

Wyoming State Board of Pharmacy
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**Wyoming Controlled Substance Registration Renewal
for the term July 1, 2011 through June 30, 2012**

ONLINE RENEWAL INSTRUCTIONS

Step 1. If you are registered with the State of Wyoming Online Services, proceed to Step 2.

Forgot your logon or password? Call 307-777-5000 for help.

If you are not yet registered with the State of Wyoming Online Services, you must create your profile before you can utilize the online renewal system. This registration will take only a few moments of your time. Go to <http://egov.state.wy.us>

1. Click on **New Profile**
2. The name you enter in your profile must match the name on your Controlled Substance Registration. Your Social Security Number must also be entered in the profile to proceed with your renewal.
3. For future reference make a note of your **Login ID, Password and Security Question.**
4. By clicking **Add** your profile will be successful if indicated. Once indicated click **OK.**

Step 2. After you have successfully completed your Profile, a “Hello” screen will appear.

1. Below the **Available Online Services** menu, click on **Professional License Renewal.** You will be taken to <http://plr.state.wy.us>
2. Click on **I want to Register to renew professional licenses online.**
3. On the drop down menu select **Board of Pharmacy-Controlled Substance.**
4. Click on **Register.**

Step 3. Complete your Wyoming Controlled Substance Registration. You may put it on hold or in a queue to complete at a later time if necessary. This renewal only takes a few minutes to complete.

1. Click on **CSR 2011.**
2. Answer the prequalification questions and click **Continue.**
3. Verify your personal information making changes where necessary. (Name changes are not allowed).
4. Answer all questions. Click **Submit.**
5. Enter your MasterCard or Visa information (No debit cards). You will need the three digit code on the back to complete the process. In addition to the \$40.00 renewal fee, you will be charged a \$2.00 processing fee. Click **Submit.**

Print your receipt then print your license. You may print as many as you wish.

The system will automatically time out after 20 minutes. In which case, simply log back in.