National Council for Prescription Drug Programs

NCPDP

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 updating key information in an existing NCPDP Provider ID 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 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 upload **Affiliation Agreement**, click **Submit**
3. You will be alerted when pharmacy authorized official approves request, NCPDP Provider ID pharmacy profile will appear in your **NCPDP Provider ID** tab

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