

After you submit your Credentialing ID (from the app) or retrieve your fob; you will receive two invitation emails from DrFirst

If you have any questions regarding the status of your registration; contact Justin Darstein ([jdarstei@ecmc.edu](mailto:jdarstei@ecmc.edu)) or call the EMR Hotline at 898-5601.

### Registering with Dr. First

☑ ☆ > DO-NOT-REPLY-EPCS (3) EPCS enrollment invite for prescribing controlled substances electron Jan 25

#### 1) Open the email for step by step instructions

You have successfully completed the identity proofing process to prescribe controlled substances with your e-prescribing vendor. The following email contains a link to complete your electronic prescribing of controlled substances (EPCS) enrollment. Upon completion you will be able to safely and securely prescribe controlled substances electronically.

Please follow the directions outlined here:

1. Goto [new registration interface link](#) **B**
2. If the link does not open a webpage, please copy and paste the link into your browser.
3. Enter the following information into the designated area:  
IDP Verification ID: [1285527f537f4f1389abf3aa86a475f2](#) **A**  
NPI: 1787419252  
Token serial #: enter the serial # of your EPCS two-factor authentication token
4. Follow the provided instructions.

**A.** IDP Verification ID will need to be entered into the next screen

- Highlight the number
- Right click and select COPY

**B.** Link to the registration site

If you have any further questions, please contact us at [support@drfirst.com](mailto:support@drfirst.com) or at 1-866-263-6512.

#### 2) Fill out the section labeled I have an invite

**A.** Paste the Verification code from your email here

**B.** Enter the **Serial Number** (from your Fob) or your app **Credentialing ID** (from the app)

3) Click on **Proceed**

## User Registration

Fields marked with \* are mandatory



Please choose a passphrase. This passphrase will be used when you send a controlled substance prescription electronically. Please create a security question and corresponding answer for your account. If you ever forget your passphrase, you may reset it through the Prescriber Dashboard. During this process, you will be asked your security question and asked to answer it. Please enter a question that is personal to you, and for which only you know the answer.

Choose Passphrase\*  ✔ Your password is good

Re-enter Passphrase\*  ✔ Your password is good

Security Question\*  B

Security Answer\*  C

- A. Choose a password:** enter a password and reenter it to verify. This password will be used for prescribing controlled substances.
- B. Type a security question:** will be used to verify your identity if you have to have your password reset.
- C.** Type the answer to you security question
- D.**

## Registering the Token

	<b>Smart Phone App</b>	<b>Hard Token (Fob)</b>
<b>A Device Issuer</b>	VERISIGN	
<b>B Device Type</b>	OTP Soft Token	OTP Hard Token
<b>C Device Name</b>	You pick a personal identifier	
<b>D OTP PIN or Security Code</b>	Enter 6 digit security code displayed on the app	Enter 6 digit security code displayed on the Fob
<b>E Finished</b>	Click on <b>Save</b>	