National Council for Prescription Drug Programs
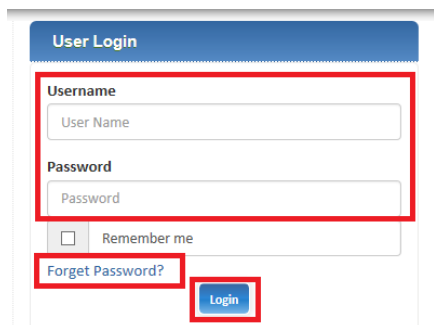
NCPDP

Log In

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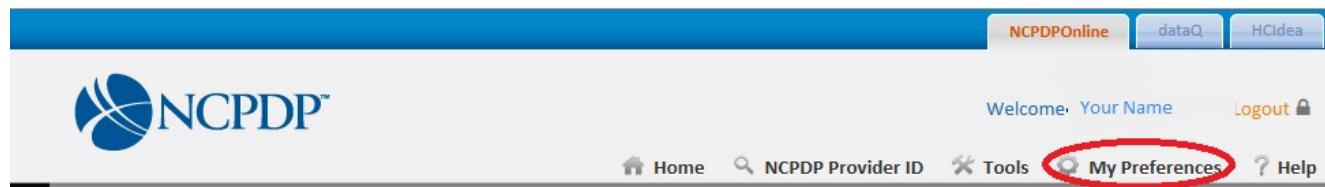
User Login

Username

User Name

Password

Password

☐ Remember me

Forget Password?

Login

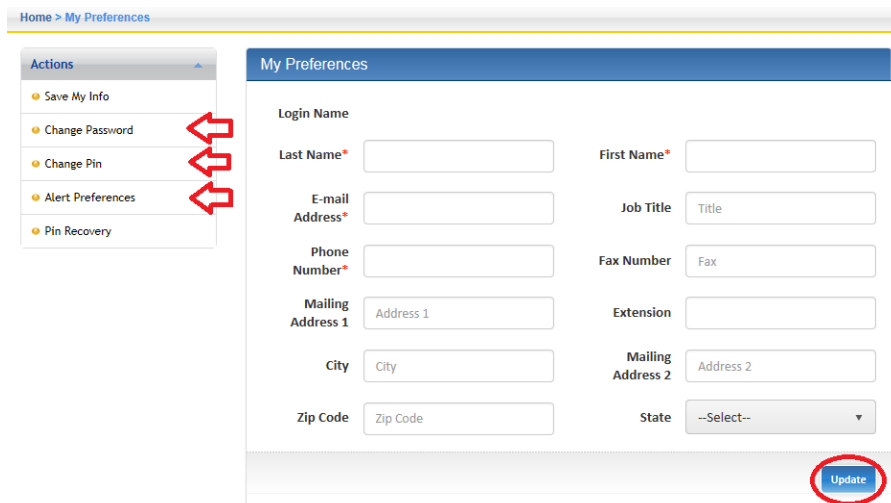3. Your PIN will be required when updating key information in an existing NCPDP Provider ID pharmacy profile.

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

NCPDPOnline   dataQ   HCIdea

NCPDP™

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

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.

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

2. Enter the **NCPDP ID** and click **Submit.**
3. 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

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