

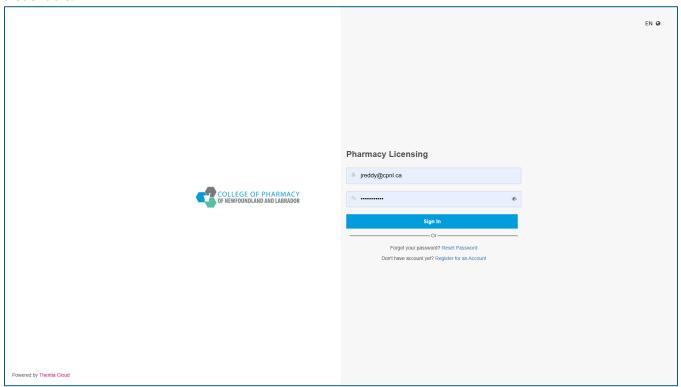
PHARMACY PORTAL USER GUIDE

Adding/Updating Hours of Operation

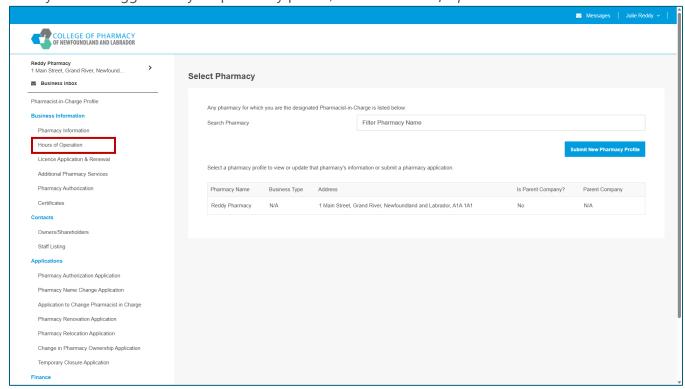
October 22, 2025

1. Log into the CPNL Pharmacy Portal.

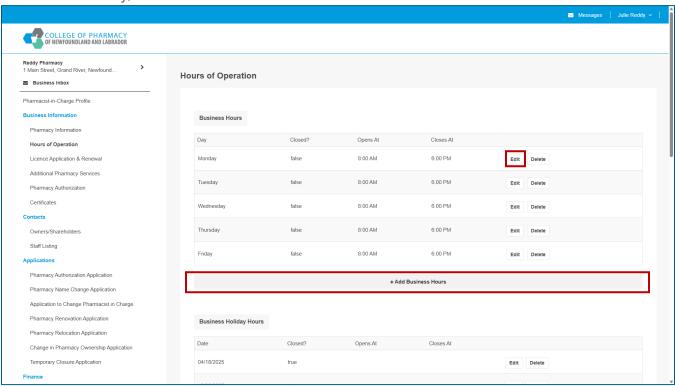
Note: Only the current Pharmacist-in-Charge (PIC) has access to the pharmacy profile through the Pharmacy Portal. Login credentials are the same as those of the current PIC's Registrant Portal login credentials.



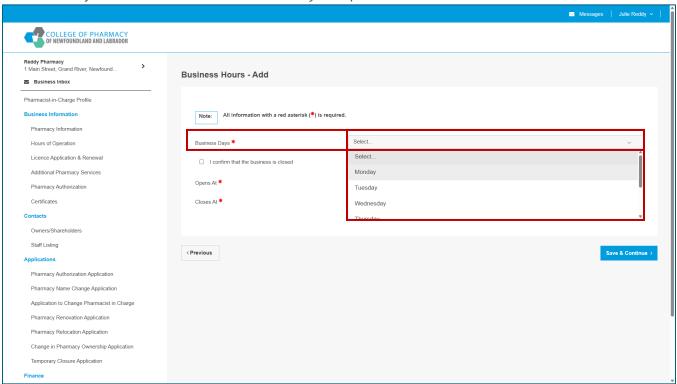
2. Once you have logged into your pharmacy profile, click on Hours of Operation on the side menu.



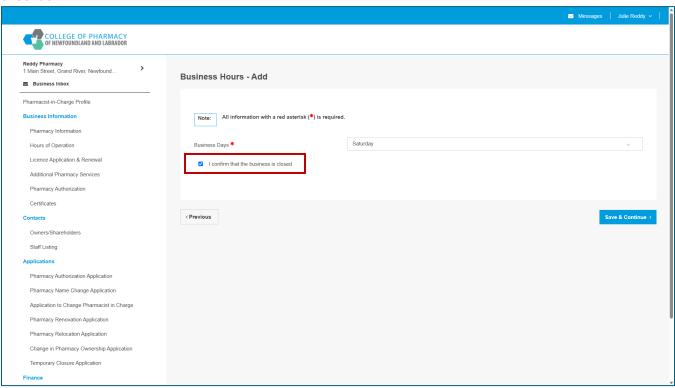
3. To edit a day's business hours, click the *Edit* button next to the appropriate day. To add business hours for a new day, click the + *Add Business Hours* link.



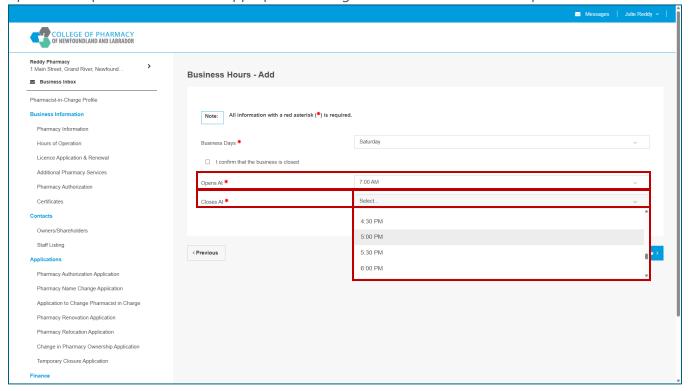
4. Select the day of the week from the Business Days dropdown box.



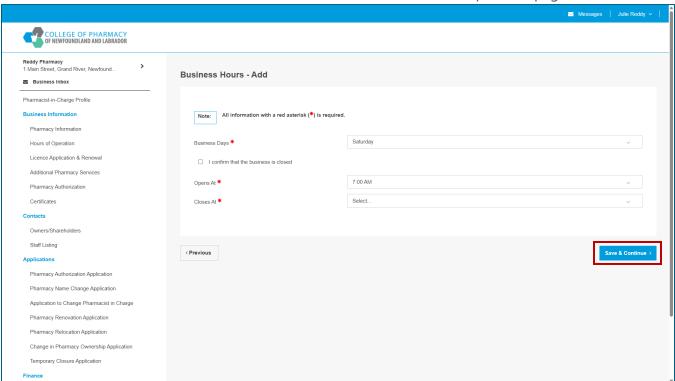
5. If the business will be closed on the selected day, select the *I confirm that the business is closed* checkbox.



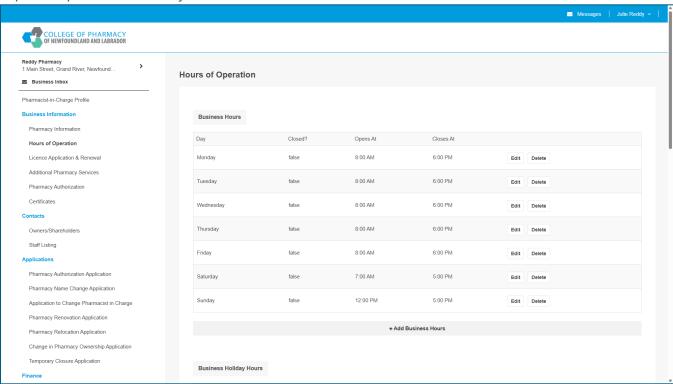
6. If the business will be open on the selected day, select the appropriate opening time from the *Opens At* dropdown box. and the appropriate closing time from the *Closes At* dropdown box.



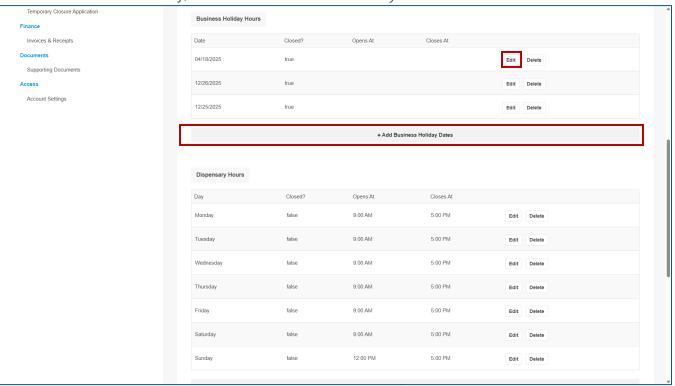
7. Click the Save & Continue to save the record and return to the Hours of Operation page.



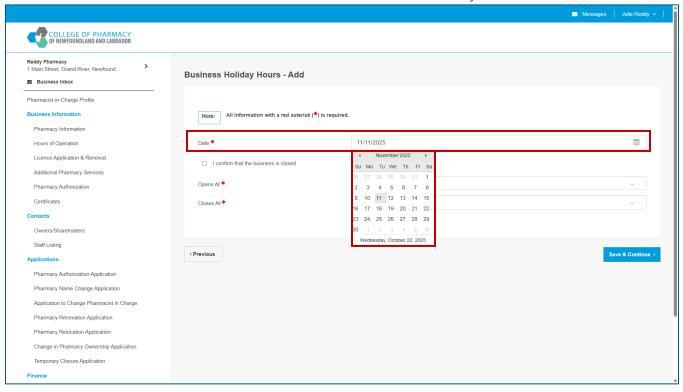
8. Repeat steps 3-7 until all days of the week have been recorded.



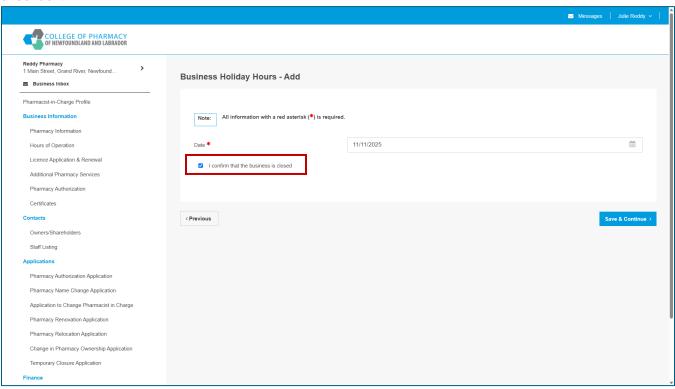
9. To edit a holiday's business hours, click the *Edit* button next to the appropriate date. To add business hours for a new day, click the + *Add Business Holiday Dates* link.



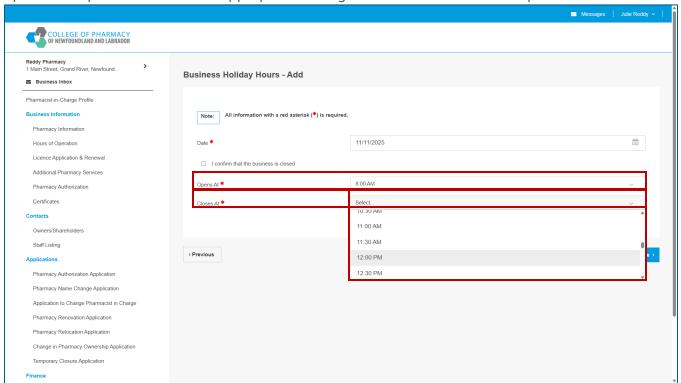
10. Click the calendar icon in the Date field and select the date of the holiday.



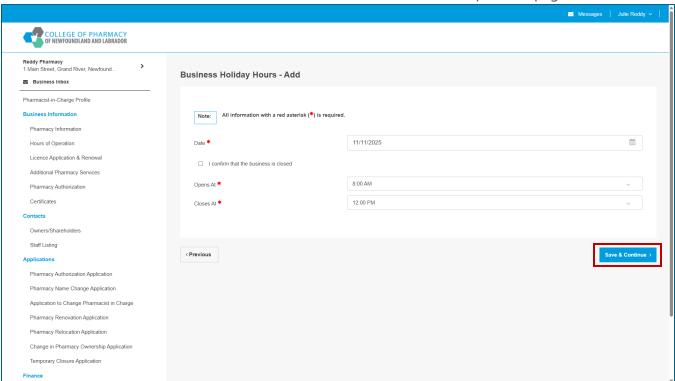
11. If the business will be closed on the selected day, select the *I confirm that the business is closed* checkbox.



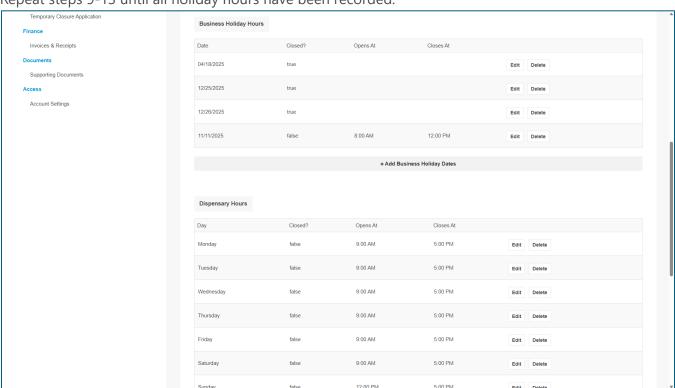
12. If the business will be open on the selected day, select the appropriate opening time from the *Opens At* dropdown box. and the appropriate closing time from the *Closes At* dropdown box.



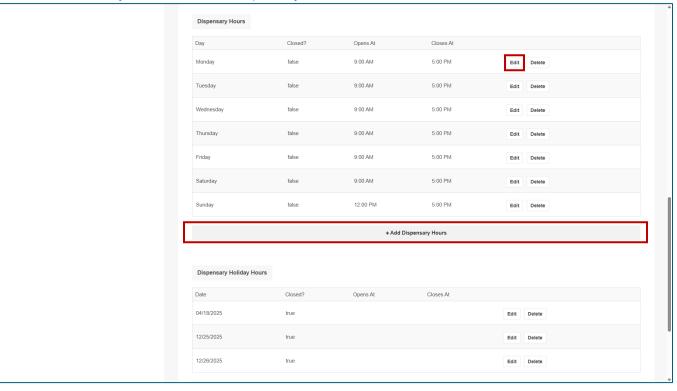
13. Click the Save & Continue to save the record and return to the Hours of Operation page.



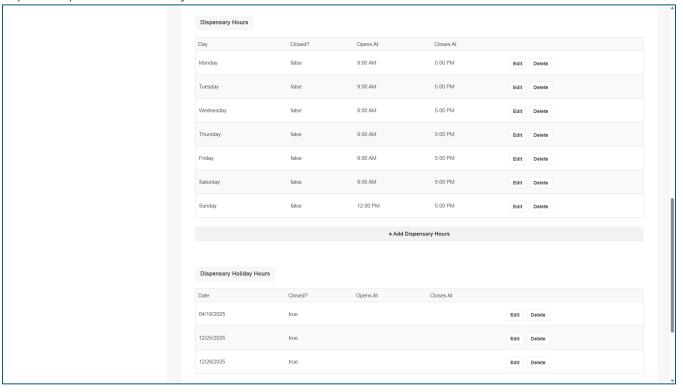
14. Repeat steps 9-13 until all holiday hours have been recorded.



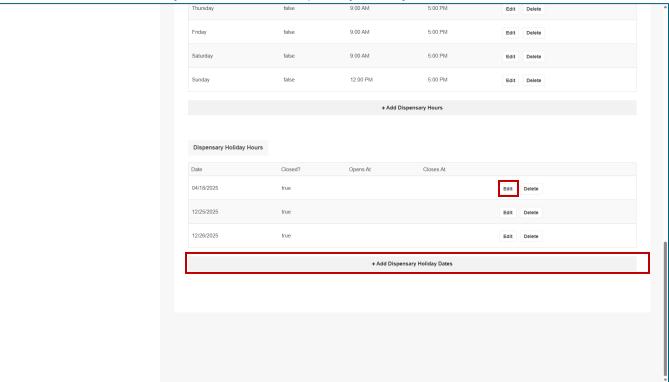
15. To edit a day's dispensary hours, click the *Edit* button next to the appropriate day. To add business hours for a new day, click the + *Add Dispensary Hours* link.



16. Repeat steps 4-7 until all days of the week have been recorded.



17. To edit a holiday's dispensary hours, click the *Edit* button next to the appropriate date. To add business hours for a new day, click the + *Add Dispensary Holiday Dates* link.



18. Repeat steps 10-13 until all holiday dispensary hours have been recorded.

