

## Meditech e-prescribing Step 2



After you submit your Credentialing ID from the Symantec VIP Access app on your phone or request a FOB, you will receive two invitation emails from DrFirst

### 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.

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

**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**

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

**EPCS Gold**

**Sign in**

NPI

Passphrase

Device Type

**Sign in**

Forgot Passphrase Report Lost Device

**I have an Invite**

NPI #

IDP Verification ID

Token Serial #

**Proceed**

**FILL OUT THIS SECTION**

**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\*  A ✔ 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

**Key Fob (Hard Token)**

*If you were assigned a hard token, you will need the token prior to registering with Dr. First. The fob can be picked up at the ECMC Help Desk. Call 898-4477*

**Add a Device**

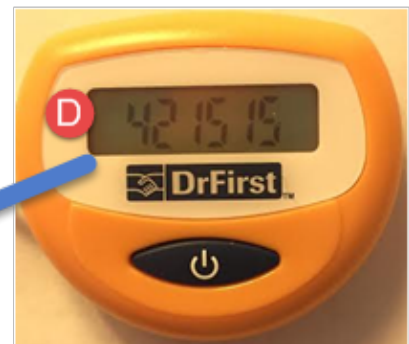
Device Issuer\* A  ?

Device Type\* B  ?

Device Name\* C  ?

S/N or Credential ID\*  ?

OTP PIN\*  D ?



- A. Device Issuer:** VERISIGN
- B. Device Type** choose OTP Hard Token
- C. Device Name :** Personal Identifier

**S/N or Credential ID:** *Serial number from fob, will be defaulted in, verify its correct.*

- D. OTP PIN or Security Code** Enter the six digit security code displayed on fob
- E.** Click on **Save**

*Soft Token (Symantec VIP Access app)*

- A. Device Issuer:**     VERISIGN
- B. Device Type**        choose OTP Soft Token
- C. Device Name :**     Personal Identifier  
**S/N or Credential ID:**    *This number should be defaulted in. Verify that it is correct.*
- D. OTP PIN or Security Code**   Enter the security code displayed on the app on your phone.
- E. Click on Save**

*Completing Step 2*

**Register Devices**

Fields marked with \* are mandatory

1 2 3 4 5 6 7

✓ Successfully activated token with serial no. VSST98799641

Device Name	Credential ID	Status
ECMC Soft Token	VSST98799641	Active

The registered device will be listed here

Continue

Click on **Continue**