

H2H Digital Rx EPCS Capability Enrollment Guide for Identity Proofing & Dual Factor Authentication User Manual

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Table of Contents

1. How to Enroll with ID.me	3
1.1 ID.me Sign-in	4
1.2 ID.me Sign-up	5
1.3 Password Reset	7
1.4 Options to Set-Up Two-Factor Authentication	14
1.5 Download the ID.me Authenticator App	15
1.5.1 Text Message Method	15
1.5.2 Email Method	
1.6 Multi-factor Authentication (MFA)	17
1.6.1 Push Notification	
1.6.2 Code Generator	
1.7 Verification Methods	25
1.7.1 Upload Photos of your License or State ID	25
[A] Upload Video Selfie Through Desktop/Laptop Webcam.	27
[B] Upload Video Selfie Through Mobile	29
1.7.2 Upload a Photo of your Passport	
1.7.3 Upload Photos of your Passport Card	
1.8 Confirmation Link	
1.9 Verify Medical IDs	
1.10 Customizable Identity Verification Email	51
1.11 Delete My Selfie	53
1.12 ID.me Trusted Referee video call	57
2. How ID.me Code Generator Works with H2H Digital Rx During e- Prescribing Workflow	
2.1 Login the Application	
2.2 RxPad with Control Substance Drug	
0	



2.3 EPCS Prescription Queue	70
2.4 EPCS Alert for Two Factor Authentication	70
2.5 Two Factor Authentication	71
3. How ID.me Push Notification Works with H2H Digital Rx During e- Prescribing Workflow	. 72
3.1 Login the Application	72
3.2 RxPad with Control Substance Drug	73
3.3 EPCS Prescription Queue	.76
3.4 EPCS Alert for Two Factor Authentication	.76
3.5 Two Factor Authentication	. 77
4. Switching Dual Factor Authentication Between Push Notification and Co Generator Modes	ode . 80
4.1 Code Generator	84
4.2 Push Notification	87
5. Process to Follow if Prescriber is Already Registered with ID.me to Get	
that Registration Synced with H2H	90



1. How to Enroll with ID.me

- Prerequisites
- Personal Email address & Mobile phone number.
- Social Security Number (SSN), National Provider Identification number (NPI) & Drug Enforcement Administration certification number (DEA number) Note: The user will be asked to indicate each DEA schedule that you are certified to prescribe.
- State driver's license, other State issued photo ID, Passport, or Passport card for ID proofing.
- An Android or IOS (Apple) smartphone with Internet & camera to download mobile app & scan QR code.
- Decide whether you want to verify your identity when prescribing by
 - 1. Clicking on a push notification on your smartphone

-0r-

2. Typing a six-digit code displayed on your smartphone into ID.me complete your sign-in screen

If you want to

- Click on push notifications, click the URL below in the email that has been sent to your smartphone or desktop computer (so the user can download ID.me app with his phone later).
- Type six-digit codes, click the URL below in the email, that has been sent to your laptop or desktop computer (so the user can scan the QR code displayed with your phone later).

Step1: Click the link, https://h2hdigitalrx.com/enrollment.html that we send in our email communication.

Step 2: Link will be directed to a Hosted Landing Page (HLP) which has prerequisite Info required for enrollment process, link to step-by-step enrollment guide, and a clickable button "Verify with ID.me" which will direct to ID.me Sign In page.





Figure 1: Hosted Landing Page with prerequisite info and button to "Verify with ID.me"

1.1 ID.me Sign-in

• ID.me sign-in screen appears, please click the "sign up for an account" link as shown in the screenshot.

signin	orsig	n up for an accou
1		
<u></u>		
Password		
Enter your po	bioverid	
	Sign in	
	Sign in	
	Sign in Earget Password Or sign in with	
	Sign in Earpat Password Or sign in with	
f Facebook	Sign in Earget Password Or sign in with G Coogle	in Linkodin

Figure 2: Sign In screen of ID.me

• Select an option to sign-in for ID.me account.



• The user can either sign-up with existing social account credentials (or) create a new account.

← Go back		
Sign In	or <u>sig</u>	n up for an accoun
Choose	from the following	ng options
f Facebook	G Google	in LinkedIn
	Or sign in with	
	ID.me	

Figure 3: Sign up for an account screen

1.2 ID.me Sign-up

• Sign-up by entering email address, password, and confirm the password in the sign-up screen.

or sig	n into your account
ord	
sword .	
torms of some free	a and talkansu policy.
to ID.me offers	and discounts
Sign up	
Dr sign in with	
	ord sword torms of service to Dune offers Sign up.

Figure 4: Sign up screen and fields to enter

• "Confirm your email address screen" appears. Please do not close this



screen.

- An email will be sent to the email address used to sign up for ID.me with a link that the user must click to confirm his email.
- Navigate to his email inbox in a new tab or web browser window, find the confirmation email and click the link.



Figure 5: Confirm your email address screen



1.3 Password Reset

• If a user needs to reset their password, click the "**Forgot password**" hyperlink.

Sign in to ID.me
New to ID.me? <u>Create an ID.me account</u>
Email
Enter your email
Password
Enter your password
Sign in to ID.me
Forgot password
Or sign in with
🛉 Facebook 🧯 Apple 🔓 Google
View more options >

Figure 6



- Enter the registered email address to get **Reset Password** link and **six-digit code**.
- Click on the **Continue** button.



Figure 7

• **"Your password reset link**" email will be sent to the user registered email address.



Figure 8



- The user will receive an email with **Reset password** link and **six-digit code**.
- This email presents the user with two options:
 - A) Reset Your Password (Clickable link)
 - B) Enter a six-digit code

ID.me
\bigcirc
Reset Your Password
Please click the link below to reset your password.
Reset your password
Please note: This link will expire in 15 minutes.
Can't click the button in this email?
Copy this code and enter it in your browser to complete the confirmation.
231991
Figure 9

A) If the user selects Clickable link "Reset your Password".





Figure 10

password and

- Enter New confirm new password.
- Click on **Continue** button.

ID.me	ID.me
RESET YOUR PASSWORD	RESET YOUR PASSWORD
New password	New password
Confirm new password	Confirm new password
Continue	Continue
What is ID.me? Terms of Service Privacy Policy	What is ID.me? Terms of Service Privacy Policy
Figure 11	Figure 12

• The user will get success screen and instructions to "return to the other window or tab."



Figure 13



- After resetting their password, the user should go back to the ID.me log in screen.
- Now, the user can login with new password.

Sign in to ID.me
New to ID.me? Create an ID.me account
Your password has been reset!
Email Enter your email
Password Enter your password
Sign in to ID.me
Forgot password Or sign in with
🛉 Facebook 🔹 Apple 🕞 Google
View more options >

Figure 14

B) If the user selects six-digit code

ID.me
\bigcirc
Reset Your Password
Please click the link below to reset your password.
Reset your password
Please note: This link will expire in 15 minutes.
Can't click the button in this email?
Copy this code and enter it in your browser to complete the confirmation.
231991



- Enter the six-digit code.
- Click on the **Continue** button.



Figure 16



- Enter **New password** and **confirm new password**.
- Click on **Continue** button.

ID.me	ID.me
RESET YOUR PASSWORD	RESET YOUR PASSWORD
New password	New password
Confirm new password	Confirm new password
Continue	Continue
What is ID.me? Terms of Service Privacy Policy	What is ID.me? Terms of Service Privacy Policy
Figure 17	

• After resetting their password, this update will automatically send users back to the ID.me log in screen.



Figure 19



1.4 Options to Set-Up Two-Factor Authentication

- "SECURE YOUR ACCOUNT" is the screen that appears after the user clicks the confirmation link.
- This screen will display two options to set-up two-factor authentication: [A] Push Notification

[B] Code Generator App



Figure 20: Secure your account screen with options available to set-up two factor authentication

Note:

Push Notification: By enrolling in this method, the user will receive a "**push notification**" at ID.me Authenticator app (at mobile) that the user can tap-to-approve sign-ins, without needing to enter the otherwise necessary six-digit authorization code - time saver.

Code generator: Generates a six-digit numeric code at ID.me Authenticator app (at mobile) that the user needs to enter in as part of two-factor authentication.



1.5 Download the ID.me Authenticator App

- "SECURE YOUR ACCOUNT" screen appears: There are two methods, user can use to download the ID.me Authenticator App:
 - [1.5.1] Text Message Method
 - [1.5.2] Email Method



Figure 21: Secure your account screen with download mobile app methods

Note: To go with Push Notification, the user must download the ID.me Authenticator App over mobile/iPad device.

1.5.1 Text Message Method

• If the user selects Text Message method: Enter mobile phone number and receive a text message that includes a link to App Store.



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Figure 22: Screen-print taken from mobile device with download mobile app method

1.5.2 Email Method

• If the user selects Email method: The user would need to open email on his phone to access the App Store.



 $\label{eq:Figure 23: Screen-print taken from email with download mobile app method$

• The user can download the ID.me Authenticator app from the App Store/Google Play.





Figure 24: ID.me Authenticator app in the app store

1.6 Multi-factor Authentication (MFA)

• If someone guesses the ID.me registered user password, they won't be able to sign in as you.

There are two options:

- [1.6.1] Push Notification
- [1.6.2] Code Generator







1.6.1 Push Notification

- After downloading the ID.me authenticator app, an alert will pop-up requesting that the user will allow notifications.
- Select "Allow" to receive notifications.



Figure 26: Pop-up requesting to allow notifications in mobile device



• Please select (click on) the "**Registration Request**" notification.



Figure 27: Registration request screen to select

• Select "**Yes**" on Registration Request screen to complete registration.



Figure 28: Registration request screen with Yes and No options to select



- When the user confirms the enrollment and receive the "**Registration Success**" prompt, the 2-factor enrollment process will be completed.
- Th user can close the application.



Figure 29: Registration Success Screen in Mobile device

1.6.2 Code Generator

- If the user chooses "Code Generator" at SECURE YOUR ACCOUNT screen instead of Push Notification.
- The user will be presented with a screen that will give instructions and a QR code to scan.



Figure 30: Secure your account screen with Scan barcode option for Code Generator



- To scan the QR Code from the web screen, the user needs to search for and download the "**ID.me Authenticator**" application from his phone.
- And then the user can open the application.



Figure 31: ID.me Authenticator app in the app store

- Go to ID.me authenticator app home screen on your mobile device.
- The user can add his account for **Code Generator** by selecting the green "+" sign in the top right-hand corner of the screen.



Figure 32: ID.me Authenticator mobile app home screen displaying "Approve Push Notification" & "Use as Code Generator"

- The "Add Account" screen displays.
- Click the **Scan QR Code** button at the bottom of the screen.



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Figure 33: Add Account screen with "Scan QR code" button

- A QR scanning box appears.
- Position your phone so the QR code on the laptop screen is in the box.
- When the app automatically captures the QR code, it advances to the next screen.



Figure 34: Scan QR Code option over mobile device

• Once scanned, app will generate a six-digit code to be entered on the next web screen.



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Figure 35: Six-digit code appearing over mobile device

• Enter six-digit code in the field provided and click "Continue".

SECURE YO	DUR ACCOUNT
	2 3
Confirm	your device
Please check your coo the 6-digit code to ad	de generator app and enter complete securing your ccount.
nter the 6-digit code	
03	35219
ame your device	5
ex. My iPhone	optional
Go back	Continue

Figure 36: Enter six-digit code over "Confirm your device" screen

• If the code matches what ID.me is expecting, user will see a screen confirming that completed the two-factor authentication enrollment



process.

YOUR ACCOUNT IS	NOW SECURE
ou have secured your acco thentication using a code g	ount with two-factor generator application.
ළ	5
Recovery	ode [
a recovery code can be used access to your two-factor at	in the event you lose uthentication device.
Generate recov	ery code

Figure 37: Confirmation & Generate Recovery Code screen

- This confirmation screen will also have a Recovery Code, which can be used in the event when the user lose access for two-factor authentication device.
- Please save the recovery code in a secure location for possible future use.
- After saving the recovery code (for Code Generator method), the next screens are related to the identity verification process.



Figure 38: Recovery Code screen



1.7 Verification Methods

- Th user may choose any of the four verification methods available by clicking the appropriate button:
 - [1.7.1] Upload photos of your driver's license or state ID
 - [1.7.2] Upload a photo of your passport
 - [1.7.3] Upload photos of your passport card

	ID.me
	VERIFY YOUR IDENTITY
We'll credi your io You	need permission to use details from your t profile and other public sources to verify lentity. This will not affect your credit score. will only need to verify your identity once.
Cł	noose a verification method
R	Upload photos of your license or state ID Upload photos of your driver's license or state ID, and enter your Social Security number.
	Start now
	Upload a photo of your passport Upload a photo of your passport and enter your Social Security number.
	Start now
₩ Ţ	Upload photos of your passport card Upload photos of your passport card and enter your Social Security number.
	Start now



- The user can go with either "**Take photo**" or with "**Choose Image**" option to upload photos as per the requirement.
- Select "Choose Image" option.



Enrollment Guide for Identity Proofing & Dual Factor Authentication

ID.me	
Choose how to submi	t photos
License	<u>Change</u>
Take photo Receive a link on a smartpho photo	ne to take a Select
OR	-
Choose Image Upload an image from your o	current device
	Select



- Upload photos of the front & back side of the driver's license or state ID.
- Once upload is done, click "**Continue**".

ID.me	
	VERIFY YOUR IDENTITY
VERIFY YOUR IDENTITY	1 3 6
1-0-0-0	Upload photo of your driver's license or state ID
Upload photo of your driver's license or state ID	UNITED STATES OF AMERICA PAGE OF TO AND TO
Upload photo of driver's license or state ID (FRONT)	<u>Take a different photo (front)</u>
Upload photo of driver's license or state ID (BACK)	C <itaca00000aaa<<<<<<<>>>>>>>>>>>>>>>>>>>>>></itaca00000aaa<<<<<<<>
Continue	Continue
Back	Back
Please check the following to make sure your document can be processed: • The image is clear and not blurry (including your photo and/or barcode) • All information is visible (e.g., expiration date) • The document is not captured at an angle	Please check the following to make sure your document can be processed: • The image is clear and not blurry (including your photo and/or barcode) • All information is visible (e.g., expiration date) • The document is not captured at an angle

Figure 41

Figure 42



Video selfie can be uploaded by one of the methods:
[A] Upload video selfie through desktop/laptop webcam
[B] Upload video selfie through mobile

[A] Upload Video Selfie Through Desktop/Laptop Webcam

• Click "**Take a selfie with my webcam**" to access video selfie through laptop/desktop.



• Click "Start" to access video from the device (laptop/desktop).



Figure 44



- Click "Scan my face".
- Scan the user face through webcam.
- If the selfie video is not captured properly error will occur.
- Click "Try again".
- Click "Scan my face" again.
- If the selfie video is captured properly, it will process to next window to verify identity.



Note:

- Make sure the user is in a well-lit area.
- Remove that anything that covers your face (like glasses, hats).
- Avoid a light source behind you.
- Hold the phone straight in front of your face.



[B] Upload Video Selfie Through Mobile

• Click "Take video selfie" to access video selfie through mobile.



Figure 46



• Click "Enable camera access" to access the camera.



Figure 47

• Scan your face through mobile camera.



Figure 48



- Click "**Continue**" to submit the image.
- Image will be submitted.
- Click "**Continue**" to return H2HDigital Rx.



Figure 49

Figure 50



- Enter the personal phone number.
- Click "**Continue**" to confirm your identity.



• Enter Social Security Number and click "**Continue**" to confirm the identity.



Figure 52



• Click "**Continue**" to verify all the information that you have provided.

	ID.me
VERIFY	YOUR IDENTITY
1 2	3 4 5
Confirm	your information
We will securely us verify your iden	se the following information to tity against trusted sources.
What does this mea	n? ^
Personal informa	ition
First Name	VERONICA
Middle Name	с
Last Name	PERSINGER
Date of Birth	07/09/1942
Home address	EDIT
Street	6647 WILDFLOWER DR S
City	COTTAGE GROVE
State	MN
Zip Code	55016
Phone number	
Mobile Phone	850-436-8965
The information I've the use of <u>Fair Cree</u> identity.	e provided is correct, and I accept <u>dit Reporting Act</u> data to verify my
What is The Federal	Fair Credit Reporting Act?
Back	Continue
	A

Figure 53

• Click the link "**Verify phone**" to confirm phone number.



Figure 54



• To verify as a medical provider, provide your NPI, and DEA credentials. Click "**Begin**".



- Enter NPI number, select country, enter DEA number.
- Then click on "**Continue**" button.

MEDICAL
Your NPI number and DEA number are needed to verify your identity. NPI Number (Typo 1 – Individual Provider) *
1962567552
DEA Number * Alabama CA3579865 I am a resident or intern, and my DEA number is Institutional.
Add another DEA number
Back Continue

Figure 56



- Select provider type as per your requirement.
- Click "**Continue**" to verify.

ID.me	
V MEDICAL	
Please confirm the following information pertaining to your role as a medical provider.	
NPI Number (Type 1 - Individual Provider)	
1962567552	
State License Number	
02197	
Issuing State	
VA	
Provider Type *	
Doctor 🗸	
Specialty	
Dentist	
Back Continue	
What is ID.me? Terms of Service Privacy Policy	

Figure 57


• Verified and click "Continue".



Figure 58



1.7.2 Upload a Photo of your Passport

- Choose how to submit photos and follow the instructions provided over the screen to verify identity.
- You can either take a picture with the mobile device or can upload a picture from a device.



Figure 59: Choose upload picture screen in "Upload a photo of your passport" Option



• Upload photo of your passport. Click "Looks good".



Figure 60: Browse & Upload Passport photo screen in "Upload a photo of your passport" Option



Figure 61: Upload Passport Photo confirmation screen in "Upload a photo of your passport" Option



- Enter Home address in the provided fields.
- Click "Continue".

VERIFY Y	OUR IDENTITY
1 2	3 4 6
Enter your most	recent home address
6647 WILDFLOWER	Dr No P.D. BOXes
Address Line 2	
Enter Street Address	5 Apartment Unit, Suite #
City*	
COTTAGE GROVE	
State*	Zip Code*
Minnesota 👻	55016
	-

Figure 62: Enter Home address screen in "Upload a photo of your passport" Option



• Enter a phone number that matches your credit profile.

VERIFY YO	UR IDENTITY
1 2	3 4 6
Enter your p	hone number
We'll verify your identity number you enter mat credit profile, or we'll cl	by making sure the phone ches the number in your heck your mobile carrier.
Select the phon	ie type you have
If you have a smart pho we'll text you a link you o a smart phone	one with a web browser, an open. If you don't have e, we'll call you.
Smartphone with a web browser	Home or cell phone without a web browser
WE CAN'T SUPPORT VIRTUAL LIKE SKYPE AND GOO	OR INTERNET PHONE SERVICES GLE VOICE RIGHT NOW.

Figure 63: Enter Phone number screen in "Upload a photo of your passport" Option



- Enter your Social Security Number.
- Click on "Continue" button.

v	ERIFY YOU	RIDENTIT	Y	
(1)	2 3	0	6	
Enter you	ur Social S	Security	Number	r 🖉
Your social your identity inform cial Security Nu	security numi . We will new ation without mber*	ber is need er reveal yo your perm	ed to verify our persona ission.	4

Figure 64: Enter SSN screen in "Upload a photo of your passport" Option



• Confirm your details entered and click "Continue"

VERIF	Y YOUR IDENTITY	
0_0		
147 - 147 223 - 147		
Confirm	n your information	
We will securely u verify your iden	use the following informatio ntity against trusted source:	n to L
What does this mean	12	~
Personal informat	tion	
First Name	VERONICA	
Middle Name	1	
Last Name	PERSINGER	
Gender	female	
Date of birth	07/09/1942	
Home address		EDIT
Street	6647 WILDFLOWER Dr	
City	COTTAGE GROVE	
State	MN	
Zip Code	55016	
Phone number		EDIT
Mobile Phone	000-000-0000	
Home Phone	000-000-0000	
The information IV the use of Fair Cre identity.	ve provided is correct, and I a adit Reporting Act data to ver	ccept ity my
What is The Federal	Fair Crodit Reporting Act?	~
62525		

Figure 65: Confirm your details screen in "Upload a photo of your passport" Option





1.7.3 Upload Photos of your Passport Card

- Choose how to submit photos, and follow the instructions provided over the screen to verify identity.
- You can either take a picture with the mobile device or can upload a picture from a device.



Figure 66: Choose upload picture screen in "Upload photos of your passport card" Option



- Upload photos of the front & back of your passport card.
- Click on "Looks good" button.

	VERIFY YOUR IDENTITY
	1 2 3 4 5
Up	bload photo of your passport card
d	Choose a photo of the front side of your document. Then click "Continue" to proceed.
elect a	a file to upload*
Br	owse No file selected.
	Continue
	Use landscape orientation
	. Turn off the flash on your camera
	 Use a dark background Take the photo on a flat surface
	0-1-

Figure 67: Browse & Upload Passport card photo screen in "Upload photos of your passport card" Option

	VERIFY Y	OUR ID	ENTITY		
(\mathbf{i})	2	(3)	4	5	
Upload	photo o	f your	passp	ort car	d
UK	RIVINGLI	CENCE		1	ц
	2 MEREC	DYTH	1		L L
	4a 19.01.2 4b 18.01.2	013 4: DV 023			
	1	A. S	mpl	e. 1	H-
-	CONSU CH1 902	нан	S.		H H
	*				
	<u>Upioad a</u>	ameren	t pnoto		
ESPharmers	NC REPORTS AN ADMINISTRA	UKAMANA MA	AND IN COMPANY		
			题		
Doc # ABC3ASE719		1	- A+.		1
-		-			1
14 15		5	54		
	Upload a	differen	t photo		
		k anad	2		
	Loc	ж yoou			

Figure 68: Upload Passport card photo confirmation screen in "Upload photos of your passport card" Option:



- Enter Home address in the provided fields.
- Click "Continue".

VERIF	Y YOUR IDENTITY
0 2	3 4 6
Enter your mo	st recent home address
Address Line 1*	
6647 WILDFLOW	ER Dr
Address Line 2	
Enter Street Addr	(055 Apartment Unit, Suite #)
city*	
COTTAGE GROV	E
State*	Zip Code*
Minnesota	- 55016

Figure 69: Enter Home address screen in "Upload photos of your passport card" Option



• Enter a phone number that matches your credit profile.



Figure 70: Enter Phone number screen in "Upload photos of your passport card" Option

• Enter your Social Security Number and click "Continue".







- Confirm the details.
- Click "Continue."



Figure 72: Confirm your details screen in "Upload photos of your passport card" Option



1.8 Confirmation Link

- SMS text message will be sent to the mobile with a confirmation link.
- Click it to confirm in your phone.



Figure 73: Web screen displaying "Confirming your phone"

• When confirmation is done, a confirmation will display on user's mobile as shown at right.



Figure 74: Mobile screen displaying Phone number got confirmed



• Once the user confirms, the next screen that appears is verifying "Medical ID".

1.9 Verify Medical IDs

- Enter user's NPI number, DEA number, select all DEA schedules for which are certified to prescribe.
- Click on "**Continue**" button.



Figure 75: Enter NPI & DEA number screen

Note:

• Enter the NPI & DEA numbers, select all DEA schedules for which are certified to prescribe.



- Click "Continue".
- Confirmation screen with information related to the user as a prescriber will automatically be populated.
- Click "Continue."

Medi	cal ID
VERIFY USING YOUR NATIONAL PROVIDE	DEA SCHEDULE AND R IDENTIFIER NUMBER
Please confirm the followir your role as a n	ng information pertaining to nedical provider.
NPI Number	
3421846965	
State License Number	
02197	
Issuing State	
VA	
Specialty	
Optometrist	
Back	Continue

Figure 76: Verification of NPI using DEA screen with details

• Verified status screen will appear after successful confirmation of user's medical IDs by ID.me.



Figure 77: ID.me wallet screen with confirmation message



1.10 Customizable Identity Verification Email

- After the user successfully verify the identity with an ID.me Trusted Referee, the user will receive an "**Action Required**" email.
- Click on the **Continue** button.
- The user will be redirected back to the partner where identity verification was required.

ID.me
Action Required
You're receiving this email because you verified your identity on a video call with an ID.me Trusted Referee on 01/04/2021 in order to access benefits and services at
Click the link below to return to grocess.
Continue
You can now access your credential in your ID.me My Account.

Figure 78

• Click "**ALLOW**" to consent to share listed information back to H2H Digital Rx from ID.me.



Enrollment Guide for Identity Proofing & Dual Factor Authentication

ID .me + (0)	D igital R_x	
AUTHOR	RIZE DRX	
0	0	
WE'VE VERIFIED	YOUR IDENTITY!	
Before we send you ba permission to share inform	ck to Drx , we need your your verified identity nation.	
Please note that only inf the verification pro	ormation obtained from cess will be shared.	
Drx will	receive:	
🥏 Email 🤡 First Name	Medical DEA Registration Expiration Date	
 Last Name Medical DEA Number 	Medical DEA Registration State	
	Medical DEA Schedules	
	Medical NPI Number	Make sure you click "Allow" to pass these values to H2H Digital Rx
All	ow	
De	ny	
You can remove this access a ID.me accou	at any time by changing you ant settings.	ır
What is ID.me? Terms o	f Service Privacy Policy	
/ 9: 'Consent Allow' scre	en to authorize DRx	

For more information related to customizable identity verification email, go to <u>Why did I get an email after my</u> <u>successful identity verification with a Trusted Referee? –</u> <u>ID.me Help Site</u>.



1.11 Delete My Selfie

• Sign in to your ID.me **Account**.

D.me MY ACCOUNT			🕜 Help & Support
OVERVIEW PROFILE SIGN IN 8	SECURITY MY WALLET		
	() My Profile		1 Active
	VERONICA PERSINGER Member Since February 2022 michelle.yi+02282022@id.me Manage Email	VERIFIED IDENTITY :: Verified Identity VERIFIED 02/28/2022	Manage IDs
	CITY STATE COTTAGE GROVE MN ZIP CODE PHONE 55016 1 (703) 577-4380 Your profile is based on information provided when you created this account or verified your identity.	See My Logins	1 Active
	-0		

Figure 80

• Go to the **Sign in & Security** tab in the navigation menu.

OVERVIEW	PROFILE SIGN IN & SECURITY	MY WALLET	
ecurity	Websites Granted Access		
assword	These are websites you have given a	ccess to. They can request info you chose to share with t	hem.
rivacy	Search Keywords, URLs	9	
ogins	WEBSITE NAME	AUTHORIZED	
lose Account	ID.me TestDrive View data shared	02/28/2022 at 1:40 PM	Revoke Access
	ID.me View data shared	02/28/2022 at 1:36 PM	Revoke Access

Figure 81



• Select **Privacy** on the side bar menu.

Security	🗒 Websites Granted Acc	ess	
Password	These are websites you have give	ven access to. They can request info you chose to share	with them.
Privacy	Search Keywords, URLs	9	
Logins	WEBSITE NAME	AUTHORIZED	
Close Account	ID.me View data shared	02/04/2022 at 11:16 AM	Revoke Access
	🔍 My Selfie		
	ID.me is committed to providing that we delete the selfies they p difficult.	g members with control over how their data is used. As provide to us during identity verification. Please note tha	part of this commitment, our members can request t deleting the selfie may make account recovery more
	Learn More		

Figure 82



• Scroll down to where it says, "My Selfie" and select Delete My Selfie.

ID.me is committed to providing members with control over how their data is used. As part of this commitment, our members can request that we delete the selfies they provide to us during identity verification. Please note that deleting the selfie may make account recovery more difficult. Learn More Delete My Selfie	Logins Close Account	ID.me View data shared	02/04/2022 at 11:16 AM	Revoke Access
		My Selfie ID.me is committed to provid that we delete the selfies they difficult. Learn More Delete My Selfie	ing members with control over how their data is used. As r provide to us during identity verification. Please note th a	part of this commitment, our members can request at deleting the selfie may make account recovery more

Figure 83

• Click on **Delete** when the user is asked if, you are sure.



Figure 84



- Once a member submits the deletion request, it can take up to seven days until the data is purged.
- The "**My Account**" page will look like this once user selfie has been deleted.

Security	Websites Granted Access
Password	These are websites you have given access to. They can request info you chose to share with them.
Privacy	Search Keywords, URLs
Logins	WEBSITE NAME AUTHORIZED
Close Account	ID.me 02/04/2022 at 11:16 AM Revoke Access
	🔍 My Selfie
	SELFIE DELETION Your data has been requested to be deleted and may take up to 7 days to be removed.
	Account Activities All Sign ins Connect Disconnect Verifications

Figure 85



- For more information related "Delete selfie", go to <u>https://help.id.me/hc/en-us/articles/4532330554775-How-do-I-delete-my-selfie-</u>.
- 1.12 ID.me Trusted Referee video call
- Select **Get started**.
- Selecting this button starts the process to verify your identity on a video call.



Figure 86



- Review and update information.
- Confirm all the information is accurate.
- Select **Continue** button.

Full Name		
First Name*	Middle Name	
	0.45%	
Last Name*		•
Date of Birth MM/DD/YYYY*		

Figure 87

- Enter in your <u>Social Security number</u>.
- Then click on **Continue**.



Confirm your Social Security number
Your Social Security number (SSN) helps us uniquely identify you. This will not affect your credit score.
Enter SSN*
Confirm SSN*
Go Back Save & Exit Continue

- Gather your documents.
- You'll need to upload a photo of <u>two primary documents or one primary</u> <u>and two secondary documents</u>. From the provided list, select which document you'd like to upload.
- Make sure to confirm the name that is on the document you choose to upload.



• Then click on **Continue**.

U.S. Driver's License U.S. passport card U.S. Permanent resident card (1-551) HSPD 12 PIV card Government Issued Photo ID *No US military ID cards. Foreign (non U.S.) passport USCIS-issued Employment Authorization Card (1-766) *No employer-issued ID cards Transportation Security Administration (TSA) ID Card DHS trusted traveler cards (Global Entry, NEXUS, SENTRI) Veteran's health ID card Certificate of Naturalization (Form N-550 or N-570) National ID card (only if residing outside of the U.S.) Canadian driver's license Federally recognized, tribal-issued photo ID Federally recognized, tribal-issued	elect ONE document from the opti	ions below	
HSPD 12 PIV card Government Issued Photo ID *No US military ID cards. Foreign (non U.S.) passport USCIS-issued Employment Authorization Card (1-766) *No employer-issued ID cards Transportation Security Administration (TSA) ID Card DHS trusted traveler cards (Global Entry, NEXUS, SENTRI) Veteran's health ID card Certificate of Naturalization (Form N-550 or N-570) National ID card (only if residing outside of the U.S.) Canadian driver's license Federally recognized, tribal-issued photo ID National ID card (only if residing outside of the U.S.)	U.S. Driver's License	U.S. passport card	U.S. Permanent resident card (I-551)
USCIS-issued Employment Authorization Card (I-766) *No employer-issued ID cards Transportation Security Administration (TSA) ID Card DHS trusted traveler cards (Global Entry, NEXUS, SENTRI) Veteran's health ID card Certificate of Naturalization (Form N-550 or N-570) National ID card (only if residing outside of the U.S.) Federally recognized, tribal-issued photo ID Federally recognized, tribal-issued	HSPD 12 PIV card	Government Issued Photo ID *No US military ID cards.	Foreign (non U.S.) passport
Veteran's health ID card Certificate of Naturalization (Form N-550 or N-570) National ID card (only if residing outside of the U.S. Canadian driver's license Federally recognized, tribal-issued photo ID	USCIS-issued Employment Authorization Card (1-766) *No employer-issued ID cards	Transportation Security Administration (TSA) ID Card	DHS trusted traveler cards (Global Entry, NEXUS, SENTRI)
Canadian driver's license	Veteran's health ID card	Certificate of Naturalization (Form N-550 or N-570)	National ID card (only if residing outside of the U.S.
	Canadian driver's license	Federally recognized, tribal-issued photo ID	
Go Back Save & Exit Continue	Go Back Save & Exit]	Continue

Figure 89

Photo, enter the phone number to receive a link to upload documents.

- If the user selected **Choose Image**, he/she will be able to upload the documents which already stored on their device.
- The user will receive a text message with a secure link from ID.me to take photos of their documents and a photo of their self.
- Enter mobile number and click on **Continue** button.



	VERIFY IDENTITY ON A VIDEO CALL	
	2 3 4	
	Confirm Details > Send Documents > Hold for Document Review > Join Video	
	Take photo with your device	
	Send photos of the following documents:	
	U.S. Driver's License	
	U.S. Passport Card	
	Selfie	
Mobile Phone Number	rtphone to take a photo #	
Acceive a link on a smar Mobile Phone Number (###) ### - #### Go Back	rtphone to take a photo #	Continue
Receive a link on a smar Mobile Phone Number (###) ### - #### Go Back Save i	rtphone to take a photo # & Exit	Continue

Figure 90

- Take photos of your identity documents.
- If you need more time to gather and take photos of your documents, select **Save & Exit**. ID.me will email a link to return to this part of the identity verification process.





Figure 91

• When prompted, <u>take a selfie</u>.





- Confirm you have acceptable document uploads and select **Continue**.
- While your documents are under review, you'll see an estimated wait time.



Enrollment Guide for Identity Proofing & Dual Factor Authentication

ID.me + ACME INC								
VERIFY IDENTITY ON A VIDEO CALL								
2 3 4								
Confirm Details > Send Documents > Hold for Document Review > Join Video								
Let's ch	neck everything for accurac	SY						
Please scroll do	wn to review and tap the "Continue"	button						
U.S. Driver's License	California BroverLebne 1720-700 17							
Replace Image(s)	Cated Overse	A second se						
	FRONT Change	BACK <u>Change</u>						
U.S. Passport Card	CURLED STATES OF ANTERED	Martin Statistic Landon and Angel Statistics Martin Statis Martin Statistics Martin Statistics Martin Statistic						
	FRONT Change	BACK Change						
Selfie	<u>Ehange</u>							

Figure 93

- Select Join Video Call to speak with a Trusted Referee.
- If your documents were accepted, you will be prompted to start the video call with a Trusted Referee.
- Show the **Trusted Referee** your documents, answer a few questions, and that's it-your identity has been verified!





• For more information related to trusted referee, go to <u>https://help.id.me/hc/en-us/articles/360052242853-What-is-an-ID-me-Trusted-Referee-video-call-</u>

2. How ID.me Code Generator Works with H2H Digital Rx During e-Prescribing Workflow

Prerequisites

1 (1) igital R

- 1) Must have submitted a signed "EPCS Physician Enabling Form".
- 2) Must have been EPCS enabled by the H2H DRx administrator.
- 3) Must be successfully enrolled with ID.me and have completed ID proofing & two factor authentication.
- 4) Must have at least one patient for whom to prescribe a controlled substance.
- 5) Must have a smartphone with the ID.me Authenticator app installed.

2.1 Login the Application

- Login at H2H DigitalRx.com at, <u>https://www.h2hdigitalrx.com/app/</u>for standalone users.
- For Integrated access users, please hit "e-Rx" button from your application.

() F	12H DigitalRx	× +		- a >
	C 🍙	25 h2hdigitalrx.com/app/		९ ☆ Ci 🖸 🖨 Incognito
		(i)		O Deux
		Password	<u> </u>	Electronic Prescribing of Controlled Substances(EPCS)
		Login		H2H, Digital Rx EPCS feature is fully certified and ready for use in all United States. With EPCS activated, prescribers will be able to e-prescribe most medications, including scheduled controlled substances, directly from H2H Digital Rx e- prescribing platform.
		© 2024 H2H Solutions, Inc. All rights reserved. dr.	support@h2hsolutions.com	Call on: (248)-675-1200 Extn:429,182 Build 6.3

Figure 95: H2H DRx login screen



2.2 RxPad with Control Substance Drug

- Login to the DRx application.
- Enter a schedule drug in the Drug Search field.
- **"EPCS Queue**" check box will appear only for the scheduled drugs.
- If, the user wants to queue this prescription for two factor authentication, enable the " **EPCS Queue** " check box.

① ①igital R [™]	🔏 A		දිපි On Behalf	👷 Clin	ic Address	ine nov simetika a	CA 876	88 -Primary	~
Patient Details Patient ID:	80 (2) Pending Refills	43 0 16 0 3 0 Image: Constraint of the second	7 0	10 0 Rx Fill	16 0 Rx Fill Alerts	30 0 (I) EPA Holding Queue	20 0 EPA Worklist	8 EPCS Queue	80 Control Control Con
10/08/2000 (24 Years Old), Male	New Rx Pad	SS Medication History Alle	ergies Saved Pre	scriptio	ons Favorite D	orugs Medicati	ons History		
🞗 🔽 📞 Check Pharmacy Benefit	Rx 1 Summary								
Allergic to: \rightarrow	Rx Benefit Source	Select Benefit Source		~	Benefits	NONE			Logout
Active Medication: → Thyroid, PROzac, Azithromycin, Detrol. Coumadin	Drug Name*	Xanax		Q	SIG*	1 TABLET 3 TIMES D	AILY		
(20 Active Drugs) More	Drug*	Xanax 2 MG Oral Tablet				Please do not use la	tin abbreviatio	ons like BID. OID et	
PDMP Report () 0 0 0 0 0	[Schedule IV Dru	ug]				writing free text SIG		, in the 515, q15 e	
Recent PDMP lookup performed -299mins ago	Qualifier*	Tablet V	Quantity* 20		Daily Max Dose		WC/XFR	Select One	
	Substitutions	Substitution Allowed V	Refill 0		Days Supply 🕕	N/A	Туре	Select One	@
New Rx Pad New Rx Pad Saved Rx (all Patients) (84) Practice Favorite Drugs	Pharmacy*	Shollenberger Pharmacy, S-012, 2	002 S. McDowel \vee	Q	Note to Pharma Enter Pharmacy f	Doctors Note	es		
Prescription Templates					(Please DO NOT	include SIG informat	ion in 'Note to	Pharmacist')	
Free Text Medication	EPCS Queue	(i) Post D	ated Prescription 🕕						<u> </u>
Patient Profile					_				
O Default Physician						Reset 🕀) Add New	Confirm Pre	scription(s)
0 - 2 - 2 - 2 - 2									

Figure 96

- Fill the prescription details and click on the Confirm Prescription(s) button.
- Once you click on the **Confirm Prescription(s)** button, **Update Contact Info** window will display.
- Enter a valid email ID to get notifications related to the EPCS queue. A valid email address needs to be added for the first time only.
- Click on the **Save** button.



Update Contact Info	
EPCS Queue & Post Dated prescriptions related notifications will be sent address. Please let us know your mail to keep you updated.	to your mail
Email	
Save	
Note: Please use a valid email address for EPCS Queue or Post Dated Prescr	ription Alerts
to avoid any miss outs on Prescription processing.	
L	
Figure 97	

- It will be redirected to the same prescription page, after the user saves the email ID.
- Again, click on the **Confirm Prescription(s)**.

🕕 🕖 igital Rx™	8		င်လို On Behalf	🙎 Clin	ic Address	v lite new silend its a	CA 8768	88 -Primary		\sim
Patient Details Patient ID:	80 (2) Pending Refills	43 0 16 0 3 0 ▲ ▲ ▲ ▲ ↓ Refill Alerts Rx Alerts Rx Change	70 Ex Rx Change Alerts	10 0 Rx Fill	16 0 Rx Fill Alerts	30 0 (1) EPA Holding Queue	20 0 EPA Worklist	B L EPCS Queue	80 Post Dated Prescri	iptions
HB008181886882470188e0fc6cbc0834 10/08/2000 (24 Years Old), Male Check Pharmacy Benefit	New Rx Pad	SS Medication History All	ergies Saved Pre	scriptio	ons Favorite D	Drugs Medicati	ons History			Guide Tour
Allergic to: \rightarrow No known allergies	Rx Benefit Source	Select Benefit Source		~	Benefits	NONE				Logout
Active Medication: → Thyroid, PROzac, Azithromycin, Detrol, Coumadin	Drug Name* Drug type	Xanax Branded V Rx	Add to favorite	Q drug	SIG*	1 TABLET 3 TIMES D	AILY			
(20 Active Drugs) More	Drug*	Xanax 2 MG Oral Tablet		~		Please do not use la	tin abbreviatio	ns like BID, QID et	c., when	HE Q
0 0 0 0 0 Narcotics Sedative Stimulants Overdose	[Schedule IV Dru	[פו				Use free text SIG				=
Recent PDMP lookup performed -113mins ago View PDMP Report	Qualifier*	Tablet V	Quantity* 10		Daily Max Dose		WC/XFR	Select One	~	() ()
Rx Pad →	Substitutions	Substitution Allowed	Refill 1		Days Supply (N/A	Туре	Select One	<u> </u>	Ø
Saved Rx (all Patients) (84)	Pharmacy"	Pharmacies	002 S. MCDOWEI V	Q	Enter Pharmacy	Note here			li li	
Prescription Templates	EPCS Queue	1 Post D	ated Prescription 🕕		(Please DO NOT	include SIG informat	ion in 'Note to	Pharmacist')		l.
Patient Profile						Reset	Add New	Confirm Pres	scription(s)	

Figure 98



- Click on **Send to Pharmacy**.
- The prescription will be added to the **EPCS Prescription Queue**.

🕕 Digital Rx™	A mines & smith Or Behalf On Behalf Olinic Address Inter the situat its angels CA 87688 -Primary	~						
Patient Details Patient ID:	8 0	tions						
ff80818168c862d70168e0fc5cbc0834 10/08/2000 (24 Years Old), Male	New Rx Pad SS Medication History Allergies Saved Prescriptions Favorite Drugs Medications History	and the second s						
Check Pharmacy Benefit	Rx 1 Summary							
$\begin{array}{llllllllllllllllllllllllllllllllllll$	If you want to edit PA and OnPriority then Please go back to rxpad via Edit to uncheck PA and OnPriority. As per State regulatory, All prescriptions must be sent electronically only.							
Active Medication: → Thyroid, PROzac, Azithromycin, Detrol, Coumadin	Allergy and Drug Interactions + Show	Â						
(20 Active Drugs) More	Prescriptions Summary							
PDMP Report ()	Rx No 1 Rx Date 12/12/2024 Fmlry: Status Unknown Status Xanax 2 MG Oral Tablet [Schedule IV Drug] Co-Pay Info. not available	Q						
0 0 0 0 0 Narcotics Sedative Stimulants Overdose	SIG 1 TABLET 3 TIMES DAILY Qualifier Tablet Quantity 10 No. Of Refills Substitutions Substitution Allowed Note to Pharmacist							
ago 💿 View PDMP Report	Pharmacy Shollenberger Pharmacy	Ø						
New Rx Pad	Adverse Effects Drug to Food Interactions Patient Education Our Al indicates the patient's medication	Ø						
Saved Rx (all Patients) (84)	adherence is 61.47% . Find more details							
Prescription Templates	Options below with * requires the Rx No boxes to be checked for processing. For other options, checking the box will not have any effect.	\geq						
Free Text Medication	* Remove Save Print Send & Print * Add to Medication History Send to Pharmacy							
т								
I	Figure 99							
е								

- Prescription Status window will display with a message indicating that "Prescriptions added to EPCS Queue".
- Click on the **Close** button.

Prescription Status	\otimes
\bigotimes	
Prescriptions added to EPCS Queue:	
Xanax 2 MG Oral Tablet	





2.3 EPCS Prescription Queue

- Go to the **EPCS Prescription Queue**.
- All the scheduled prescriptions will be available here.
- User provided email ID will display.
- All the EPCS queue notifications will be sent to the provided email ID.

🕕 🕖 igital Rx™	A	දිහි On	Behalf 👷 Clinic Address	w line new sitest ics ar	s CA 87688 -Primary		~	
My Profile DEA::	8 0 43 0 (B) All Aler Pending Refills Refill Aler	16 0 3 0 7 Rx Alerts Rx Change Rx Cha	0 0 0 0 16 0	30 0 (1) EPA Holding Queue	20 0 7 EPA Worklist EPCS Qu	eue	riptions	
SPI:2 NPI:1	EPCS Queue 😢						Guide Tour	
	EPCS Queue related notifications will be sent to saidurga.v@youngsoft.in Please contact support to update your email address.							
Saved Rx (all Patients) (84)	Patient Name	Drug Description	Pharmacy	Created Date	Rx Type	Actions	Logout	
	tim gaorga	Xanax 2 MG Oral Tablet 🕕	Shollenberger Pharmacy 🛈	12/12/2024	NEWRX	Ū	2	
	Albert James	Methadone HCI 5 MG Oral Tablet 🕕	RapidRx Pharmacy 🛈	10/18/2024	NEWRX	Ū	â	
	Faster Tallecandro	Doral 15 MG Oral Tablet 🛈	Shollenberger Pharmacy 🛈	10/18/2024	NEWRX	Ū		
	Bastan Dallasandro	Lomotil 2.5-0.025 MG Oral Tablet 🕕	Shollenberger Pharmacy 🛈	10/18/2024	NEWRX	1	Q	
	Easter Calibratics	Lyrica 100 MG Oral Capsule ①	Shollenberger Pharmacy 🕕	10/18/2024	NEWRX	1	= :	
	Parsaux Abingston	Valium 2 MG Oral Tablet 🕕	Brooklyn Gates Pharmacy 🕕	10/18/2024	NEWRX	创	$\bigcirc \bigcirc$	
	Pertanus Albingdon	Adderall XR 30 MG Oral Capsul 🛈	Brooklyn Gates Pharmacy 🛈	10/18/2024	NEWRX	Ū	Ø	
							\oslash	
							\sim	
							٩.	
			Send to Pharmacy		1.	-7 of 7 < >		

Figure 101

2.4 EPCS Alert for Two Factor Authentication

- Click on **Send to Pharmacy**, the **EPCS Alert** window will display.
- Click on **Ok**, it will redirect to ID.me Authentication login page.

Jigital K _x											
My Profile E	Pending Refills	efill Alerts Rx Alerts	30 ↑↓ Rx Change	TO Rx Change Alerts	10 0 Rx Fill	Rx Fill Alerts	30 0 (1) EPA Holding Queue	EPA Worklist	EPCS Queue	80 Post Dated Pres	criptions
SPI: 25 NPI: 100000000	EPCS Queue										Guide Tour
	EPCS Queue related notifications will be sent to saidurga.v@youngsoft.in Please contact support to update your email address.									\square	
Saved Rx (all Patients) (84)	Patient Name	EPCS Alert					🛞 te	Rx Type	A	tions	Logout
	Kim george	Doctor Name:	Doctor Name:					NEWRX	Ű	ŭ	8
	Albert James	DEA:	DEA: SM9845849							Ū	
	Baxter Dallesandro	Date&Time:	Date&Time: 12/13/2024 12:42:56 PM By completing the two-factor authentication protocol at this time, you are legally						Ŭ		
	Baxter Dallesandro	signing the pres the pharmacy fo	cription(s) and au r dispensing. The	thorizing the tri two-factor auth	ansmission of the above information to nentication protocol may only be			NEWRX			Q
	Baxter Dallesandro	completed by th	e practitioner wh	ose name and E	DEA registrat	on number app	pear above.	NEWRX			
	Perseus Abingdon	il you choose ca	ancer option, oni	y Pop-up will ci	osed.	-	1	NEWRX	Ŭ	Ŭ	2
	Perseus Abingdon		L C	Ok				NEWRX			
				¢,	⁷ Send to P	armacy			1-7 of 7	< >	





2.5 Two Factor Authentication

- ID.me web screen will ask to enter second factor authentication six-digit code.
- Please enter six-digit code that appears over ID.me authenticator app over your ID.me web screen and click "**Continue**".



Figure 103: Enter six-digit code 2 FA screen

- Upon clicking "**Continue**," prescriber will have completed two factor authentication successfully.
- The user will be returned to Digital Rx Prescription status screen.



Figure 104: ID.me+H2H DRx returning screen appears


• Here is an example of the Digital Rx Prescription status screen with a prescription having successfully been sent to the selected pharmacy.

3. How ID.me Push Notification Works with H2H Digital Rx During e-Prescribing Workflow

Prerequisites

- 1) Must have submitted a signed "EPCS Physician Enabling Form"
- 2) Must have been EPCS enabled by the H2H DRx administrator.
- 3) Must be successfully enrolled with ID.me and have completed ID proofing & two factor authentication [Push Notification]
- 4) Must have at least one patient for whom to prescribe a controlled substance
- 5) Must have a smartphone with ID.me Authenticator app installed via download link that was sent by ID.me over mobile/email when you opted for Push notification as your dual factor authentication.

3.1 Login the Application

- Login at H2H DigitalRx.com at, <u>https://www.h2hdigitalrx.com/app/</u>for standalone users.
- For Integrated access users, please hit "**e-Rx**" button from your application.



Figure 105: H2H DRx login screen



3.2 RxPad with Control Substance Drug

- Login to the DRx application.
- Enter a schedule drug in the **Drug Search** field.
- **"EPCS Queue**" check box will appear only for the scheduled drugs.
- If you want to queue this prescription for two factor authentication, enable the "**EPCS Queue**" check box.

🕕 🕖 igital Rx™	🔏 anna A annille	Ę	B On Behalf	Clinic Ad	dress (iiii iiiiii	tine new sitest ice a	CA 8768	38 -Primary		~
_	80 430	16 0 3 0	70	10 0	16 0	30 0	20 0	8	8 0	
Patient Details =	Pending Refills Refill Alerts	Rx Alerts Rx Change	Rx Change Alerts	Rx Fill	Rx Fill Alerts	U EPA Holding Queue	EPA Worklist	EPCS Queue	Post Dated Press	criptions
10/08/2000 (24 Years Old), Male	New Rx Pad SS Mee	lication History Allergi	ies Saved Prese	riptions	Favorite D	rugs Medicatio	ons History			Guide
🙎 🔛 📞 Check Pharmacy Benefit	Rx 1 Summary									Tour
Allergic to: \rightarrow No known allergies	Rx Benefit Source Select B	lenefit Source		∨ Ben	efits 1	NONE				Logout
Active Medication: → Thyroid, PROzac, Azithromycin,	Drug Name* Xanax		~	Q sid	G*	1 TABLET 3 TIMES D	AILY			2
Detrol, Coumadin (20 Active Drugs) More	Drug type Brande	I ∨ Rx [Add to favorite dr	rug						
	Drug* Xanax 2	MG Oral Tablet		~		Diseas de petives lat	in chlorovictic	na lika RID. OID ata		
PDMP Report ()	[Schedule IV Drug]					writing free text SIG.	in appreviatio	ns like bib, Qib etc	, when	Q
0 0 0 0 0 Narcotics Sedative Stimulants Overdose	[beneade if brag]					Use free text				= :
Recent PDMP lookup performed -299mins	Qualifier* Tablet	~) (Quantity* 20	Da	aily Max Dose		WC/XFR	Select One	~	2
View PDMP Report	Substitutions Substitu	tion Allowed V	Refill 0	Da	ays Supply 🕕	N/A	Туре	Select One	~	Ø
□ New Rx Pad >										\oslash
Saved Rx (all Patients) (84)	Pharmacy* Shollen	perger Pharmacy, S-012, 2002	S. McDowel		Note to Pharma	cist Doctors Note	is			
Practice Favorite Drugs	🎔 Phar	macies		E	Enter Pharmacy N	lote here				
Prescription Templates				(PI	lease DO NOT	include SIG informati	on in 'Note to	Pharmacist')		
Free Text Medication	EPCS Queue 🕕	Post Dated	Prescription							5
Patient Profile										
C Default Physician						Reset	Add New	Confirm Prese	ription(s)	
∩										



- Fill the prescription details and click on the **Confirm Prescription(s)** button.
- Once you click on the **Confirm Prescription(s)** button, **Update Contact Info** window will display.
- Enter a valid email ID to get notifications related to the EPCS queue. A valid email address needs to be added for the first time only.
- Click on the **Save** button.



Update Contact	nfo
EPCS Queue & F address. Please	Post Dated prescriptions related notifications will be sent to your mail let us know your mail to keep you updated.
Email	
	Save
Note: Please use	a valid email address for EPCS Queue or Post Dated Prescription Alerts
to avoid any mis	s outs on Prescription processing.
	Eigure 107

- It will be redirected to the same prescription page, after you save the email ID.
- Again, click on the **Confirm Prescription(s)**.

)	8	දිහි On Behalf	Clinic Address	
tient Details 📃 🛈	8 0 43 (3) Pending Refills Refills	0 16 0 7 0 A Image: Alerts Rx Change Rx Change Alerts	10 0 15 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0] vescrip
08/2000 (24 Years Old), Male	New Rx Pad SS	S Medication History Allergies Saved Prese	iptions Favorite Drugs Medications History	
Check Pharmacy Benefit	Rx 1 Summary			L
ergic to: \rightarrow	Rx Benefit Source	elect Benefit Source	V Benefits NONE	
ve Medication: \rightarrow	Drug Name* Xa	anax v	Q SIG* 1 TABLET 3 TIMES DAILY	
old, PROzac, Azithromycin, ol, Coumadin	Drug type Br	randed V Rx Add to favorite d	g	
0 Active Drugs) More	Drug* Xa	anax 2 MG Oral Tablet	~	
IP Report ()	[Schedule IV Drug]		Please do not use latin abbreviations like BID, QID etc., when writing free text SIG.	
0 0 0 0 cs Sedative Stimulants Overdose			Use free text	
PDMP lookup performed -113mins ago	Qualifier* Ta	ablet V Quantity* 10	Daily Max Dose WC/XFR Select One V	
View PDMP Report	Substitutions	ubstitution Allowed V Refill 1	Days Supply ① N/A Type Select One ~	
New Rx Pad >	Pharmacy* St	hollenberger Pharmacy, S-012, 2002 S. McDowel	Note to Pharmacist Doctors Notes	
Saved Rx (all Patients) (84)		Pharmacies	Enter Pharmacy Note here	
Prescription Templates			(Please DO NOT include SIG information in 'Note to Pharmacist')	
Free Text Medication	EPCS Queue	Post Dated Prescription		
Patient Profile				
Default Physician			Reset Add New Confirm Prescription(s)	

Figure 108

- Click on **Send to Pharmacy**.
- The prescription will be added to the **EPCS Prescription Queue**.



Enrollment Guide for Identity Proofing & Dual Factor Authentication

① ①igital R [™]	Annue & untillity On Behalf Occurrence CA 87688 -Primary	~
Patient Details	8 0 0 0 0 16 0 0 0 8 8 Image: Second Se	escriptions
#f80818188e882d70188e0fc5cbc0834 10/08/2000 (24 Years Old), Male &	New Rx Pad SS Medication History Allergies Saved Prescriptions Favorite Drugs Medications History	Guide Tour
Check Pharmacy Benefit Allergic to: → No known allergies	If you want to edit PA and OnPriority then Please go back to rxpad via Edit to uncheck PA and OnPriority. As per State regulatory, All prescriptions must be sent electronically only.	
Active Medication: → Thyroid, PROzac, Azithromycin, Detrol, Coumadin	Allergy and Drug Interactions + Show	2
(20 Active Drugs) More	Prescriptions Summary	
PDMP Report ()	Rx No 1 Rx Date 12/12/2024 Fmiry. Status Unknown Status Xanax 2 MG Oral Tablet Ischedule IV Drunt Co-Pav Info. not available	Q
0 0 0 0	SIG 1 TABLET 3 TIMES DAILY Qualifier Tablet Quantity 10	= ;
Narcotics Sedative Stimulants Overdose Recent PDMP lookup performed -113mins	No. Of Refills 1 Substitution Allowed Note to Pharmacist	?
ogo View PDMP Report	EPCS Queued	Ø
New Rx Pad >	Adverse Effects Drug to Food Interactions Patient Education	Ø
Saved Rx (all Patients) (84)	adherence is 61.4/%. Find more details	
Practice Favorite Drugs	Options below with * requires the Rx No boxes to be checked for processing. For other options, checking the box will not have any effect.	\sim
Prescription Templates	🕅 * Remove	•
Ig_i Free Text Medication		

Figure 109

- The **Prescription Status** window will display with a message indicating that "**Prescriptions added to EPCS Queue**".
- Click on the **Close** button.



Figure 110



3.3 EPCS Prescription Queue

- Go to the **EPCS Prescription Queue**.
- All the scheduled prescriptions will be available here.
- User provided email ID will display.
- All the EPCS queue notifications will be sent to the provided email ID.

🕕 🕖 igital Rx™	🔒 maar it amitte	ද	Cn Behalf	👷 Clinic Address 💷	nev lite nev sited its	s CA 87688 -Pr	imary	\sim
My Profile =	8 0 43 0 ČB A Pending Refills Refill Al	16 0 16 0 10 10 10 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 11 10 12 10 13 10 14 10 15 10 15 10 15 10 15 10 16 10 16 10 16 10 16 10 16 10 17 10 16 10 17 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10 10	70 Rx Change Alerts	10 0 16 0 Rx Fill Rx Fill Alerts	30 0 (1) EPA Holding Queue	20 0 EPA Worklist	Post Date	0 Ø Ø Ø Prescriptions
SPI:2 NPI: 1	EPCS Queue 🥹							Guide
	EPCS Queue related	notifications will be sent to saidu	rga.v@youngsof	t.in Please contact suppo	rt to update your email	address.		₿
Saved Rx (all Patients) (84)	Patient Name	Drug Description	Pharma	cy	Created Date	Rx Type	Actions	Logout
Patient Registration	Kin george	Xanax 2 MG Oral Tablet 🛈	Shollen	berger Pharmacy 🛈	12/12/2024	NEWRX	Ū	8
	Albert James	Methadone HCI 5 MG Oral Tab	let 🕕 RapidRa	Pharmacy 🛈	10/18/2024	NEWRX	圃	
	Renter California	Doral 15 MG Oral Tablet 🛈	Shollen	berger Pharmacy 🛈	10/18/2024	NEWRX	Ū	
	Earlier Salleandro	Lomotil 2.5-0.025 MG Oral Tab	let 🛈 Shollen	berger Pharmacy 🛈	10/18/2024	NEWRX	Ū	Q
	Barter Datesandro	Lyrica 100 MG Oral Capsule 🛈	Shollen	berger Pharmacy 🛈	10/18/2024	NEWRX	Ū	= !
	Persea Abingdon	Valium 2 MG Oral Tablet 🛈	Brookly	n Gates Pharmacy 🛈	10/18/2024	NEWRX	Ū	(?)
	Formate Altrigation	Adderall XR 30 MG Oral Capsu	I 🛈 Brookly	n Gates Pharmacy 🕕	10/18/2024	NEWRX	Ū	Ø
								\bigcirc
								\sim
								L.
			(Send to Pharmacy			1-7 of 7 < 🕻	

Figure 111

3.4 EPCS Alert for Two Factor Authentication

- Once you click on **Send to Pharmacy**, the **EPCS Alert** window will display.
- Click on **Ok**, it will redirect to ID.me Authentication login page.

12 Digital R."				B On Behalf	Q Clinic A	ddress million	to the two sheet in a	CA 87688	-Primary		
My Profile	Pending Refills Refill	0 0 Alerts	0 ↑↓ Rx Change	Rx Change Alerts	Rx Fill	Rx Fill Alerts	EPA Holding Queue	EPA Worklist	EPCS Queue	Post Dated Pres	criptions
NPI: 1 Providence Control of Cont	EPCS Queue 😣										Guide
	EPCS Queue relat	ed notifications will b	e sent to said	urga.v@youngsof	tin Please co	intact support	to update your email a	ddress.			
Saved Rx (all Patients) (84)	Patient Name						🛞 te	Rx Type	Ac	tions	Logout
2 Patient Registration	Kim george	Doctor Name:	diam in	anth				NEWRX	1	Ĭ	8
	Albert James	DEA:	SM984	5849				NEWRX	Ū	1	4
	Baxter Dallesandro	Date&Time:	12/13/3	2024 12:42:56 PM				NEWRX	1)	88
	Baxter Dallesandro	By completing the pres	ne two-factor cription(s) and	authentication pro authorizing the tr	tocol at this t ansmission o	ime, you are le f the above infi	gally ormation to	NEWRX	1)	Q
	Baxter Dallesandro	the pharmacy fo completed by th	r dispensing. e practitioner	The two-factor aut whose name and l	hentication p DEA registrati	on number app	ly be bear above.	NEWRX	(1	= ;
	Perseus Abingdon	If you choose 'C	ancel' option,	only Pop-up will cl	osed.			NEWRX	Ū	Ì	\bigcirc
	Perseus Abingdon			Ok	Cancel	ר		NEWRX	Ū	t)	Ø
						5					0
					⁹ Send to Pl	iarmacy			1-7 of 7	< >	9





3.5 Two Factor Authentication

- ID.me login Sign In appears, please login with valid login credentials. Prescriber is then logged into their ID.me account.
- If you have selected Push Notification, this is the time where you must check your mobile device for the notification.

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Home Aires Lon		
-		
	Signin	
	factor.feame	4
	100000000	
	Or sign in with	

Figure 113: ID.me Sign In screen

- Please go to your mobile device to see notification coming-up from ID.me requesting you to sign-in.
- Select Sign-in request.



Figure 114: Notification displaying at mobile device home screen



• Please tap on ID.me push notification which will request you to select "Login Request".



Figure 115: Login Request Push Notification at mobile authenticator app

• Upon clicking "Login Request" push notification, app will take you to a "Approve this Sign-In?" screen where you must select "Yes" to approve Sign-in.



Figure 116: Approve sign-in screen at mobile device



- Upon clicking **"Yes**" at **"Approve this Sign-In?**" screen, two factor authentication will be completed successfully.
- The user will be returned to Digital Rx Prescription status screen.



Figure 117: ID.me+H2H DRx returning screen appears

• Here is an example of the Digital Rx Prescription status screen with a prescription having successfully been sent to the selected pharmacy.



Figure 118: H2H DRx screen after successful 2FA & sending meds to pharmacy



- 4. Switching Dual Factor Authentication Between Push Notification and Code Generator Modes
 - Please login with valid login credentials. Prescriber is then logged into their ID.me account.

Sign In	or sig	n up for an account
imail		
1		
assword		
Enter your par	biovid	
	Sign in	
	Forgot Password	
	Or sign in with	
F Facebook	G Google	in Linkedin
	N	1.000
Vie	w mold, Sogin options	1 m

- ID.me web screen will ask you to enter second factor authentication sixdigit code. Please enter six-digit code that appears over ID.me authenticator app over your ID.me web screen
- Click "**Continue**".

ID.me + 🛈 Digital R
COMPLETE YOUR SIGN IN
1)2)2)
Enter a code from your device
Please check your code generator application and enter the generated 6-digit code to complete you sign in.
Enter the 6-digit code
667297
Continue
Having trouble? Use your <u>recovery code</u> instead.

Figure 120: ID.me six-digit 2 FA screen



- Update two-factor authentication screen appears.
- Please click "**Continue**" to update your two factor authentication settings.



Figure 121: Update 2 FA screen

- "Confirm your email address screen" appears. Please do not close this screen.
- An email will be sent to the email address used to sign up for ID.me with a link that you must click to confirm your email.
- Navigate to your email inbox in a new tab or web browser window, find the confirmation email and click the link.





Figure 122: Confirm email address

- Update two-Factor authentication screen appears to enter personal details.
- Make sure you enter same details that were entered at the time of enrolling to ID.me.
- Click "**Continue**" button.

UPDATE 2-FAC	TOR AUTHENTICATION
OF DATE 2 TAG	TOR AUTILITIOA TOR
Before you update	your phone number and two-
yu	our identity.
First Name *	
Last Name *	
Birth Date *	Social Security *
84. 16 YO 4 16 1	Continue

personal details



- Your Identity has been verified screen appears with "**Continue**" button.
- Click "Continue".



Figure 124: ID verification confirmation screen

- "SECURE YOUR ACCOUNT" is the screen that appears after you click "Continue".
- Secure your account screen by choosing one of two options to set-up your two-factor authentication:

[A] Code Generator[B] Push Notification

• Choose the option that you want to switch to.



Figure 125: Secure your account screen



4.1 Code Generator

• The user will be presented with a screen that will give instructions and a QR code to scan.



Figure 126: Secure your account screen with Scan barcode option for Code Generator

• To scan QR Code from the web screen, please go to "**ID.me Authenticator**" app which you have earlier downloaded on your phone and open the app.



Figure 127: ID.me Authenticator app downloaded in mobile phone



- Go to ID.me authenticator app home screen on your mobile device.
- Add your Account for Code Generator by selecting the green "+" sign in the top right-hand corner of the screen.



Figure 128: ID.me Authenticator mobile app home screen displaying "Approve Push Notification" & "Use as Code Generator"

- Add Account screen displays.
- Click the Scan QR Code button at the bottom of the screen.





Figure 129: Scan QR Code option over mobile device

scanning box appears.



- Position your phone so the QR code on the laptop screen is in the box.
- When the app automatically captures the QR code, it advances to the next screen.



Figure 130: Six-digit code appearing over mobile device

• Once scanned, app will generate a six-digit code to be entered on the next web screen.



Figure 131: Six-digit code appearing over mobile device



• Enter six-digit code into the field provided and click "Continue".

SECURE Y	OUR ACCOUNT
	2 3
Confirm	n your device
Please check your co the 6-digit code to	ode generator app and enter o complete securing your account.
ter the 6-digit code	
C	035219
ime your device	
ex. My iPhone	optional
Go back	Continue

over mobile device

• Confirmation screen appears stating that account got secured with Dual factor authentication using code generator, click "**Continue**".



Figure 133: Your account is now secure screen

4.2 Push Notification

• "SECURE YOUR ACCOUNT" screen appears. There are two methods you can use to download the ID.me Authenticator App:



Enrollment Guide for Identity Proofing & Dual Factor Authentication

- a) Text Message
- b) Email

SECORE TO	URACCOUNT
1	2 3
Choose app do	ownload method
Please download the IC your smartphone or tal	O.me Authenticator app to blet device to get started.
low would you like to re	eceive the download link?
A	
S	
Text message	Email
ur phone number	
	CONTRACTOR CONTRACTOR

Figure 134: Secure your account screen with mobile app download methods

- An alert will pop-up requesting you to allow notifications.
- Select "**Allow**" to receive notifications.



Figure 135: Pop-up requesting to allow notifications in mobile device



• Please select "Registration Request" notification.



Figure 136: Registration request screen to

• Select "**Yes**" on Registration Request page to complete registration.



Figure 137: Registration request screen with Yes and No options to



• When you confirm enrollment, and receive the "**Registration Success**" prompt, the two-factor enrollment process will be complete, and you can close the App.



Figure 138: Registration Success Screen in Mobile device

5. Process to Follow if Prescriber is Already Registered with ID.me to Get that Registration Synced with H2H

- Because the provider has already verified their identity with ID.me, they will not have to complete the Identity Proofing portion of the ID.me workflow again.
- However, they still need to proceed through the Digital Rx + ID.me workflow to set up their two-factor authentication device for Digital Rx and to enable ID.me to send a back-end data response to Digital Rx.
- The prescribers who have already been proved to the LOA3 level with ID.me for other EMRs/EHRs should:
- Follow the steps as if they were enrolling to ID.me for the first time in the Digital Rx + ID.me workflow by clicking on 'Verify with ID.me' from your hosted landing page (HLP), <u>https://h2hdigitalrx.com/enrollment.html</u>.





Figure 139: Hosted Landing Page with button to "Verify with ID.me"

• After clicking Verify with ID.me from your HLP, they should Sign in to ID.me with the same username and password they have already used to create an account with ID.me.

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Figure 140: ID.me Sign In screen



• After signing in, they up their 2FA or two factor authentication devices. They will skip the Identity Proofing steps (already complete).

	SECURE YOUR ACCOUNT
	0-3-3
Add With guesse in as	an extra layer of security to your account. two-factor authentication even if someone es your password, they won't be able to sig you. You only need to set up your device for two-factor authentication once.
Selec	t an option below to setup two-facto authentication
3	Push Notification Approve sign-ins via Push Notifications sent to the ID.me Authenticator mobile app. Soloct
****	Code Generator Application Generate verification codes via code generator apps like ID.me Authenticator to

Figure 141: Secure account screen with options available to set-up 2FA



• After completing the 2FA, they should be taken either to the Medical Credential check steps (if not already complete for this other EMR/HER).



Figure 142: Medical Credential check screen to enter NPI & DEA number



• Then, ultimately the consent **Allow** screen, where they will allow consent to share information back to H2H.



Figure 143: Consent Allow screen to authorize DRx

Because the providers in this situation have already completed Identity Proofing, they should have a shorter than normal Digital Rx + ID.me workflow experience.

For more information related to ID.me process, go to https://help.id.me/