

# Instructions to create a GBP account and Print the license

1. [Login \(mylicense.com\)](http://mylicense.com)
2. Click Register for a Business or facility type

## START HERE IF YOU WISH:

- TO PRINT PDF OF LICENSE
- TO APPLY FOR INITIAL LICENSURE WITH THE BOARD
- TO RENEW A LICENSE
- TO UPDATE YOUR ADDRESS WITH THE BOARD

If you no longer have your User ID and Password, please click on the appropriate link below to register and reset your user id and/or password. If you know your User ID and Password, please log in below to begin the renewal/application process.

- If you wish to register for a "person" license account (e.g. Dentist, Pharmacy Technician), [click here](#) to continue the registration process.
- If you wish to register for a business or facility license account (Pharmacy), [click here to continue the registration process](#).

Once you have registered above and created a unique User ID and Password, enter them below and click Login to access the system:

User ID

Password

3. Type in the name exactly as it appears on your application (Emory University, Emory National Primate Center, etc) and your new license number. Then hit the search button.

**Facility Search**

Please enter the Business Name and License Number in the respective fields below. Then click Search to look up your records:

**IMPORTANT!**  
PLEASE READ CAREFULLY.  
Enter the Business Name and License Number with the *exact same spelling* as they appear on your pocket card or on the Georgia licensing verification site.  
Click [here](#) if you need to access the verification site to obtain the correct spelling.

NOTE: Once you have registered with a User Id and Password of your choosing, you will have access to all of this business entity's current licenses, previous licenses, and pending applications.

Business Name:

License Number:

4. The license holders name and email address will auto-populate here. Choose a User ID and password. Keep this information for your records you will need it for renewing June 2024.

**Facility Information**

- If you do not have an email address, please enter email@email.com.
- Click the **Register** button at the bottom of the page to complete the registration process.

Name:

Owner:

**\*User Id:**   
You must enter a value

**\*Password:**   
(min 6 characters No special characters)

**\*Confirm Password:**

**\*Email:**

5. Return to the main page and enter you new user id and password. Print your license for your records. Send a copy of the license to [ORIC@emory.edu](mailto:ORIC@emory.edu)  
(Note: ORIC cannot provide steps to print a license since the office does not have access to a username and password. If you have trouble printing your pocket id then please contact the Georgia Board of Pharmacy)