Set Up EPCS with ID.me

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- The eRx registration process is a prerequisite for EPCS registration.
- As a best practice, set aside some uninterrupted time to complete the registration process.
- Before completing the EPCS setup with ID.me confirm the provider's identity.
- The EPCS identity verification process must be completed using DrChrono's web version. While your iOS or Android device is involved in the process, DrChrono's EHR web app is required to complete the process.

Set Up EPCS with ID.me

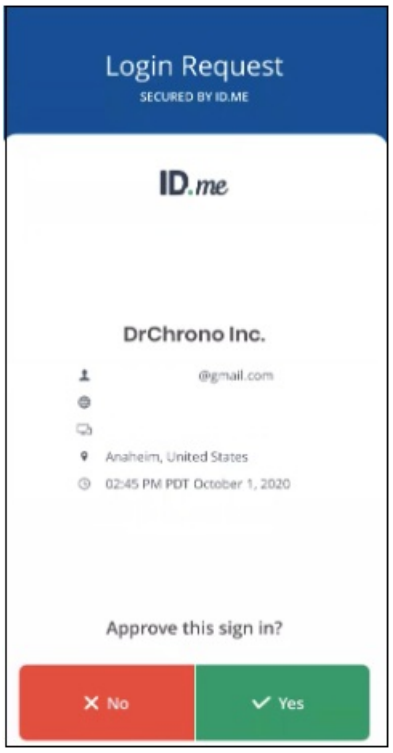
1. To begin the eRx setup process, select **Account > Provider Settings**.

2. Go to the **eRx Info** tab.

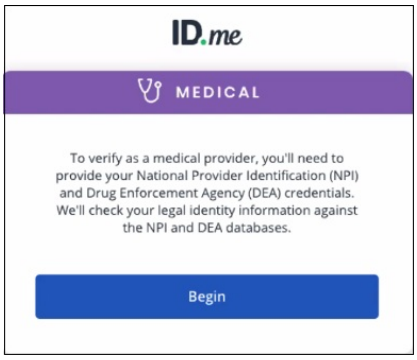
3. Scroll down and select **Verify with ID.me**.

> You can only have one ID.me account, which can be used anywhere ID.me is integrated. An ID.me account is tied to you, not your organization or practice. You may already have an ID.me account from one of the following:
>
> - A previous EHR company
> - A government partner of ID.me such as the IRS
> - Verifying for a discount through a retailer that uses ID.me
>
> For additional verification information on ID.me, visit ID.me's support page.
> If you no longer have access to the email address associated with the ID.me account, you may follow the steps in this article or create a support case.

4. Sign in to ID.me using your email and password and approve the sign-in from the ID.me Authenticator app. Tap **Yes** on the app to proceed.

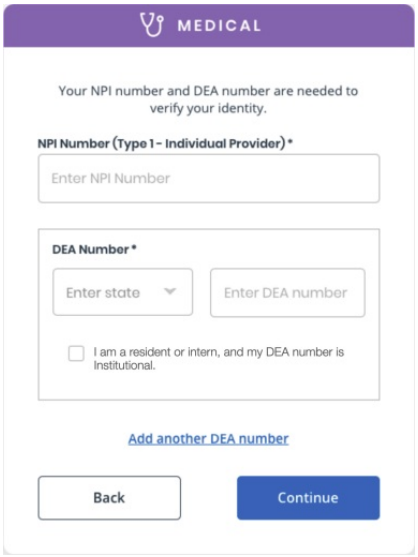


5. Select **Begin** to start the EPCS registration process.

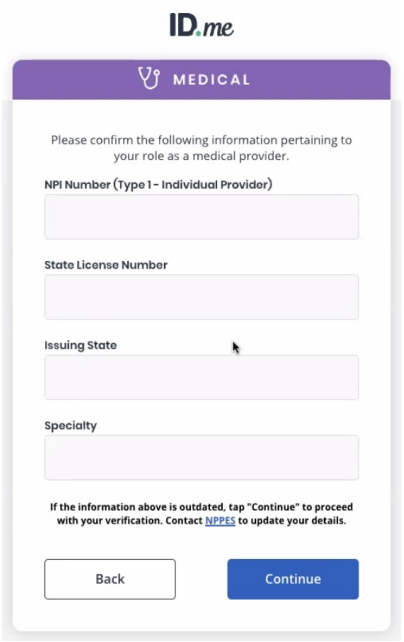


6. Enter your individual NPI and DEA numbers along with the corresponding state and then select**Continue**.

   ID.me includes your first, middle name/initial, and last names in the NPI verification process.

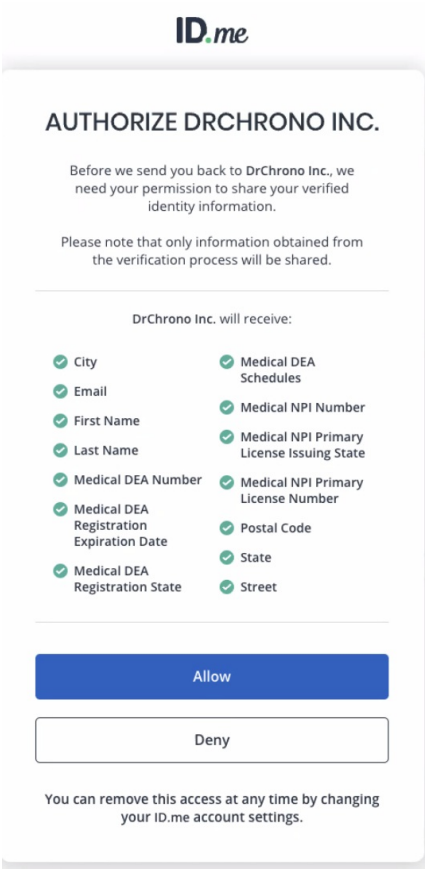


7. Confirm the information and select **Continue**.



8. Once you have been verified, ID.me will send your information to DrChrono to finish the process. Select **Allow**.

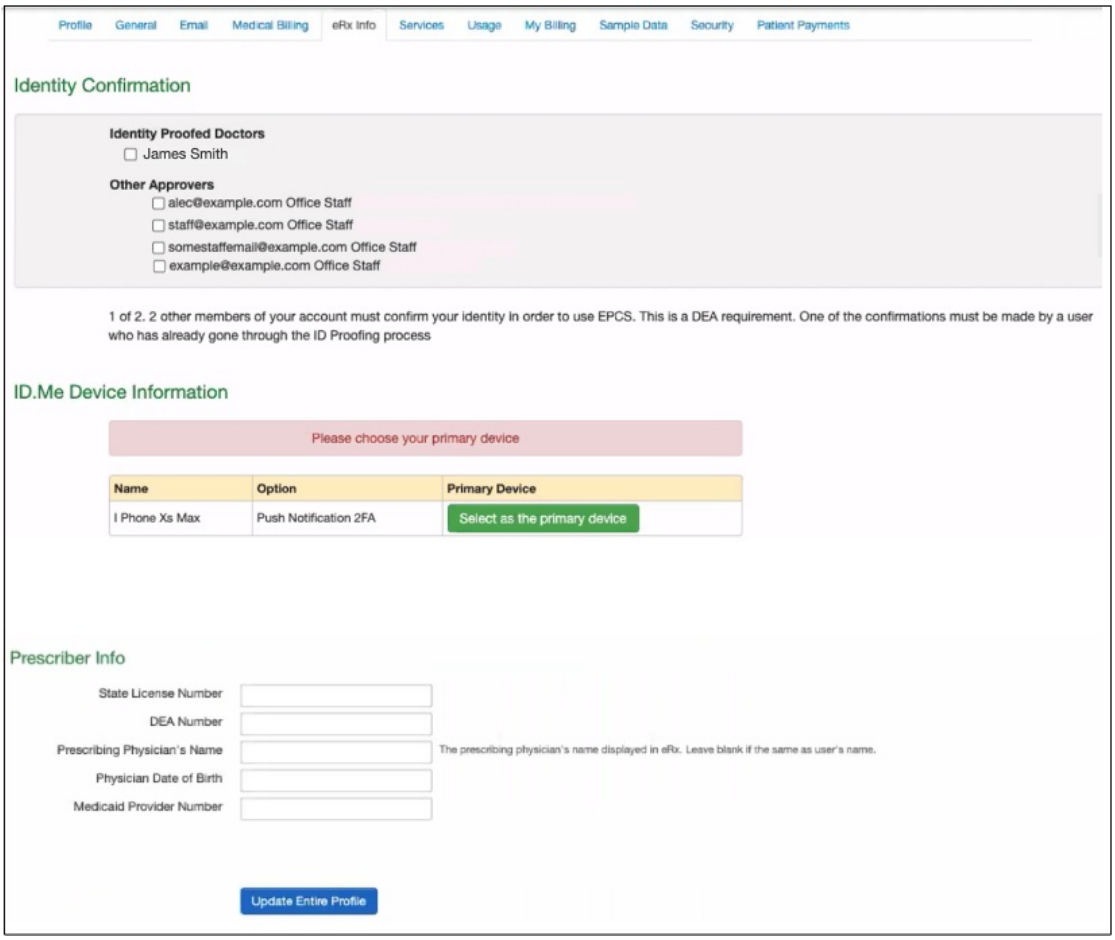
> Selecting **Deny** does not complete the process and you will not be able to e-prescribe controlled substances.



9. After returning to DrChrono, you must complete two more tasks.

    a. Select any two people, staff members, or providers. Select the checkbox next to their names and select **Update Entire Profile**. hose selected individuals log in to their DrChrono accounts and go to the message center's **All Messages** section. They open the message containing the confirmation link to complete the process. This is not a task — it is a specific message type, and it will only appear under **All Messages**. It will not appear under **Incoming Messages** or **My Tasks**

    b. Choose "Select as the primary device" next to the device used for registration.

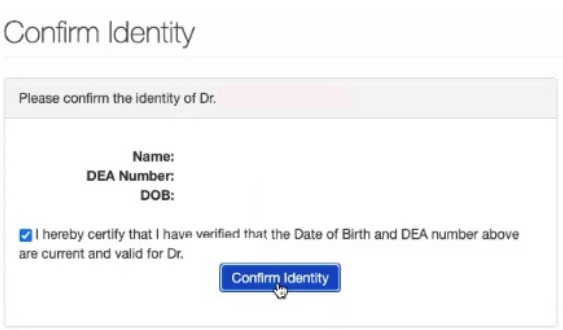


The confirmation is delivered as a message, not a task. It is received in the message center's **All Messages** section, where the user opens it and selects the confirmation link to confirm the provider's identity.

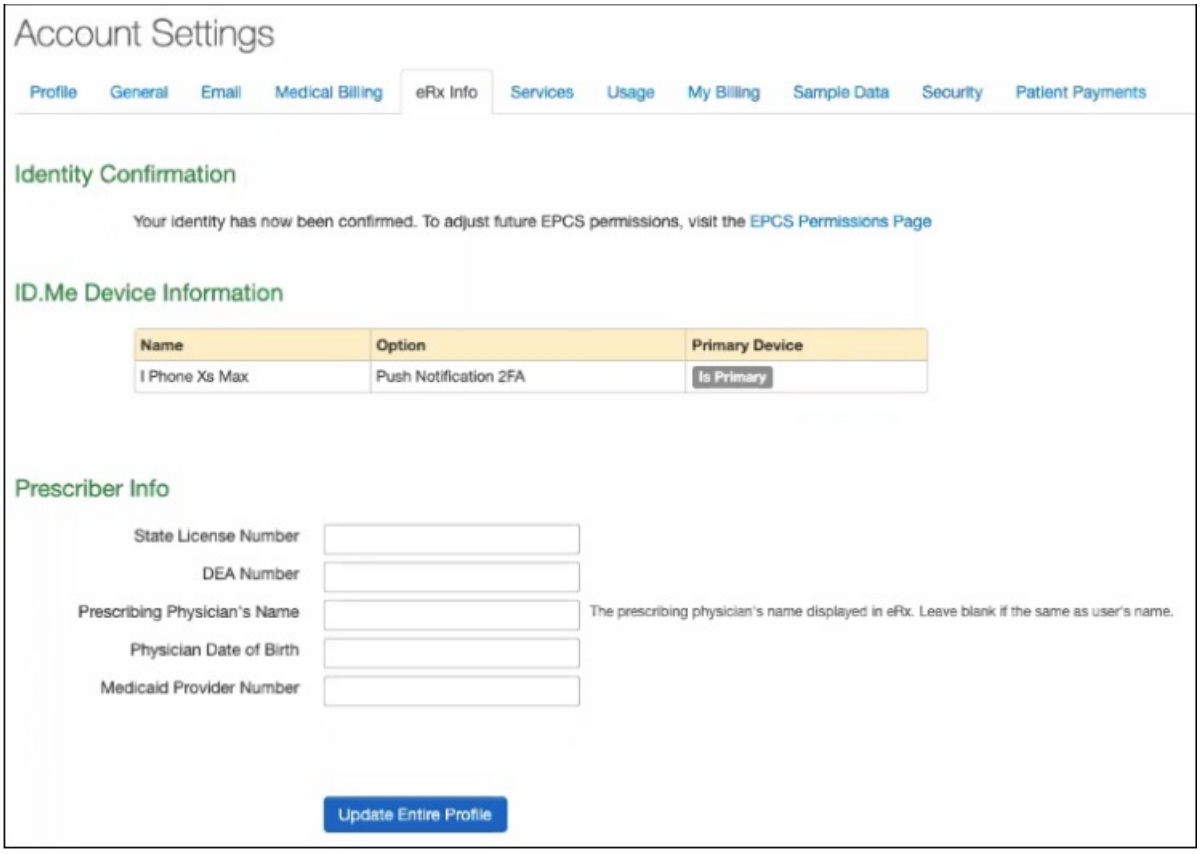
10. Select **Confirmation Page**.



11. Select the checkbox and select **Confirm Identity**.



When both people have confirmed your identity, the verification process is complete.



Once you have completed these steps, a ticket is created in DrChrono to activate your EPCS feature. This process usually takes one to three business days. As soon as the process is completed, you are notified through the email registered to your DrChrono account to let you know you're ready to e-prescribe controlled substances.