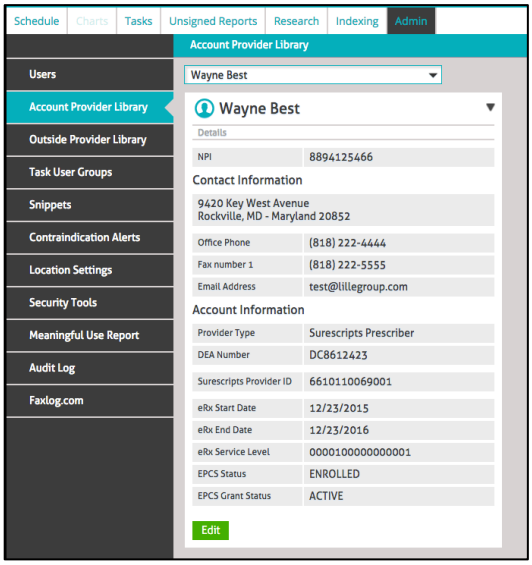
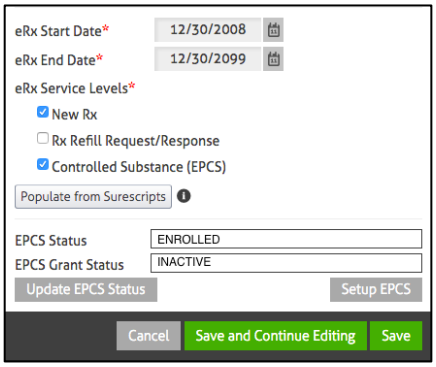
HOW TO: ACTIVATE A PROVIDER IN EPCS

Before you begin, the Provider must:

- ☐ be enrolled in DrFirst.
- ☐ know his/her signing passphrase.
- ☐ be in the same room with you with his/her token device (e.g., mobile smart phone).

Step	Action	
1	Click Admin in the Module tool bar.	
2	Click Account Provider Library in the left tool pane.	
3	Search for and select the Provider.	
4	Click Edit at the bottom of the popup.	
5	Insert a checkmark in the new Controlled Substance (EPCS) checkbox.	
6	Click Save and Continue Editing.	
7	Click Setup EPCS. The DrFirst page opens in a new tab.	

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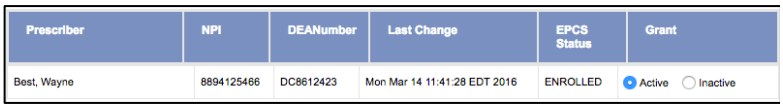
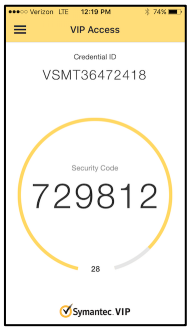
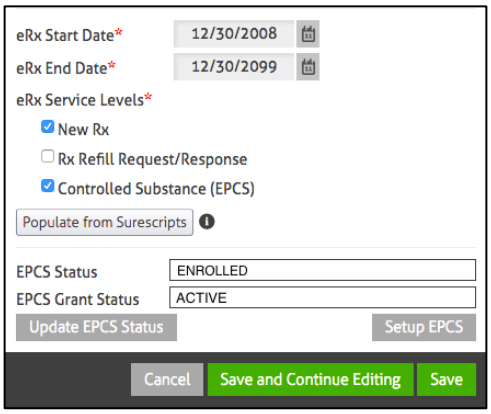
8	Click to select Active on the right.	
9	Have the provider type his/her passphrase in “Enter your signing passphrase.”	
10	Have the provider open the token software on his/her phone.	
11	Have the provider type the 6-digit code from the token software in the “Enter the pin from your OTP token.” NOTE: This code is valid for only 30 seconds.	
12	Click Authorize.	
13	When DrFirst completes the transaction, close the DrFirst tab and return to the escribeHOST tab.	
14	Notice the EPCS Grant Status is now “ACTIVE.” Click the Save button to save the changes in escribeHOST. The provider is now authorized to send prescriptions for controlled substances.