

Electronic Prescribing of Controlled Substances

Setup and User Guide

BEFORE YOU BEGIN!

Please note, if you subscribe to financial security services such as Lifelock, you will need to complete vetting process via webcam. This process is completed by appointment with Exostar and will need to be set up in the event you subscribe to those services.

EPCS: Setup Guide

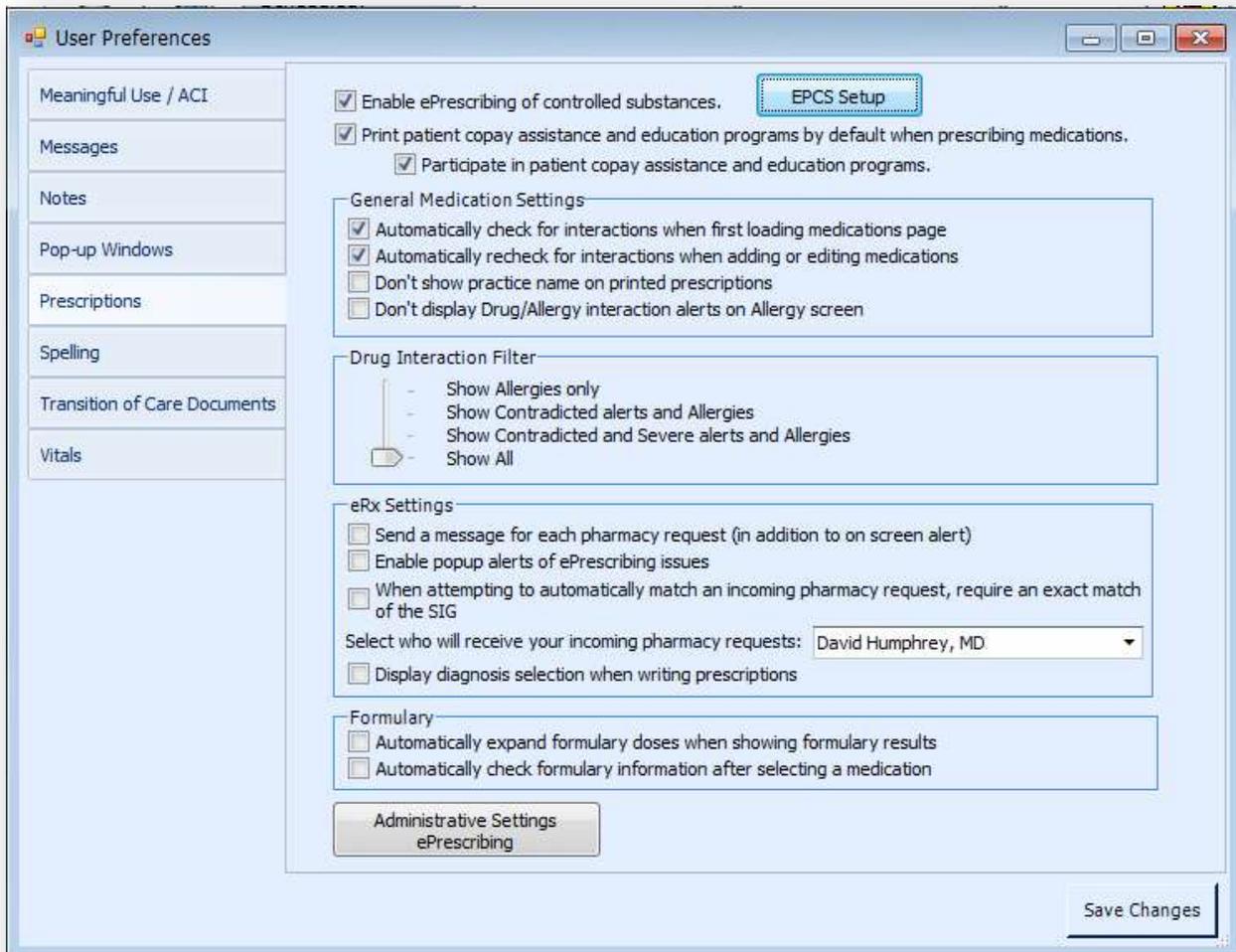
Log into Amazing Charts as the provider you will be registering.

Click “Edit” > “My Preferences” > “User Preferences”

On the left-hand side select the Prescriptions option

Check the “Enable ePrescribing of controlled substances.” Option

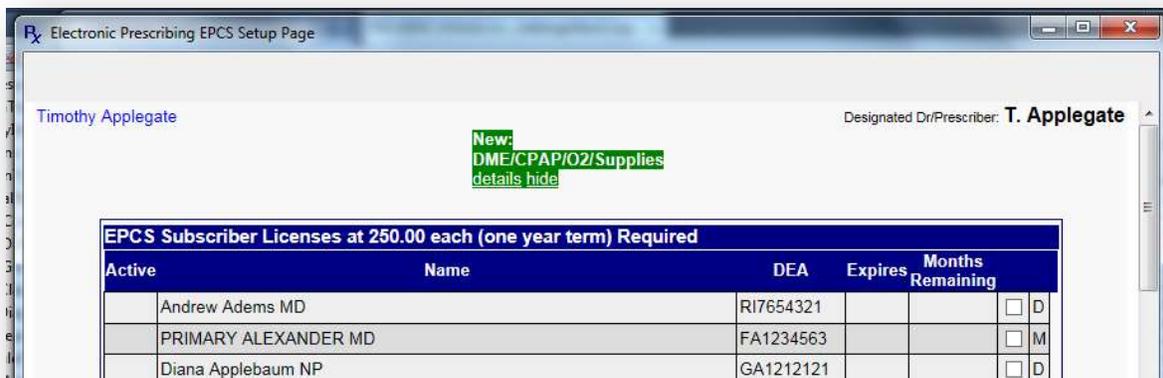
Click the EPCS Setup Button



At the top of the page click the “Sign up for EPCS Services” button



Check the box next the providers name that is registering for EPCS (Note: you can select multiple providers at once if multiple providers are registering for EPCS and wish to pay at once)



Click the "Calculate" button



The price will display next to the “Total Cost: \$ “. Click the “Purchase” link, this will transfer you to the PayPal portal. Please confirm your DEA number is correct.

EPCS Subscriber Licenses at \$250.00 each (one year term):

Name	DEA
Timothy Applegate MD	AA1447350

If PayPal transaction fails, copy and paste this link into a separate browser such as Chrome, Internet Explorer or Safari: <http://secure.newcropaccounts.com/Public/UserSubscriptionMaint.aspx?UST=f26994bf-2c9d-485c-a4eb-016cf82dbed7>

Total Cost: \$250 [Purchase](#) [PayPal Error/Questions](#)

[Re-select Subscribers](#)

User Subscription Transaction ID: US-7347ce32-1ded-49e2-8be0-93da6ef5ff3a

A new page will open click “Transfer to PayPal Portal”

You can enter your email/mobile number to log into PayPal or click “Pay with Debit or Credit Card”

The image shows a PayPal payment interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "\$250.00 USD". The main heading is "Pay with PayPal". Below this is the instruction "Enter your email or mobile number to get started." followed by a text input field labeled "Email or mobile number". There is a link "Forgot email?". Below that is a blue button labeled "Next". A horizontal line with "or" in the center separates this from a grey button labeled "Pay with Debit or Credit Card". At the bottom left, there are language options: "English | Français | Español | 中文".

If “Pay with Debit or Credit Card” is selected fill in debit/credit card information

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country/Region
United States

Card number

Expires CSC

First name Last name

Billing address

Street address

Apt., ste., bldg.

City

State ZIP code

Pay Now

Once the information is filled out click “Pay Now”

Contact Information

Phone type
Mobile

Phone number
+1

Email

Pay Now

Note: If you are having trouble loading the PayPal page use follow the instructions in the green box above the “Purchase” link

Once the payment is made you can print a copy of the receipt, please note it will send a copy of the receipt to the email entered in the contact information section.

You can now close out of the PayPal page and the EPCS setup page. You will need to reopen the EPCS setup page to get to the next screen.

Upon reopening the EPCS setup page you will be prompted to enter your name and address EXACTLY as it appears on your DRIVERS LICENSE and a valid email address. Then click “Save”

Identity Proofing

Enter your personal data, using your home address. Verify the DEA is accurate and make any corrections before proceeding. Once information is entered, click Save.

Enter required fields denoted by * and then click Save

Prescriber Information

First Name * Timothy

Last Name * Applegate

Dea Number AE1447350

Home Address

Address Line 1 * 2209 Kingston Dr

Address Line 2

City * Lawrence

State * KS

Zip * 66049

Contact

Email Address * kdavidson@newcroprx.com

Confirm Email Address * kdavidson@newcroprx.com

Save Cancel

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”:

A hardware token will be shipped to you as part of your EPCS registration. Please choose shipping address below.

Use location address Use home address

Enter required fields denoted by * and then click Save

Prescriber Information

Shipping Address

Addressee Timothy A Applegate

Location Name

Address Line 1 2209 Kingston Dr

Address Line 2

City Lawrence

State KS

Zip 66049

Edit

Order Token and Continue Registration

If you choose to continue to registration immediately, you are required 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”:

Identity Proofing

Enter your personal data, using your home address. Verify the DEA is accurate and make any corrections before proceeding. Once information is entered, click Save.

Enter required fields denoted by * and then click Save

Prescriber Information

First Name Timothy
Last Name Applegate
Dea Number AA1447350

Home Address

Address Line 1 2209 Kingston Dr
Address Line 2
City Lawrence
State KS
Zip 66049

Contact

Email Address customersupport@newcroprx.com

Edit

Click button below to register for EPCS.
[Click to start EPCS Registration Process.](#)

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

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

**User Subscription Agreement for
ProviderPass Service
(Individual User)**

THIS USER SUBSCRIPTION AGREEMENT FOR PROVIDERPASS SERVICE (Individual User) (this "Agreement"), dated as of the Effective Date, is by and between Exostar LLC, a Delaware limited liability company ("Exostar"), and the undersigned ("User"), each 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

Revision: 09/11/2015

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You must agree to the User Subscription Agreement to continue

By clicking the "I Agree" button below, you will be deemed to have agreed to the terms of the User Subscription Agreement and all referenced documents for Second Factor Credential Authentication (SFCA) Service and to have duly executed it. Once clicked, EXOSTAR, by posting this agreement shall be deemed to have also duly executed it. If you click the "I Disagree" button, both parties shall be deemed to have not agreed to the terms of the agreement and you may not use the represented service.

View and Print: [User Subscription Agreement](#), [General Terms and Conditions](#), [Terms of Access](#), and [Privacy Policy](#)

Upon clicking the "I Agree" button, these documents will also be sent to you by email.

[I Agree](#) [I Disagree](#)



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

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Enter Activation Code | Step 4: Register One-Time Password Device

Instructions:
Select country of residence

What is your country of residence?

Enter all your personal information. Review all information carefully. Once information is verified as correct, click "I Agree" (Note: Home Phone should be a land line and Alternate Phone should be a cell phone)

Step 1: Confirm Profile | **Step 2: Verify Identity** | Step 3: Register One-Time Password Device

- Enter the indicated information below.
- Exostar will not store or update your profile with this information. This information is only used during the Identity Verification process.
- Need more information? [View our frequently asked questions](#)

Your full legal name is required. If the information below is incorrect, select 'Return to NewCrop Core' below to update your information.

*First Name: Timothy Middle Name: _____
*Last Name: Applegate Suffix: _____

Enter your current home address below.

*Home Address: 2209 Kingston Dr * State: Kansas
*City: Lawrence *Zip Code: 66049 (ex:20001 or 20001-1234)

Enter a phone number. If you do not have a home number, you can enter an alternate such as a mobile phone number.

Home Phone: _____ (Numbers only) Alternate Phone: _____

This information is required for verifying your identity. Exostar will not store or update your profile with this information. Enter in your Date of Birth and the last 4 digits of your Social Security Number.

*Date of Birth: Month November Day 10 Year 1937 *Social Security Number: 4234 (Last 4 numbers only)

By agreeing to participate in the identity verification process, you hereby consent to the use of the information (including any personally identifiable information) that you provide here in the identity verification process. You understand that by clicking on the I Agree button immediately following this notice, you are providing 'written instructions' to Exostar under the Fair Credit Reporting Act authorizing Exostar to obtain information from your personal credit profile or other information from Experian, solely to verify your identity. [View and Print](#)

You must click I Agree to continue to the next step.

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 questions from your personal credit profile that need to be answered to confirm your identity.
• Exostar does not store the questions or answers, nor does Exostar have any knowledge of the correct answers.
• Need more information? [View our frequently asked questions](#)

1. According to your credit profile, you may have opened a mortgage loan in or around July 2013. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select NONE OF THE ABOVE/DONES NOT APPLY.

AHA MORTGAGE GROUP

BANK MORTGAGE

EQU MORTG

LOWA MORTG

NONE OF THE ABOVE/DONES NOT APPLY

2. You may have opened a mortgage loan in or around July 2013. Please select the dollar amount range in which your monthly mortgage payment falls. Refer only to the regular monthly payment which includes principal, interest, and escrow (if you could include taxes and insurance if collected by lender). If you have not had a mortgage payment now or in the past, please select NONE OF THE ABOVE/DONES NOT APPLY.

\$420 - \$429

\$430 - \$519

\$520 - \$549

\$550 - \$579

NONE OF THE ABOVE/DONES NOT APPLY

3. You may have opened an auto loan or auto lease in or around June 2013. Please select the dollar amount range in which your monthly auto loan or lease payment falls. If you have not had an auto loan or lease with any of these amount ranges now or in the past, please select NONE OF THE ABOVE/DONES NOT APPLY.

\$150 - \$449

\$450 - \$549

\$550 - \$649

\$650 - \$749

NONE OF THE ABOVE/DONES NOT APPLY

4. Which of the following professions do you currently or have previously belonged to? If there is not a matched profession, please select NONE OF THE ABOVE.

ATTORNEY

OPTICIAN / OPTOMETRIST

ARCHITECT

PROFESSIONAL DRIVER

NONE OF THE ABOVE/DONES NOT APPLY

Hardware Token: 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”:

Step 1: Confirm Profile | Step 2: Verify Identity | **Step 3: Register One-Time Password Device**

- You must protect this hardware token from loss or theft.
- 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:



Authy App: 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”

Step 1: Confirm Profile | Step 2: Verify Identity | **Step 3: Register One-Time Password Device**

- Shared phone numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- To begin the registration process for the Mobile Credential, enter your phone number below and click the 'Register Phone' button.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- If you have already installed the Authy app, then the phone number and email address used during the installation must be used below.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Registration

*Select Country:

*Phone Number:

*Email Address:

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.

- Shared phone numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- To begin the registration process for the Mobile Credential, enter your phone number below and click the 'Register Phone' button.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- If you have already installed the Authy app, then the phone number and email address used during the installation must be used below.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Registration

*Select Country:

*Phone Number: +1-

*Email Address:



Registration in progress...
Please complete Authy download and installation on your phone

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 numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- The One-Touch mode for binding the Mobile Credential is automatic.
- You may also use Soft OTP to bind the Mobile Credential.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Binding

Waiting for One-Touch Approval...



Or Click on the 'X' to enter Soft OTP

*Soft OTP:

Phone Number: +1-

Email Address:

Once entered, click "Submit":

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

- Shared phone numbers or devices are not permitted.
- Never share OTP codes with anyone to avoid identity theft.
- The One-Touch mode for binding the Mobile Credential is automatic.
- You may also use Soft OTP to bind the Mobile Credential.
- If you cancel out of the registration process before completion, you will need to repeat all steps in the process.
- Ensure that your phone is turned on and connected.
- Need more information? [View our frequently asked questions](#)

Mobile Credential Binding

Click to Approve with One-Touch One-Touch

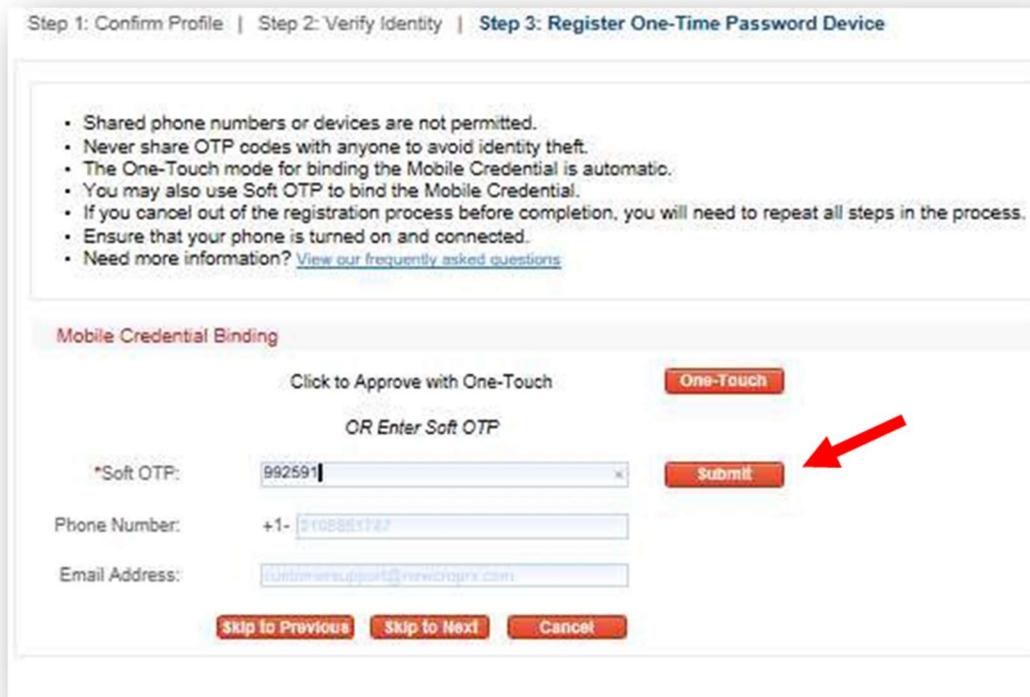
OR Enter Soft OTP

*Soft OTP: Submit

Phone Number: +1-

Email Address:

Skip to Previous Skip to Next Cancel



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

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

You have successfully registered your Mobile Credential to your account. You can now use your Mobile Credential to authenticate and sign electronic prescriptions.

Click “Complete” to proceed.

Complete



EXOSTAR ONLY ALLOWS TWO METHODS OF OTP:

1. Authy App
2. Hardware Token

Per DEA regulation, you are no longer allowed to use text messages or emails as a valid OTP method. In the following screens, text messaging will be set up as a way to access your 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. 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.

Text Message/Voice call: 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"

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

- Shared phone numbers or devices are not permitted.
- If a mobile device is used, you must be in possession of the mobile device before requesting an OTP code.
- If a landline is used, you must be present at the landline telephone before requesting an OTP code.
- Never share OTP codes with anyone to avoid identity theft.
- Enter a phone number below that is accessible to continue the registration process.
- If you do not register a phone, and your Hardware One-Time Password Token becomes unusable, you will need to complete the full registration process again.
- You may be subject to charges imposed by your telephone carrier for receiving the text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions](#)

Register your phone

* Delivery Method: Text message to my Phone

* Select Country: United States

*Phone Number: +1- 2105851747

*Confirm Phone Number: +1- 2105851747

How do you wish to receive messages from Exostar?
Select a country instead of entering the full international dialing code in the phone number field.

Enter number 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 the guide above for help with entering a phone number.

Send Code Skip to Previous Skip to Next Cancel

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

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

- Shared phone numbers or devices are not permitted.
- If a mobile device is used, you must be in possession of the mobile device before requesting an OTP code.
- If a landline is used, you must be present at the landline telephone before requesting an OTP code.
- Never share OTP codes with anyone to avoid identity theft.
- Enter a phone number below that is accessible to continue the registration process.
- If you do not register a phone, and your Hardware One-Time Password Token becomes unusable, you will need to complete the full registration process again.
- You may be subject to charges imposed by your telephone carrier for receiving the text messages. Exostar is not responsible for the payment of such charges.
- Need more information? [View our frequently asked questions](#)

Register your phone

* Delivery Method: Text message to my Phone

* Select Country: United States

*Phone Number: +1- 2105851747

*Confirm Phone Number: +1- 2105851747

*Verification Code: 0904968

How do you wish to receive messages from Exostar?
Select a country instead of entering the full international dialing code in the phone number field.

Didn't 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 help with entering a phone number.

Enter the verification code sent to the number above. Each code expires after 2 minutes of clicking "Resend Code".

Resend Code Submit Skip to Previous Skip to Next Cancel

Click "Complete"

Step 1: Confirm Profile | Step 2: Verify Identity | Step 3: Register One-Time Password Device

You have successfully registered your phone. You can now use this phone number to authenticate your account.

Click "Complete" to complete your registration.

Complete

You will now need to be granted by another member of the practice this person MUST be able to prescribe regular or controlled substances.

This second prescriber will need to log into their Amazing Charts.

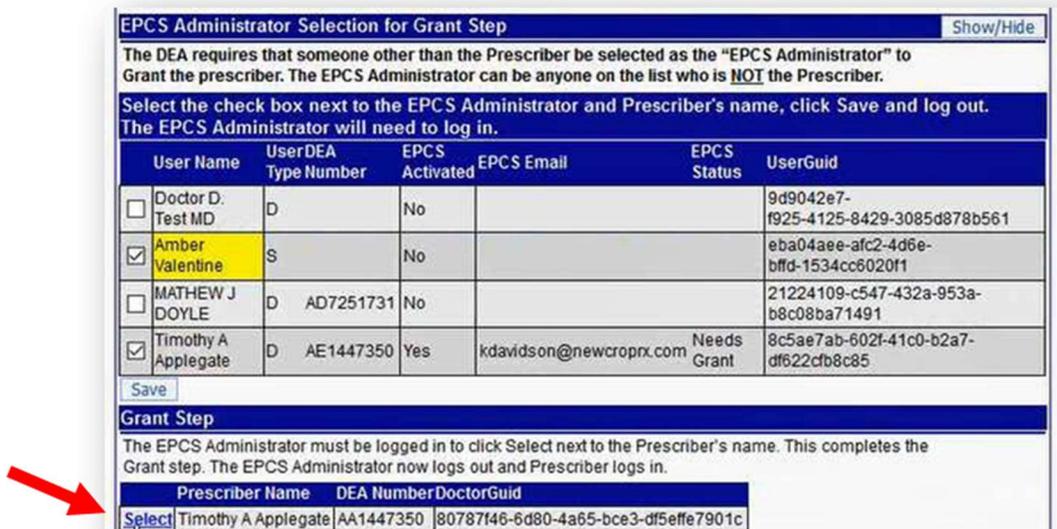
Click “Edit” > “My Preferences” > “User Preferences”

On the left-hand side select the Prescriptions option

Click the EPCS Setup button

Scroll to the bottom of the page, both the registering provider and the provider granting the registering provider should be checked off.

Click the “Select” button next to the registering providers name



EPCS Administrator Selection for Grant Step Show/Hide

The DEA requires that someone other than the Prescriber be selected as the “EPCS Administrator” to Grant the prescriber. The EPCS Administrator can be anyone on the list who is **NOT** the Prescriber.

Select the check box next to the EPCS Administrator and Prescriber’s name, click Save and log out. The EPCS Administrator will need to log in.

User Name	UserDEA Type Number	EPCS Activated	EPCS Email	EPCS Status	UserGUID
<input type="checkbox"/> Doctor D. Test MD	D	No			9d9042e7-f925-4125-8429-3085d878b561
<input checked="" type="checkbox"/> Amber Valentine	S	No			eba04aee-afc2-4d6e-bffd-1534cc6020f1
<input type="checkbox"/> MATHEW J DOYLE	D AD7251731	No			21224109-c547-432a-953a-b8c08ba71491
<input checked="" type="checkbox"/> Timothy A Applegate	D AE1447350	Yes	kdaivdson@newcroprx.com	Needs Grant	8c5ae7ab-602f-41c0-b2a7-df622cfb8c85

Grant Step

The EPCS Administrator must be logged in to click Select next to the Prescriber’s name. This completes the Grant step. The EPCS Administrator now logs out and Prescriber logs in.

Prescriber Name	DEA Number	DoctorGUID
<input type="button" value="Select"/> Timothy A Applegate	AA1447350	80787f46-6d80-4a65-bce3-df5effe7901c

The registering provider will now need to finalize their registration.

The registering provider will need to sign into their Amazing Charts.

Click “Edit” > “My Preferences” > “User Preferences”

On the left-hand side select the Prescriptions option

Click the EPCS Setup button

Scroll to the bottom of the page and click the “Select” next to their name, this will prompt for a passcode, the registering provider will use the Authy app or the hard token if they have already received it and enter a 6 digit NewCrop token into the Enter passcode box and click Authenticate.

Enter One Time Passcode (OTP) to Complete Finalize Step

Authy Phone App

Enter passcode:

You are now registered for controlled substances.

EPCS Renewal

Under a Patient (Recommend a Test Patient) Go to the Write Scripts Screen

EPrescribing

Manage via NewCrop Screens

Admin Tap (Top Right)

Select the EPCS Subscription Payment (New/Renew)

Electronic Prescribing of Controlled Substances (EPCS)

Set-Up

[EPCS Setup and User Guide](#)

[Prescriber Registration and EPCS Set-up](#)

Maintenance

[EPCS Subscription Payment \(New/Renew\)](#)

[EPCS Error and Event Log](#)

[X DEA Information](#)

[Manage Your EPCS Account](#)

[Order Spare Hardware Token](#)

Select the provider(s) names

Click Calculate, then the total will populate

Click purchase, you will be sent to the PayPal portal

Make the payment

EPCS User Guide

Write Scripts Screen

Upper left-hand corner of the screen, click-on the ePrescribing Menu then click-on Manage via NewCrop Screens

New Medication:

Enter medication name

Drug Search

Select the medication needed (gray background)

Enter quantity

Enter additional sig (instructions that appear on the Rx label)

Refills MUST remain 0 (you CANNOT send a prescription with refills for EPCS)

IF NEEDED: Check the show on current meds box

Click on Save RX

IF NEEDED: X on the right side of the pending RX will remove from the pending list

IF NEEDED: Edit will bring you back to the previous screen (where you can change the quantity or additional sig)

Click the Transmit/Prescribe button

Bright green box is the pharmacy the prescription is going to

Enter in the NewCrop token (via the hard token or the Authy App)

Click Sign Rx

Refill Medication:

Check the box to the LEFT of the medication under the Current Meds list (bottom of the page)

Click the select button above the checkbox

IF NEEDED: Check the show on current meds box

Click on Save RX

IF NEEDED: X on the right side of the pending RX will remove from the pending list

IF NEEDED: Edit will bring you back to the previous screen (where you can change the quantity or additional sig)

Click the Transmit/Prescribe button

Bright green box is the pharmacy the prescription is going to

Enter in the NewCrop token (via the hard token or the Authy App)

Click Sign Rx

NOTE:

- If you need to change the pharmacy the prescription is being sent to, this can be done after you click on the Transmit/Prescribe button. Under the bright green box with the selected pharmacy you can click on the name of another preferred pharmacy. The pharmacy in the green box will change to the one selected.