

1. Log in to nlpb.ca. Under **My Profile**, click **Document Upload**.

My Profile

Name: John Smith
Personal Address: 125 Anywhere St
St Johns NL A1C 1B6

Home Phone: (204) 777-7777
Primary Email: info@olatechcorp.com

- View my profile
- Edit my profile
- Renewal/Other Invoices
- Document Upload**
- Library
- Logout

My Professional Development

PD Activity	Hours
Accredited Learning 2018	5
Self Directed Learning 2018	4
Total Credits 2018	9

Manage your PD Online:

- View/Edit Your Learning Portfolio Record
- Record a New Learning Activity
- Print Your 2016 Learning Portfolio Record
- Print Your 2017 Learning Portfolio Record
- Print Your 2018 Learning Portfolio Record

Elections & Voting:
View Candidates and Cast your Vote

2. Click the dropdown menu to select a **Document Type**.

NEWFOUNDLAND & LABRADOR PHARMACY BOARD

Member Home Logout

Member Portal

DOCUMENT UPLOAD -

Document Type

Date document upload 06/19/2018

Document No file chosen

3. Choose the appropriate document type from the list.

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Member Home Logout

Member Portal

DOCUMENT UPLOAD -

Document Type

Date document upload

Document No file chosen

- Proof of professional liability insurance
- Proof of PANL Membership
- Proof of valid CPR and/or First Aid
- Proof of Practice Hours
- Learning Portfolio Supporting Documentation, i.e. Certificates of Completion

4. Next, click **Choose File**. Find the file that you have previously saved to your computer. Click **Save**.

Member Portal

DOCUMENT UPLOAD -

Document Type: Proof of professional liability insurance

Date document upload: 06/19/2018

Document: Choose File 2018 Insurance Policy.docx

Save Cancel

5. To view all your uploaded documents, click **Member Home** → **Additional** → **Document Upload**. From this page you can edit, delete or add new documents. Whenever you add a new document, the board office is automatically notified.

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Member Home Logout

Member Portal

View Profile Edit Profile Additional Messages Invoices Registrations

DOCUMENT UPLOAD

Add New

2 Document Upload found, displaying all Document Upload. « < 1 > »

Document Type	Date document upload	Document	Date Created
Proof of professional liability insurance	06/19/2018	Download	06/19/2018 11:40
Proof of valid CPR and/or First Aid	06/19/2018	Download	06/19/2018 11:40

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