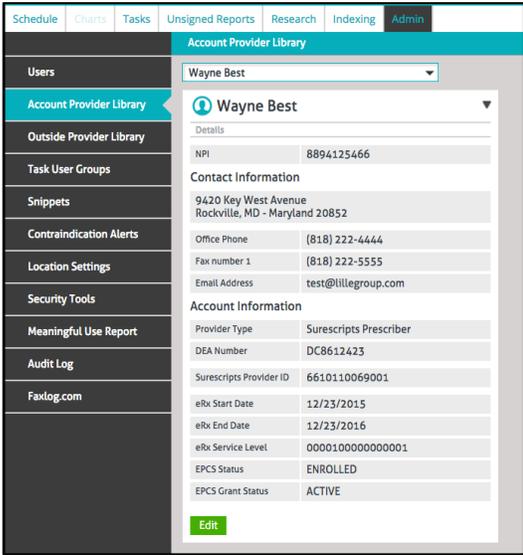
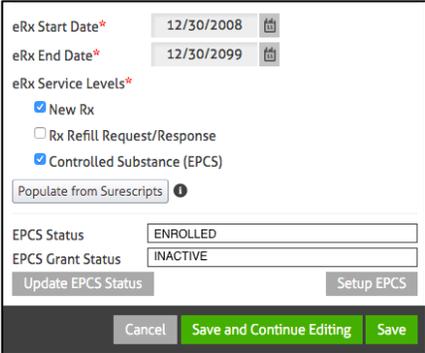


## HOW TO: ACTIVATE A PROVIDER IN EPCS



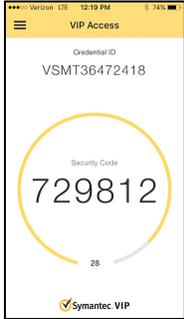
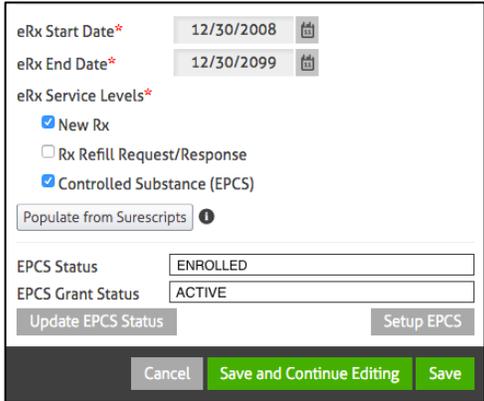
*Before you begin, the Provider must:*

- be enrolled in DrFirst.
- know his/her signing passphrase.
- be in the same room with you with his/her token device (e.g., mobile smart phone).

Step	Action	
1	Click Admin in the Module tool bar.	
2	Click Account Provider Library in the left tool pane.	
3	Search for and select the Provider.	
4	Click Edit at the bottom of the popup.	
5	Insert a checkmark in the new Controlled Substance (EPCS) checkbox.	
6	Click Save and Continue Editing.	
7	Click Setup EPCS. The DrFirst page opens in a new tab.	

Continued on next page...

## HOW TO: ACTIVATE A PROVIDER IN EPCS

Step	Action													
8	Click to select Active on the right.	 <table border="1"> <thead> <tr> <th>Prescriber</th> <th>NPI</th> <th>DEANumber</th> <th>Last Change</th> <th>EPCS Status</th> <th>Grant</th> </tr> </thead> <tbody> <tr> <td>Best, Wayne</td> <td>8894125466</td> <td>DC8612423</td> <td>Mon Mar 14 11:41:28 EDT 2016</td> <td>ENROLLED</td> <td> <input checked="" type="radio"/> Active           <input type="radio"/> Inactive         </td> </tr> </tbody> </table>	Prescriber	NPI	DEANumber	Last Change	EPCS Status	Grant	Best, Wayne	8894125466	DC8612423	Mon Mar 14 11:41:28 EDT 2016	ENROLLED	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Prescriber	NPI	DEANumber	Last Change	EPCS Status	Grant									
Best, Wayne	8894125466	DC8612423	Mon Mar 14 11:41:28 EDT 2016	ENROLLED	<input checked="" type="radio"/> Active <input type="radio"/> Inactive									
9	Have the provider type his/her passphrase in "Enter your signing passphrase."	 <p>By entering your two-factor authentication details above, you are agreeing to change access for the prescribers and locations listed above. This transaction will be digitally signed.</p> <p>Choose your Device from list: VSMT34545654</p> <p>Enter your signing passphrase: .....</p> <p>Enter the pin from your OTP token: .....</p> <p><input type="checkbox"/> Show Clear Text</p> <p><b>Exit</b> <b>Authorize</b></p>												
10	Have the provider open the token software on his/her phone.													
11	Have the provider type the 6-digit code from the token software in the "Enter the pin from your OTP token." NOTE: This code is valid for only 30 seconds.	 <p>VIP Access</p> <p>Credential ID: VSMT36472418</p> <p>Security Code: 729812</p> <p>28</p> <p>Symantec VIP</p>												
12	Click Authorize.													
13	When DrFirst completes the transaction, close the DrFirst tab and return to the escribeHOST tab.													
14	Notice the EPCS Grant Status is now "ACTIVE." Click the Save button to save the changes in escribeHOST. The provider is now authorized to send prescriptions for controlled substances.	 <p>eRx Start Date*: 12/30/2008</p> <p>eRx End Date*: 12/30/2099</p> <p>eRx Service Levels*</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> New Rx</li> <li><input type="checkbox"/> Rx Refill Request/Response</li> <li><input checked="" type="checkbox"/> Controlled Substance (EPCS)</li> </ul> <p>Populate from Surescripts ⓘ</p> <p>EPCS Status: ENROLLED</p> <p>EPCS Grant Status: ACTIVE</p> <p>Update EPCS Status      Setup EPCS</p> <p>Cancel    Save and Continue Editing    Save</p>												