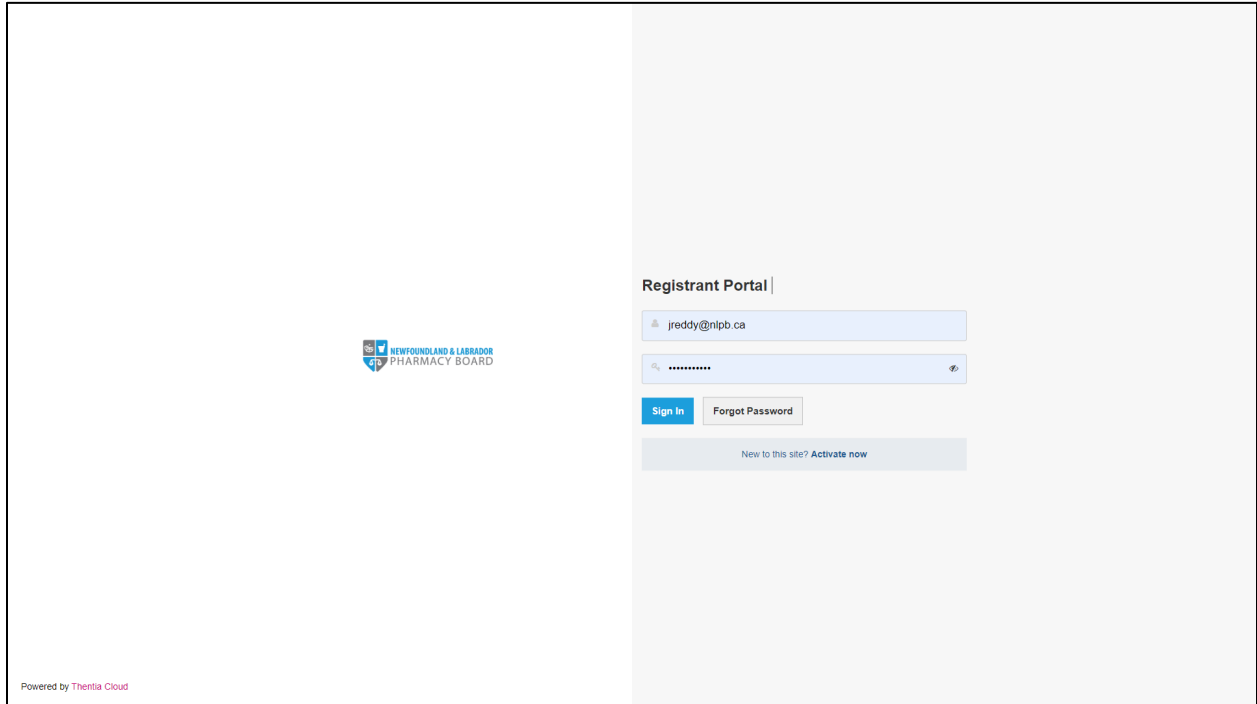**NEWFOUNDLAND & LABRADOR PHARMACY BOARD**

NLPB Registrant Portal
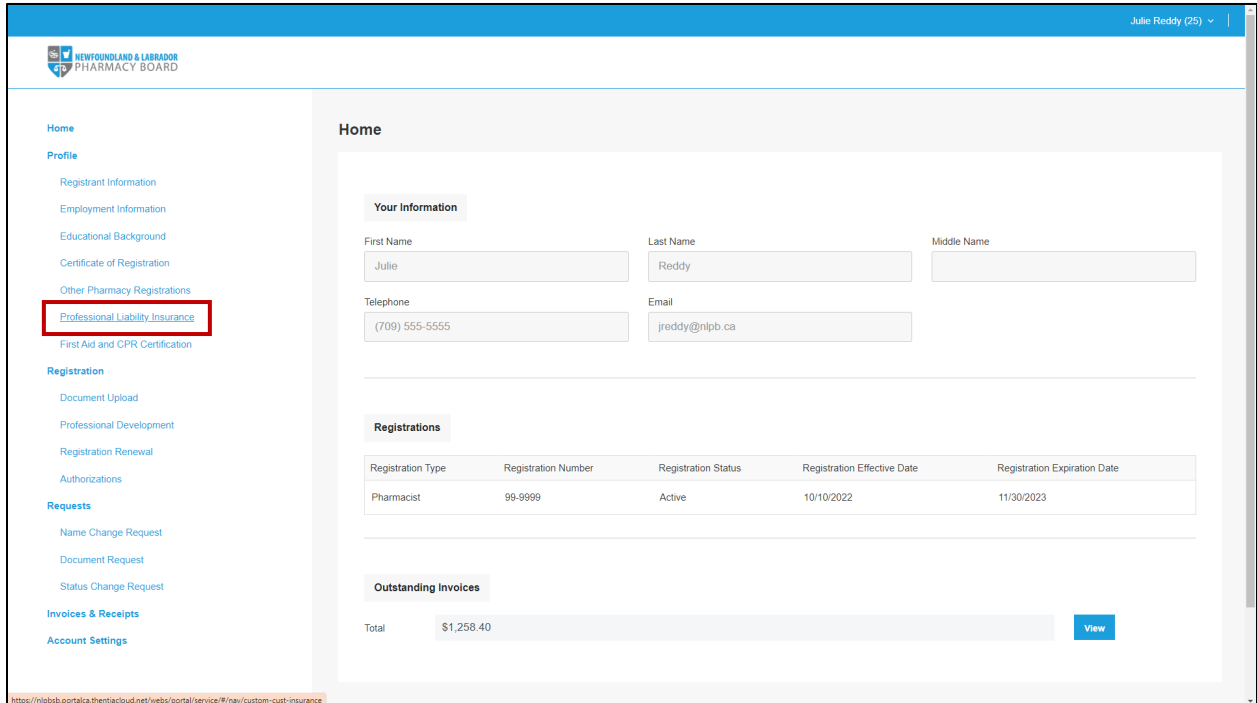
User Guide

Adding/Updating Professional Liability Insurance
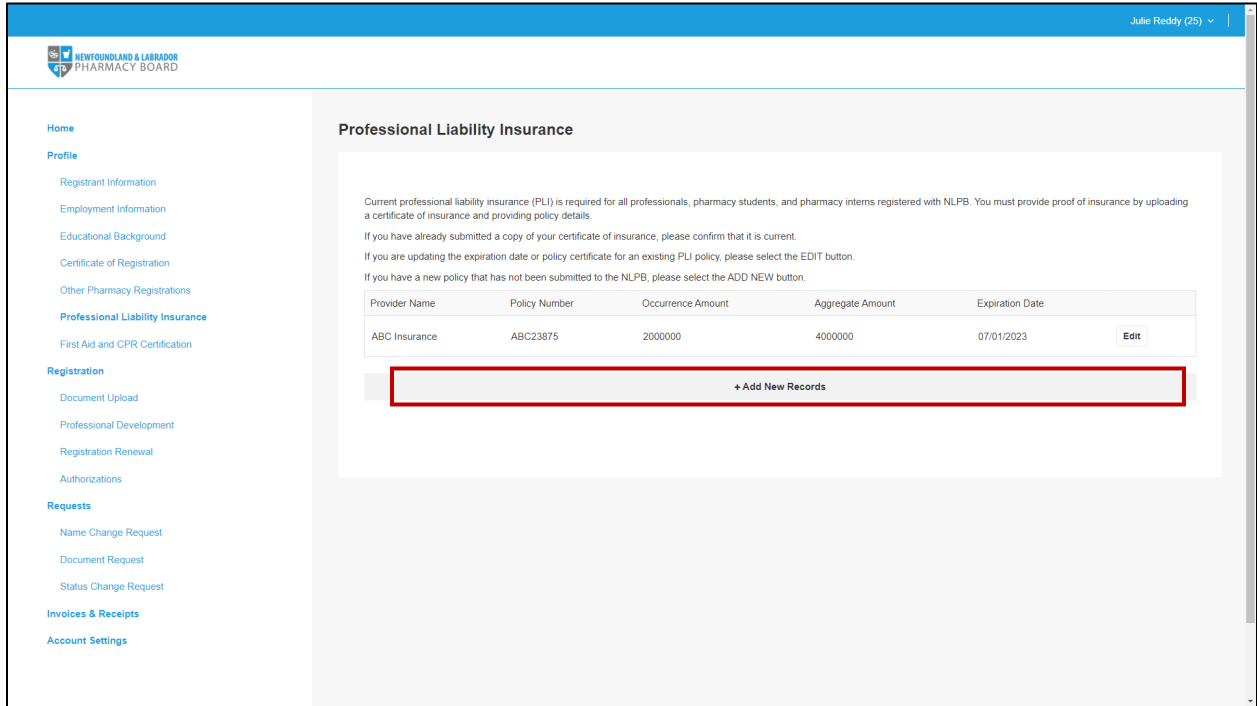
Updated October 18, 2023

1. Log into the [NLPB Registrant Portal](#).

2. Once you have logged into your profile, click on *Professional Liability Insurance* on the side menu.

3. Click the *+Add New Records* button to submit a copy of your current certificate of insurance and policy details.
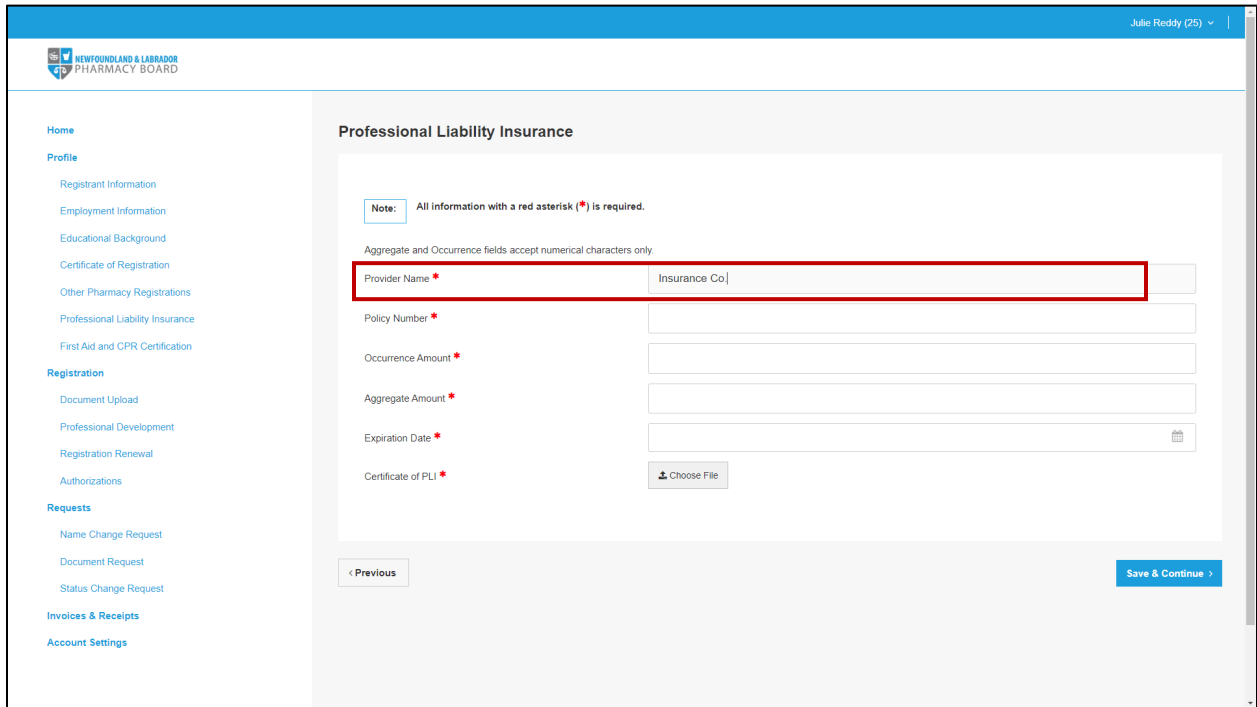
4. Type in the name of your insurance provider in the *Provider Name* field.

5. Type in your insurance policy number in the Policy Number field.

6. Type in the limit per claim amount/per occurrence limit amount or use the up and down arrows in the *Occurrence Amount* field to indicate the amount.
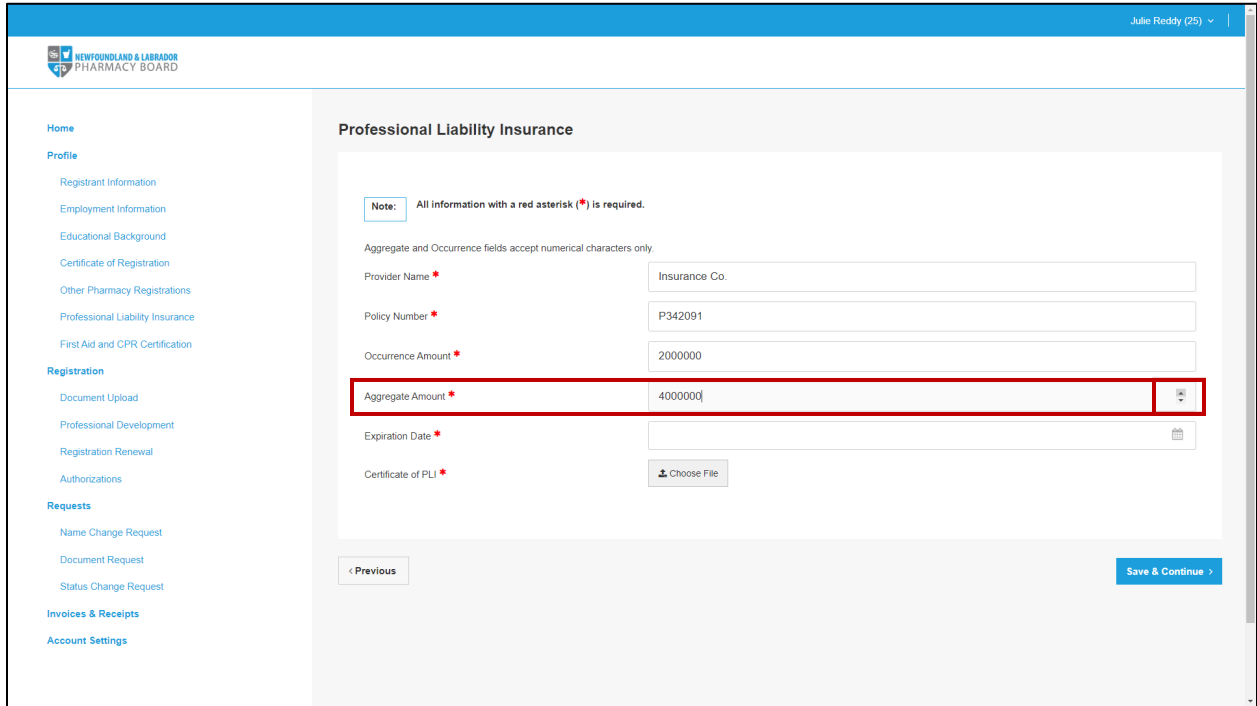
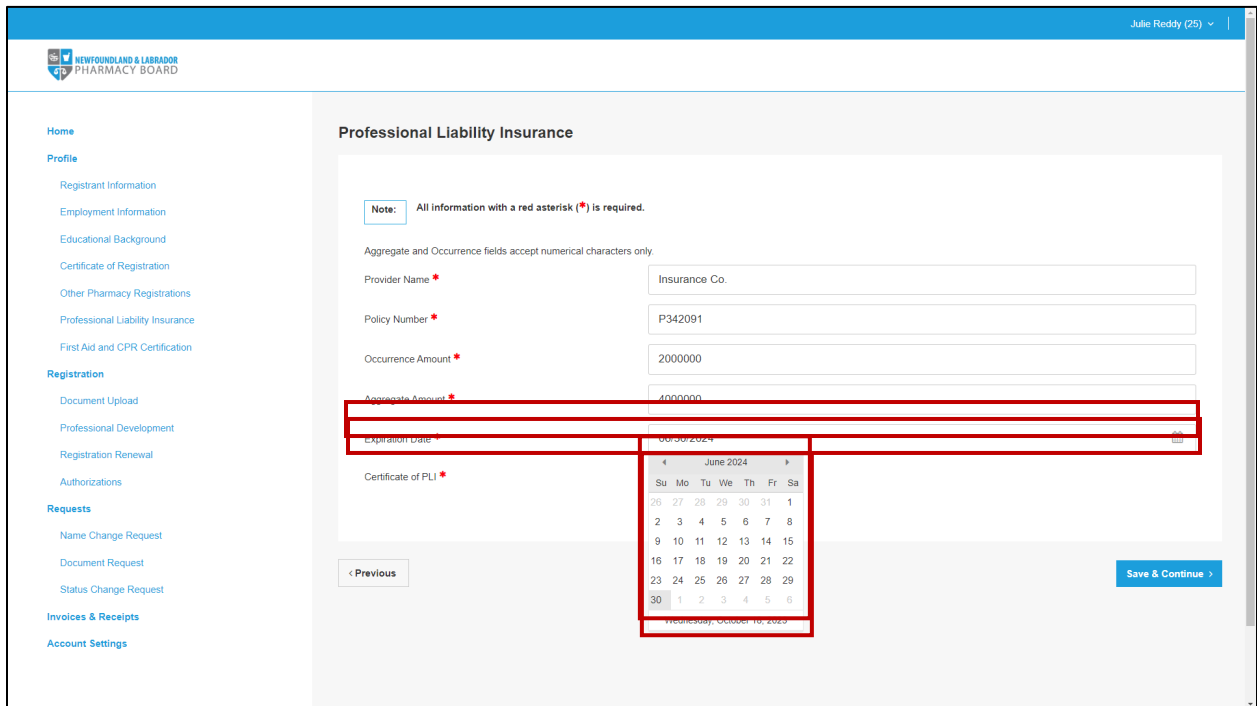**Note:** *This is a number-only field, so no symbols (i.e. $, .) can be used.*

7. Type in the annual aggregate limit amount or use the up and down arrows in the *Aggregate Amount* field to indicate the amount.

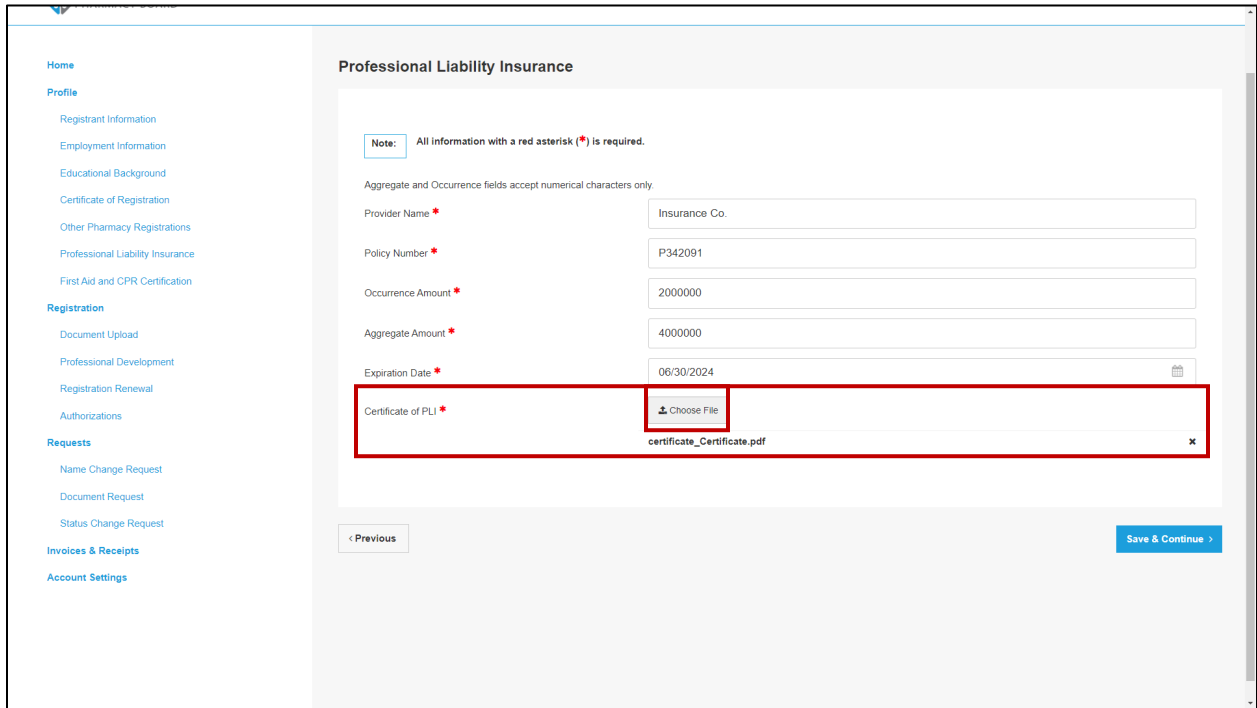**Note:** *This is a number-only field, so no symbols (i.e. $, .) can be used.*

8. Click the calendar icon in the *Expiration Date* field and select the date of expiration for the policy.
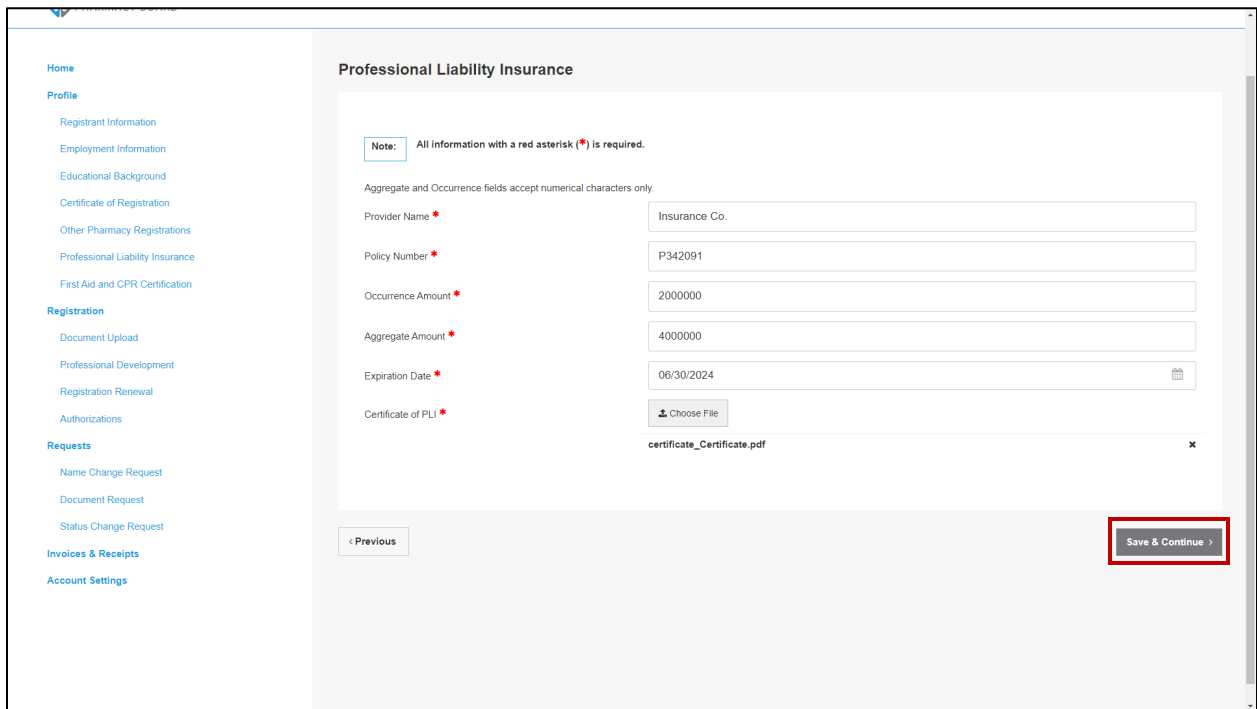
9. Click the *Choose File* button in the *Certificate of PLI* field and double click on the appropriate file to upload a copy of your current insurance certificate.
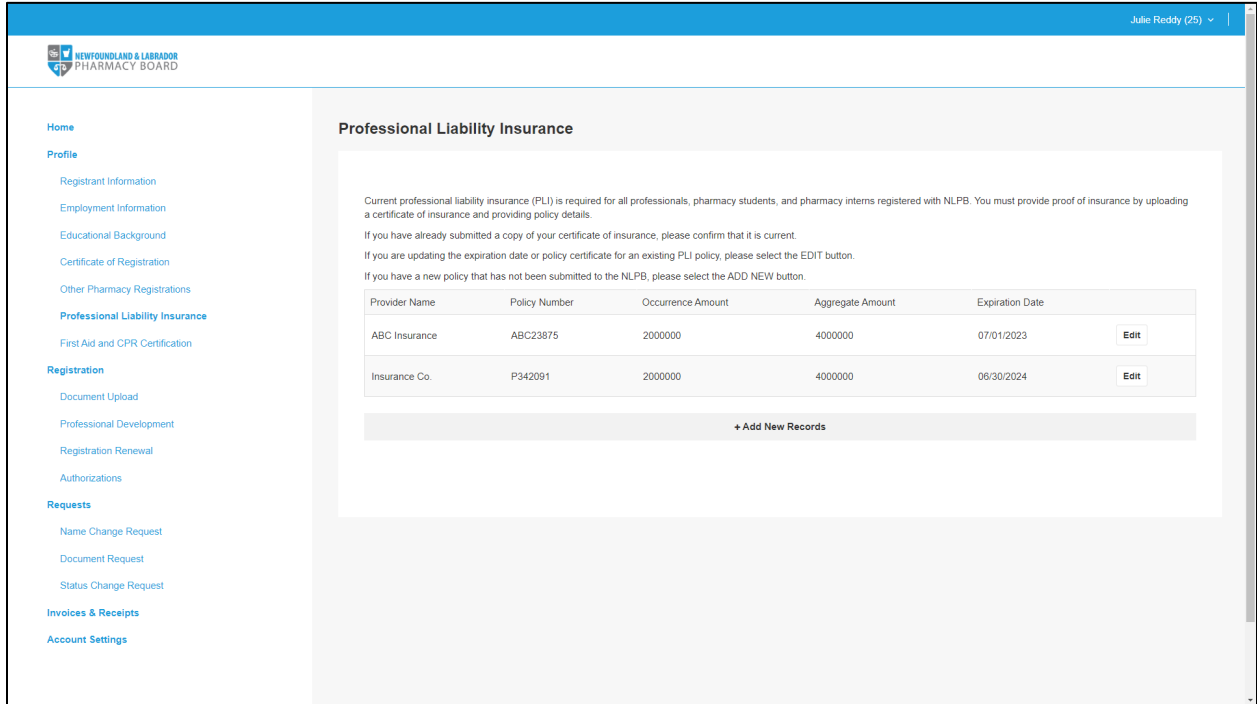
10. Click the *Save & Continue* button to save the record of the insurance policy.

11. The new insurance policy record will now appear in the Professional Liability Insurance table.