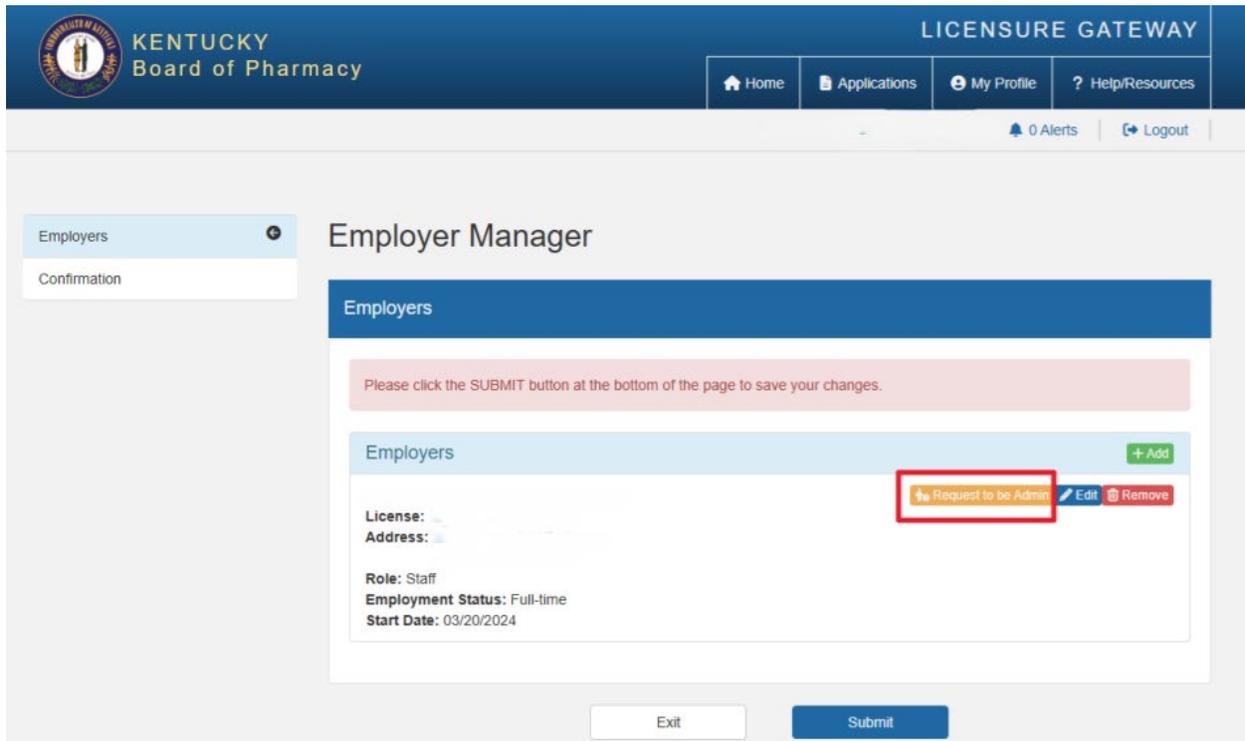
A Facility PERMIT may have any number of ADMINS necessary and anyone who is registered in the Gateway can be ADMIN of multiple Facilities.

Once registered for an account in the GATEWAY, you may **REQUEST to be ADMIN of Facility PERMIT(s)**

- 1) Log into your GATEWAY account
- 2) Click on the edit icon at **Employment Locations** in the bottom, left of your home screen [see attached screenshot]



- 3) Click **ADD** to add each Facility by PERMIT Number ONLY in order to properly link yourself to that Facility PERMIT
- 4) Complete the information fields and **click SUBMIT** to save the changes
- 5) Click the yellow-gold button **“Request to be ADMIN”** – *this is set for AUTO-Approval* – for each PERMIT [see attached screenshot] & **click SUBMIT**



- 6) Under the **Facility Permits & Registrations** header on your GATEWAY Home Screen you will now see the Facility PERMIT info in a large green box, click on that to take you to your ADMIN Options. **If you are ADMIN of multiple Facilities, there will be a **drop-down menu** right above the green box for you to select the Facility you need to RENEW or perform another ADMIN function for [see attached screenshot of **PERMIT OPTIONS**; for Wholesalers, the Change of Pharmacist-in-Charge button will become Change of Facility Contact Person.]

Permit Options

 Renew as Active

 Manage Employees

 Change of Address/Remodel

 Change of Pharmacist In Charge

 Change of Officers/Members

 Add Protocol

 Print Permit

 Close Facility

 Change of Name

 Change of Facility Hours

 Change of Ownership

 Verification Request