

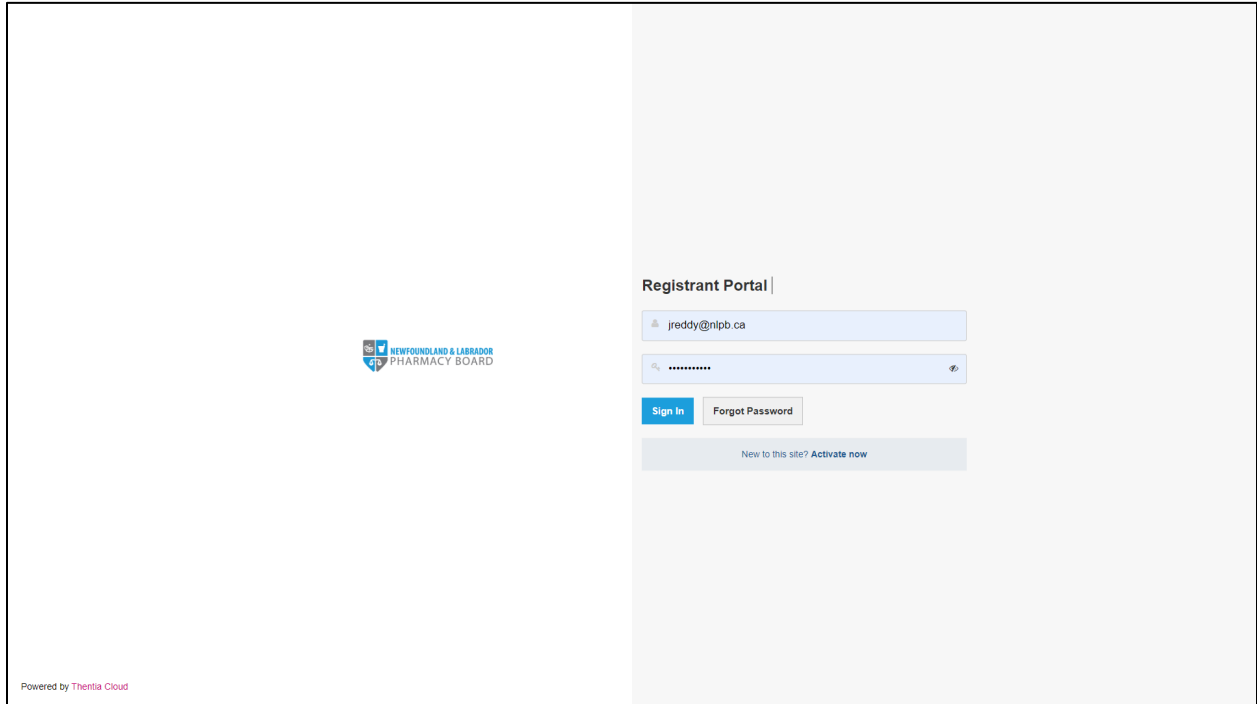
NLPB Registrant Portal

User Guide

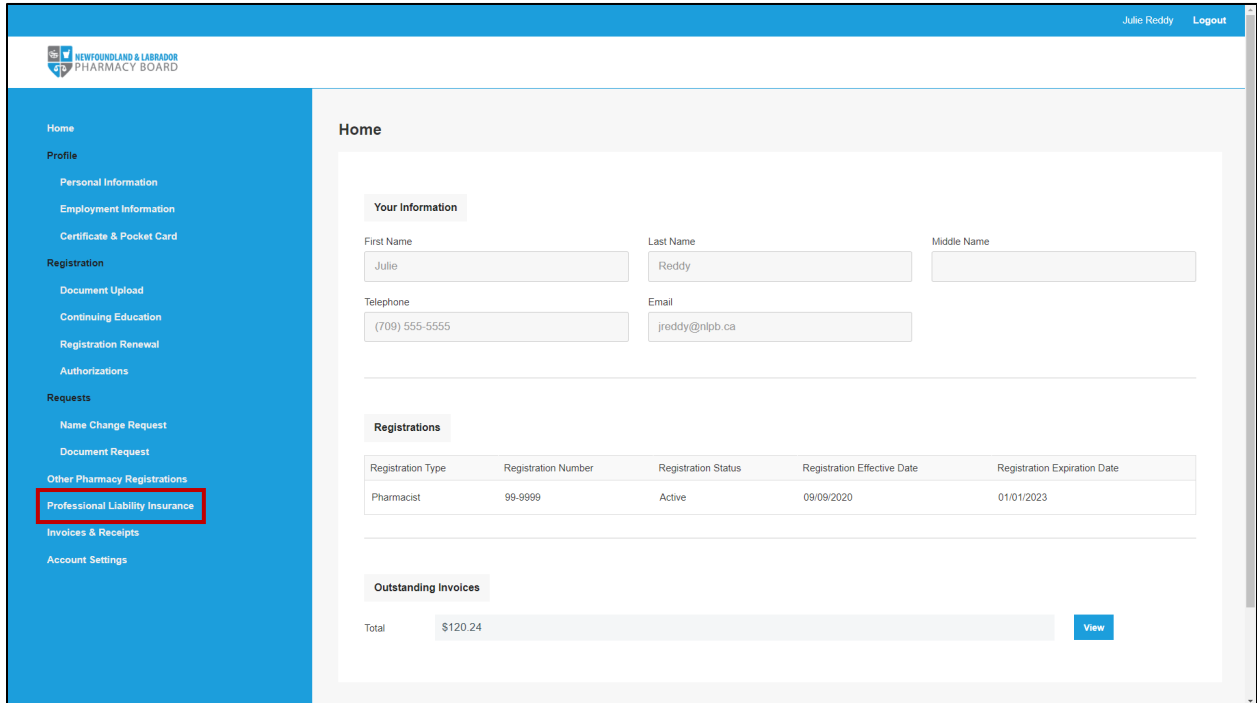
Adding/Updating Professional Liability Insurance

Updated September 21, 2022

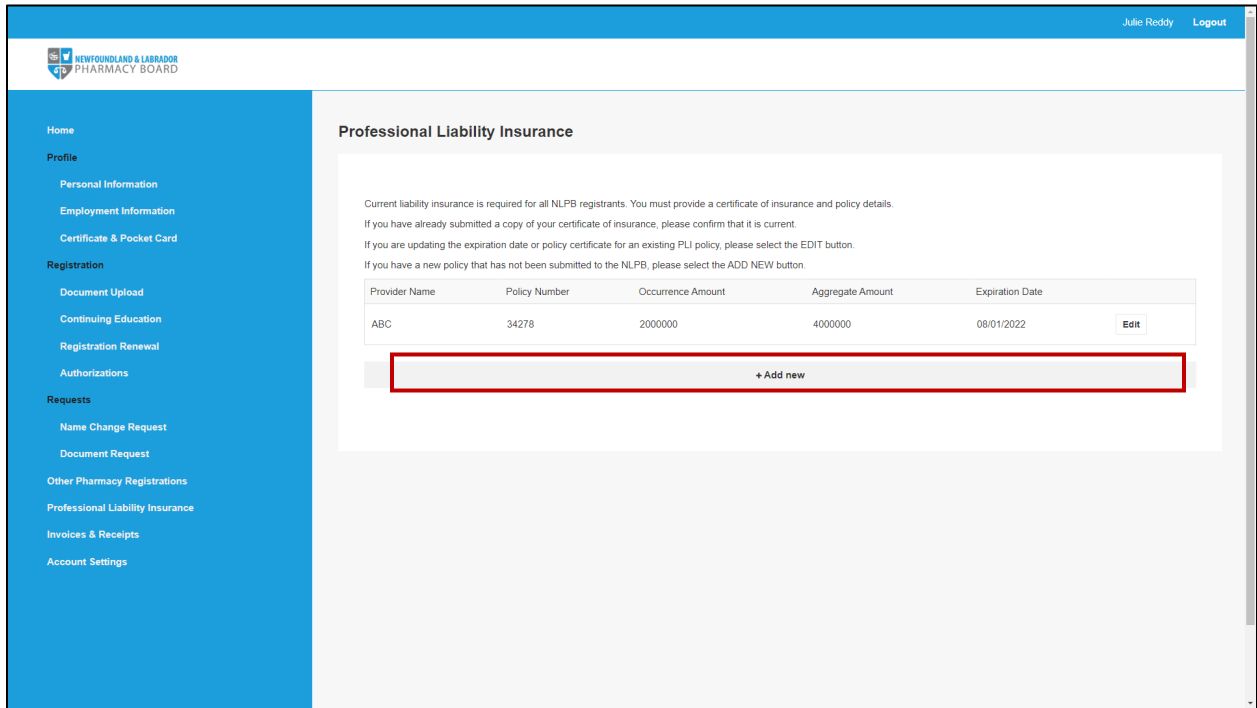
1. Log into the [NLPB Registrant Portal](#).



2. Once you have logged into your profile, click on *Professional Liability Insurance* on the side menu.



- Click the +Add New button to submit a copy of your current certificate of insurance and policy details.



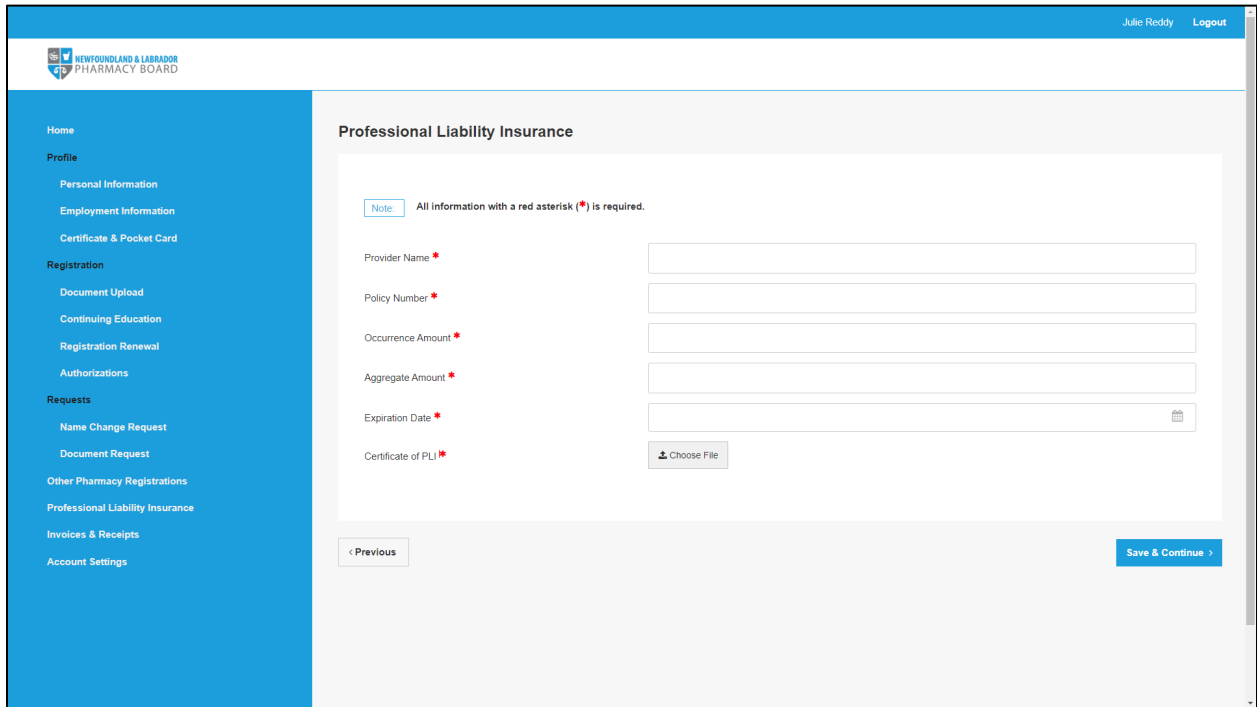
Professional Liability Insurance

Current liability insurance is required for all NLPB registrants. You must provide a certificate of insurance and policy details.
 If you have already submitted a copy of your certificate of insurance, please confirm that it is current.
 If you are updating the expiration date or policy certificate for an existing PLI policy, please select the EDIT button.
 If you have a new policy that has not been submitted to the NLPB, please select the ADD NEW button.

Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC	34278	2000000	4000000	08/01/2022	Edit

[+ Add new](#)

- The Professional Liability Insurance form will open.



Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Provider Name *

Policy Number *

Occurrence Amount *

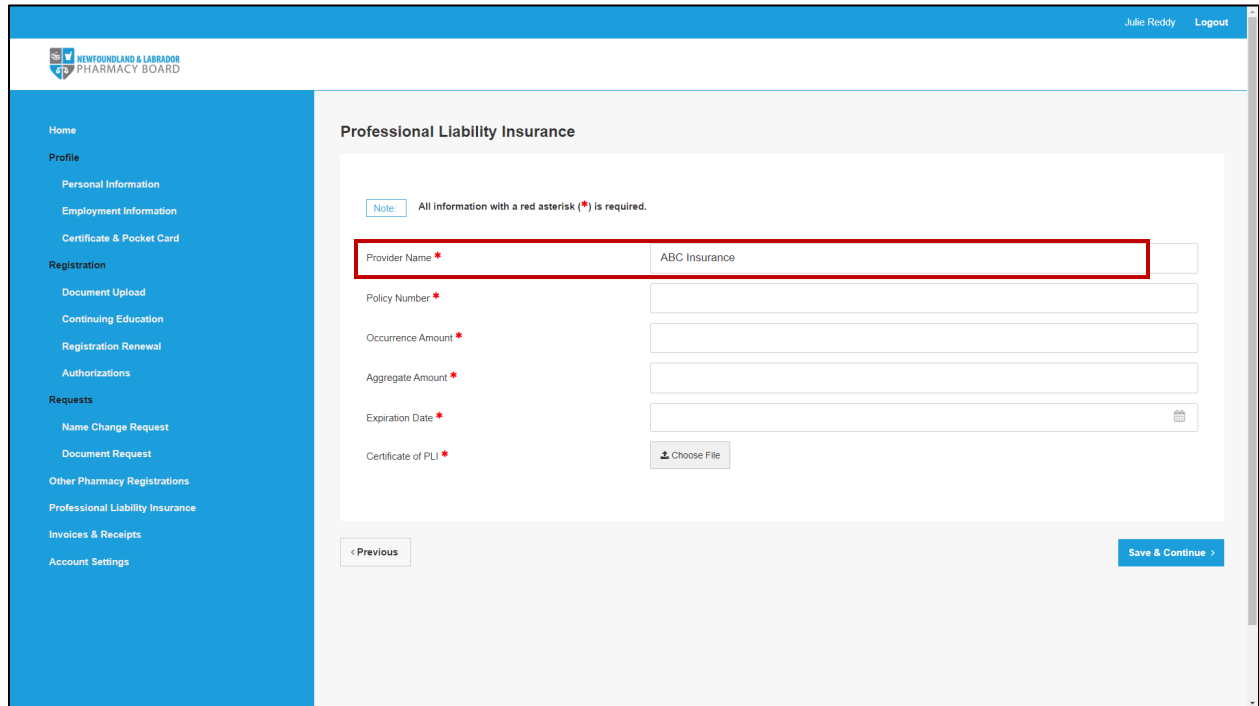
Aggregate Amount *

Expiration Date *

Certificate of PLI *

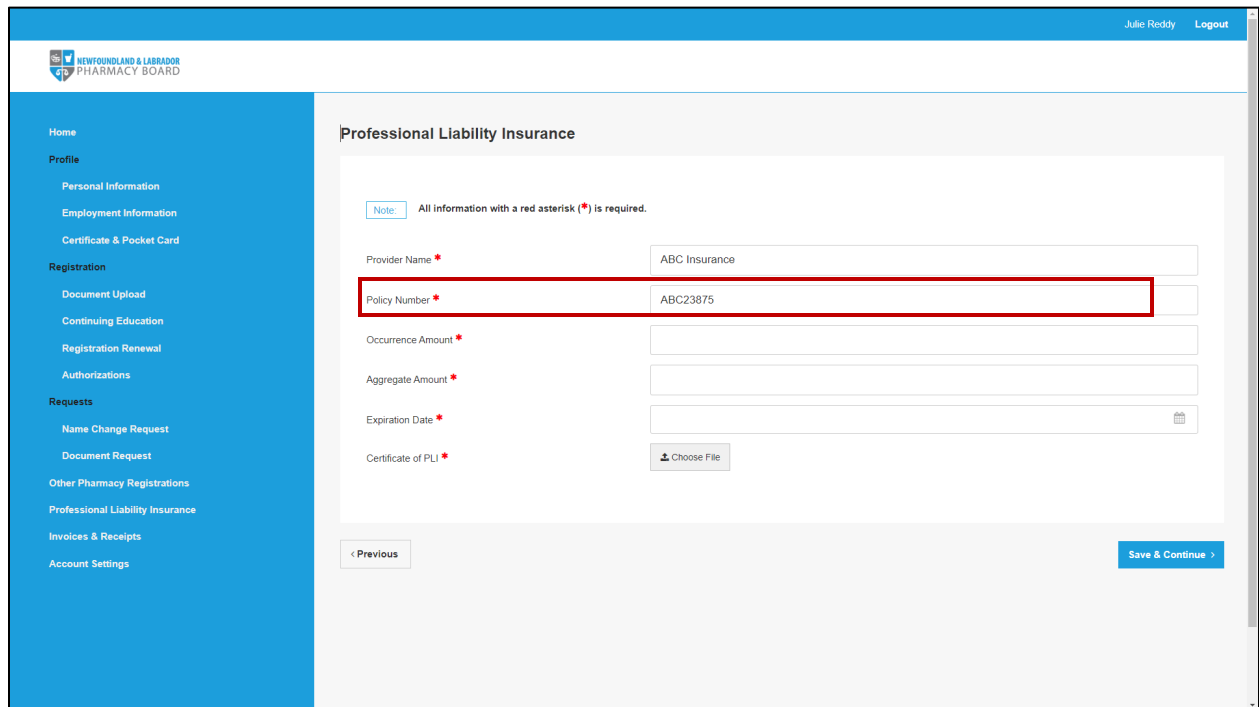
[< Previous](#) [Save & Continue >](#)

5. Type in the name of your insurance provider in the *Provider Name* field.



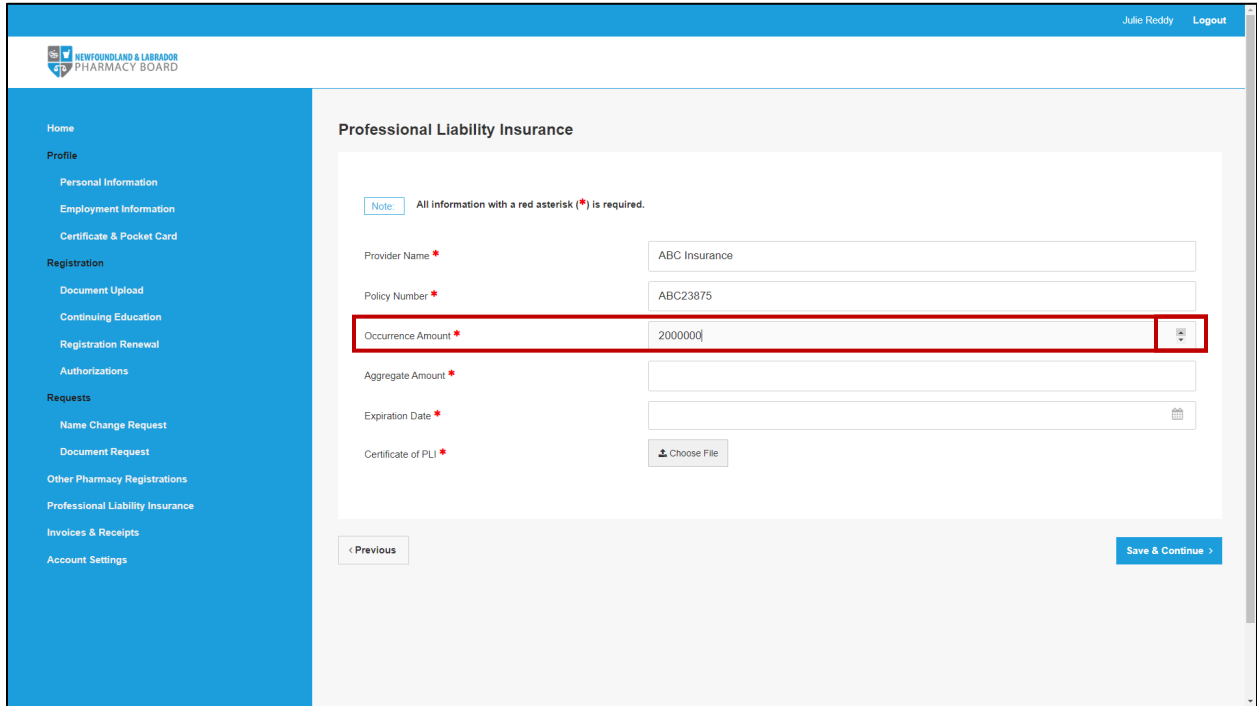
The screenshot shows the 'Professional Liability Insurance' form in a web application. The user is logged in as 'Julie Reddy'. The left sidebar contains navigation options: Home, Profile (Personal Information, Employment Information, Certificate & Pocket Card), Registration (Document Upload, Continuing Education, Registration Renewal, Authorizations), Requests (Name Change Request, Document Request), Other Pharmacy Registrations, Professional Liability Insurance, Invoices & Receipts, and Account Settings. The main content area has a title 'Professional Liability Insurance' and a note: 'All information with a red asterisk (*) is required.' The form fields are: 'Provider Name *' (containing 'ABC Insurance' and highlighted with a red box), 'Policy Number *', 'Occurrence Amount *', 'Aggregate Amount *', 'Expiration Date *' (with a calendar icon), and 'Certificate of PLI *' (with a 'Choose File' button). At the bottom, there are '< Previous' and 'Save & Continue >' buttons.

6. Type in your insurance policy number in the Policy Number field.



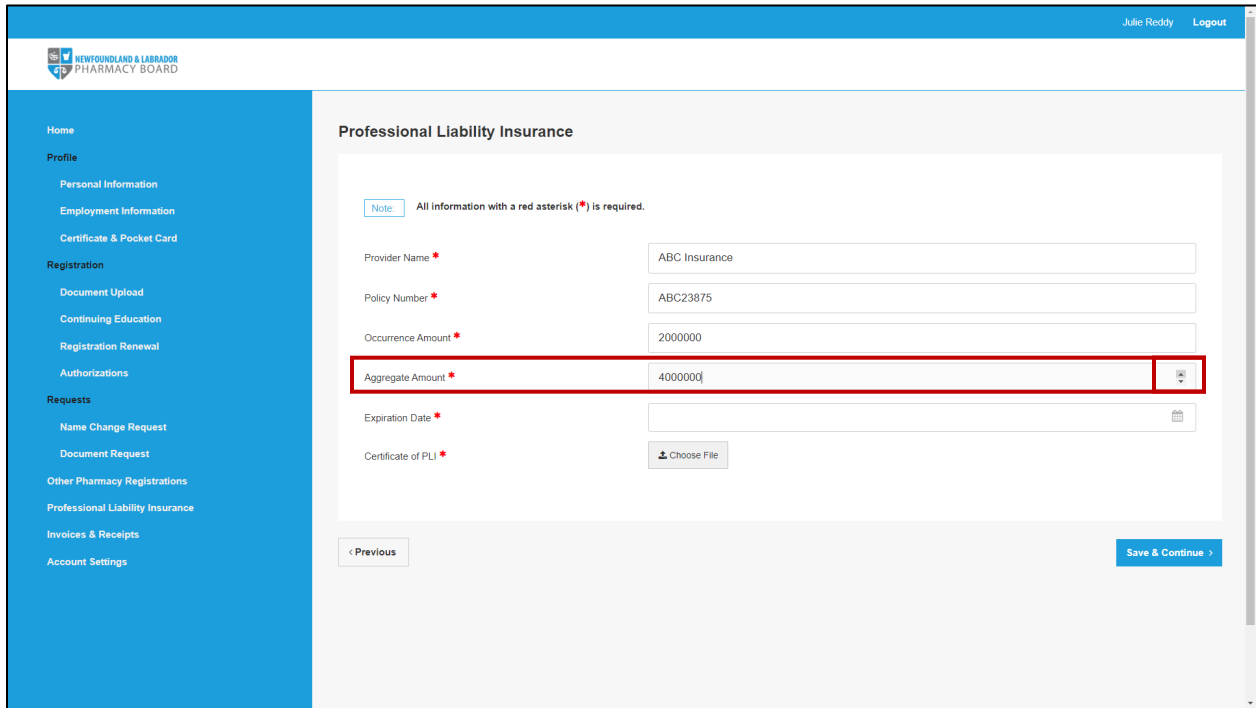
The screenshot shows the 'Professional Liability Insurance' form in a web application. The user is logged in as 'Julie Reddy'. The left sidebar contains navigation options: Home, Profile (Personal Information, Employment Information, Certificate & Pocket Card), Registration (Document Upload, Continuing Education, Registration Renewal, Authorizations), Requests (Name Change Request, Document Request), Other Pharmacy Registrations, Professional Liability Insurance, Invoices & Receipts, and Account Settings. The main content area has a title 'Professional Liability Insurance' and a note: 'All information with a red asterisk (*) is required.' The form fields are: 'Provider Name *' (containing 'ABC Insurance'), 'Policy Number *' (containing 'ABC23875' and highlighted with a red box), 'Occurrence Amount *', 'Aggregate Amount *', 'Expiration Date *' (with a calendar icon), and 'Certificate of PLI *' (with a 'Choose File' button). At the bottom, there are '< Previous' and 'Save & Continue >' buttons.

7. Type in the limit per claim amount/per occurrence limit amount or use the up and down arrows in the *Occurrence Amount* field to indicate the amount. *Please note: This is a number-only field, so no symbols (i.e. \$, .) can be used.*



The screenshot shows the 'Professional Liability Insurance' form. The 'Occurrence Amount' field is highlighted with a red box and contains the value '2000000'. The form includes a note: 'All information with a red asterisk (*) is required.' The fields are: Provider Name (ABC Insurance), Policy Number (ABC23875), Occurrence Amount (2000000), Aggregate Amount, Expiration Date, and Certificate of PLI (Choose File). The form has a 'Save & Continue' button and a '< Previous' button.

- Type in the annual aggregate limit amount or use the up and down arrows in the *Aggregate Amount* field to indicate the amount.



Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Provider Name *

Policy Number *

Occurrence Amount *

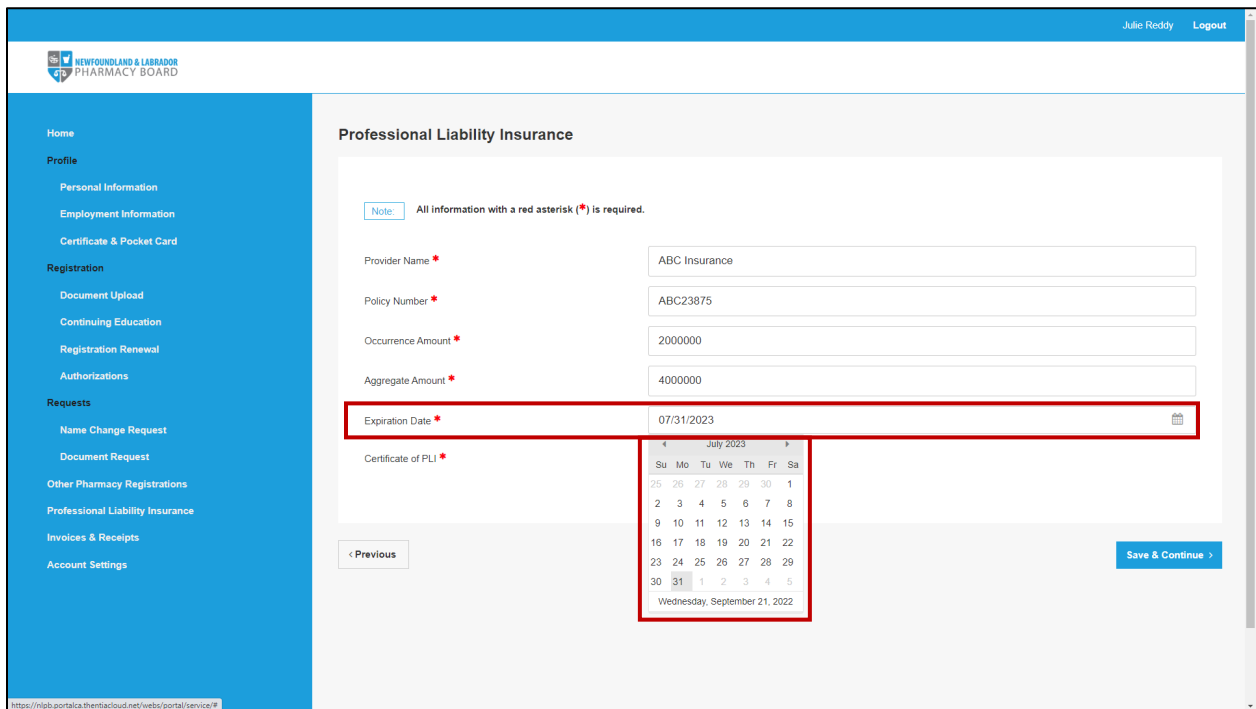
Aggregate Amount *

Expiration Date *

Certificate of PLI *

< Previous Save & Continue >

- Click the calendar icon in the *Expiration Date* field and select the date that the expiration date of the policy.



Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Provider Name *

Policy Number *

Occurrence Amount *

Aggregate Amount *

Expiration Date *

Certificate of PLI *

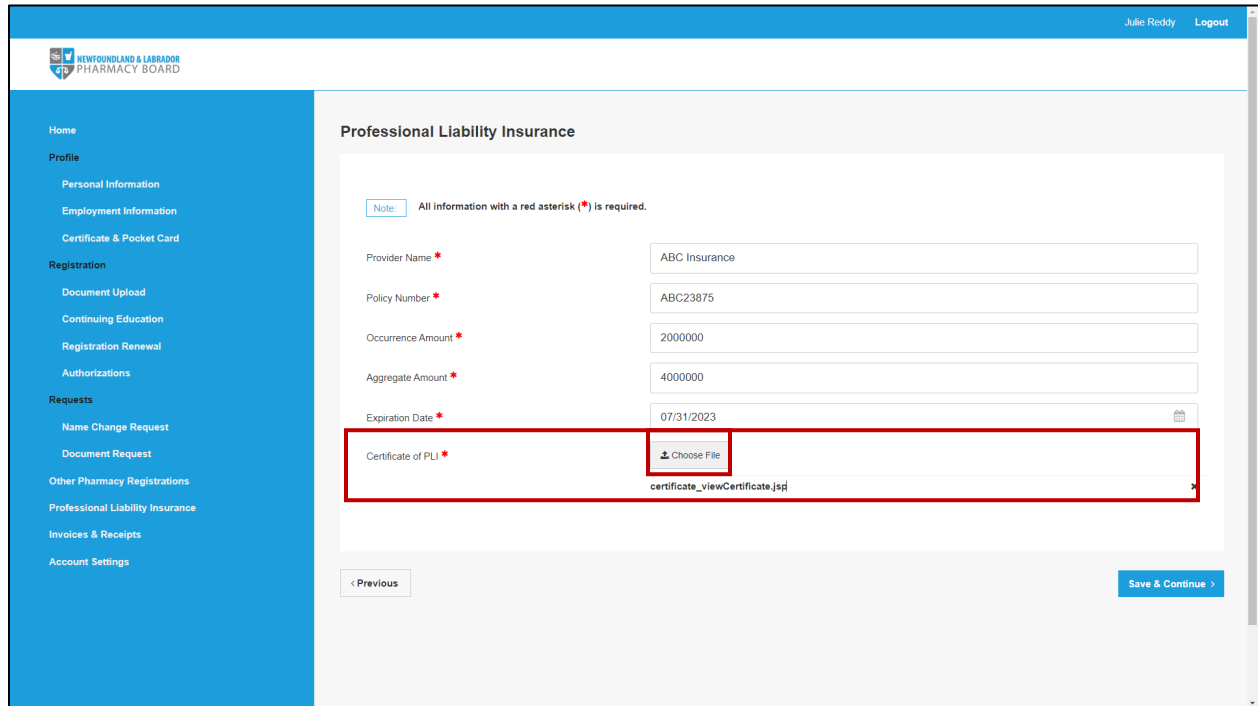
< Previous Save & Continue >

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Wednesday, September 21, 2022

- Click the *Choose File* button and double click on the appropriate file to upload a copy of your current insurance certificate.



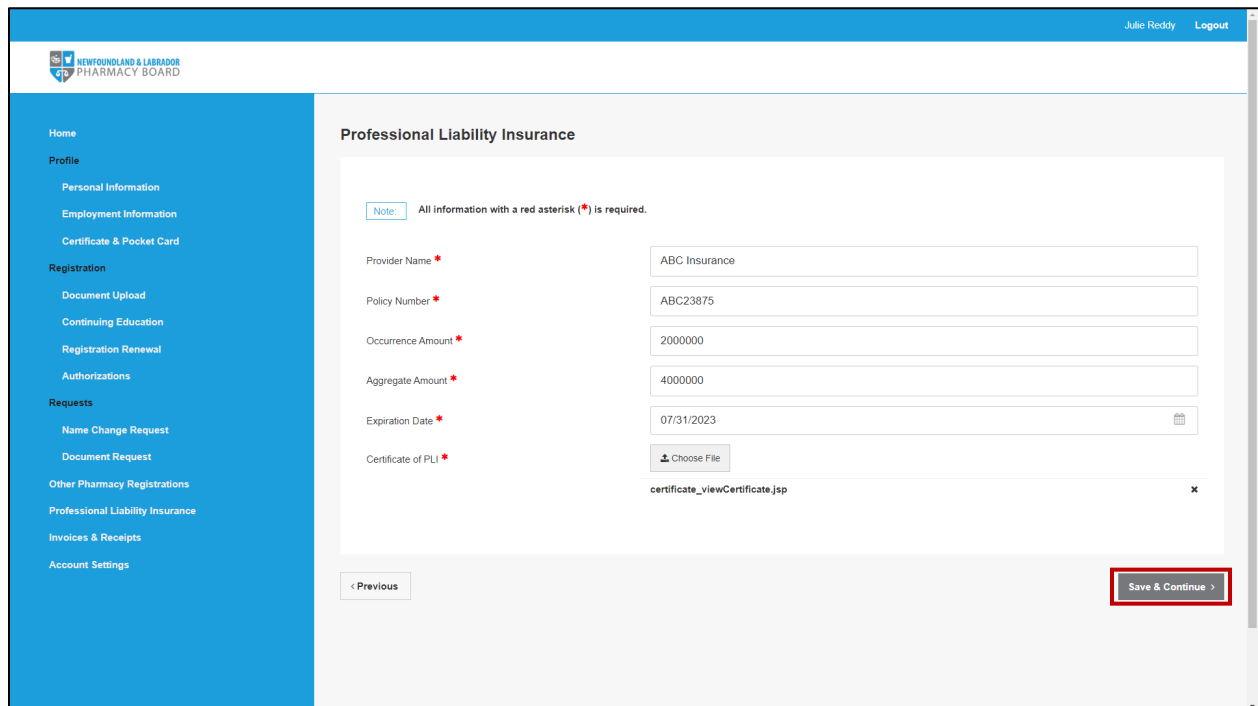
Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Provider Name *	ABC Insurance
Policy Number *	ABC23875
Occurrence Amount *	2000000
Aggregate Amount *	4000000
Expiration Date *	07/31/2023
Certificate of PLI *	<input type="button" value="Choose File"/> certificate_viewCertificate.jsp

< Previous Save & Continue >

- Click the *Save & Continue* button to save the record of the insurance policy.



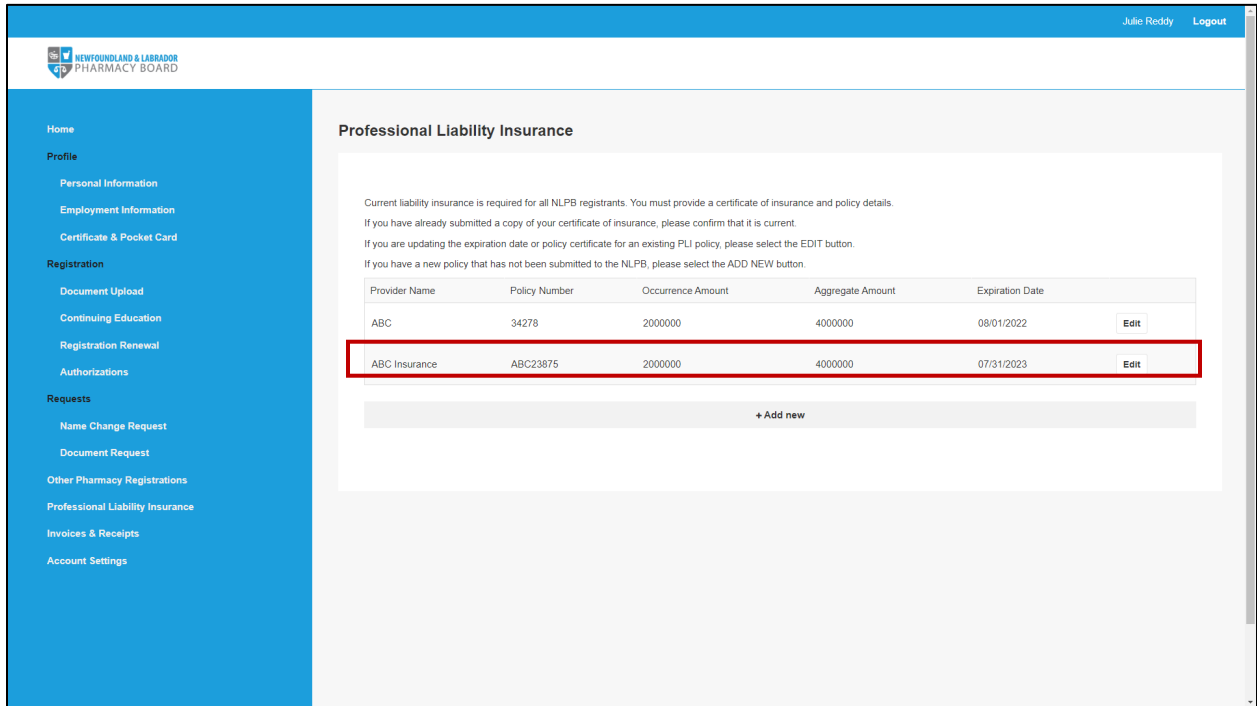
Professional Liability Insurance

Note: All information with a red asterisk (*) is required.

Provider Name *	ABC Insurance
Policy Number *	ABC23875
Occurrence Amount *	2000000
Aggregate Amount *	4000000
Expiration Date *	07/31/2023
Certificate of PLI *	<input type="button" value="Choose File"/> certificate_viewCertificate.jsp

< Previous Save & Continue >

12. The new insurance policy record will now appear in the Professional Liability Insurance table.



Professional Liability Insurance

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Provider Name	Policy Number	Occurrence Amount	Aggregate Amount	Expiration Date	
ABC	34278	2000000	4000000	08/01/2022	Edit
ABC Insurance	ABC23875	2000000	4000000	07/31/2023	Edit

+ Add new