

Electronic Prescribing for Controlled Substances

EPCS with eRx e-Prescribing Identity Proofing with Exostar **Setup Guide**

Before starting the registration process, install and begin setup of the Authy app. You are required to bind a token and you can use the Authy app for this purpose. You will complete setup of the Authy app during your Exostar Registration. The app must be installed on a phone only.

Authy App Icon:



Subscribe for EPCS

1. Have the provider log in to Open Dental.
2. In the Chart Module, click eRx, then click the Admin tab and select **Exostar Setup**.

Lists
[Location Pharmacy List](#)
[Account Healthplan List](#)
[Account Drug Set/Compound List](#)

Reports
[Pharmacy Communications Log](#)
[Prescriber Report](#)
[Geriatric Drug Usage Profile](#)

Electronic Prescribing of Controlled Substances (EPCS)
 Set-Up
[EPCS Setup and User Guide](#)
[Prescriber Registration and EPCS Set-up](#)
 Maintenance
[EPCS Subscription Payment \(New/Renew\)](#)
[EPCS Error and Event Log](#)
[X DEA Information](#)
[Manage Your EPCS Account](#)

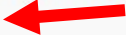
Exostar Sign-up

3. Click **Sign up for EPCS Services**.

Welcome Prescribers!

You have chosen to register for Electronic Prescribing of Controlled Substances (EPCS). Upon completion of the vetting process, you will be able to transmit all scheduled drugs to pharmacies.

For the step by step guide to complete this process, please contact your EMR or click here: [EPCS User Guide](#)

[Sign up for EPCS Services](#) 

4. Check the check boxes next to the provider(s) you wish to register, and click the **Calculate** button at the bottom of the screen.
5. Click the **Purchase** link to transfer to PayPal. Click **Re-select Subscribers** to add or omit subscribers.
6. Click **Transfer to PayPal Portal**. Close the browser when the transaction is complete.
7. Go to Open Dental. Click Chart, eRx.
8. Enter the address currently listed on the provider’s driver’s license and current email address. Before clicking save, verify the DEA Number is correct.
9. Click Save.

Identity Proofing

Enter your personal data, using your home address. Verify the DEA is accurate and make any corrections before proceeding. Once information is entered, click Save.

Enter required fields denoted by * and then click Save

Prescriber Information

First Name * Timothy

Last Name * Applegate

Dea Number AE1447350

Home Address

Address Line 1 * 2209 Kingston Dr

Address Line 2

City * Lawrence

State * KS

Zip * 66049

Contact

Email Address * kdavidson@newcroprx.com

Confirm Email Address * kdavidson@newcroprx.com

Save Cancel

A red arrow points to the Save button.

Hardware Token

You will receive a hardware token as part of your registration. Your hardware token is a physical device that generates a One Time Passcode (OTP).

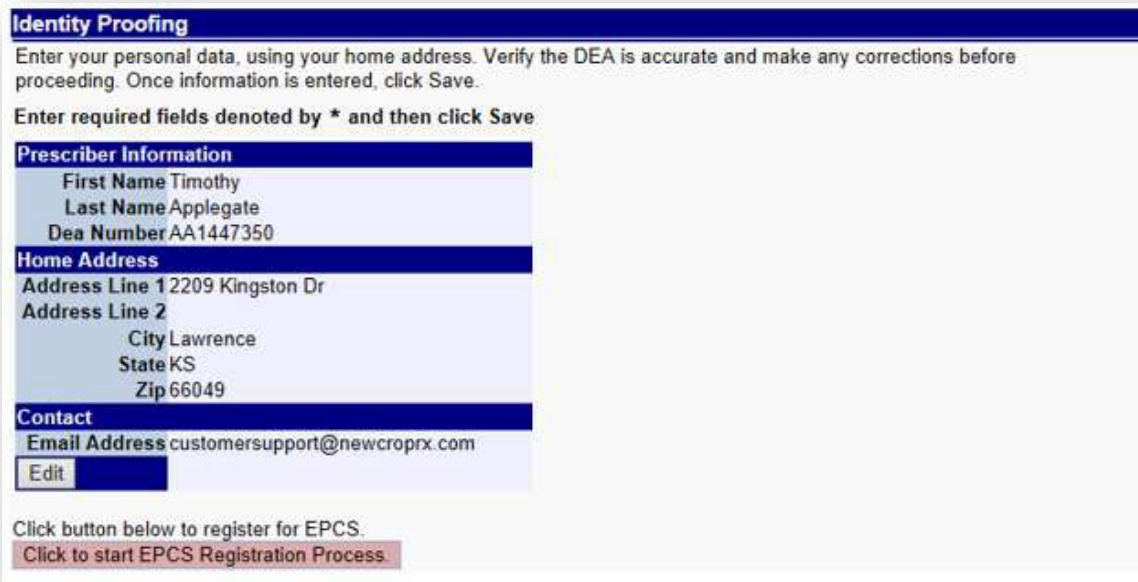
You can choose to have the hardware token shipped to the “location” (practice/clinic) address or “home” address.

1. Click the preferred shipping address.
2. Verify it is correct.
3. Click “Order Token and Continue Registration”.

Note: Only click each button once. Some buttons respond slowly.

Exostar Registration

1. Click **Click to start EPCS Registration Process** to begin Exostar Registration.



Identity Proofing

Enter your personal data, using your home address. Verify the DEA is accurate and make any corrections before proceeding. Once information is entered, click Save.

Enter required fields denoted by * and then click Save

Prescriber Information

First Name Timothy
Last Name Applegate
Dea Number AA1447350

Home Address

Address Line 1 2209 Kingston Dr
Address Line 2
City Lawrence
State KS
Zip 66049

Contact

Email Address customersupport@newcroprx.com
Edit

Click button below to register for EPCS.
Click to start EPCS Registration Process.

Once this button is clicked, the Exostar pages will open and you will begin the identity proofing process.

Identity Proofing with Exostar

Note: Only click each button once. Some buttons respond slowly.

1. Review the Subscriber Agreement. Click "I Agree":

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

**User Subscription Agreement for
ProviderPass Service
(Individual User)**

THIS USER SUBSCRIPTION AGREEMENT FOR PROVIDERPASS SERVICE (Individual User) (this "Agreement"), dated as of the Effective Date, is by and between Exostar LLC, a Delaware limited liability company ("Exostar"), and the undersigned ("User"), each sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties".

The Parties, intending to be legally bound, agree as follows:

1. Definitions and Schedules


Revision: 09152015 4

You must agree to the User Subscription Agreement to continue

By clicking the 'I Agree' button below, you will be deemed to have agreed to the terms of the User Subscription Agreement and all referenced documents for Second Factor Credential Authentication (SFCA) Service and to have duly executed it. Once clicked, EXOSTAR, by posting this agreement shall be deemed to have also duly executed it. If you click the 'I Disagree' button, both parties shall be deemed to have not agreed to the terms of the agreement and you may not use the represented service.

View and Print: [User Subscription Agreement](#), [General Terms and Conditions](#), [Terms of Access](#), and [Privacy Policy](#)

Upon clicking the 'I Agree' button, these documents will also be sent to you by email.



EXOSTAR[®]

2. Confirm Profile

- Select United States from the drop down and click **Submit**.

3. Verify Identity

- Enter all of your personal information. Review all information carefully. Once information is verified as correct, click **I Agree**.
- You will be presented with questions that will be used to verify your identity. Read all questions carefully. When all questions have been answered, click **Next**.

Step 1: Confirm Profile | **Step 2: Verify Identity** | Step 3: Register One-Time Password Device

- The following are a set of personal questions from your personal credit profile that need to be answered to confirm your identity.
- Exostar does not store the questions or answers, nor does Exostar have any knowledge of the correct answers.
- Need more information? [View our frequently asked questions](#)

1. According to your credit profile, you may have opened a mortgage loan in or around July 2013. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select NONE OF THE ABOVE/DOES NOT APPLY.

APM MORTGAGE GROUP
 DIRECT MORTGAGE
 EQUUS MORTG
 LOAN AMERICA
 NONE OF THE ABOVE/DOES NOT APPLY

2. You may have opened a mortgage loan in or around July 2013. Please select the dollar amount range in which your monthly mortgage payment falls. Refer only to the regular monthly payment which includes principal, interest, and escrow (which could include taxes and insurance if collected by lender). If you have not had a mortgage payment loan in the past, please select NONE OF THE ABOVE/DOES NOT APPLY.

\$400 - \$425
 \$425 - \$525
 \$525 - \$545
 \$545 - \$575
 NONE OF THE ABOVE/DOES NOT APPLY

3. You may have opened an auto loan or auto lease in or around June 2013. Please select the dollar amount range in which your monthly auto loan or lease payment falls. If you have not had an auto loan or lease with any of these interest ranges now or in the past, please select NONE OF THE ABOVE/DOES NOT APPLY.

\$20 - \$40
 \$40 - \$45
 \$45 - \$49
 \$49 - \$75
 NONE OF THE ABOVE/DOES NOT APPLY

4. Which of the following professions do you currently or have previously belonged to? If there is not a matched profession, please select NONE OF THE ABOVE.

ATTORNEY
 OPTICIAN / OPTOMETRIST
 ARCHITECT
 PROFESSIONAL DRIVER
 NONE OF THE ABOVE/DOES NOT APPLY

Next **Cancel**

Note: Only click each button once. Some buttons respond slowly. If you are unable to be approved during the registration process, you will be provided with one of the two alternative methods below.

- Webcam proofing
- US mail

4. Bind Token(s) - Choose option a or b.

- Your **hardware token** will arrive within one business week. See Bind Hardware Token section for steps, or click **Skip to Next** to bind your token using the Authy app.
- Use the Authy app to generate your OTP. To bind the app to your profile, enter your phone number.
- Click Register Phone. If you have not yet downloaded the app, you will receive a text message with a link to download the app.

Step 1: Confirm Profile | Step 2: Verify Identity | **Step 3: Register One-Time Password Device**

- Shared phone numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- To begin the registration process for the Mobile Credential, enter your phone number below and click the 'Register Phone' button.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- If you have already installed the Authy app, then the phone number and email address used during the installation must be used below.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Registration

*Select Country: United States

*Phone Number: +1- 2109581747

*Email Address: customersupport@newcropix.com

Register Phone **Skip to Previous** **Skip to Next** **Cancel**

- In the app, follow the on-screen setup instructions.
- In the eRx window, continue to next steps.
- Click the red X and enter the 6 digit passcode from the Authy app into the Soft OTP field.
- Click Submit.

Step 1: Confirm Profile | Step 2: Verify Identity | **Step 3: Register One-Time Password Device**

- Shared phone numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- The One-Touch mode for binding the Mobile Credential is automatic.
- You may also use Soft OTP to bind the Mobile Credential.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Binding

Waiting for One-Touch Approval...

Or Click on the 'X' to enter Soft OTP

*Soft OTP:

Phone Number: +1- 2105851747

Email Address:

9. You will see confirmation that the app is now bound to your profile. Click **Complete**.

Accessing Exostar Profile

To access your Exostar profile, you must authenticate using either one of your OTP methods or via a text message or voice call. It is important that you set up text messaging or voice call in the event that you do not have access to your OTP method and would like to add a new OTP method. If you are unable to access your profile, the current profile will be revoked and you are required to re-start the entire process.

1. Enter your cell phone number to receive a text in order to authenticate to your profile. Select the Country, enter and verify the phone number to text. Click **Send Code**.
2. If you would prefer to have a voice call, change the first drop down to voice call. Enter and verify the phone number to call. Click **Call**.

Step 1: Confirm Profile | Step 2: Verify Identity | **Step 3: Register One-Time Password Device**

- Shared phone numbers or devices are not permitted.
- If a mobile device is used, you must be in possession of the mobile device before requesting an OTP code.
- If a landline is used, you must be present at the landline telephone before requesting an OTP code.
- Never share OTP codes with anyone to avoid identity theft.
- Enter a phone number below that is accessible to continue the registration process.
- If you do not register a phone, and your Hardware One-Time Password Token becomes unusable, you will need to complete the full registration process again.
- You may be subject to charges imposed by your telephone carrier for receiving the text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions](#)

Register your phone

* Delivery Method: How do you wish to receive messages from Exostar?
Select a country instead of entering the full international dialing code in the phone number field.

* Select Country:

* Phone Number: +1- 2105851747 Enter number only. A verification code will be sent to this phone when you click "Send Code". It will take a moment for the code to arrive, and it will expire in 2 minutes. Check the guide above for help with entering a phone number.

* Confirm Phone Number: +1- 2105851747

3. Enter the Verification Code that was sent*. Click **Submit**.

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

- Shared phone numbers or devices are not permitted.
- If a mobile device is used, you must be in possession of the mobile device before requesting an OTP code.
- If a landline is used, you must be present at the landline telephone before requesting an OTP code.
- Never share OTP codes with anyone to avoid identity theft.
- Enter a phone number below that is accessible to continue the registration process.
- If you do not register a phone, and your Hardware One-Time Password Token becomes unusable, you will need to complete the full registration process again.
- You may be subject to charges imposed by your telephone carrier for receiving the text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions](#)

Register your phone

* Delivery Method: Text message to my Phone How do you wish to receive messages from Exostar?

* Select Country: United States Select a country instead of entering the full international dialing code in the phone number field.

* Phone Number: +1- 2106851747 Didn't receive your code or code expired? Click "Resend Code" to receive a new one. You can also enter a different phone number and get a new code. Check the guide above for help with entering a phone number.

* Confirm Phone Number: +1- 2106851747

* Verification Code: 09049681

Resend Code **Submit** Skip to Previous Skip to Next Cancel

*Once your profile is set up, you can add more than one authentication number to your profile.

4. Click **Complete**.

You have now completed the Exostar registration process. Proceed to Finalize EPCS Privileges.

Finalize EPCS Privileges

Once the process is completed in Exostar, there are two last steps must be completed. These steps are called the Grant and Finalize steps.

Grant Privileges

1. To begin, go to the Admin Tab, **Exostar Sign-up** link.
2. Check the box next to both the EPCS Administrator's name and your own name.
3. Click Save. The Prescriber logs out of eRx.

Anyone on the list who is *not* the Prescriber can complete the Grant Step as the EPCS Administrator. In the example below, Timothy Applegate is the Prescriber and Amber Valentine is the EPCS Administrator.

EPCS Administrator Selection for Grant Step Show/Hide

The DEA requires that someone other than the Prescriber be selected as the "EPCS Administrator" to Grant the prescriber. The EPCS Administrator can be anyone on the list who is **NOT** the Prescriber.

Select the check box next to the EPCS Administrator and Prescriber's name, click Save and log out. The EPCS Administrator will need to log in.

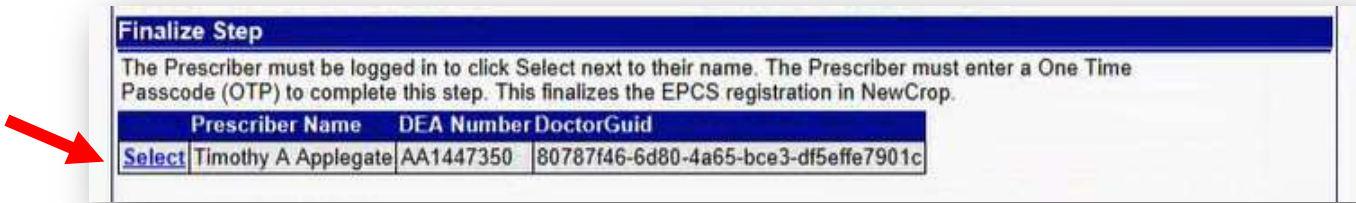
User Name	User DEA Type Number	EPCS Activated	EPCS Email	EPCS Status	UserGuid
<input type="checkbox"/> Doctor D. Test MD	D	No			9d9042e7-f925-4125-8429-3085d878b561
<input checked="" type="checkbox"/> Amber Valentine	S	No			eba04aee-afc2-4d6e-bffd-1534cc6020f1
<input type="checkbox"/> MATHEW J DOYLE	D AD7251731	No			21224109-c547-432a-953a-b8c08ba71491
<input checked="" type="checkbox"/> Timothy A Applegate	D AE1447350	Yes	k davidson@newcroprx.com	Needs Grant	8c5ae7ab-602f-41c0-b2a7-df622cfb8c85

Save

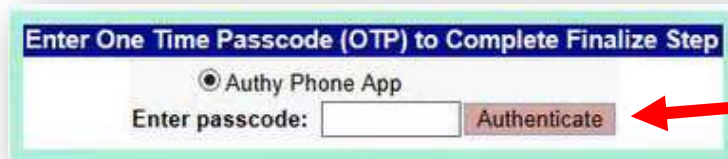
4. The EPCS Administrator logs into eRx, clicks on the Admin tab and chooses the Exostar Sign-up link.
5. The doctor’s name now appears in the box with Select underlined in blue.
6. Click **Select** next to the Prescriber’s name. The EPCS Administrator logs out.

Finalize the Prescriber

1. The Prescriber logs back in, clicks on the Admin Tab and chooses the Exostar Sign-up link. The Prescriber’s name will appear in the Finalize Step box.
2. Click **Select**.



3. The Enter OTP box will appear. Use the OTP option that was bound during registration to complete the Finalize step.



- a. Authy App: Open the Authy App on your mobile phone. Enter the One Time Passcode from the Authy app into eRx. Click **Authenticate**.
- b. Hardware Token: Click Hard Token. Click the button on the hardware token and enter the One Time Passcode into eRx. Click **Authenticate**.

You have completed the EPCS registration process. You are now able to transmit controlled substances.