Log In

1. Go to **www.NCPDPonline.org**
2. Enter your user name and password *(provided by NCPDP if you are your organization's authorized official, otherwise provided by your organization's authorized official)*
3. Your PIN will be required when creating a new NCPDP Provider ID pharmacy profile or updating key information in an existing pharmacy profile

Manage Your Preferences
(Primary Information, Password, PIN and Alerts)

1. Click the **My Preferences** tab
2. Make changes to your **Primary Information**, click the **Update** link
3. To update **Password, PIN, or Alerts**, click the corresponding link in **Actions** box, enter the required information, click **Update**

Create a New NCPDP Provider ID

1. Click the **NCPDP Provider ID** tab
2. Click the **New NCPD Provider ID** link in the **Actions** box
3. Select **Chain Pharmacy** as the Business Type, select **New NCPDP Provider ID for a new location**
4. Enter primary information for the new pharmacy, click **Next**
5. Enter requested information for each section of the pharmacy profile, click **Submit to NCPDP** when pharmacy profile complete
6. Indicate correct pharmacy normalized address (determined from pharmacy physical address) and whether or not to save normalized address as physical address

Update an NCPDP Provider ID Pharmacy Profile

1. Click the **NCPDP Provider ID** tab
2. Search for a specific NCPDP Provider ID pharmacy profile, click the associated **Update** link
3. Select one of two options:
   a. **Update NCPDP Provider ID Profile** → make changes to pharmacy profile, click **Submit to NCPDP** when complete
   b. **Change Relationship/Payment Center** → associate a new relationship or payment center, update or deactivate existing associated relationships or payment centers, click **Submit** to submit to NCPDP for verification

Global Updates to Multiple NCPDP Provider ID Pharmacy Profiles
(make the same update to many pharmacy profiles)

1. Click the **NCPDP Provider ID** tab
2. Click the **Global Update** link in the **Actions** box
3. Enter search criteria, click the **Search** button
4. Select one or more pharmacies from the search results by clicking the check box associated with each pharmacy, click **Add to Selected Pharmacies** button
5. Click the **Global Update** button
6. Enter new value for one or more pharmacy profile data fields, click **Submit** button to submit to NCPDP for verification

Batch Updates to Multiple NCPDP Provider ID Pharmacy Profiles
(make many updates to many pharmacy profiles)

1. Click the **NCPDP Provider ID** tab
2. Click the **Batch Export** link in the **Actions** box
3. Enter search criteria, click the **Search** button
4. Select one or more pharmacies from the search results by clicking the check box associated with each pharmacy, click **Add to Selected Pharmacies** button
5. Click the **Batch Export** button
6. **Open** or **Save** the Microsoft Excel spreadsheet with the results of the batch export
7. Make updates to the Microsoft Excel spreadsheet
8. When updates are completed, click the **NCPDP Provider ID** tab, click the **Batch Import** link in the **Actions** box to upload the spreadsheet → the spreadsheet provided during export **MUST** be used for import
9. Click the **Browse** button, select the spreadsheet from your computer, click the **Submit** button
10. The spreadsheet will be checked for errors prior to loading

Deactivate an NCPDP Provider ID

1. Click the **NCPDP Provider ID** tab
2. Search for a specific NCPDP Provider ID pharmacy profile, click the associated **Update** link
3. Select **Deactivate NCPDP Provider ID**
4. Enter **Effective Date**, indicate reason for deactivation, click **Submit**
5. Download and mail **CMS Form 10114** to CMS to deactivate NPI number associated with deactivated NCPDP Provider ID