

## **General Instructions for On-Line PBM Applications/Renewals:**

**All renewal submissions for 2025 and beyond require a full and complete submission every three years.** In the past, entities were allowed to answer “no changes” or to the extent that the information is already on file from a previous application, the applicant was allowed to incorporate that information by reference if it attests that there have been no changes since it was originally submitted.

Please provide a summary of all changes since the effective date of the entity's current license and/or the prior year's filing to continue its license for another year, or a red-lined version of the policies.

### **PREPARE ALL PERTINENT INFORMATION AND DOCUMENTATION PRIOR TO INITIATING YOUR APPLICATION ONLINE.**

All items on the initial application and renewal application forms must be complete. If any required information cannot be provided at submission, the entity may return to the website to upload documentation at a later time. **If you wish to upload documents later, you still must initially submit your application and pay the filing fee.**

**If you abandon the application prior to the confirmation page, any documents uploaded in the initial session will not be saved.**

***Under this new format, companies can only upload documents using the following allowable filetypes: .bmp, .jpg, .docx, .png, .pdf, .csv, .xls, outlook, .txt.***

***There is no restriction on the number of documents you can upload, but there is a 10MB size limit per document. You may split documents into multiple parts to accommodate the size restriction, if needed.***

**Please respond to the online questions only. The webpage pdf versions are just for information only and should not be used as a substitution for the electronic forms online.**

Please note that review will not begin until all documentation has been uploaded.

Please include a cover letter identifying and explaining any changes in the application for the year.

Once logged in with your Access Code, please follow the on-line prompts.

You will continue through several screen prompts, where you upload your documents, or return later to upload before coming to the Final Review screen.

**Final Review screen:** You will see all of the uploads and changes that you have made, and you must scroll to the bottom of this screen to Attest & Agree by checking the "I hereby certify..." box and clicking on the **Continue** button.

**Confirmation of Submission:** When you get to this page, you will see a summary of your transaction. It will show what items are still outstanding and will need to be uploaded before the Bureau can review the application. At this point, you can print a copy of the entire submission by clicking on the **Print Application** button at the bottom of the screen. If you print copy, it will show which items have been attached for this session only.

**Check the Status of an Application:** To return to the application you will need to log back in to [ALMSOnline](#) and click on "Check the Status of an Application" radio button. You will again need your **Access Code** in order to log back in. If you do not have that please contact us. When checking the status of the application, the screen will show you items that still need to be submitted and also shows you other items that were previously submitted.