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**

Update an NCPDP Provider ID Pharmacy Profile

1. Click the **NCPDP Provider ID** tab
2. Click the **Update** link for a specific NCPDP Provider ID pharmacy profile
3. Select one of three 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
    c. **Modify EFIO Permissions** → elect to grant NCPDP permission to act as the EFIO for your pharmacy; download and sign **Authorization for EFIO** document, click **Submit** to submit to NCPDP for verification

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 pharmacy 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

Deactivate an NCPDP Provider ID

1. Click the **NCPDP Provider ID** tab
2. Click the **Update** link for a specific NCPDP Provider ID pharmacy profile
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

Allow a 3rd Party Contracting Group to Access Your NCPDP Provider ID(s)
(3rd party contracting group initiates a request)

1. You will be alerted if a 3rd party contracting group has request access to your NCPDP Provider ID(s)
2. Click the **NCPDP Provider ID** tab, click the **Waiting for Approvals** link in the **Pharmacies Queue** box
3. Click on the link for the NCPDP Provider ID (pharmacy DBA name) that has a **Change Type** of **PSAO Request**
4. Click the **Approve** or **Reject** button *(Accept request ONLY if you are working with or will be working with this 3rd Party Contracting Group)*

Allow a 3rd Party Contracting Group to Access Your NCPDP Provider ID(s)
(You proactively grant access to a 3rd party contracting group)

1. Click the **NCPDP Provider ID** tab, click the **Access to My NCPDP Provider ID** link in the **Actions** *Box*
2. Select the pharmacy for which you wish to grant access, click **Submit**
3. Enter the name of the 3rd party contracting group you wish to grant permission, click the **Search** button
4. Select the 3rd party contracting group from the search results by clicking the associated check box