Registration FAQ

How do I apply for a new OBNDD Registration or renew an existing one?

A: If you want to apply for a NEW registration, you should click on the button located on the far right side of the screen titled RENEW-NEW REGISTRATION. You must have an OBNDD online registration account to submit an application online. If you do not have an online Registration account, then once at the online Registration site, you should click FIRST TIME USER and follow the instructions to create an account. If you need to RENEW an existing registration, then click link at the top of page titled ONLINE RENEWAL INSTRUCTIONS to obtain step by step instructions on how to renew online. If you prefer to submit a paper application for either a new registration or a renewal, you should click the heading OBN REGISTRATION FORMS located on the left side menu and print off the application and mail it in.

I already have an online account with OBNDD to access the PMP program, does that mean I also have an online account to access my OBNDD Registration?

A*:* No, the PMP Program and the online Registration are not the same. If you have not yet created an online REGISTRATION account, then you must click on the FIRST TIME USER link when you arrive at the online registration site and follow the instructions to create an account.

How long are the registrations issued for?

A: 3yrs, $420.00 statutory fee: MD, DO, DDS, DMD, DVM, DPM, OD, PA, APN, CRNA, Animal Euthanasia Technicians, Retail Pharmacy, a Hospital, or an Institutional Pharmacy.

1yr, $140.00 statutory fee: Dog Handlers, Hospice and Home Health Care Providers, Scientific Researchers, Clinical Detoxification , Clinical Maintenance, Analytical Laboratory for Scientific Analysis, and Teaching Institutions.

1yr, $300.00 statutory fee: CDS Distributors, Distributors and Manufacturers of **Non-Scheduled** Pseudoephedrine doing business in Oklahoma and Distributors and Manufacturers of **Schedule V** Pseudoephedrine doing business in Oklahoma.

1yr, $500.00 statutory fee: Manufacturers

What methods of payment for registration are accepted?

A: If you submit your application online through an OBN Registration account, you may pay with Visa, Mastercard, electronic funds transfer from a bank account, or you can select the mail in method and mail the completed form in with a check or money order. If you submit a paper application through the mail, then the only payment method accepted is check or money order.

Is there a charge to create an online account to access my OBN Registration?

A*:* No, there is no charge to create the online registration account, the only time you are charged fees are when you actually submit a completed application for new registration or renewal.

How can I obtain a copy of my current OBN Certificate or update my address?

A: Click the link at the top of the page titled HOW TO PRINT CERTIFICATE OR UPDATE ADDRESS and follow the instructions given.

How do I change my name on my current OBN record?

A: You can follow the instructions given on how to PRINT CERTIFICATE OR UPDATE ADDRESS or you can submit a paper notification of the change, located under the heading OBN REGISTRATION FORMS on the left side menu (same form as the change of address form).

How can I obtain verification of an OBN Registration?
A: You should select the button on the far right side of the screen on the main menu, titled VERIFY OBNDD REGISTRATION. You can print out a primary source verification through this search tool.

How can I obtain information about the OBN Rules and Regulations?
A: Return to our home page and click the link on the left side menu titled RULES AND REGULATIONS to view Title 475 or Title 63, which contain the rules and regulations regarding OBN Registration.

Q: Can I apply for OBNDD registration without having my professional license
A: No, you must have your professional license BEFORE applying for the OBNDD registration, per Title 63, Section 2-302 (I)

Q: How do I add additional schedules to my OBNDD registration?
A: You must submit a written request to the OBNDD Registration office, per Title 475-10-1-20

Q: **Is a separate/second registration required for a second business location that I'm working at?**
A: Only if the 2nd location is an office used by you where CDS are administered or dispensed or CDS are stored. A 2nd registration is not required if you are only prescribing CDS from that 2nd office, per Title 475-10-1-4 B (3)

Q: Are out of state pharmaceutical suppliers of CDS required to register with OBNDD?
A: Only if shipping CDS to INDIVIDUALS within the state of Oklahoma. If shipping CDS to pharmacies or other registered entities in Oklahoma, then OBNDD registration is not required, per Title 63, Section 2-302 B

OBNDD ONLINE RENEWAL INSTRUCTIONS

1. Go to www.obnregistration.ok.gov OR www.ok.gov/obndd and click the RENEW-NEW Registration button on right

2. If you are a **RETURNING** user to the OBNDD online registration program,   then log into the login fields in the upper left corner with the User ID and Password that **YOU** created when you set the account up.   If you forgot those,   please utilize the FORGOT LOGIN ID and FORGOT PASSWORD buttons.   If you still have problems logging into your account after utilizing the FORGOT buttons, then **you should call ok.gov customer service at 1-800-955-3468, ext. 0 or 405-524-3468, ext. 0**, as   OBNDD does not know your user ID and Password and are not able to reset them.   Once you have successfully logged into your account, proceed to step 7 and follow the underlined instructions.   **FIRST TIME USERS** to the online registration should click on the FIRST TIME USER button, follow the steps to create an account and then proceed with the instructions below.

   THE FOLLOWING STEPS ARE FOR FIRST TIME ONLINE USERS ONLY, RETURNING   USERS   proceed to step 7 and follow the UNDERLINED instructions

3. Once you have activated your account, return to the login page (by following step 1 above) and log in with the user name and password that YOU created (Note: **You should maintain your login ID and password for all future use of your online account, i.e. printing your certificate, making an address change, renewing, etc.**).

4. Now select   ADD OBNDD REGISTRATION NUMBER from the drop down box

5. The next page will prompt you to enter your OBNDD Registration Number(5 digit number listed on your current   OBNDD Certificate) and your DEA # or SSN for individuals and DEA# or EIN# for businesses.   (Note: **If you receive an invalid SSN, DEA or EIN number message at this step, contact OBNDD at 405.521.2885 / 1.800.522.8031 so that we can correct your information in our records**).

6. Once you have entered that information, click the **ADD** button (Note: **Do NOT click the initial/first time application button as that will create a NEW registration number**).

7. You should then receive a "number has been added successfully" message and you now select your Registration number from the drop down box and then select the RENEW REGISTRATION option to start the renew

8. Verify (and update if needed) your personal information

9. Answer the registration questions and then click the submit button

10. Select your payment type and proceed with online payment or print the application and mail in with a check or money order if you select the mail in payment option

Your registration certificate will NOT be mailed to you, as you will print that through your online account.

If you pay online your renewal is automatically processed and you can print the certificate immediately after submitting your payment by returning to the home page of your online account and selecting your registration number from the drop down box and then selecting the PRINT CERTIFICATE option.   If you choose the MAIL IN payment option then you will be sent an email advising when your renewal has been approved, at which point you can then login to your account to print your certificate.

- **To take advantage of the helpful registration features available to you through an OBNDD online registration account, please follow the instructions listed below to get an account set up today.**
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Online REGISTRATION account instructions so you can make an address change, renew or print your registration certificate:

1. **Go to www.obnregistration.ok.gov OR www.ok.gov/obndd and click the button on right titled RENEW-NEW REGISTRATION**
2. **You will then be at the License Registration/Renewal page and you should click on FIRST TIME USER and follow the steps to create an online registration account. (***If you have already created an online registration account, then you should simply log in to your account in the upper left hand fields. If you forgot your Login ID and password, you should first click on the Forgot Login ID button and once you have retrieved that, return to the login page and click on the Forgot Password button to reset your password and then proceed with the instructions listed below in red – FIRST TIME USERS continue with steps 3 through 6 below***)**
3. **Once you have created and activated an online registration account, return to the login page, by following step 1 above, and login using the login ID and Password that you created.**
4. **Once logged in to your registration account, you will select ADD OBNDD REGISTRATION NUMBER from the drop down box.**
5. **The next page will prompt you to enter your OBNDD registration number (which is the 5 digit number listed on your OBNDD Certificate of Registration) and your DEA number OR Social Security Number if you are an individual registrant OR your OBNDD registration number and your DEA number or EIN number if you are a business registrant. (***Note: If you receive an invalid SSN, DEA or EIN number message at this step, then contact OBNDD Registration at 405-521-2885 or 1-800-522-8031 so that we can correct your DEA number, SSN or EIN in our records.***)**
6. **Once you have entered this information, click the ADD button (**==*note- do NOT click the First Time/Initial Application button at this step, as that button is only for brand new registration applicants and it will generate a new registration number*==*).***

Now, every time you log in to your online registration account, you should select your registration number from the drop down menu in order to see the available features/options, which are:

UPDATE CONTACT INFORMATION – this is the option you should select if you want to enter a new address, phone number, name or update a DEA number or expiration date. This option is always available to you through your online account.

PRINT REGISTRATION CERTIFICATE – this is the option you should select if you want to print your OBNDD Registration Certificate. This option is always available to you through your online account and you can log in and print your certificate as many times and as often as you need to.

DETACH LICENSE FROM ACCOUNT – this is the option you should select if you want to remove a registration number from your online account. This option is always available to you through your online account.

RENEW REGISTRATION – this is the option you should select to renew your OBNDD registration number. This option will only be available to you when your registration is within 90 days of the expiration date, or if it's already expired, then only if your registration has not been expired for more than 6 months.

You should maintain your login ID and Password for future use. Please note that the system will require you to change your password every 90 days for security reasons. If you should attempt to login to your registration account and you get a message that your password has expired, there will be a password field listed for you to create a new password.

If you should experience **TECHNICAL** difficulties with your OBNDD online registration account, contact ok.gov customer service at 405-524-3468 ext. 121 or 1-800-955-3468 ext. 121.

If you should have any questions regarding your OBNDD **REGISTRATION**, contact the OBNDD REGISTRATION OFFICE AT 405-521-2885 or 1-800-522-8031

- **If you do not have an OBN Prescription Monitoring account, you should get a PMP account set up today. You can find the application to set up a PMP account at** https://portal.obn.ok.gov/userorganization.aspx
  - *The online registration account and a PMP account are 2 separate accounts/programs*