

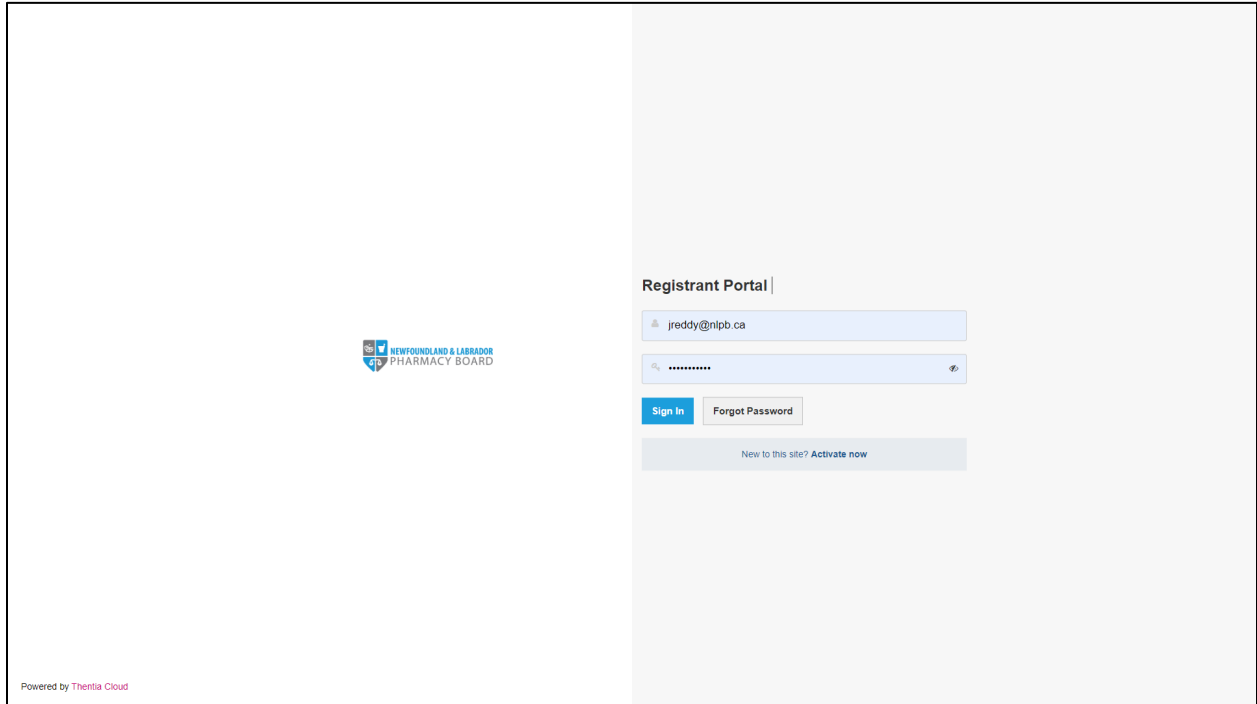
NLPB Registrant Portal

User Guide

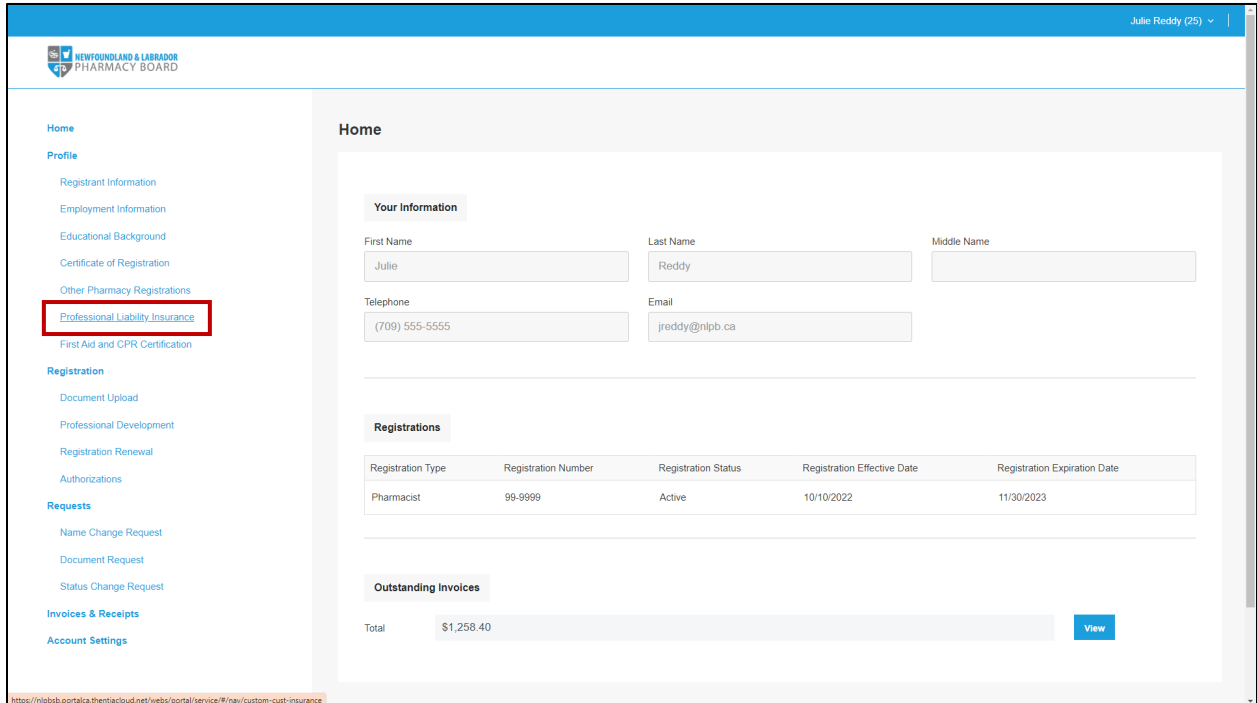
Adding/Updating Professional Liability Insurance

Updated October 18, 2023

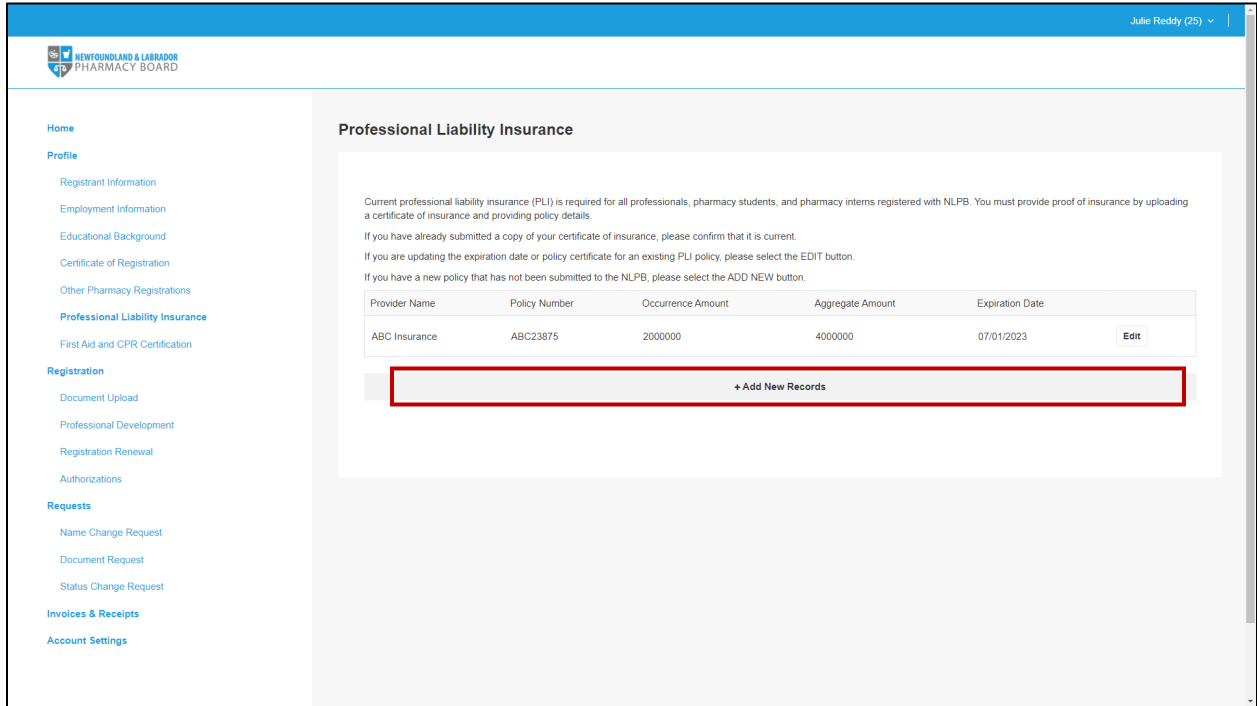
1. Log into the [NLPB Registrant Portal](#).



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



- Click the **+Add New Records** button to submit a copy of your current certificate of insurance and policy details.



Professional Liability Insurance

Current professional liability insurance (PLI) is required for all professionals, pharmacy students, and pharmacy interns registered with NLPB. You must provide proof of insurance by uploading a certificate of insurance and providing policy details.

If you have already submitted a copy of your certificate of insurance, please confirm that it is current.

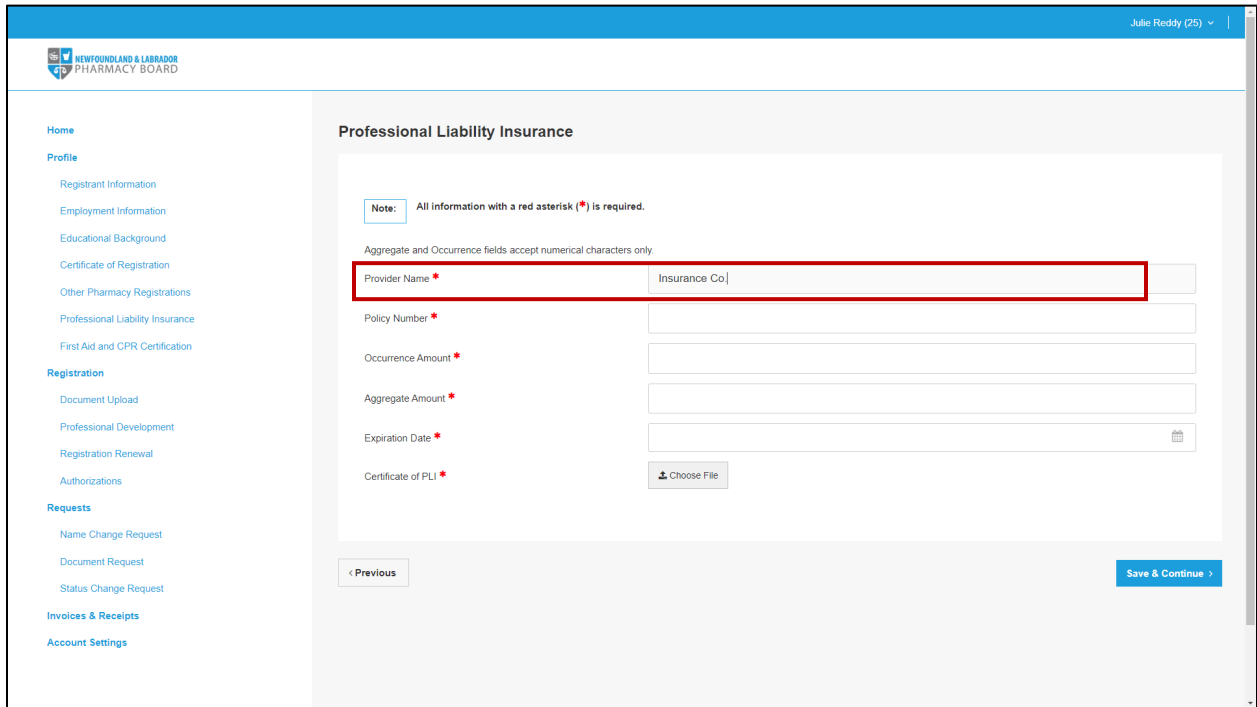
If you are updating the expiration date or policy certificate for an existing PLI policy, please select the EDIT button.

If you have a new policy that has not been submitted to the NLPB, please select the ADD NEW button.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC Insurance	ABC23875	2000000	4000000	07/01/2023	Edit

+ Add New Records

- Type in the name of your insurance provider in the *Provider Name* field.



Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Aggregate and Occurrence fields accept numerical characters only.

Provider Name *

Policy Number *

Occurrence Amount *

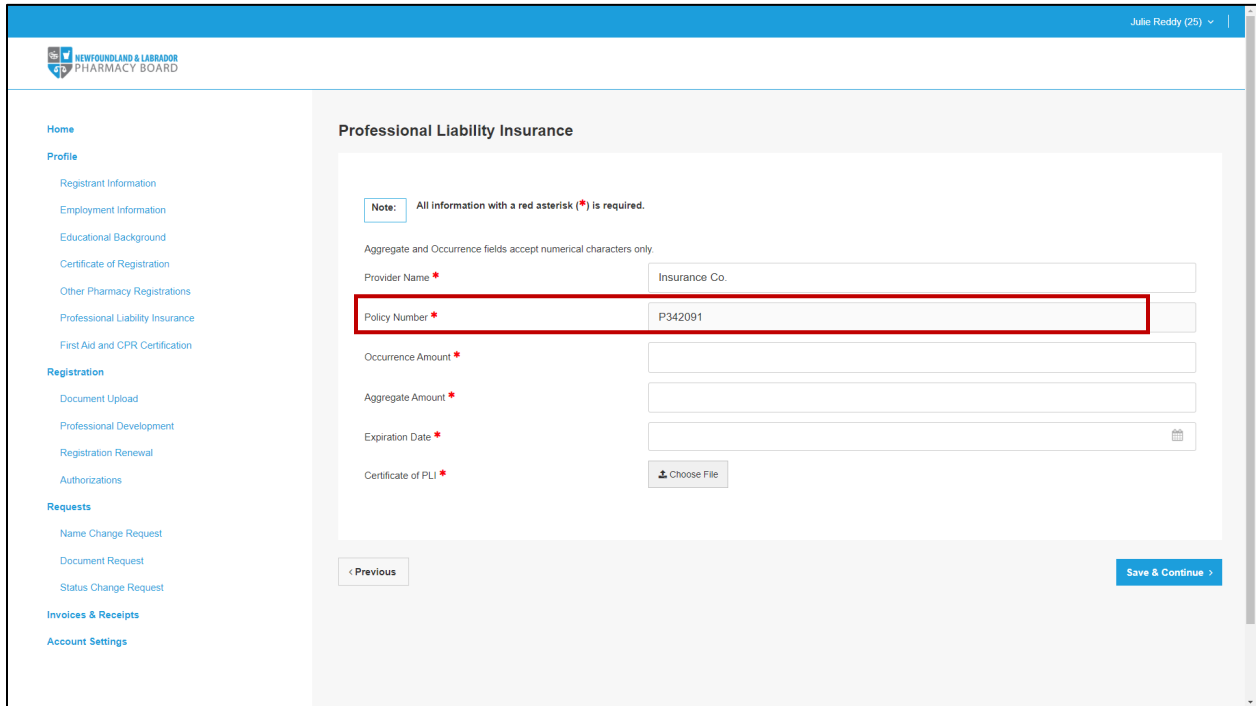
Aggregate Amount *

Expiration Date *

Certificate of PLI *

[< Previous](#) [Save & Continue >](#)

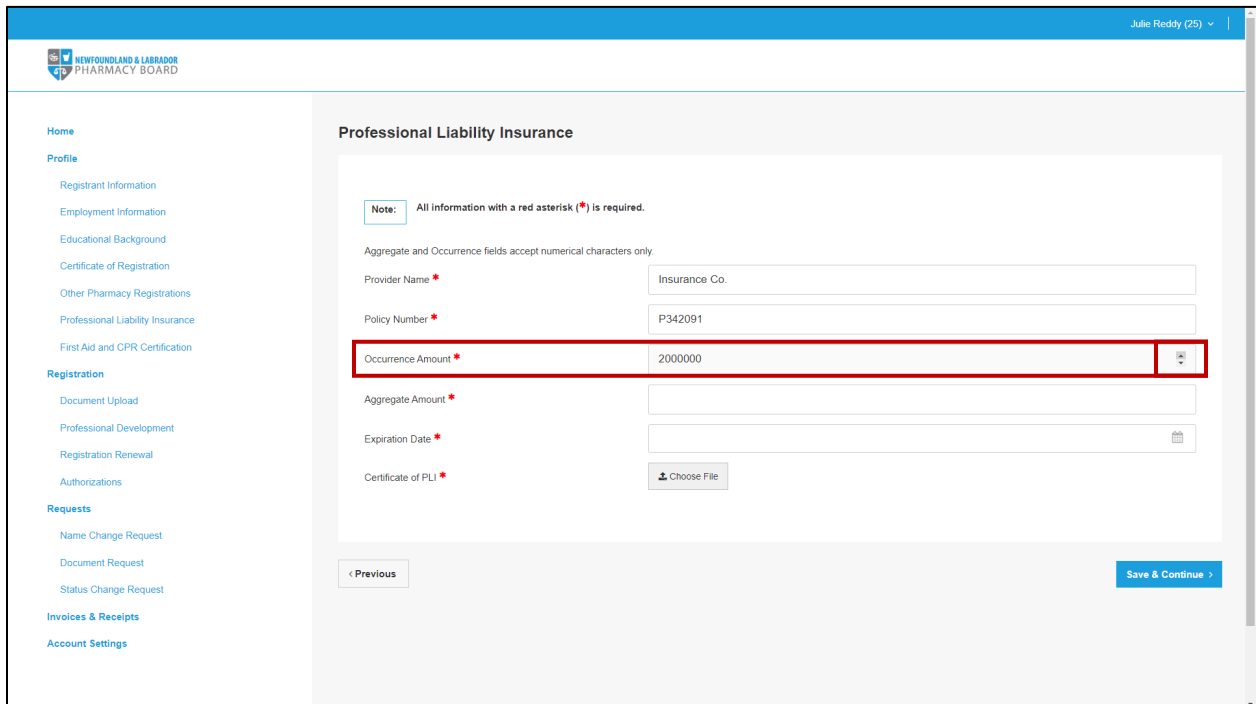
- Type in your insurance policy number in the Policy Number field.



The screenshot shows the 'Professional Liability Insurance' form in a web browser. The user is logged in as 'Julie Reddy (25)'. The form includes a navigation menu on the left with sections for Home, Profile, Registration, Requests, Invoices & Receipts, and Account Settings. The main content area has a title 'Professional Liability Insurance' and a note: 'All information with a red asterisk (*) is required.' Below the note, there is a sub-note: 'Aggregate and Occurrence fields accept numerical characters only.' The form fields are: Provider Name (Insurance Co.), Policy Number (P342091), Occurrence Amount, Aggregate Amount, Expiration Date, and Certificate of PLI (Choose File). The 'Policy Number' field is highlighted with a red border.

- 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.

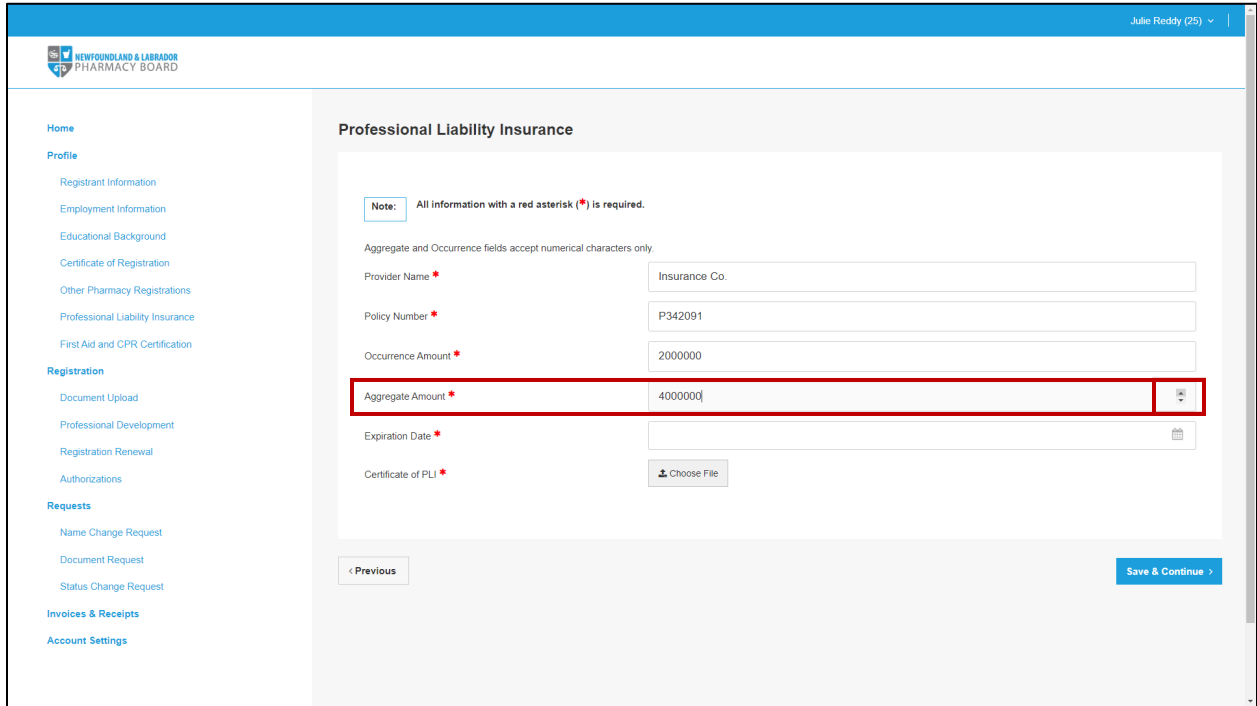
Note: This is a number-only field, so no symbols (i.e. \$, .) can be used.



This screenshot is identical to the previous one, showing the 'Professional Liability Insurance' form. In this view, the 'Occurrence Amount' field is highlighted with a red border and contains the value '2000000'. The 'Policy Number' field still contains 'P342091'.

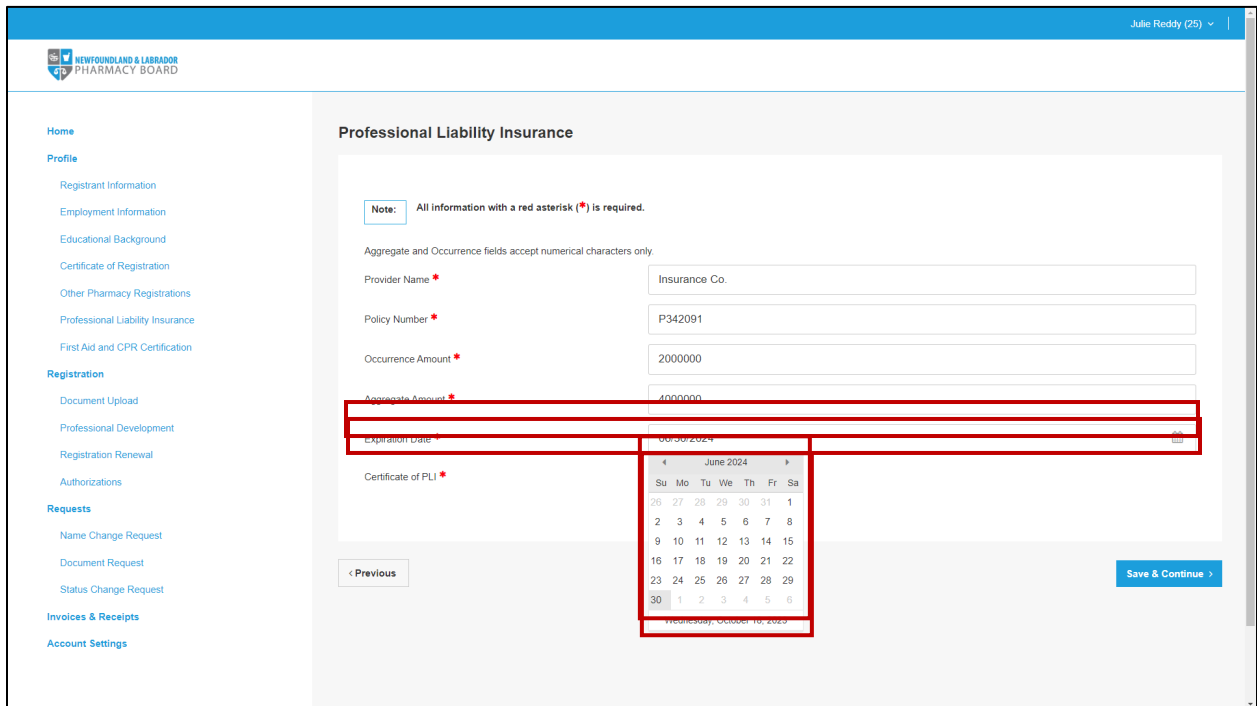
- Type in the annual aggregate limit amount or use the up and down arrows in the *Aggregate Amount* field to indicate the amount.

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



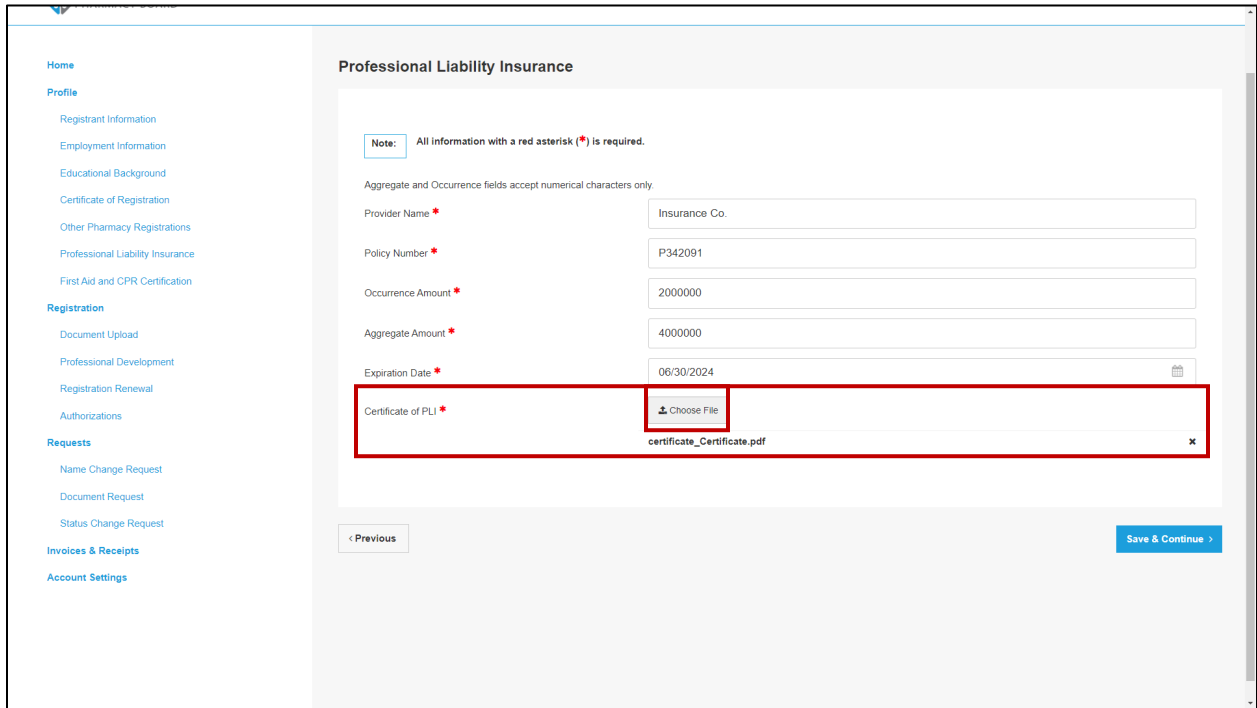
The screenshot shows the 'Professional Liability Insurance' form. The 'Aggregate Amount' field is highlighted with a red box and contains the value '4000000'. The form includes a sidebar with navigation options like 'Home', 'Profile', 'Registration', 'Requests', and 'Invoices & Receipts'. A 'Save & Continue' button is visible at the bottom right.

- Click the calendar icon in the *Expiration Date* field and select the date of expiration for the policy.



The screenshot shows the 'Professional Liability Insurance' form with the 'Expiration Date' field highlighted. A calendar is open, showing the month of June 2024. The date '30' is selected. The form includes the same sidebar and 'Save & Continue' button as the previous screenshot.

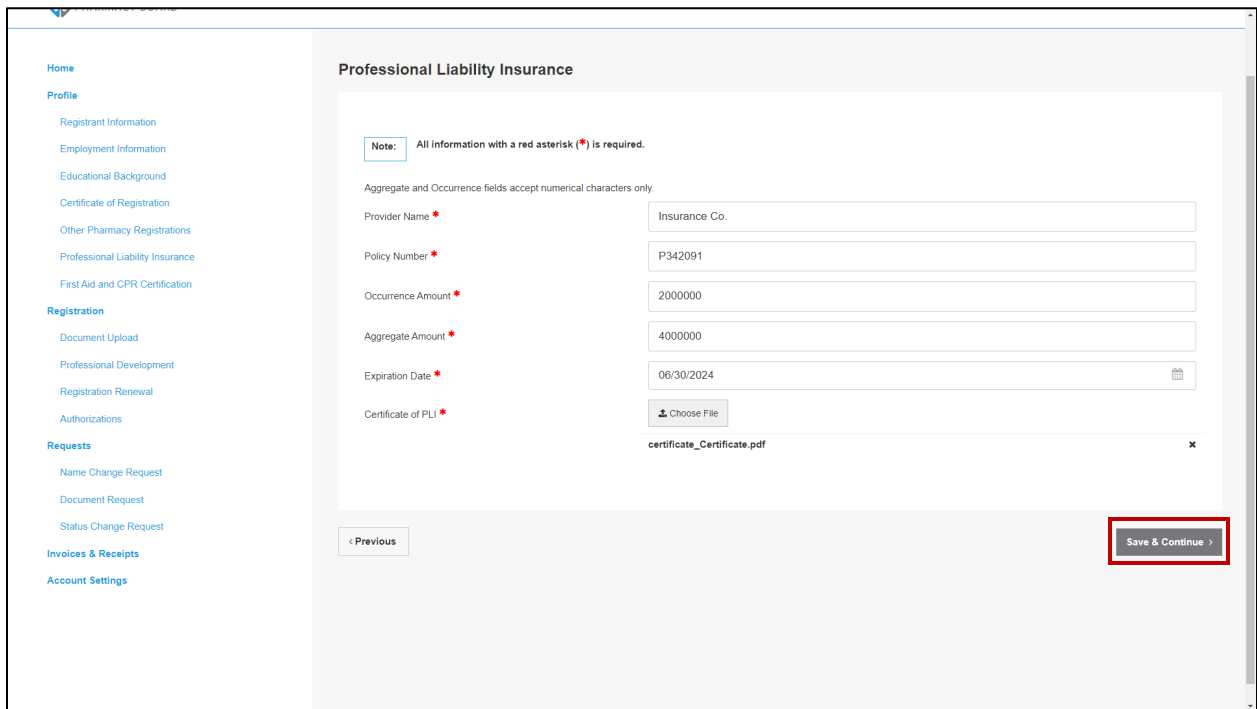
9. Click the *Choose File* button in the *Certificate of PLI* field and double click on the appropriate file to upload a copy of your current insurance certificate.



The screenshot shows the 'Professional Liability Insurance' form. The 'Certificate of PLI' field is highlighted with a red box, and the 'Choose File' button is also highlighted. The form contains the following fields:

Field	Value
Provider Name *	Insurance Co.
Policy Number *	P342091
Occurrence Amount *	2000000
Aggregate Amount *	4000000
Expiration Date *	06/30/2024
Certificate of PLI *	certificate_Certificate.pdf

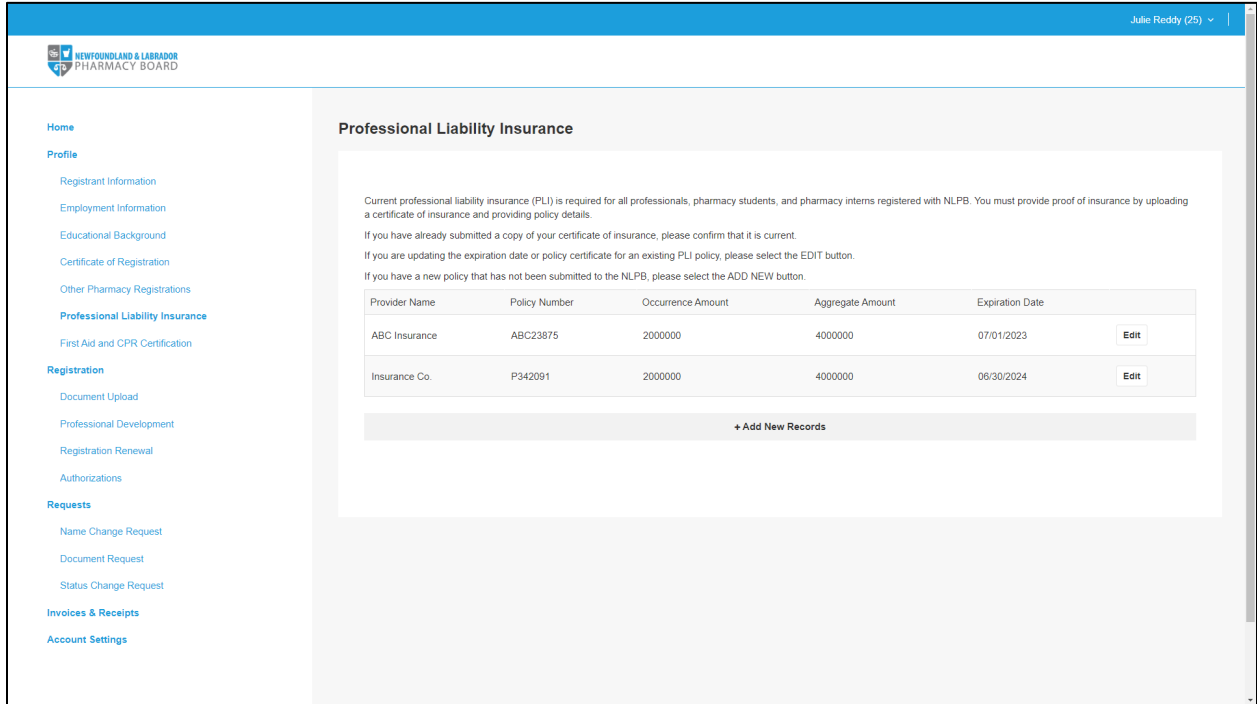
10. Click the *Save & Continue* button to save the record of the insurance policy.



The screenshot shows the 'Professional Liability Insurance' form. The 'Save & Continue' button is highlighted with a red box. The form contains the following fields:

Field	Value
Provider Name *	Insurance Co.
Policy Number *	P342091
Occurrence Amount *	2000000
Aggregate Amount *	4000000
Expiration Date *	06/30/2024
Certificate of PLI *	certificate_Certificate.pdf

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



Professional Liability Insurance

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If you are updating the expiration date or policy certificate for an existing PLI policy, please select the EDIT button.

If you have a new policy that has not been submitted to the NLPB, please select the ADD NEW button.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC Insurance	ABC23875	2000000	4000000	07/01/2023	Edit
Insurance Co.	P342091	2000000	4000000	06/30/2024	Edit

[+ Add New Records](#)