Veterinarian Training

Module 1 – Registration, Login, Add Users

NC DHHS Drug Control Unit
May 2019
Before registering, you will need:

The facility’s:

• DEA Number (if self-employed, use practice owner’s personal DEA Number)
• Physical address including zip
• Email address
• Telephone number
• Fax (if you have one)
• Password for the SFTP account (8 characters long, including 1 Uppercase, 1 lowercase, 1 number, 1 special character (like !, @, #, $, etc.)

This DEA number is to be used as if it is a pharmacy DEA. All veterinarians in the practice are prescribers, their DEA will go in that field.

Your:

• Personal DEA Number
• Email address
• Password for the account (8 characters long, including 1 Uppercase, 1 lowercase, 1 number, 1 special character (like !, @, #, $, etc.)

This account is for uploading or entering the information. If the person who will be doing this is someone without a DEA number, create this account for the practice owner and add that person as a new user.

This is covered later in this presentation in the Add Users slide. Detailed instructions are in Section 8.1 in the dispenser guide (beginning on page 17)
To register for the PMP Clearinghouse, go to: https://pmpclearinghouse.net/registrations/new

Your email address and the password you created. The email address will be your user name

Your personal DEA number

Your name (Middle name is optional)

Use the Facility DEA number for the practice. If practice doesn’t have a Facility DEA number, use the practice owner’s personal DEA number

Practice name and contact information

NOTE: Screen layout may vary since the vendor does periodic updates, but the requested information is the same.
Clearinghouse Account Registration
Profile Example

Profile

<table>
<thead>
<tr>
<th>* Email Address</th>
<th><a href="mailto:nccsrev@dhhs.nc.gov">nccsrev@dhhs.nc.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>* Password</td>
<td>***********</td>
</tr>
<tr>
<td>* Password confirmation</td>
<td>***********</td>
</tr>
</tbody>
</table>

Personal

<table>
<thead>
<tr>
<th>* First name</th>
<th>Sue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>* Last name</td>
<td>Celfodoctor</td>
</tr>
</tbody>
</table>

Searching for DEA or NPI will autopopulate your information if found

<table>
<thead>
<tr>
<th>DEA</th>
<th>Z211111119</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPI</td>
<td>Y111111119</td>
</tr>
</tbody>
</table>

Employer

<table>
<thead>
<tr>
<th>* Name</th>
<th>Cat Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Address</td>
<td>111aine Cson Way</td>
</tr>
<tr>
<td>Address (continued)</td>
<td>Suite 100</td>
</tr>
<tr>
<td>* City</td>
<td>Sanford</td>
</tr>
<tr>
<td>* State</td>
<td>North Carolina</td>
</tr>
<tr>
<td>* Postal Code</td>
<td>27330</td>
</tr>
<tr>
<td>* Phone</td>
<td>919-555-1122</td>
</tr>
<tr>
<td>Fax</td>
<td>919-555-1133</td>
</tr>
</tbody>
</table>

Searching for DEA or NPI will autopopulate your information if found

<table>
<thead>
<tr>
<th>DEA</th>
<th>YY111111119</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCPDP</td>
<td></td>
</tr>
</tbody>
</table>
Clearinghouse Account Registration

Data Submission

1. Click the checkbox beside Enable SFTP Access

2. Create a password
3. Enter the password in the SFTP Password text box
4. Enter the password again in the SFTP Password Confirmation text box
5. Scroll down to Submission Destinations

This step is only for those submitting electronically through a vendor. If you are using manual entry, skip Data Submission and Submission Destinations sections and scroll to the Submit button at the bottom of the screen.

Not applicable – Leave blank
Clearinghouse Account Registration Submission Destinations

1. Select North Carolina if you are using electronic submission. If using manual entry, skip to step 2 below.

2. Click Submit

If your facility is not using electronic submission, you will skip this step and click Submit at the bottom of the page. The SFTP password may be the same as your profile password; the SFTP password doesn't expire.
Clearinghouse Account Registration
Registration Successful Confirmation

Click Continue
Clearinghouse Account Registration
Confirm Email

Welcome nccrs@dhs.nc.gov!

Someone registered your email to PMP Clearinghouse.

You can confirm your account email through the link below:

Confirm my account

1. Check email (including spam or junk folder)
2. Click Confirm my account – you will get an email saying Thank you for registering.
3. The user can now login and begin submitting data. Data Submission will be covered in the Data Submission PowerPoint.
1. Go to https://pmpclearinghouse.net/users/sign_in
2. Enter the email address and password you created in registration
3. Click Login
Add Users

1. Log in
2. Select Account
3. Select Users
4. In the Account Users page, click New User in the top right corner
Add Users
New Data Submitter User page

1. Enter the new user's information

2. Click Submit. The new user will get an email confirmation request.
Add Users
Confirm Email

1. Check email (including spam or junk folder)
2. Click Confirm my account – you will get an email saying Thank you for registering.
3. The user can now login and begin submitting data.
   Data Submission will be covered in the Data Submission PowerPoint.