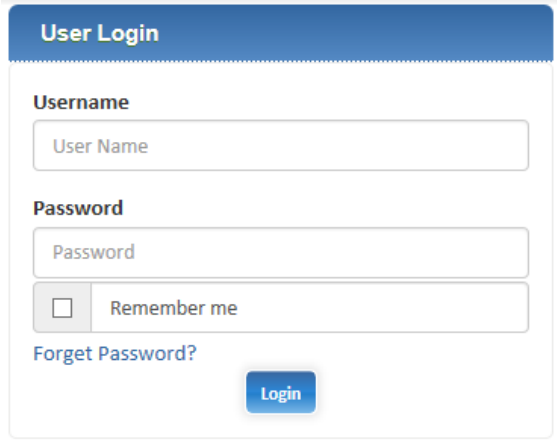
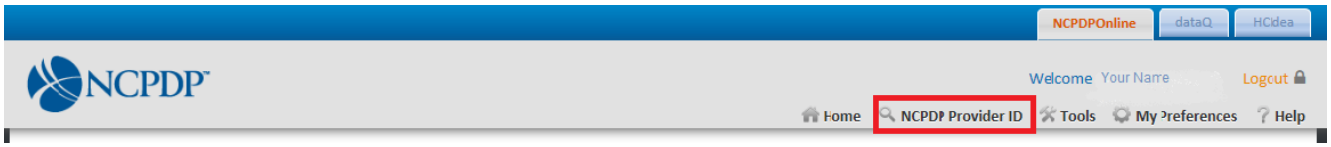
Pharmacy Updating Pharmacy Profile online

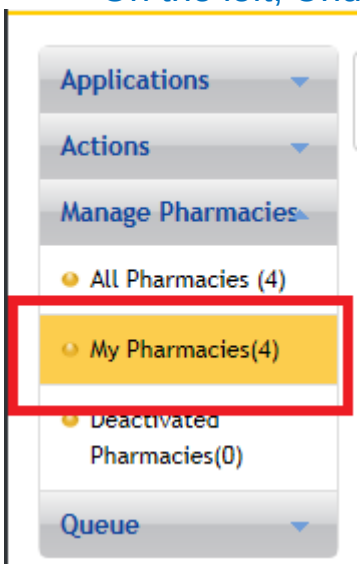
- **Go to NCPCP online website at https://www.accessonline.ncpdp.org**
- **Login with your User Name and Password:**
  - If you do not have your login information, please send an email to pharmacyhelp@ncpdp.org and request to have it sent to you.



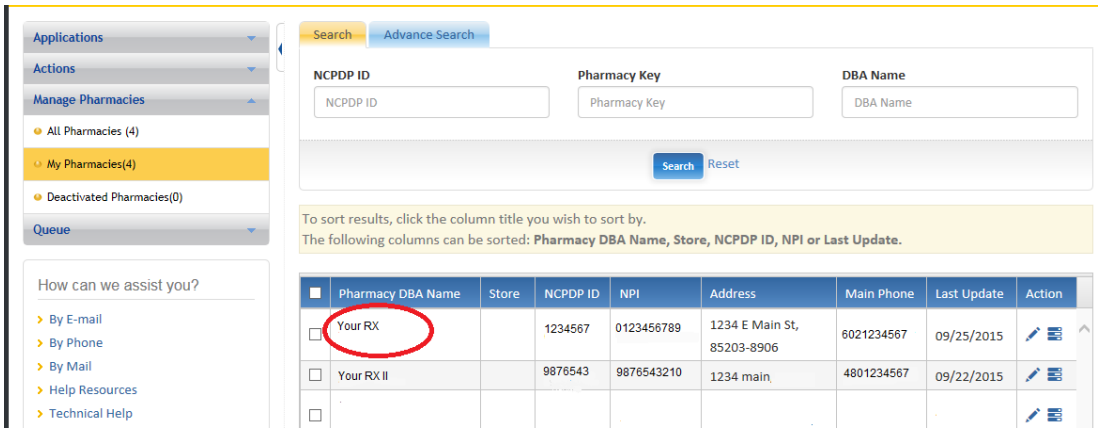
- Once you've logged in click on "**NCPDP Provider ID**" in the bar at the top right:



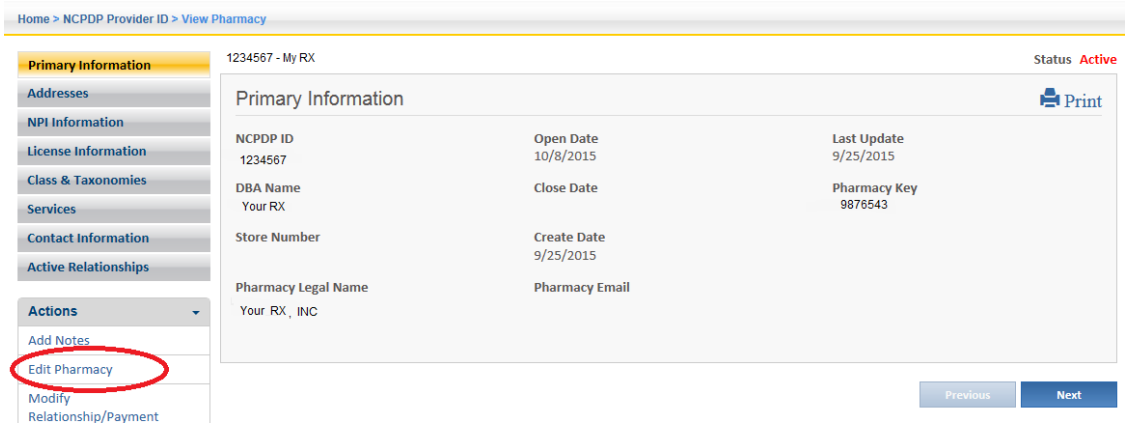
- On the left, Under Manage Pharmacies click on My Pharmacies.



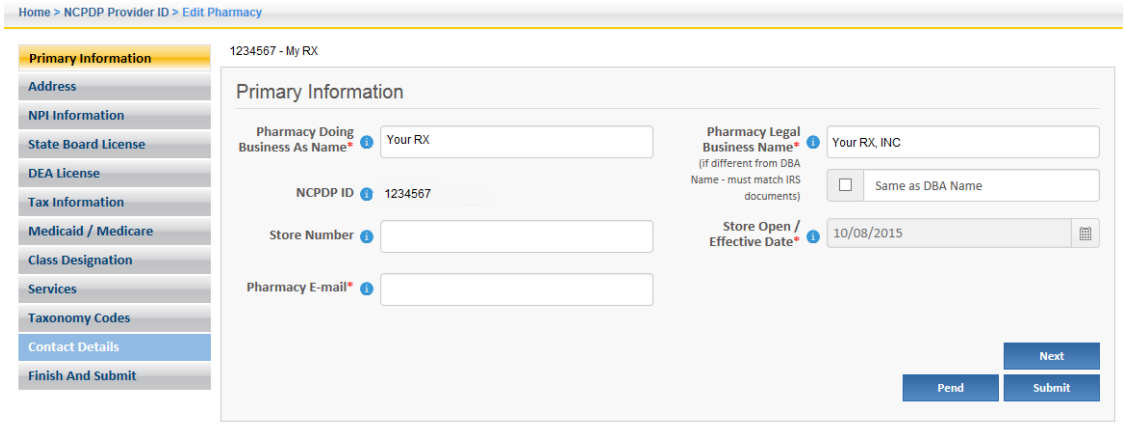
- **To View the Pharmacy Profile:**
  - The pharmacy name appears in toward the middle of your screen in the **Pharmacy DBA Name** column of the grid. Click on the name of the pharmacy to view the pharmacy profile.



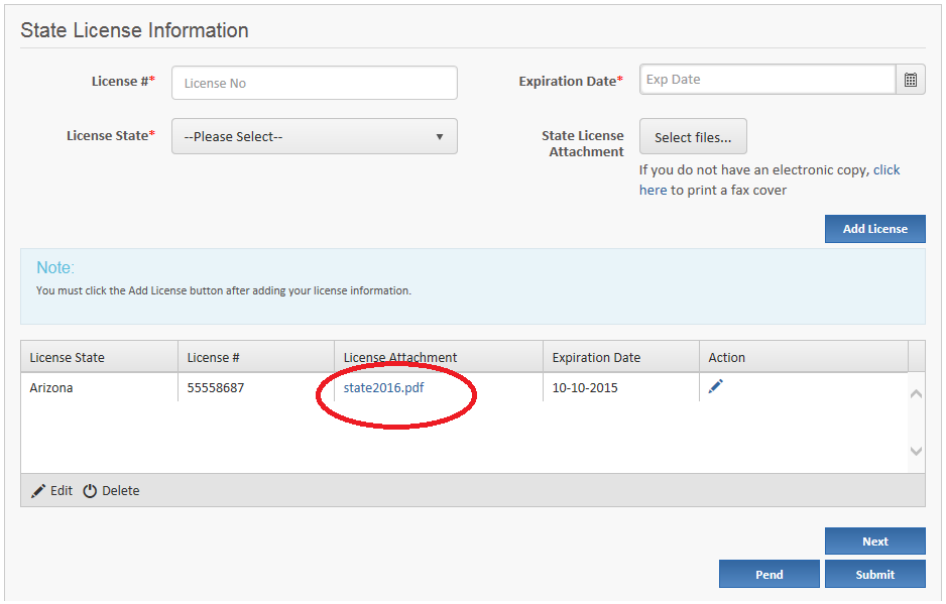
- **To Update**: **If any of the required documents are missing or have expired, you will need to update the profile.**
  - Go to the menu on the left hand side under "**Actions**" click on "Edit Pharmacy"



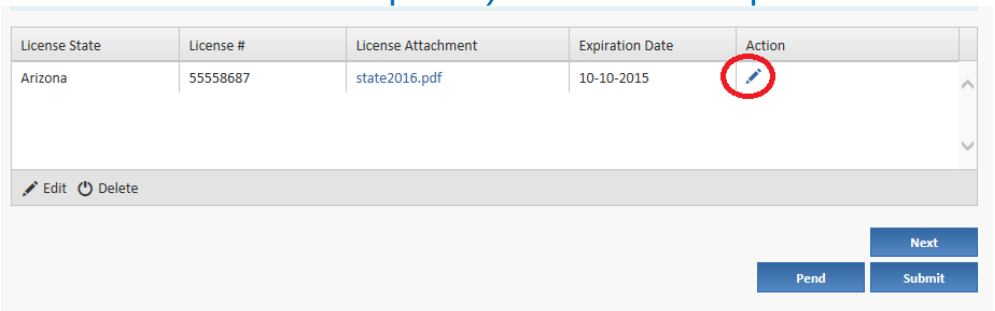
- Wait for the screen to refresh.
  - When the screen refreshes the pharmacy information will be in boxes and that means you are in edit mode and you can make changes to the pharmacy profile.



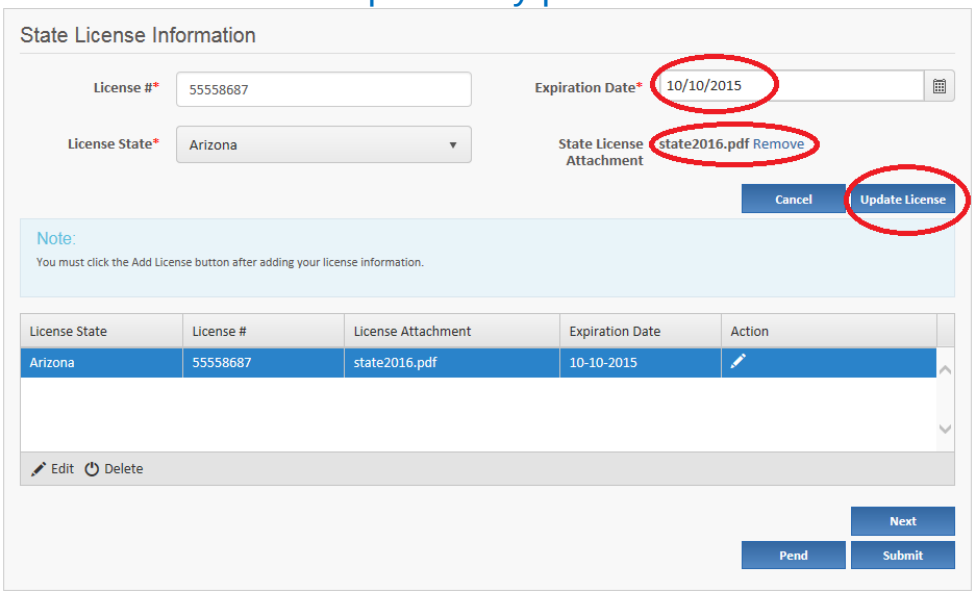
- Always click on the Documents to make sure a current copy is on file. **The "Exp Date" maybe current, but the copies of the licenses may have expired.**



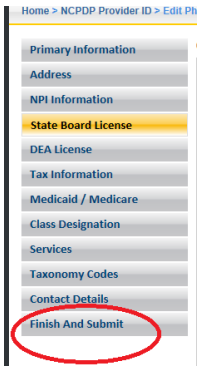
- Updating the license
  - When updating the license you will have to click on "Edit" icon (looks like a pencil) next to the "Expiration Date":



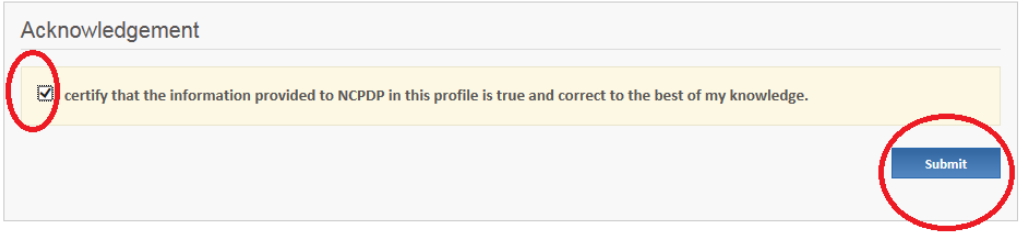
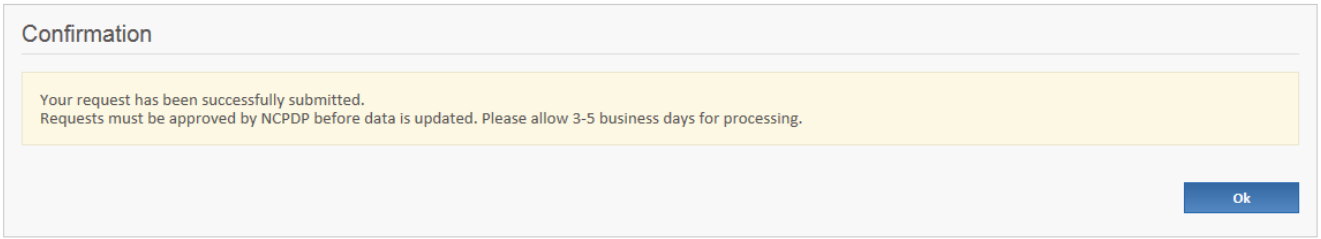
- When the screen refreshes you will have the option to upload a current copy.
- Change the expiration date
- When you are done updating the licenses click on "**Update License**"; wait for the screen to refresh than continue to update the rest of the pharmacy profile.



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



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



- 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.