



College of Pharmacists
of British Columbia

Quick Reference: Pharmacy Portal for Pharmacy Directors

As the pharmacy director, you are only able to change pharmacy manager information, upload change of director documents, and view pharmacy information.

Note: For additional information regarding the Pharmacy Portal please review the Pharmacy Portal Tutorial for Pharmacy Managers.

To View Pharmacy Information

To view your pharmacy information you must:

- Login to eServices
- Click on the **Pharmacy Portal** tab
- Select and highlight the pharmacy you want to view


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Name	Reg #	Title	Registrant Class	Renewed To	Notifications
PHARMACY NAME 1					
Pharmacist 1	000001	Manager	Full Pharmacist	2/28/2015	
Pharmacist 2	000002		Full Pharmacist	6/30/2014	
Pharmacist 3	000003		Full Pharmacist	2/28/2015	
PHARMACY NAME 2					
Pharmacist 4	000004	Manager	Full Pharmacist	8/31/2014	
Pharmacist 5	000005		Full Pharmacist	1/31/2015	
Pharmacist 6	000006		Full Pharmacist	6/30/2014	
PHARMACY NAME 3					
Pharmacist 7	000007	Manager	Full Pharmacist	6/30/2014	
Pharmacist 8	000008		Full Pharmacist	3/31/2015	

Profile

Name: PHARMACY NAME 1
Address: 123 Street
City, BC Postal Code
Country

Category:

 Manage Pharmacy



To Change Pharmacy Manager

To change pharmacy manger information, click **Manage Pharmacy** at the bottom of the screen. Once clicked, you should see a **Change Manager** button under the Pharmacy Information section.

You must search for the registrant before you can make them a pharmacy manager:

- Click on **Change Manager**
- Enter the **Registration ID** of the new manager
- Enter the **Last Name**
- Enter the **Effective Date**
- Click **Search** and select the correct registrant
- Click **Save** (in order for you changes to take place you must click save)

Search for Pharmacy Manager ✕

Enter criteria and click 'Search'

(*) for required fields

* Registration ID:

* Last Name:

First Name:

* Effective Date:

Search Results:

*Note: The **Effective Date** is the date the new manager will have access to the Pharmacy Portal. Once the new manager has access to the Pharmacy Portal, the former manager will no longer have access.*



Search for Pharmacy Manager ✕

Enter criteria and click 'Search'

(*) for required fields

**The individual entered is already a manager at another pharmacy.
Please contact the College at licensure@bcpharmacists.org.
Pharmacy Id = 54321, Pharmacy Name = PHARMACY NAME 1**

* Registration ID:

* Last Name:

First Name:

* Effective Date:

Search Results:

Note: An alert will appear if you are trying to add a pharmacy manager who is currently still a manager at another pharmacy. You must wait until this individual is no longer a pharmacy manager to add them.

Once a new manager has been selected/updated, the new and former manager will be notified of the change by email.

You have now added/updated the pharmacy manager.

Your new pharmacy licence will be available on **eServices > Pharmacy Portal**.

To Change Pharmacy Director

To change pharmacy director information, click **Manage Pharmacy** at the bottom of the screen.

Under the Profile tab, there is a section called Owner Information.

- Click **Choose File**
- Select the Notice of Change of Director document(s) and click **Open**



OWNER INFORMATION

NAME OF OWNER
(Corporation or Sole
Proprietor)

1234567 B.C. LTD

CORPORATE
DIRECTOR(S)

Director, Pharmacy

(Full Pharmacist)

Has there been a change of directors?

If yes, a copy of Notice of Articles / Notice of Directors must be uploaded.

Select File for Upload

Choose File

No file chosen

Your change of director is not complete until it has been reviewed and approved by the College. Once approved you will be notified and a new pharmacy licence will be issued.

Your new pharmacy licence will be available on **eServices > Pharmacy Portal**.