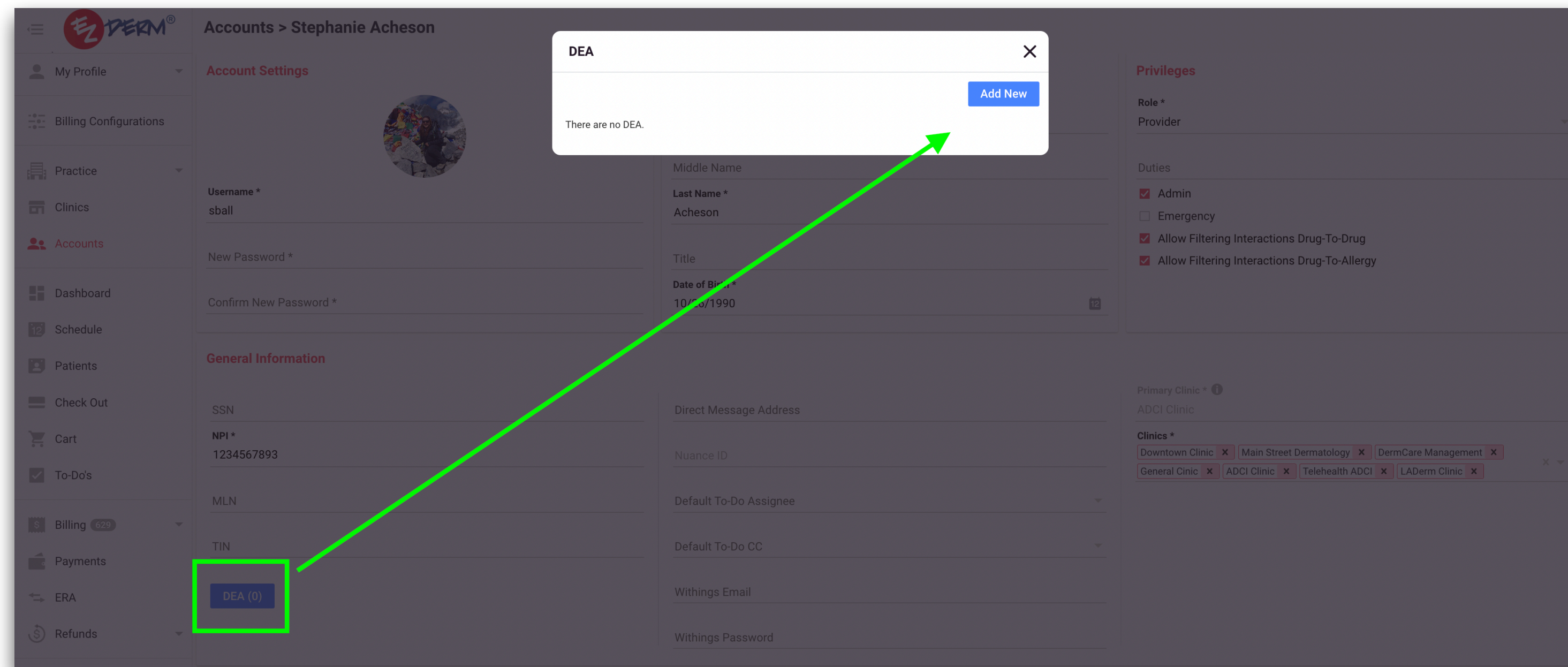


How to Activate EPCS

Step 1: Add DEA & State



From a general admin user, go to Accounts > Click into each provider who needs to be able to send Controlled Substances > Click the blue button that says DEA > Add New > Enter State & DEA Number



Note: Existing providers with a DEA number will automatically populate, but the state will not be selected. However, state is only required if they plan to send Controlled Substances

Step 2: Set Up Electronic Prescribing (SureScripts) Settings

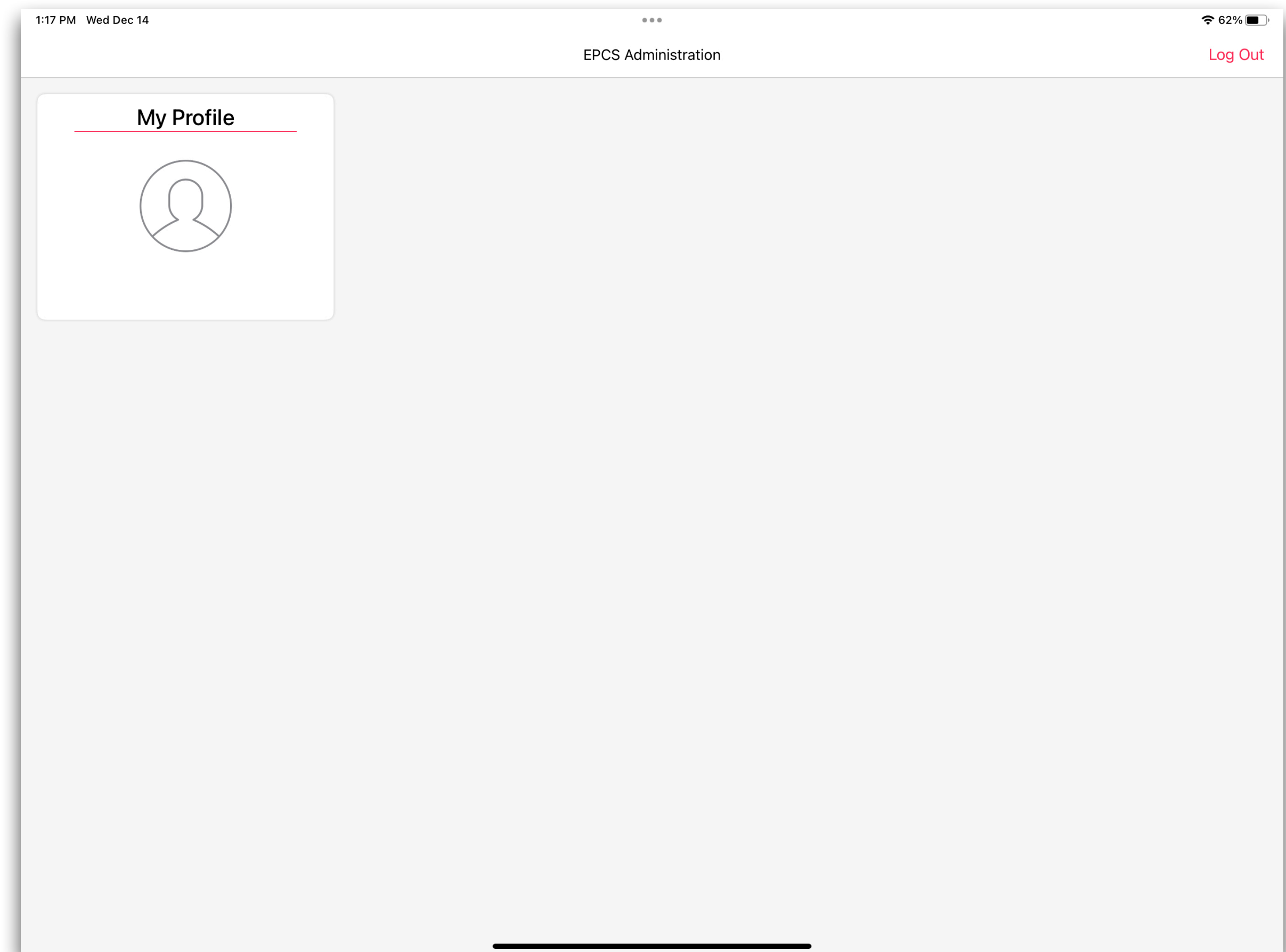


From a general admin user login, go to EHR Settings > Practice > Electronic Prescribing (SureScripts) > Check off Controlled Substances for each provider

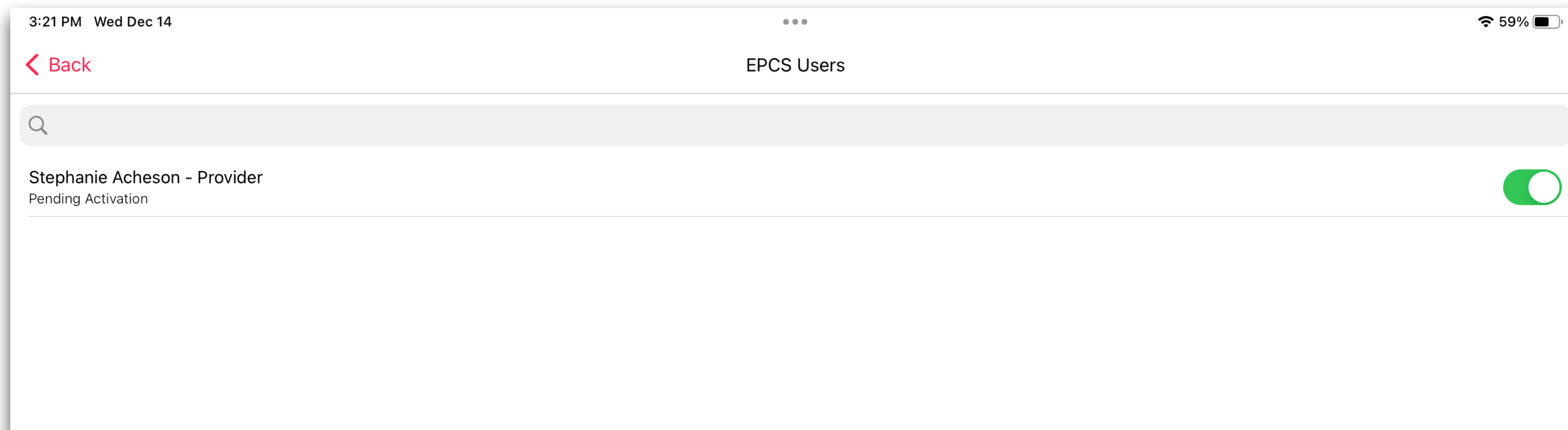
New Rx	✓
Refill	✓
Change	✓
Rx Fill	✓
Cancel	✓
Controlled Substance (EPCS)	✓

Under Accounts > Create New User > Role: EPCS Admin

- Can only login from the EHR.
- Only one user per practice.
- This user is the only one who can enable or disable permissions for prescribing controlled substances, no other abilities available under this login.



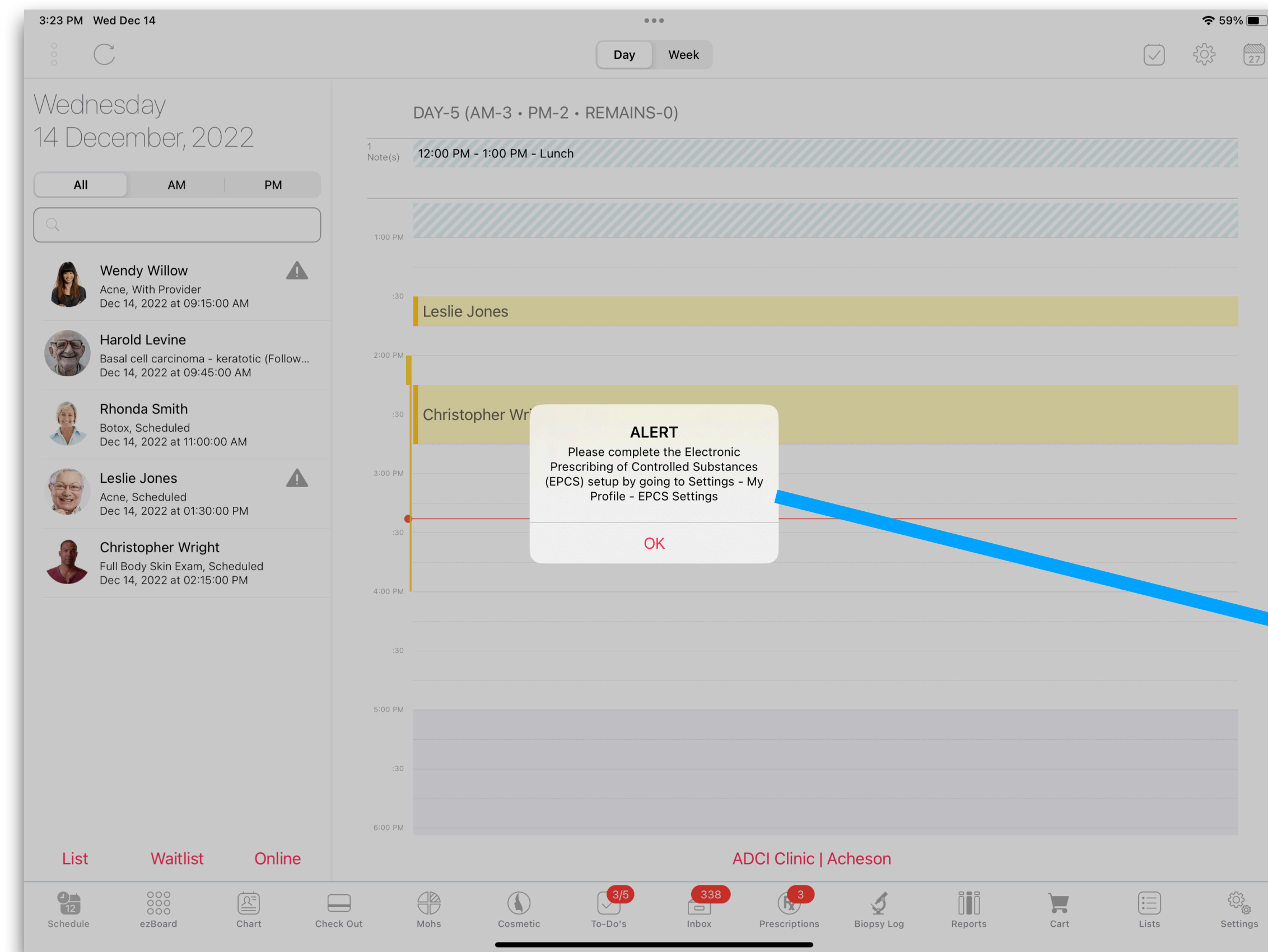
Once logged in with EPCS User from EHR > go to My Profile > EPCS Administrator > will see list of all users with DEA number entered > toggle on for providers who should be able to send controlled substances



Step 4: ExoStar Identity Verification

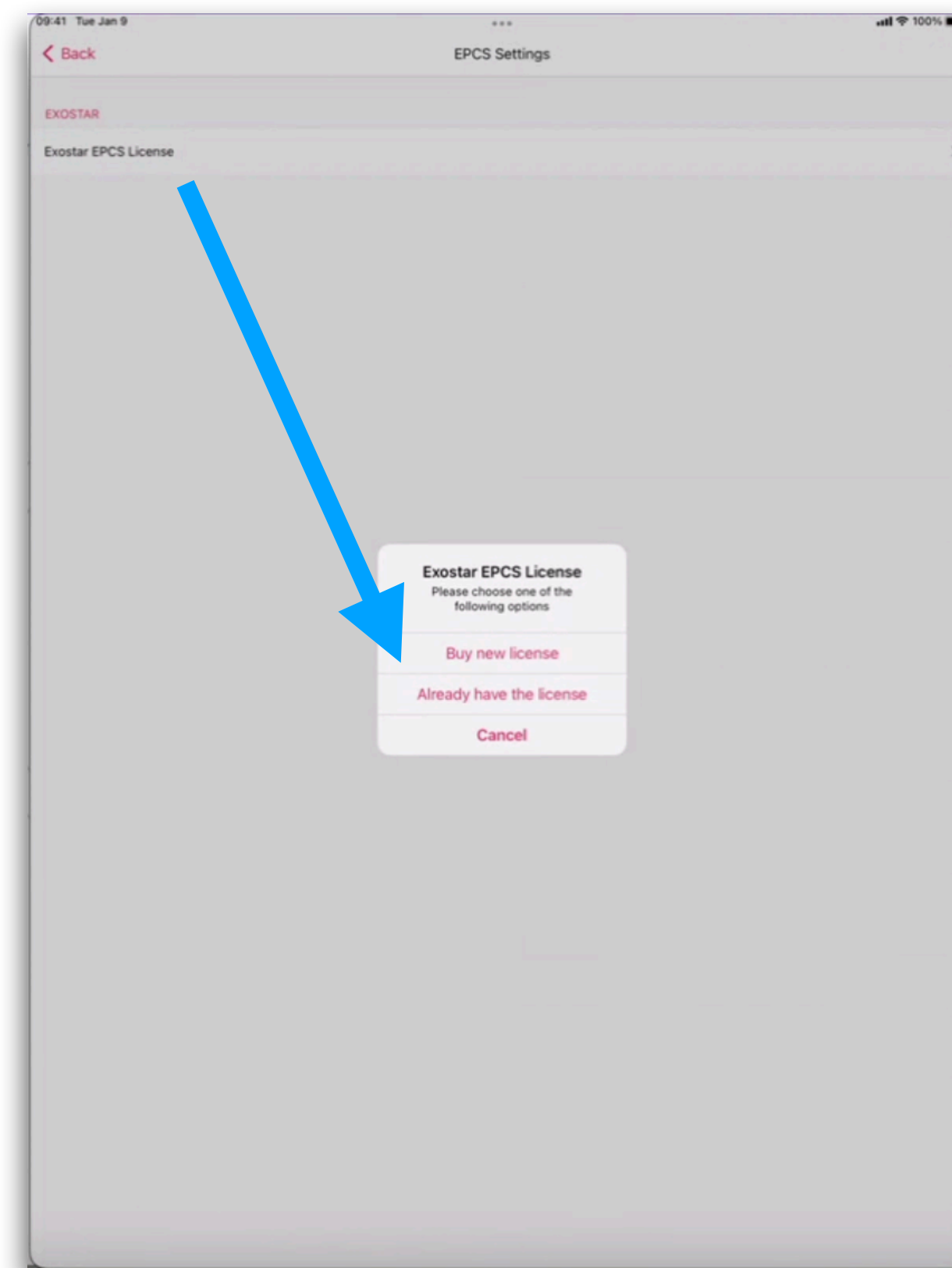


Once EPCS user permissions is toggled on, the next time that provider logs into the EHR on an iPad an alert will pop-up to set up EPCS



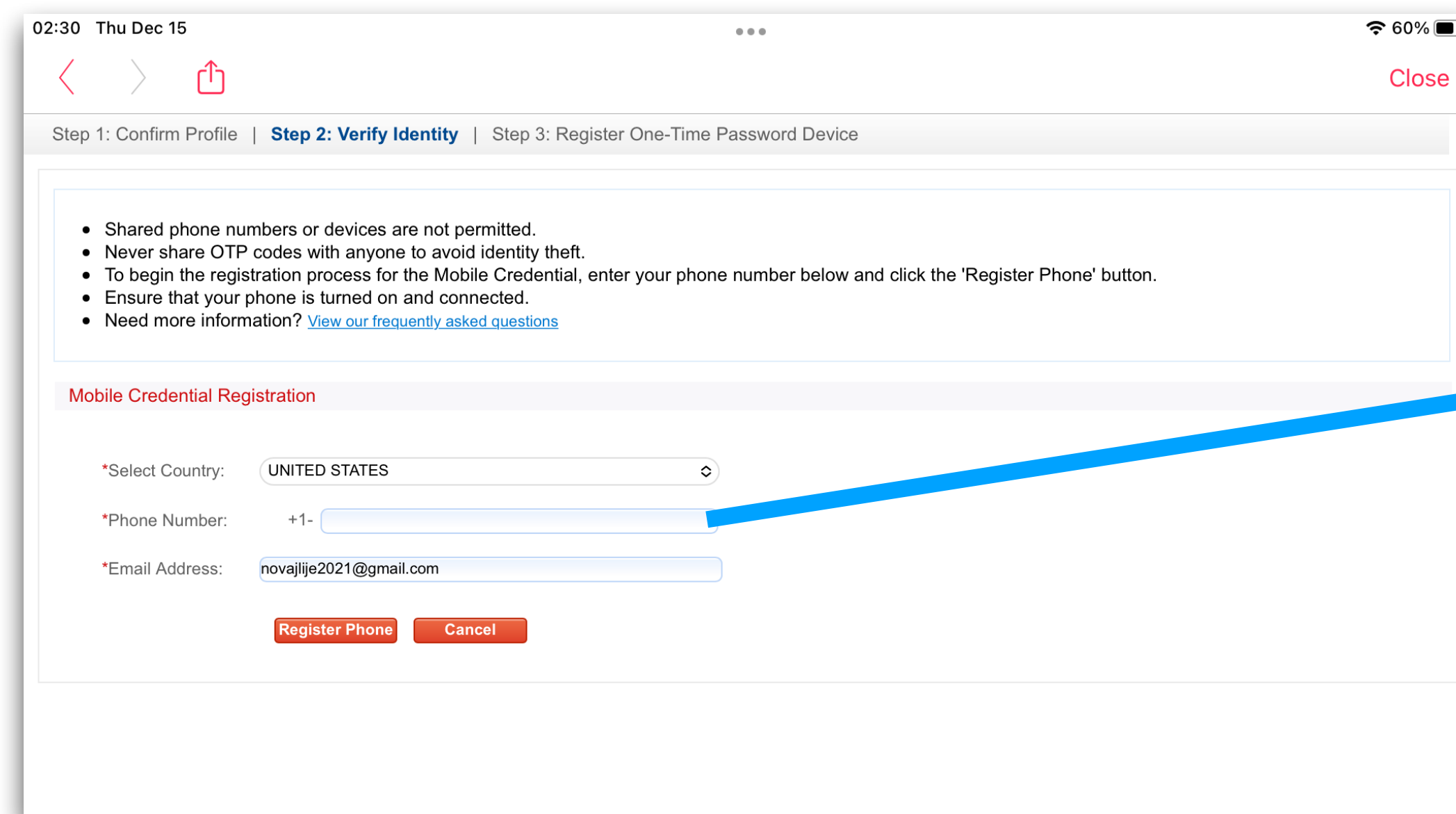
EPCS Settings can be found under provider login > Settings > My Profile > EPCS Settings

Once provider clicks into Settings > My Profile > EPCS Settings > he/she will click on Exostar EPCS License > then choose to “Buy new license” or “Already have the license” > then enter EPCS License Key (provided once you purchase)



Important Note: Purchase the “ProviderPass Soft Token” Subscription.
Our system is not compatible with other tokens.

Once EPCS license is entered, provider can begin Identity Proofing by clicking “Start Identity Proofing” > will take provider to Exostar where they will review an agreement > then follow the prompts to Verify Identity



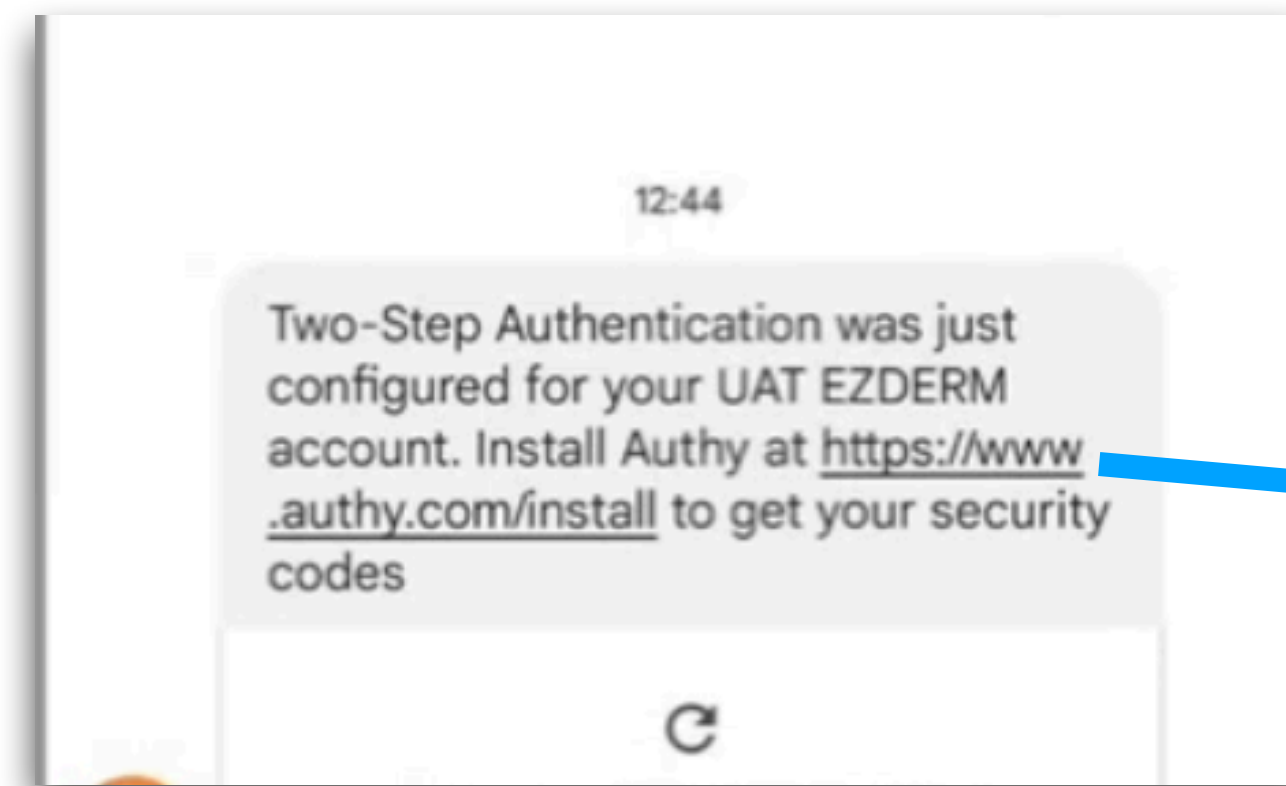
Important to add an accessible mobile phone number here as it will be used to send a link to download Authy, an app used for 2-factor authentication

The provider is to follow the prompts to answer questions regarding SSN, DOB, and some personal questions that Exostar will pull to help verify identity. If information is entered accurately, provider will receive access.

If information does not match Exostar records, they will ask for home address where they will send information through the mail (5 business days). When provider receives the code needs to input it immediately into application.

If Exostar is still not satisfied with verification, they will arrange a virtual meeting with provider and Exostar agent to verify identity.

Once Identity is verified, provider will receive SMS from Exostar to download the Authy app and approve that the mobile device they're using is the one connected to Exostar for 2 factor authentication.



Click on link to approve mobile device

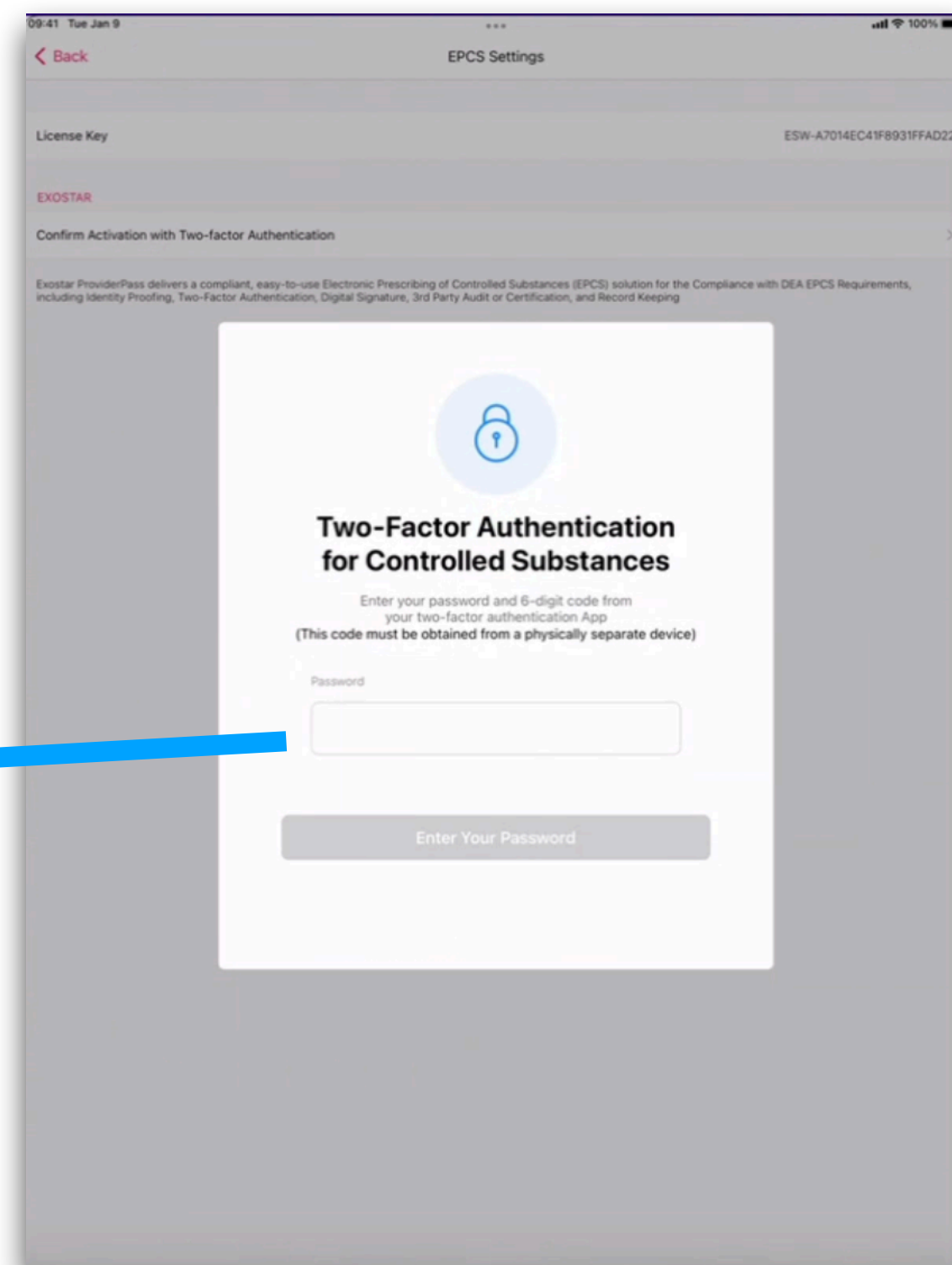
Step 6: Two-Factor Authentication



Last step is for the provider to confirm activation with Two-Factor Authentication (2FA). This 2FA will be used moving forward every time they want to send a controlled substance.

Password =
EZDERM
password

6 digit code will
be available via
the Authy App
(changes every 30
seconds)



*Once confirmed, EPCS settings will have option to Edit Exostar Profile.

If the provider has any issues during the Identity Proofing process please email techsupport@ezderm.com with as much information as possible about the issue and we can open a support ticket with Exostar.

EPCS Module will be \$10 per provider per month