

PBM Electronic Application Guide

South Carolina is your Home State

- ♦ Go to www.nipr.com and click LICENSE CENTER and then click APPLY FOR A LICENSE
- ♦ Click RESIDENT LICENSE
- ♦ Click GO TO THE ONLINE APPLICATION (blue button)
- ♦ Click BUSINESS ENTITY
- ♦ Click FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN), enter the information, click I ACCEPT THE NIPR USE AGREEMENT, click NEXT
- ♦ Click START
- ♦ Click PRODUCER LICENSING, INITIAL, RESIDENT, then click NEXT
- ♦ Select SOUTH CAROLINA (it will be highlighted in blue once selected), click NEXT
- ♦ Click the box by NONE under PHARMACY BENEFIT MGR, click NEXT
- ♦ The initial application fee (\$1000) and NIPR fee should display. You will need to complete the application before the payment will be entered and processed, click NEXT
- ♦ Enter BIOGRAPHIC DATA fields, click NEXT
- ♦ Enter any ALIASES (if applicable) by clicking ADD (blue button), then click NEXT
- ♦ Confirm BUSINESS ADDRESS and MAILING ADDRESS are correct, click NEXT
- ♦ Enter PHONE CONTACT DATA, click NEXT
- ♦ Enter BUSINESS EMAIL, click NEXT
- ♦ Click NEXT for DESIGNATED RESPONSIBLE LICENSED PRODUCERS (PBMs do not need to provide DRLP)
- ♦ Enter OWNER, PARTNERS, OFFICERS AND DIRECTORS information, click ADD (blue button), then click NEXT
- ♦ Answer all BACKGROUND QUESTIONS (submit any supporting documents to the [NIPR Attachment Warehouse](#) if answered “Yes”), click REVIEW
- ♦ Review application, click NEXT
- ♦ Provide contact information of AUTHORIZED PERSON SUBMITTING APPLICATION, click NEXT
- ♦ Read ATTESTATION, click box next to I ACCEPT, click NEXT
- ♦ Enter email of person receiving receipt of submission, click NEXT
- ♦ Review fees are correct, click SUBMIT & PAY
- ♦ Enter billing information, click NEXT
- ♦ Click box next to I AGREE under USER UNDERSTANDS ALL FEES ARE NON-REFUNDABLE, enter payment information, click SUBMIT PAYMENT
- ♦ The PBM can PRINT RECEIPT of submission for their records
- ♦ You must go to the [STATES SPECIFIC REQUIREMENTS](#) page to complete the supplemental application follow steps below:
 - **WHAT ARE YOU INTERESTED IN? FIRST TIME LICENSE/NEW LICENSE/ LINE OF AUTHORITY**
 - **SELECT THE STATE OF THE LICENSE: SOUTH CAROLINA**
 - **ARE YOU A RESIDENT OR NON-RESIDENT OF THE SELECTED STATE? I AM A RESIDENT**
 - **ARE YOU AN INSURANCE PRODUCER OR INSURANCE ADJUSTER? PRODUCER/OTHER**
 - **IDENTIFY LICENSEE: BUSINESS ENTITY**
 - Click SUBMIT
 - Click on RULES AND REQUIREMENTS
 - Click on link for Pharmacy Benefit Manager SUPPLEMENTAL APPLICATION
- ♦ Once complete, upload supplemental application and supporting documents to the [ATTACHMENT WAREHOUSE](#) via NIPR website.

South Carolina is NOT your Home State and you DO HAVE a Designated Home State

- ♦ Go to www.nipr.com and click LICENSE CENTER and then click APPLY FOR A LICENSE

- ♦ Click NON-RESIDENT LICENSE
- ♦ Click GO TO THE ONLINE APPLICATION (blue button)
- ♦ Click BUSINESS ENTITY
- ♦ Click FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN), enter the information, click I ACCEPT THE NIPR USE AGREEMENT, click NEXT
- ♦ Click START
- ♦ Click PRODUCER LICENSING, INITIAL, NON-RESIDENT, then click NEXT
- ♦ Select SOUTH CAROLINA (it will be highlighted in blue once selected), click NEXT
- ♦ Click the box by NONE under PHARMACY BENEFIT MGR, click NEXT
- ♦ The initial application fee (\$1000) and NIPR fee should display. You will need to complete the application before the payment will be entered and processed, click NEXT
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[South Carolina is NOT your Home State and you DO NOT HAVE a Designated Home State](#)

- ♦ Go to www.nipr.com and click LICENSE CENTER and then click APPLY FOR A LICENSE
- ♦ Click NON-RESIDENT LICENSE (NO HOME STATE)
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- ♦ Click START
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- ♦ Select SOUTH CAROLINA (it will be highlighted in blue once selected), click NEXT
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