

Electronic Prescribing for Controlled Substances EPCS with NewCrop e-Prescribing Exostar Registration while using Verizon

Objective and Explanation of this Document:

The objective of this document is to assist providers with migration from Verizon two factor authentication to Exostar. Before NewCrop can migrate your account to Exostar for EPCS every EPCS prescriber must sign up and complete Exostar Identity Proofing.

Once all prescribers have completed the Exostar Identity Proofing then the practice account is switched to Exostar.

The deadline to compete this switch is <u>February 28, 2018</u>. You will not be able to prescribe controlled substances electronically.

This is a step-by-step outline with screenshots and instructions that are meant to show the various steps both in Newcrop and in Exostar. If you have questions before starting this process, please contact Client Services. The process takes approximately 30 minutes for each prescriber. We always recommend that you once you start the process, you complete the process in the same sitting. There is an annual renewal of your subscription with Exostar as well as the payment for the service; however, this registration process is completed only once.

To Migrate to Exostar for EPCS, the following must be completed:

- 1. Registration with Exostar for every EPCS prescriber
- 2. Grant and Finalize steps in NewCrop screens
- 3. Contact Amazing Charts to switch your account to Exostar

Common Terms in this process:

EPCS - Electronic Prescribing of Controlled Substances: Electronic transmission of controlled drugs Exostar – Our partner for the identity proofing process.

IDP - Identity Proofing: Process of legal verification of identity

Vetting Process – The process by which identity is verified during the registration process.

OTP – One Time Passcode: The six-digit passcode received during the second phase of 2 factor authentication. TFA – Two Factor Authentication: Using a combination of the username/password for the first authentication and an OTP for the second factor. This is the security measure that is required by the DEA for electronic transmission of controlled drugs. The first factor, the username/password is your login to your EMR. The second factor, the OTP, will be activated during this process.

BEFORE YOU BEGIN!

Authy App: 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, NOT AN iPAD, TABLET OR DESKTOP.



Name Verification: If you are prompted to go through the webcam process with Exostar, please make sure that the name being used is the same name that shows on your legal document (driver's license or passport). If this does not match, update the information within your EHR <u>before</u> starting Exostar registration. Please reach out to your EHR for assistance. If you do not update this information, you will not be approved during your webcam process with Exostar.

Sign Up for Exostar

Login into Amazing Charts as the Prescriber

Select a Test patient

Navigate to Write Scripts

PROD EPCS Registration - Exostar November 2017–NewCropLLC

Click ePrescribing from the menu bar and select Manage via NewCrop Screens



Navigate to Admin tab in the NewCrop window and Select Exostar Sign-up.



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Enter your HOME address and email address and click Save. Before clicking save, verify the following:

Verify the DEA is correct. If this needs to be corrected, please contact your EHR before proceeding.
 The address used below is your HOME ADDRESS. Do NOT use your business address.
 Click "Save":

roceeding. Once information	on is entered, click Save.
nter required fields deno	ted by * and then click Save
rescriber Information	
First Name *	Timothy
Last Name *	Applegate
Dea Number	AE1447350
lome Address	
Address Line 1 *	2209 Kingston Dr
Address Line 2	
City *	Lawrence
State *	KS V
Zip *	66049
ontact	
Email Address *	kdavidson@newcroprx.com
Confirm Email Address *	kdavidson@newcroprx.com

You will receive a hardware token as part of your registration. (Your hardware token is a device to receive a One Time Passcode (OTP).) You can choose to have the hardware token shipped to your location (practice/clinic) address or your home address. Click the preferred shipping address, verify it is correct and then click "Order Token and Continue Registration":



If you choose to continue to registration immediately, you are <u>required</u> to have the Authy app downloaded. If you choose to wait to receive the hardware token, you will stop here and resume when you have the hardware token in hand.

When ready to begin Exostar registration, click "Click to start ECPS Registration Process":

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

Identity Proofing with Exostar

In order to complete identity proofing, you must have an OTP device in hand. Binding an OTP method is part of the registration process and is REQUIRED in order to proceed with registration.

Your registration is complete when you have been successfully approved and your OTP device(s) has been bound to your account.

If you are unable to be approved during the registration process, you will be provided with one of the two alternativemethods below*:

- 1. Webcam proofing
- 2. US mail

*See appropriate corresponding documentation for alternative proofing methods.

When ready to begin, review the Subscriber Agreement. Click "I Agree":

	User Subscription Agreement for ProviderPass Service (Individual User)
	THIS USER SUBSCRIPTION AGREEMENT FOR PROVIDERPASS SERVICE (Individual Uner) (this "Agreement"), dated as of the ESective Dide, is by and between Exositer LLC, a Delaware limited liability company ("Exositer"), and the undersigned ("Deer"), such 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
	Aevisor, 09152211 4
You mu	at agree to the User Subscription Agreement to continue
ly clickie II refere licked, 1 ioth part	ng the 1 Agree' teation below, you will be deemed to have agreed to the terms of the User Subscription Agreement a need documents for Second Factor Credential Authentication (SFCA) Service and to have duly executed it. Once EXOSTAR, by posting this agreement shall be deemed to have also duly executed it. If you click the I Disagree butto lies shall be deemed to have not agreed to the terms of the agreement and you may not use the represented service
New and	Point: User Subscription Agreement. General Terms and Conditions. Terms of Access. and Privacy Policy
pon clic	iting the 'I Agree' button, these documents will also be sent to you by email.
	TAgree I.Desgree

Step 1: Confirm Profile

Select United States from the drop down and click "Submit":

Instructions: Select country	of residence		
What is your cour	ntry of residence? Select		
What is your cour	ntry of residence? Select United Stat	es	

Step 2: VerifyIdentity

Enter all of your personal information. Review all information carefully. Once information is verified as correct, click "I Agree":

Enter the indicated inf Exostar will not store o Need more information	ormation below. rr update your profile with this information. This information is only n? View our frequently asked questions	used during the Identity Verification process.	
'our full legal name is req	uired. If the information below is incorrect, select 'Return to NewCr	op Core' below to update your information.	
*First Name:	Timothy	Middle Name:	
*Last Name:	Applegate	Suffix:	
inter your current home a	ddress below.		
*Home Address:	2209 Kingston Dr	* State:	Kansas 🗸
*City:	Lawrence	*Zip Code:	66049 (ex:20001 or 20001-1234)
inter a phone number. If	you do not have a home number, you can enter an alternate such a	is a mobile phone number.	
Home Phone:	(Numbers only)	Alternate Phone:	
his information is require	d for verifying your identity. Exostar will not store or update your pr	ofile with this information. Enter in your Date of Birth	h and the last 4 digits of your Social Security Number.
*Date of Birth :	Month November V Day 10 Year 1937	*Social Security Number:	4234 (Last 4 numbers only)
agreeing to participate cess. Junderstand that by cli prmation from your pers	in the identity verification process, you hereby consent to the cking on the I Agree button immediately following this notice, sonal credit profile or other information from Experian, solely to	use of the information (including any personally you are providing 'written instructions' to Exost o verify your identity. <u>View and Print</u> ree [Disagree] Return To NewCrop Core	y identifiable information) that you provide here in in the identity verification ar under the Fair Credit Reporting Act authorizing Exostar to obtain

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:

The following are a set of personal q Excetar does not along the question Mand more information? <u>View set for</u>	extions from your personal coeffit profile that meet to be account to confirm your stantity, or amoves, nor does Exostar have any incosiledge of the correct answers onto send sendors.
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Step 3: Bind Token(s)

<u>Hardware Token</u>: You will receive a hardware token (fob) as part of your Exostar registration process. You can bind this token during the registration process or you can bind it at a later time. To skip this step, click "Skip to Next".

To bind this token now, enter the serial number (found on the back of the hardware token). Press the button to enter the first password (One-Time Password 1). Press the button a second time and enter the second password (One-Time Password 2). Click "Submit":

You must protect this naroware token from loss of them. Never share OTP codes with anyone to avoid identity theft. To register your Hardware One-Time Password Token enter in two one-time	passwords below.
Need more information? View our frequently asked questions	
Register your Hardware One-Time Password Token	
*Token Serial Number:	
One-Time Password 1:	
"One-Time Password 2:	
	Submit Skin to Naxt Cancel

<u>Authy App</u>: The Authy app is another way for you to get your OTP. To bind the app to your profile, enter your phone number. Click Register Phone.

If you choose to not use the app, click "Skip to Next":

 Shared phone nu Never share OTF To begin the regi If you cancel out If you have alread Ensure that your Need more inform 	mbers or devices are not permitted. ² codes with anyone to avoid identity theft. stration process for the Mobile Credential, enter your phone number below and click the 'Register Phone' button. of the registration process before completion, you will need to repeat all steps in the process. dy installed the Authy app, then the phone number and email address used during the installation must be used below, phone is turned on and connected. ation? View our frequently asked questions
Mobile Credential Ri	egistration
*Select Country:	United States
*Phone Number:	+1- 2109581747
*Email Address:	customersuppart@newcraprx.com

Once the Authy app is opened on your phone, click the red X. If you have not yet downloaded the app, you will receive a text message with a link to download the app once you have clicked the red X. The Authy App icon:

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Shared phone no Never share OTF To begin the regi If you cancel out If you cancel out If you have alrea Ensure that your Need more inform	umbers or devices are not permitt 2 codes with anyone to avoid ider istration process for the Mobile C of the registration process before dy installed the Authy app, then ti phone is turned on and connecte mation? <u>View our frequently asked ou</u>	ed. htity theft. redential, enter y completion, you he phone numbe d. estions	your phone number below and click the 'Register Phone' button. u will need to repeat all steps in the process. er and email address used during the installation must be used below.
fobile Credential R	egistration		
*Select Country:	United States	¥	
*Phone Number:	+1- 2106541747		Please complete Authy download and installation on your phone
*Email Address:			

You will set up the app with your country code, phone number and a text message. Continue to next steps.

Click the red X and enter the 6 digit passcode from the authy app:

 Shared phone n Never share OT The One-Touch You may also us If you cancel out Ensure that your 	umbers or devices are not permitted. P codes with anyone to avoid identity theft. mode for binding the Mobile Credential is auton e Soft OTP to bind the Mobile Credential. of the registration process before completion, y phone is turned on and connected.	natic. you will need to repeat all steps in the process.
 Need more infor 	mation? View our frequently asked questions	
Mobile Credential E	inding	
	Waiting for One-Touch Approval	
		Colle-Televin
	Or Click on the 'X' to enter Soft OTP	
*Soft OTP;		Success
Phone Number:	+1- 2105857747	
Email Address:	Customersupport []	

Once entered, click "Submit":

 Shared phone n Never share OT The One-Touch You may also us If you cancel out Ensure that you Need more infor 	umbers or devices are not permitte P codes with anyone to avoid iden mode for binding the Mobile Cred se Soft OTP to bind the Mobile Cred t of the registration process before r phone is turned on and connecte mation? <u>View our frequently asked due</u>	ed. itity theft. ential is automatic. edential. completion, you will need to repeat all steps in the proc d. estions
Mobile Credential E	Binding	
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*Soft OTP:	992591	× Submit
Phone Number:	+1+ 0 (0885:042	
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	Skin in Dravinus Skin to Next	Caseal

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

a have successfully registered you	r Mobile Credential to your account. You can now use your Mobile Credential to authenticate and sign electronic prescriptions
k "Complete" to proceed.	
	Complete

EXOSTAR ONLY ALLOWS TWO METHODS OF OTP:

- 1. Authy App
- 2. Hardware Token

<u>Per DEA regulation, you are no longer allowed to use text messages or emails as a valid OTP</u> <u>method. In the following screens, text messaging will be set up as a way to access your</u> Exostar profile, but is not used in transmission of controlled substances.

To access your Exostar profile, you must authenticate using either one of your OTP methods or via a text message or voice call. <u>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 complete process.</u>

<u>Text Message/Voice call</u>: 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".

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".

Shared phone numbers or devices are not permitted. If a mobile device is used, you must be in possession of fa landhine is used, you must be present at the landhine Verver share OTC ocdes with anyone to avoid identity the There a phone number below that is accessible to contri- ty ou do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- You do not register a phone, and your Hardware One- Your be subject to charges imposed by your telephone where the phone of the	f the mobile device before requesting an OTP code. telephone before requesting an OTP code. eff. Time Tassword Tokon becomes unusable, you will no ner carrier for receiving the text messages. Exostar is i	ed to complete the full registration process again. not responsible for the payment of such charges.
jister 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- 2105851747	Enter numbers 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 th guide at the phone public phone number.
*Confirm Phone Number		

Enter the Verification Code that was sent*. Click "Submit":

Shared phone numbers or devices are not permitted. If a abbit device is used, you must be present at the landin of the landine is used, you must be present at the landin Exter a shore number helow that is accessible to come if you do not register a phone, and your Hardware One You may be subject to changes invoiced by your telept Need more information? <u>Your cur frequently steel question</u>	of the mobile device before requesting an OTP code. te telephone before requesting an OTP code. Include the registration process. Time Password Token becomes unusable, you will in once carrier for receiving the text messages. Exostar i a	need to complete the full registration process again. Is not responsible for the payment of such charges.
gister your phone		The share which is a write encourse from Proster 2
• Delivery Mathema	Text thessage to my Phone	now do you wish to receive messages nom Exosian?
* Delivery Method:		
* Delivery Method: * Select Country:	United States	Select a country instead of entering the full international dialing code in the phone number field.
* Delivery Method: * Select Country: *Phone Number:	United States +1- (2105851747	Select a country instead of entering the full international dialing code in the phone number field. Dicht receive your code or code expires? 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 he with entering a phone number.
* Delivery Method * Select Country *Phone Number *Confirm Phone Number;	United States ~ +1- [2105851747 +1- [2105851747	Select a country instead of entering the full international dialing code in the phone number field. Dight 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 he with entering a phone number.

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

Click "Complete":



You have now completed the Exostar registration process!

Once you reach this step the following should be true:

- 1. You are successfully vetted.
- 2. You should have at least one OTP method (app and/or hardware token) that will be used to transmit a controlled substance.
- 3. You should have set up either a text message or voice call option to access your profile outside of your OTP device.

You can manage the OTP devices on the NewCrop Admin Tab under "Manage Your EPCS Account" link.

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

PROD EPCS Registration - Exostar November 2017 – NewCrop LLC You <u>CANNOT</u> complete the Grant and Finalize steps if you are NOT approved with Exostar. Once approved, you can complete the EPCS registration process with both Exostar and NewCrop.

Grant and Finalize Steps

The GrantStep

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The DEA requires an "EPCS Administrator" to confirm the identity of the Prescriber – this is called the Grant Step. Anyone who's name in on the list and is NOT the Prescriber can complete the Grant Step as the EPCS Administrator. The Prescriber designates the EPCS Administrator by checking the box next to both the EPCS Administrator's name and their own name. Click Save.

The Prescriber logs out of NewCrop.

In the example below, Timothy Applegate is the Prescriber and Amber Valentine is the EPCS Administrator.

The Gra	e DEA requires th ant the prescriber	at so . The	meone other EPCS Admir	than the faistrator c	Prescriber be selected as th an be anyone on the list wh	e "EPCS o is <u>NOT</u>	Administrator" to the Prescriber.
Sel The	ect the check b EPCS Adminis	ox no	ext to the EF or will need t	PCS Adm to log in.	inistrator and Prescriber	's name,	click Save and log out.
	User Name	User Type	DEA Number	EPCS Activated	EPCS Email	EPCS Status	UserGuid
	Doctor D. Test MD	D		No			9d9042e7-f925-4125-8429- 3085d878b561
	Amber Valentine	s		No		l	eba04aee-afc2-4d6e-bffd- 1534cc6020f1
	MATHEW J DOYLE	D	AD7251731	No			21224109-c547-432a-953a b8c08ba71491
	Timothy A Applegate	D	AE1447350	Yes	kdavidson@newcroprx.com	Needs Grant	8c5ae7ab-602f-41c0-b2a7- df622cfb8c85

The EPCS Administrator logs into NewCrop, clicks on the Admin tab and chooses the Prescriber Registration and EPCS Setup link. The doctor's name now appears in the box with Select underlined in blue.

Click "Select" next to the Prescriber's name. The EPCS Administrator logs out.

		Istrator WIII HE	ed to log	in.	
User	Name	UserDEA Type Number	EPCS Activated	EPCS Email EPCS Status	s UserGuid
Docto	r D. ID	D	No		9d9042e7- f925-4125-8429-3085d878b56
☑ Ambe Valen	r tine	s	No		eba04aee-afc2-4d6e- bffd-1534cc6020f1
	EW J E	D AD7251731	No		21224109-c547-432a-953a- b8c08ba71491
	hy A gate	D AE1447350	Yes	kdavidson@newcroprx.com Grant	s 8c5ae7ab-602f-41c0-b2a7- df622cfb8c85
Save					
Grant St	eb 🛛				

Finalize the Prescriber

The Prescriber logs back into NewCrop, clicks on the Admin Tab and chooses the Prescriber Registration and EPCS Setup link. The Prescriber's name will appear in the Finalize Step box. Click "Select":

he Prescriber must be logg asscode (OTP) to complete	ed in to click s this step. Th	Select next to their name. The Prescriber mu s finalizes the EPCS registration in NewCro	st enter a One Time p.
Prescriber Name	DEA Numbe	rDoctorGuid	
Select Timothy A Applegate	AA1447350	80787f46-6d80-4a65-bce3-df5effe7901c	

Once clicked, the Enter OTP box will appear.

Use the OTP option that was bound during registration to complete the Finalize step:

- 1. Authy App: Click Authy Phone App and enter the One Time Passcode from the Authy app. Click "Authenticate".
- 2. Hardware Token Click Hard Token, click the button on the hardware token and enter the passcode. Click "Authenticate".

Authy Phone Ap	p
Enter passcode:	Authenticate

Final Step

- 1. Repeat the registration process for each prescriber.
- 2. Contact Client services once all of the prescribers privileges are granted and finalized.
- 3. Client services will switch your account to Exostar.

Congratulations! You have completed the Exostar EPCS registration process. See below for how to write a controlled Rx using NewCrop and Exostar.

How to write a controlled Rx

In NewCrop, write the prescription as appropriate for the medication. Click "Take Complete Rx to Review Page":

Pending	Rx Take Complete Rx to Review Page					Open Edit for Dosin
Rx Date Stage	Drug	Sig	#	Refill	Doc/Loc/Source	
11/21/17 InProc	Norco 5 mg-325 mg tablet	1 daily	35	0	M. Doyle	EDIT 🔍 X

Click "Proceed to Transmit Page":



Choose a pharmacy that accepts controlled Rxs and choose your preferred OTP delivery method:

h Rx Date Stage	Drug	Sig		#	Refill	Doc/	Loc/Source
09/27/17 InProc	Norco 5 mg-325 mg	g tablet 1 tab Subst	let by mouth daily itution Allowed	30 Tablet	0	He	T. Applegate Helotes Clinic 321 Helotes elotes, TX 78023 713-515-3232
cheduled	Drug Y insmission		Sand Push Noti	fication to An	orovo		AA1447350 >>
	Hard To	oken O Authy Phone	App	incation to Ap	JIOVE		
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Add to Curre y completing the formation to the egistration numb CA Pharmace Phone 707- Pharmacy	Enter p ent Medications Timothy Applegate e two-factor authentication p p pharmacy for dispensing. T er appear above. y 10.6MU CAMU 210-7071 Search	e DEA: AA1447350 N rotocol at this time, you are the two-factor authentication Via: Electroni 65432 Caberr	Sign Rx urn to Route Page NPI: 1877324149 321 e legally signing the prescrip on protocol may only be com inc. Fax 707-210-70 met Turn Sonoma, CA	Helotes Helo otion(s) and auth spleted by the pr 72 95476	Skip Pi tes TX 1 prizing th actitioner	asscod 78023 e transn whose r (reo dd / So	te/Print and Sign nission of the above name and DEA quired)
Add to Curre y completing the formation to the egistration numb CA Pharmace Phone 707- Pharmacy Name	Enter p ent Medications Timothy Applegate e two-factor authentication p pharmacy for dispensing. T er appear above. y 10.6MU CAMU 210-7071 Search	e DEA: AA1447350 N rotocol at this time, you are the two-factor authentication Via: Electroni 65432 Caberr Address	Sign Rx urn to Route Page NPI: 1877324149 321 e legally signing the prescrip on protocol may only be com inc Fax 707-210-70 net Turn Sonoma CA	Helotes Helo btion(s) and auth npleted by the pr 172 95476	Skip Pa tes TX prizing th actitioner	asscod 78023 e transn whose r (net) dd / St 24-Hr	le/Print and Sign mission of the above name and DEA quired) earch Pharmacy Fox

Either enter the OTP and click Sign Rx OR send to and approve the push notification your phone:

ich	Rx Date Stage	Drug	Sig	#	Refill	Doc/Loc/Source
2	09/27/17 InProc	Norco 5 mg-325 mg tablet	1 tablet by mouth daily Substitution Allowed	30 Tablet	0	T. Applegate Helotes Clinic 321 Helotes Helotes, TX 78023 <u>713-515-3232</u>
Sc	heduled [Drug Transmission				AA1447350 ~
Scl	heduled [Drug Transmission Hard Token O A	uthy Phone App	ication to Ap	prove	AA1447350 ~
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smitted to: CA Pharmacy 10.6MU 65432 Cabernet Turn Sonoma, CA 95476 Phone:	7072107071 at 3:43 PM Central Time		Wednesday, September
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