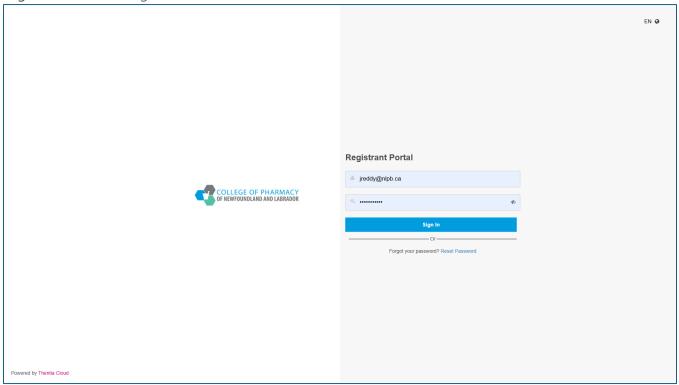


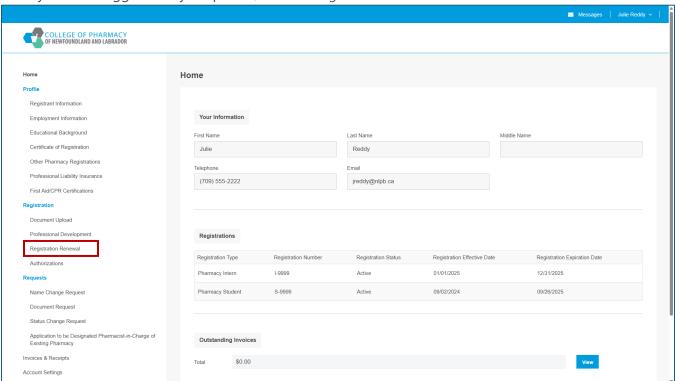
REGISTRANT PORTAL USER GUIDE

Renewing your Student Registration

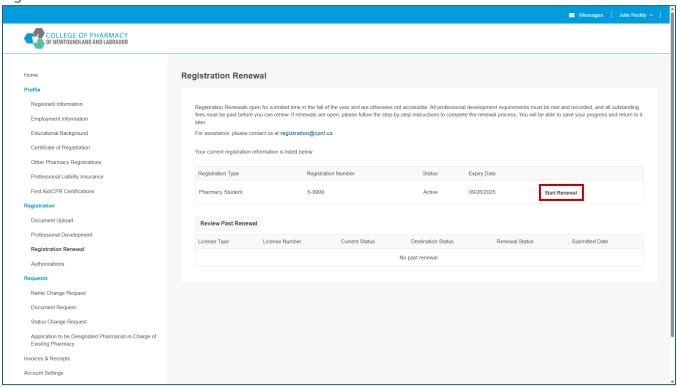
1. Log into the CPNL Registrant Portal.



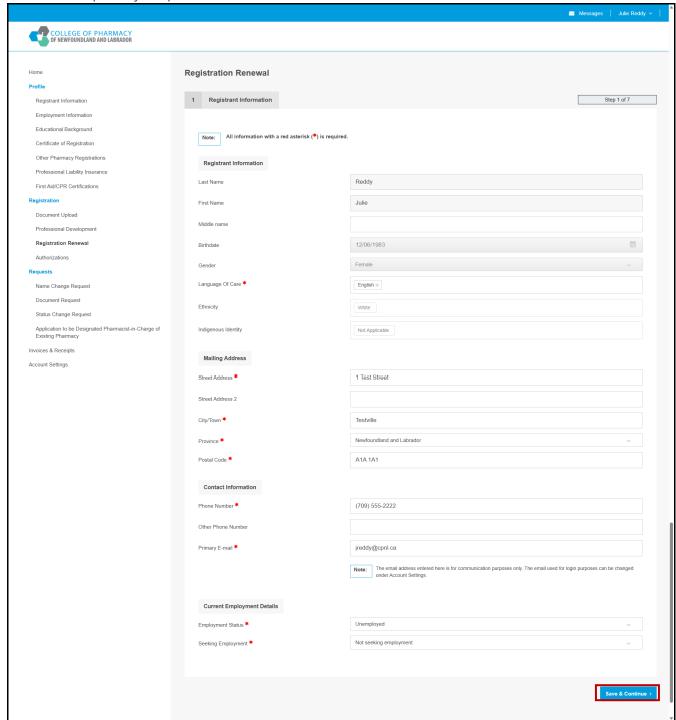
2. Once you have logged into your profile, click on Registration Renewal on the side menu.



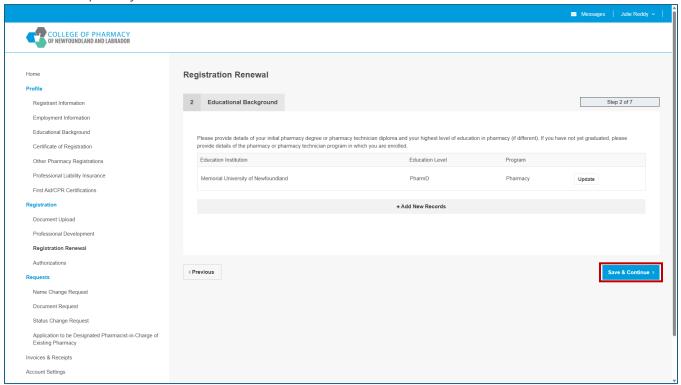
3. Click the *Start Renewal* button for your Pharmacy Student or Pharmacy Technician Student registration.



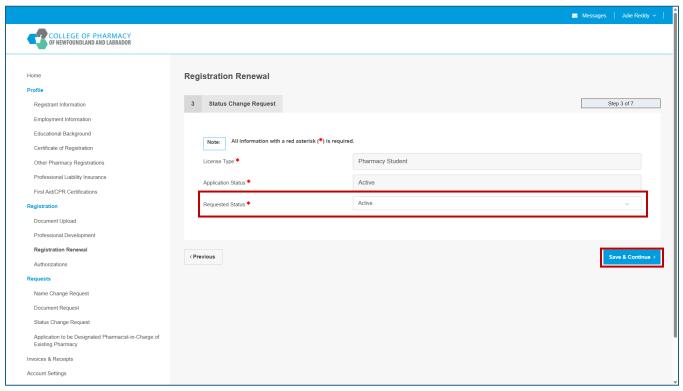
4. Review and update your personal information as needed and click the Save & Continue button.



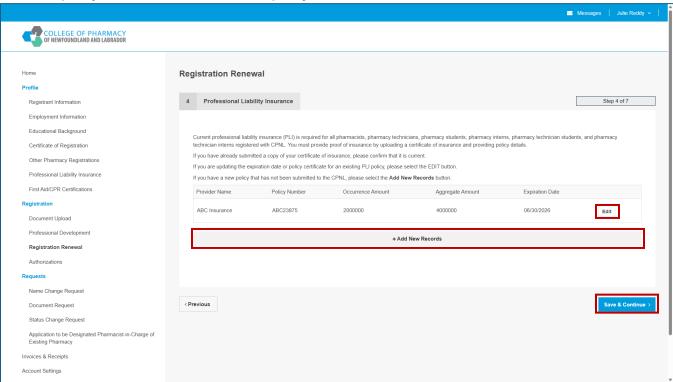
5. Review and update your education information as needed and click the Save & Continue button.



6. To register for the academic year, select *Active* from the *Requested Status* dropdown menu and click the *Save & Continue* button.



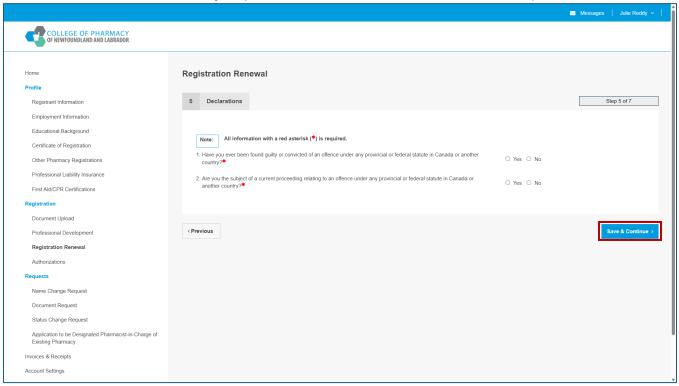
7. Update your professional liability insurance information by clicking the *Edit* button next to your last recorded policy or *Add New* to add a new policy. Click the *Save & Continue* button.



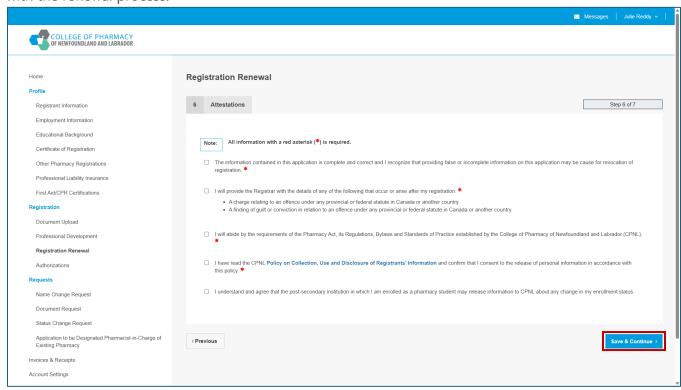
8. If updating or adding a policy, fill out or review and update the fields as necessary and click the *Choose File* button to upload a current copy of your professional liability insurance certificate (please note that the file must be the policy certificate and not a receipt). Click the *Save & Continue* button to save your changes.

| | | | Messages Julie Reddy v |
|------------------------------------------------------------------------|----------------------------------------------------------------|------------------------|--------------------------|
| COLLEGE OF PHARMACY OF NEWFOUNDLAND AND LABRADOR | | | |
| | | | |
| Home | Professional Liability Insurance | | |
| Profile | | | |
| Registrant Information | | | |
| Employment Information | Note: All information with a red asterisk (*) is required | i. | |
| Educational Background | Aggregate and Occurrence fields accept numerical characters or | ah. | |
| Certificate of Registration | Provider Name * | ABC Insurance | |
| Other Pharmacy Registrations | Provider Name • | ADC Insurance | |
| Professional Liability Insurance | Policy Number * | ABC23875 | |
| First Aid/CPR Certifications | Occurrence Amount | 2000000 | |
| Registration | (numbers only; do not input symbols such as "\$" "," or ".") * | 2000000 | |
| Document Upload | Aggregate Amount | 4000000 | |
| Professional Development | (numbers only; do not input symbols such as "\$" "," or ".") * | | |
| Registration Renewal | Expiration Date * | 06/30/2026 | |
| Authorizations | Certificate of PLI * | ≛ Choose File | |
| Requests | octunidae of the | | |
| Name Change Request | | certificate_policy.jpg | × |
| Document Request | | | |
| Status Change Request | | | |
| Application to be Designated Pharmacist-in-Charge of Existing Pharmacy | < Previous | | Save & Continue > |
| Invoices & Receipts | | | |
| Account Settings | | | |

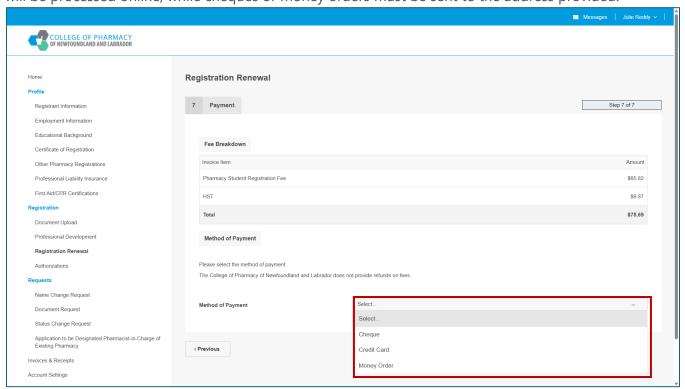
9. Read and select *Yes* or *No* in answer to the declarations and click the *Save & Continue* button. Please note, an answer of Yes may require additional information and document uploads.



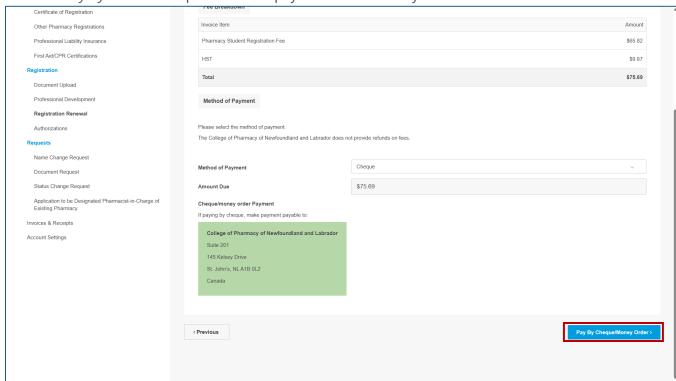
10. Read and indicate whether you agree to the attestations by checking the appropriate checkboxes and click the *Save & Continue* button. Please note, you must agree to all attestations to continue with the renewal process.



11. The payment screen summarizes the fees applicable to the renewal process. Select either *Cheque*, *Credit Card*, or *Money Order* from the *Method of Payment* dropdown box. Please note, credit cards will be processed online, while cheques or money orders must be sent to the address provided.



12. Click the Pay by... button to proceed with payment and submit your renewal.



13. You will receive an email to confirm that your renewal has been submitted. Please note, renewals are not approved until full payment of fees have been received.

