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**TO: All Pharmacy Benefit Managers (PBM)**

HB 351 (2018) was signed into law by Governor Scott on March 23, 2018. This bill created Section 624.490, Florida Statutes, which requires pharmacy benefit managers (PBM) which contract to administer prescription drug benefits on behalf of a health insurer or health maintenance organization to residents of Florida to register with the Office of Insurance Regulation (Office). The registration requirement goes into effect on January 1, 2019.

Applicants seeking initial registration as a PBM shall submit required documents via the Office's iApply system at <https://www.floir.com/iportal>, "New Admissions Application Task".

- 1) A copy of the registrant's corporate charter, articles of incorporation, or other charter document.
- 2) A completed registration form (OIR-C1-2209) containing the name and address of the PBM and the name, address, and official position of each officer and director of the registrant.
- 3) A copy of the completed invoice form (OIR-C1-2210) and check.
- 4) Forms are available for download prior to completing the registration ([PBM forms](#)).

As part of the renewal process, a PBM will be required to submit the following documents via the Office's iApply system at <https://www.floir.com/iportal>, "Corporate Amendment Task, "Choose Corporate Amendment Wizard screen, "Pharmacy Benefit Manager (PBM) Renewal":

- 1) A statement as to whether any changes to organizational documents have occurred since the original PBM registration and if so, upload a copy of the amended organizational documents.
- 2) A completed registration form (OIR-C1-2209) containing the name and address of the PBM and the name, address, and official position of each officer and director of the registrant.
- 3) A copy of the completed invoice form (OIR-C1-2210) and check.
- 4) Forms are available for download prior to completing the renewal registration ([PBM forms](#)).

For questions related to any of the above information, please contact the following staff member:

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