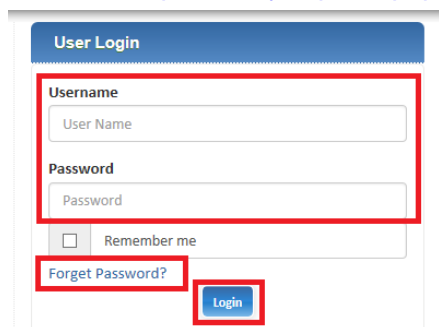


Log In

1. Go to accessonline.ncdpd.org
2. Enter your user name and password (If you forgot your password, you can click the **Forget Password?** link or email pharmacyhelp@ncdpd.org).



User Login

Username
User Name

Password
Password

☐ Remember me

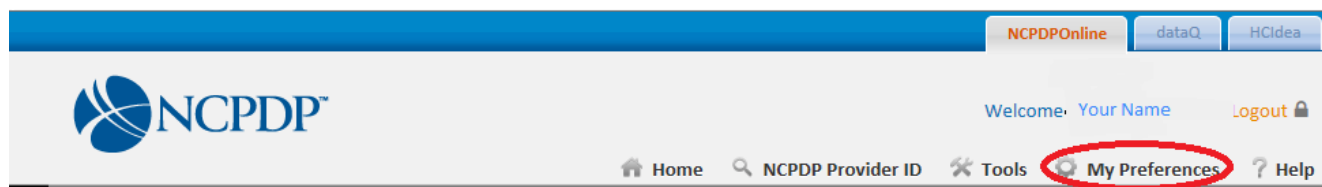
[Forget Password?](#)

[Login](#)

3. Your PIN will be required when updating key information in an existing NCPDP Provider ID pharmacy profile.

Manage Your Preferences

(Primary Information, Password, PIN and Alerts)

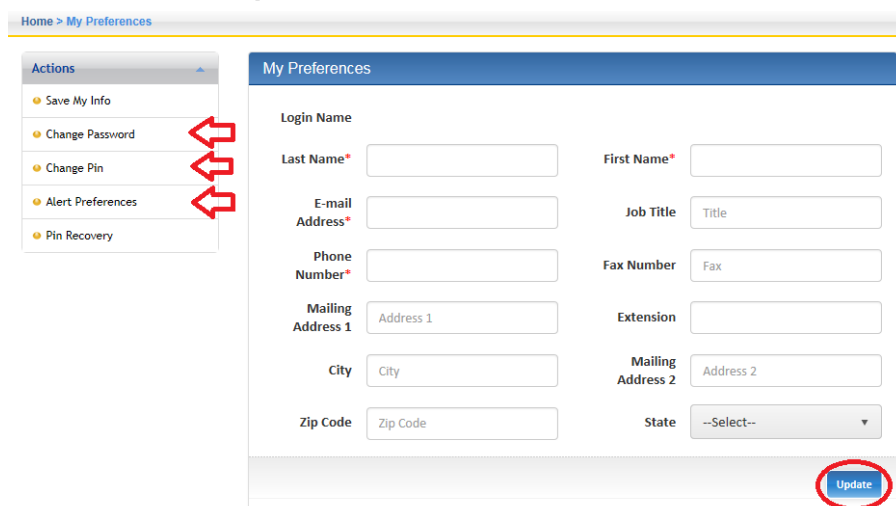


NCPDPOnline dataQ HCidea

Welcome: Your Name Logout

Home NCPDP Provider ID Tools **My Preferences** Help

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**



Home > My Preferences

Actions

- Save My Info
- Change Password
- Change Pin
- Alert Preferences
- Pin Recovery

My Preferences

Login Name

Last Name* First Name*

E-mail Address* Job Title Title

Phone Number* Fax Number Fax

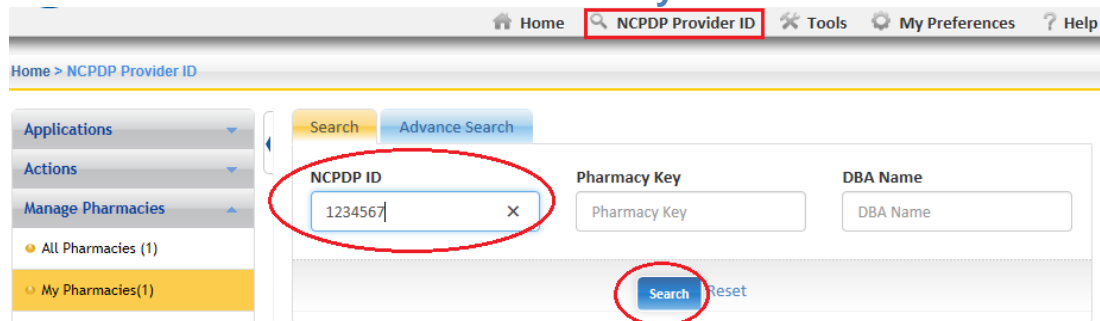
Mailing Address 1 Address 1 Extension

City City Mailing Address 2 Address 2

Zip Code Zip Code State --Select--


[Update](#)

Update an NCPDP Provider ID Pharmacy Profile



The screenshot shows the NCPDP Provider ID interface. The 'NCPDP Provider ID' tab is selected in the top navigation bar. On the left, the 'Manage Pharmacies' link is highlighted. In the main content area, the 'NCPDP ID' field is populated with '1234567'. The 'Search' button is circled in red, indicating the next step.

1. Click the **NCPDP Provider ID** tab
2. Either search for a pharmacy or on the left of the page, click **Manage Pharmacies**, then click **My Pharmacies**
3. Click the **Update** icon (looks like a pencil) for a specific NCPDP Provider ID pharmacy profile.

<input type="checkbox"/>	Pharmacy DBA Name	Store	NCPDP ID	NPI	Address	Main Phone	Last Update	Action
<input type="checkbox"/>	XYZ Pharmacy		1234567	123456789	HWY 1 W, 50438	333-333-1234	12/02/2014	

10 items per page 1 - 1 of 1 items

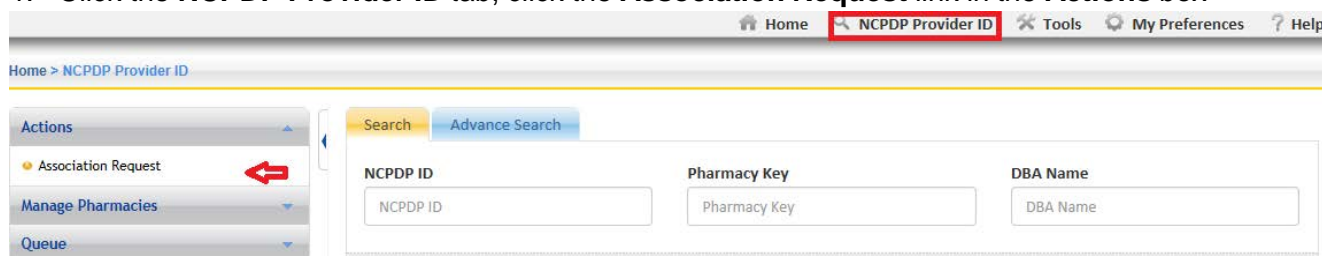
Edit Pharmacy View Pharmacy

4. Select one of two options:
 - a. **Update NCPDP Provider ID Profile** make changes to pharmacy profile, click **Submit to NCPDP** when complete; note – some changes will require approval by pharmacy's authorized official
 - 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

Request Access to an NCPDP Provider ID Pharmacy Profile

(Pharmacy currently not associated with your organization)

1. Click the **NCPDP Provider ID** tab, click the **Association Request** link in the **Actions** box

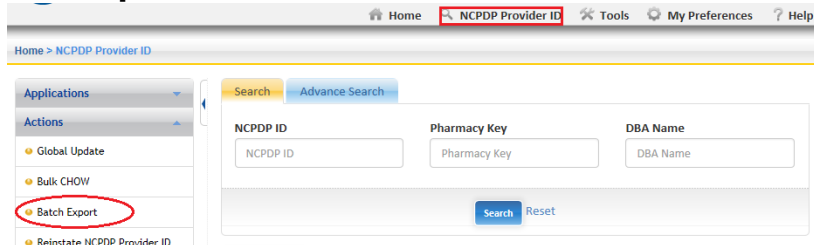


The screenshot shows the NCPDP Provider ID interface. The 'NCPDP Provider ID' tab is selected in the top navigation bar. In the left sidebar, the 'Association Request' link is highlighted with a red arrow. The main content area shows the search and update options.

2. Enter the **NCPDP ID** and click **Submit**.

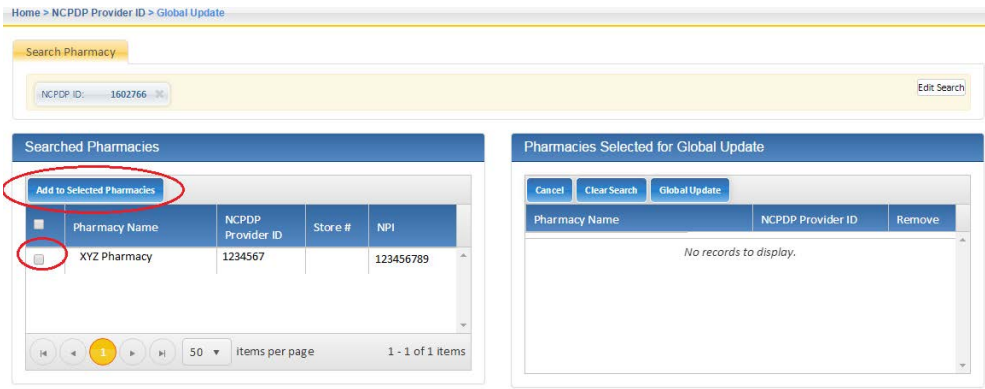
- You will be alerted when the pharmacy authorized official approves the request and the NCPDP Provider ID pharmacy profile will appear in your My **Pharmacies** queue in the **Manage Pharmacies** dropdown for 90 days for you to link your relationship to the profile.

Batch Export



The screenshot shows the NCPDP Provider ID interface. The 'NCPDP Provider ID' tab is selected in the top navigation bar. On the left, under the 'Actions' menu, the 'Batch Export' option is highlighted with a red circle. The main area contains search fields for NCPDP ID, Pharmacy Key, and DBA Name, along with 'Search' and 'Reset' buttons.

- Click the **NCPDP Provider ID** tab
- Click the **Batch Export** link in the **Actions** box
- Enter search criteria, click the **Search** button
- Select one or more pharmacies from the search results by clicking the check box associated with each pharmacy, click **Add to Selected Pharmacies** button



The screenshot shows the 'Searched Pharmacies' table with one entry: XYZ Pharmacy. The 'Add to Selected Pharmacies' button is highlighted with a red circle. The 'Pharmacies Selected for Global Update' panel on the right is empty, showing 'No records to display.'

Pharmacy Name	NCPDP Provider ID	Store #	NPI
XYZ Pharmacy	1234567		123456789

- Click the **Batch Export** button
- Open** or **Save** the Microsoft Excel spreadsheet with the results of the batch export