**Obtain your new NABP e-Profile ID**

1. Go to www.MYCPEMONITOR.net.

2. Within the Section, CPE Monitor Service, you will see a link called “**Set up your NABP e-Profile to obtain your ID**” indicated by the red arrow below.
3. If you already created an account, you will need to enter your e-Profile username (e-mail address) and password, OR, if you have not created an e-Profile, click on New User Registration at the bottom right. If you forgot your password, please click on the “forgot password” link to have your password e-mailed to you.

4. After clicking the New User Registration, fill in First Name, Last Name, Gender, Pharmacy Role, Social Security Number (must reenter to verify), Date of Birth (must reenter to verify), and E-mail address (must reenter to verify).

5. Decide what your password will be and enter it in the space provided (must reenter to verify). Passwords must have at least one letter and one number and be at least 6 characters in length.

6. Click the continue button to proceed to the next page.

7. Fill out your address & contact information.

8. Click the continue button to proceed to the next page.

9. Select one security question from each of the drop down menus and provide the answer to those questions in the blanks provided. Be sure to remember what your response was (including any capitalizations used). These questions will be used to authenticate you when calling NABP Customer Service.

10. Click the continue button to proceed to the next page.

11. In order to proceed, read the Terms provided and click both boxes that authorize NABP to collect and report your CPE data.
12. Click the continue button to proceed to the next page.

FOR PHARMACISTS

13. Enter your pharmacy license number, state of license, and the expiration date for your license in the spaces provided. If you do not know this information, navigate to your State Board of Pharmacy page and perform a search for your information.

14. Click the Submit button to proceed to the next page and add other state pharmacy licenses.

15. If you are licensed in more than one state, click the Add button to enter other state pharmacy licenses.

16. Enter your pharmacy license number, state of license, and the expiration date for your license in the spaces provided. If you do not know this information, navigate to your State Board of Pharmacy page and perform a search for your information.

17. Click the Submit button to go back to the summary chart page.

18. Repeat steps 15-17 until all pharmacy licenses have been entered.

19. Assure your personal information, address, and phone number are correct by clicking the links in the User box on the left side of the screen.

20. For new users, confirm the registration submission by checking the inbox of your email address of record.

For questions regarding NABP e-Profile ID profile creation and maintenance, as well as the reporting process to the state boards of pharmacy, please contact NABP Customer Service at 847/391-4406, Monday-Friday between 8:45 AM and 5 PM central time.
FOR TECHNICIANS

13. You will see several fields where you can enter information. To add a certification number, click the “Add” button. (The example below is from an existing record so the pencil icon is showing where the “Add” button would be located.)

14. Enter your pharmacy technician certification number, accrediting organization (example: PTCB), and the expiration date for your certification in the spaces provided. If you do not know this information, navigate to your accrediting organization page and perform a search for your information.

15. Click the Submit button to return to your Professional Information summary chart. From here you can add State Registrations, if applicable. To enter a State Registration number, click the “Add” button.

16. Assure your personal information, address, and phone number are correct by clicking the links in the User box on the left side of the screen.

17. For new users, confirm the registration submission by checking the inbox of your email address of record.

For questions regarding NABP e-Profile ID profile creation and maintenance, as well as the reporting process to the state boards of pharmacy, please contact NABP Customer Service at 847/391-4406, Monday-Friday between 8:45 AM and 5 PM central time.