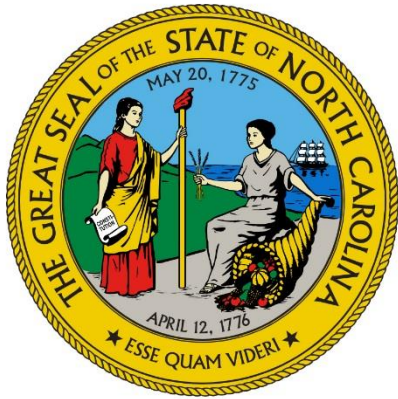


Veterinarian Training



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>

The screenshot shows a registration form with four main sections: Profile, Personal, Employer, and Data Submission. Annotations with lines pointing to specific fields provide instructions:

- Profile:** Points to the Email Address, Password, and Password confirmation fields with the text: "Your email address and the password you created. The email address will be your user name".
- Personal:** Points to the First, Middle, and Last name fields with the text: "Your name (Middle name is optional)". It also points to the DEA and NPI search fields with the text: "Not applicable – Leave blank".
- Employer:** Points to the Name, Address, City, State, Postal Code, Phone, and Fax fields with the text: "Practice name and contact information". It also points to the Facility DEA and NCPDP search fields with the text: "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".
- Data Submission:** Points to the bottom section of the form with the text: "Not applicable – Leave blank".

Additional text on the form includes: "Searching for DEA or NPI will autopopulate your information if found." and "Your personal DEA number".

NOTE: Screen layout may vary since the vendor does periodic updates, but the requested information is the same.

Clearinghouse Account Registration Profile Example

Profile

Email Address

Password

Password confirmation

Personal

First name Searching for DEA or NPI will autopopulate your information if found.

Middle name

Last name

DEA

NPI

Employer

Name Searching for DEA or NPI will autopopulate your information if found.

Address

Address (continued)

City

State

Postal Code

Phone

Fax

DEA

NCPDP

Data Submission

Clearinghouse Account Registration Data Submission

Phone: (919) 555-1122

Data Submission

PMP Clearinghouse users are able to submit data through the web portal via manual entry or upload of ASAP files. Secure FTP (SFTP) access is available, and Real-Time submissions are also available in select states.

Enable SFTP Access

SFTP Username: catcl9195551122@prodpmstfp

SFTP Password:

SFTP Password Confirmation:

Password must include at least 8 characters, including 1 capital letter, 1 lowercase letter, and 1 special character (such as !,@,#,\$)

Enable Real-Time Access

Not applicable – Leave blank

Submission Destinations

Only select states for which you are required to submit data. In most cases, a state requires submissions when there is a physical location dispensing controlled substances within the given state and/or when a dispenser is shipping (i.e. mail orders) controlled substances into the state. Please governing PDMP body for clarification on if you are required to submit data to the respective state.

Please Note: Selecting additional states DOES NOT enable interstate data sharing.

* States

- Alabama
- Alaska
- Arizona
- Arkansas
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Guam
- Hawaii

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.

Clearinghouse Account Registration Submission Destinations

Submission Destinations

Only select states for which you are required to submit data. In most cases, a state requires submissions when there is a physical location dispensing controlled substances within the given state and/or when a dispenser is shipping (i.e. mail orders) controlled substances into the state. Please consult the state's governing PDMP body for clarification on if you are required to submit data for that state.
Please Note: Selecting additional states DOES NOT enable interstate data sharing.

- States
- Alabama
 - Alaska
 - Arizona
 - Arkansas
 - Colorado
 - Connecticut
 - Delaware
 - District of Columbia
 - Florida
 - Georgia
 - Guam
 - Hawaii
 - Idaho
 - Indiana
 - Iowa
 - Kansas
 - Louisiana
 - Maine
 - Massachusetts
 - Michigan
 - Minnesota
 - Mississippi
 - Missouri
 - Nevada
 - New Hampshire
 - New Jersey
 - New Mexico
 - North Carolina
 - North Dakota
 - Ohio
 - Oklahoma
 - Oregon
 - Pennsylvania
 - Puerto Rico
 - Rhode Island
 - South Carolina
 - South Dakota
 - Texas
 - Vermont
 - Virginia

Submit

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



Thank you for registering with PMP Clearinghouse, a service of PMP AWARxE.
— A link to verify your email address has been sent. You must confirm your email address before you can login to PMP Clearinghouse. Your data submission request has been sent to your requested state(s) for processing. Upon approval, you may begin submitting prescription data.



Your SFTP account has successfully been created.
— You may now configure and test your SFTP account. Data submission by SFTP will not be accepted by the destination PMP unless the requested state has approved the data submission request.



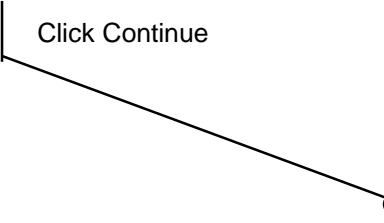
Your username for SFTP transmission is:
catcl0195551122@prodmpsfpt
— You can also review this username in the SFTP section of the Accounts menu within PMP ClearingHouse. Please ensure you place your data in the correct state specific sub-folder to ensure transmission to the proper state PMP.

Account Registration [REGISTRATION INFORMATION OVERVIEW](#)

| Profile | Employer |
|----------------------------------|--|
| Email Address: nccsr@dhhs.nc.gov | Name: Cat Clinic |
| Password: ***** | DEA Number: YY1111119 |
| DEA Number: ZZ1111119 | NCPDP Number: |
| NPI Number: | Address: 111 Maine Coon Way Suite 100 Sanford NC 27330 |
| Full Name: Sue Catdoctor | Phone: 919-555-1122 |
| | Fax: 919-555-1133 |




| Data Acceptance | Real-Time Account |
|--------------------------------------|--|
| SFTP Account | Real-Time Account |
| SFTP Access? Yes | Real-Time Access? No |
| Username: catcl0195551122@prodmpsfpt | Submission Destinations |
| Password: ***** | <input checked="" type="checkbox"/> North Carolina |

[Continue](#)



Clearinghouse Account Registration

Confirm Email

 no-reply-pmpclearinghouse-clearinghouse-88b575877-6dhsc@globalnotifications.com |  NCCSRS 11:04
[External] Confirmation instructions
 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

Welcome nccsrs@dhhs.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.

Login

Login

Email Address

Password

Login

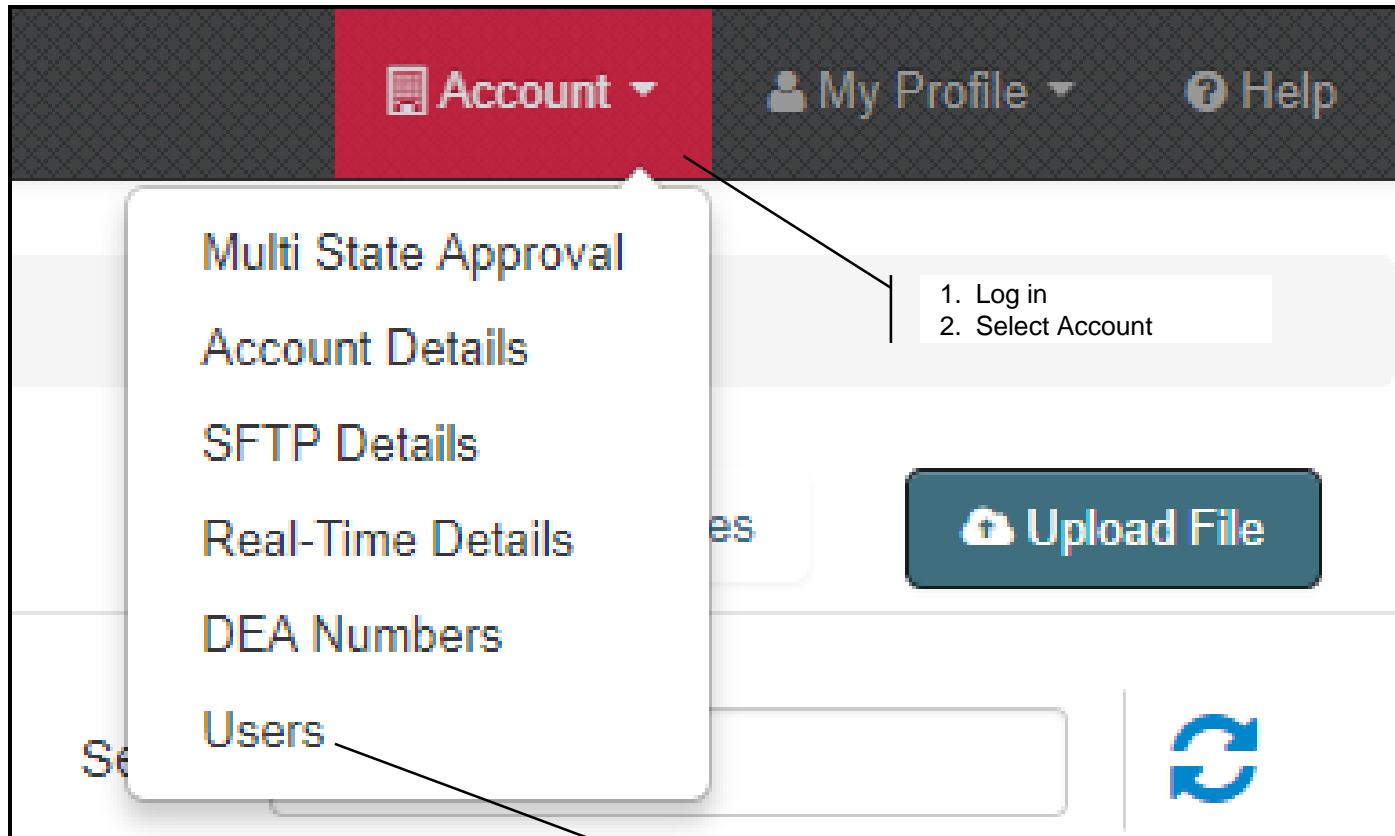
[Create an Account](#)

1. Go to https://pmpclearinghouse.net/users/sign_in
2. Enter the email address and password you created in registration
3. Click Login

Help

[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)
[Didn't receive unlock instructions?](#)

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

 **New Data Submitter User** [MANAGE DATA SUBMITTER USERS](#)

Account Information

*** ... Email**

*** ... First name**

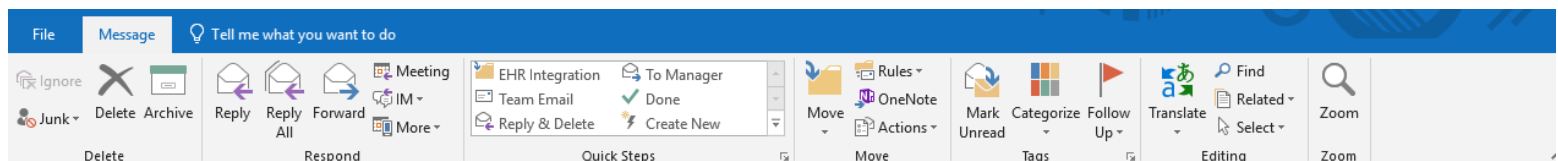
*** ... Last name**

1. Enter the new user's information

2. Click Submit. The new user will get an email confirmation request.

Add Users

Confirm Email



no-reply-pmpclearinghouse-clearinghouse-88b575877-6dhsc@globalnotifications.com | NCCSRs 11:04 AM
[External] Confirmation instructions
If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to [Report Spam](#).

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