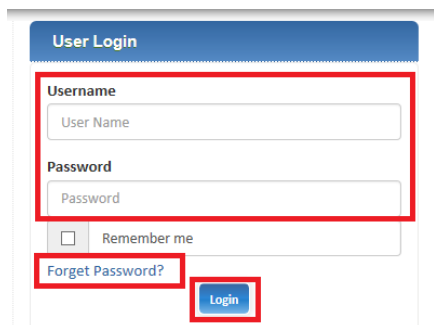


Log In

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).

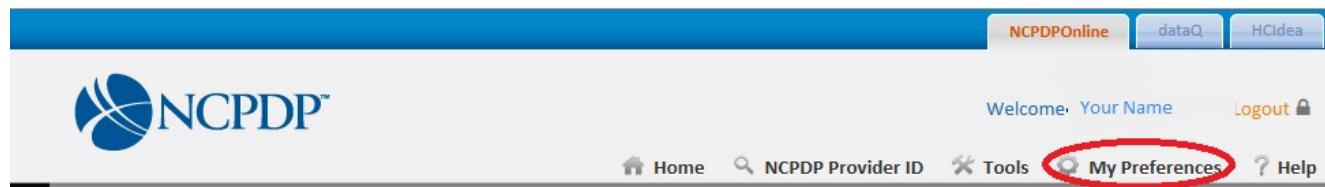


The screenshot shows the 'User Login' form. The 'Username' and 'Password' input fields are highlighted with a red rectangle. Below them is a 'Remember me' checkbox. A 'Forget Password?' link is also highlighted with a red rectangle. At the bottom right of the form is a 'Login' button, also highlighted with a red rectangle.

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

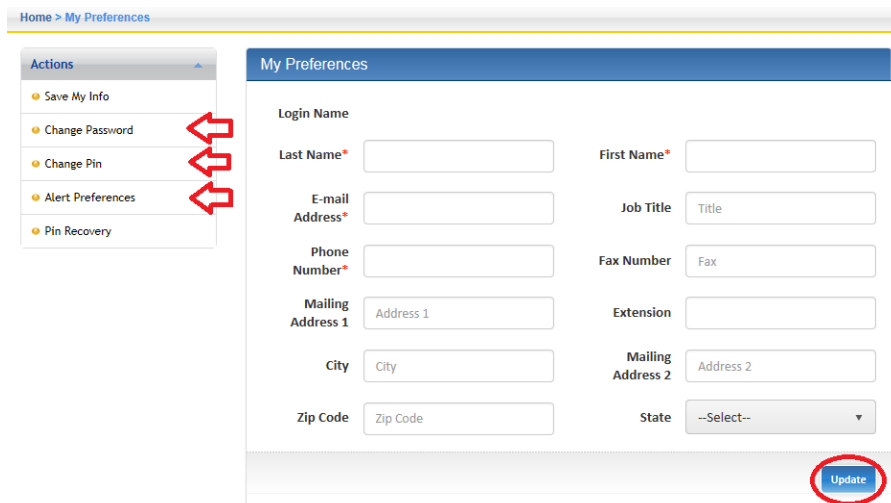
Manage Your Preferences

(Primary Information, Password, PIN and Alerts)



The screenshot shows the top navigation bar of the NCPDP Online portal. The 'My Preferences' tab is circled in red. Other tabs include 'NCPDPOnline', 'dataQ', and 'HCidea'. The user is logged in as 'Your Name' and can click 'Logout'. The main navigation menu includes 'Home', 'NCPDP Provider ID', 'Tools', 'My Preferences' (circled in red), and '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**



The screenshot shows the 'My Preferences' form. On the left is an 'Actions' sidebar with links: 'Save My Info', 'Change Password', 'Change Pin', 'Alert Preferences', and 'Pin Recovery'. Red arrows point to 'Change Password', 'Change Pin', and 'Alert Preferences'. The main form area contains fields for 'Login Name' (Last Name, First Name), 'E-mail Address', 'Phone Number', 'Fax Number', 'Mailing Address 1', 'City', 'Zip Code', 'Job Title', 'Extension', 'Mailing Address 2', and 'State'. An 'Update' button is circled in red at the bottom right.

Update an NCPDP Provider ID Pharmacy Profile

Home > NCPDP Provider ID

Applications
Actions
Manage Pharmacies
All Pharmacies (1)
My Pharmacies(1)
Deactivated Pharmacies(0)

Search Advance Search



NCPDP ID 1234567 X

Pharmacy Key Pharmacy Key

DBA Name DBA Name

Search Reset

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

Home > NCPDP Provider ID

Actions
Association Request
Manage Pharmacies
Queue

Search Advance Search

NCPDP ID NCPDP ID

Pharmacy Key Pharmacy Key

DBA Name DBA Name

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

Home > NCPDP Provider ID

Applications

Actions

- Global Update
- Bulk CHOW
- Batch Export**
- Reinstate NCPDP Provider ID

Search Advance Search

NCPDP ID Pharmacy Key DBA Name

NCPDP ID Pharmacy Key DBA Name

Search Reset

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

Home > NCPDP Provider ID > Global Update

Search Pharmacy

NCPDP ID: 1602766 Edit Search

Searched Pharmacies

Add to Selected Pharmacies

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

Pharmacies Selected for Global Update

Cancel Clear Search Global Update

Pharmacy Name	NCPDP Provider ID	Remove
No records to display.		

1 - 1 of 1 items

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