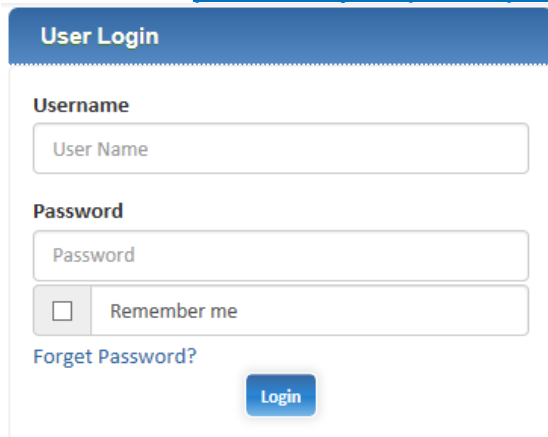


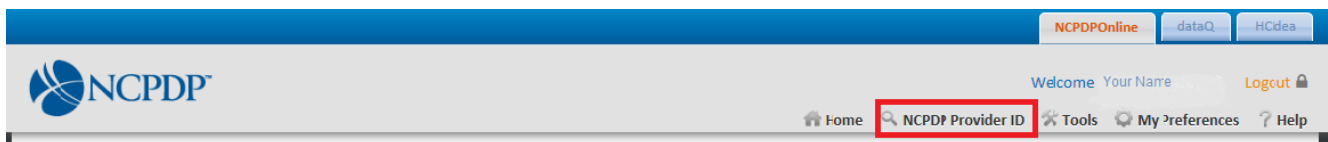
Pharmacy Updating Pharmacy Profile online

- Go to NCPDP online website at <https://www.accessonline.ncdpd.org>
- Login with your User Name and Password:
 - If you do not have your login information, please send an email to pharmacyhelp@ncdpd.org and request to have it sent to you.

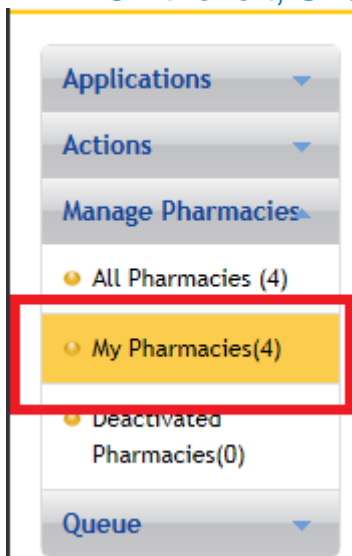


The image shows a 'User Login' form with a blue header. It contains two input fields: 'Username' with the placeholder text 'User Name' and 'Password' with the placeholder text 'Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom left is a link 'Forgot Password?' and at the bottom right is a blue 'Login' button.

- Once you've logged in click on "**NCPDP Provider ID**" in the bar at the top right:



- On the left, Under Manage Pharmacies click on My Pharmacies.



- **To View the Pharmacy Profile:**

- The pharmacy name appears in toward the middle of your screen in the **Pharmacy DBA Name** column of the grid. Click on the name of the pharmacy to view the pharmacy profile.

Search Advance Search

NCPDP ID Pharmacy Key DBA Name

NCPDP ID Pharmacy Key DBA Name

Search Reset

To sort results, click the column title you wish to sort by.
The following columns can be sorted: Pharmacy DBA Name, Store, NCPDP ID, NPI or Last Update.

	Pharmacy DBA Name	Store	NCPDP ID	NPI	Address	Main Phone	Last Update	Action
<input type="checkbox"/>	Your RX		1234567	0123456789	1234 E Main St, 85203-8906	6021234567	09/25/2015	
<input type="checkbox"/>	Your RX II		9876543	9876543210	1234 main	4801234567	09/22/2015	
<input type="checkbox"/>								

- **To Update:** If any of the required documents are missing or have expired, you will need to update the profile.

- Go to the menu on the left hand side under “**Actions**” click on “Edit Pharmacy”

Home > NCPDP Provider ID > View Pharmacy

1234567 - My RX Status Active

Primary Information

Print

NCPDP ID 1234567	Open Date 10/8/2015	Last Update 9/25/2015
DBA Name Your RX	Close Date	Pharmacy Key 9876543
Store Number	Create Date 9/25/2015	
Pharmacy Legal Name Your RX, INC	Pharmacy Email	

Previous Next

Primary Information

Addresses

NPI Information

License Information

Class & Taxonomies

Services

Contact Information

Active Relationships

Actions

Add Notes

Edit Pharmacy

Modify

Relationship/Payment

- Wait for the screen to refresh.

- When the screen refreshes the pharmacy information will be in boxes and that means you are in edit mode and you can make changes to the pharmacy profile.

1234567 - My RX

Primary Information

Pharmacy Doing Business As Name*

Pharmacy Legal Business Name*
(if different from DBA Name - must match IRS documents)

☐ Same as DBA Name

NCPDP ID

Store Number

Store Open / Effective Date*

Pharmacy E-mail*

[Next](#)
[Pend](#) [Submit](#)

- Always click on the Documents to make sure a current copy is on file.
The “Exp Date” maybe current, but the copies of the licenses may have expired.

State License Information

License #*

Expiration Date*

License State*

State License Attachment

If you do not have an electronic copy, click here to print a fax cover

[Add License](#)

Note:
 You must click the Add License button after adding your license information.

License State	License #	License Attachment	Expiration Date	Action
Arizona	55558687	state2016.pdf	10-10-2015	

Edit Delete

[Next](#)
[Pend](#) [Submit](#)

- Updating the license
 - When updating the license you will have to click on “Edit” icon (looks like a pencil) next to the “Expiration Date”:

License State	License #	License Attachment	Expiration Date	Action
Arizona	55558687	state2016.pdf	10-10-2015	

Edit Delete

[Next](#)
[Pend](#) [Submit](#)

- When the screen refreshes you will have the option to upload a current copy.
- Change the expiration date
- When you are done updating the licenses click on “**Update License**”; wait for the screen to refresh than continue to update the rest of the pharmacy profile.

State License Information

License #* 55558687 Expiration Date* 10/10/2015

License State* Arizona State License Attachment state2016.pdf Remove

Cancel Update License

Note:
You must click the Add License button after adding your license information.

License State	License #	License Attachment	Expiration Date	Action
Arizona	55558687	state2016.pdf	10-10-2015	

Edit Delete

Next

Pend Submit

- When you are done updating the pharmacy profile , click the Finish and Submit

Home > NCPDP Provider ID > Edit Ph

- Primary Information
- Address
- NPI Information
- State Board License
- DEA License
- Tax Information
- Medicaid / Medicare
- Class Designation
- Services
- Taxonomy Codes
- Contact Details
- Finish And Submit

- You will be asked to check the “Certification Box”. Once checked, click on “**Submit to NCPDP**”.

Acknowledgement

☒ certify that the information provided to NCPDP in this profile is true and correct to the best of my knowledge.

Submit

- If you submitted the update correctly, the screen below will appear. Click on “OK” and give NCPDP up to 3-5 business days to approve your request.

Confirmation

Your request has been successfully submitted.
Requests must be approved by NCPDP before data is updated. Please allow 3-5 business days for processing.

Ok