

## Copy EPCS Credentials to an Additional Location

**\*THIS IS ONLY NECESSARY FOR DOCTORS WRITING CONTROLLED SUBSTANCES. \***

**NOTE:** This **MUST** be done for every additional location you would like to prescribe from.

- Provider, Login to iCoreRx site and select your **New Location**.
  - Select the Patient.
  - Select the **Admin** tab on the top menu bar.
  - Under the **EPCS User Controls** section, click on the **EPCS Registration** link.
  - Enter your name and home address exactly the way it appears on your driver's license and click **Save**.
  - Click the **Practice Address** button.
  - Click the blue **Order Token** button.
  - The **Provider Confirmation** screen will appear.
- Schedule an appointment with an iCoreConnect Implementation Specialist or assign an 'In House' administrator.
  - Administrator, Login to iCoreRx site and select your **New Location**.
    - Select the Patient.
    - Select the **Admin** tab on the top menu bar.
    - Under the **EPCS User Controls** section, click on the **EPCS Registration** link.
    - Select **Assign Account Administrators**, located in the bottom left corner under the **EPCS Administration** section.
    - Click the **Check Box** next to the 'In House' Administrator's name and the Provider's name.
      - ⇒ Must have at least 2 boxes checked: One iCore or 'In House' Administrator and One Provider.
    - Click the **Select** button.
  - Administrator, go back to the **Admin** tab.
    - Select **Grant / Revoke Prescriber**, located in the bottom left corner under the **EPCS Administration** section.
    - Select the checkbox at the Provider(s) Name and click the Grant button.
    - A message confirms the Provider(s) were successfully granted EPCS rights to the practice location.
- Provider finalizes their EPCS Registration to the location.
  - Provider, logs into iCoreRx site and selects the **New Location**.
    - Select the Patient.
    - Select the **Admin** tab on the top menu bar.
    - Under the **EPCS User Controls** section, click on the **EPCS Registration** link.
    - Enter the six-digit **Passcode** from either the Authy app or the hardware token.
    - Click **Submit**.

**\*If at ANY point you require assistance, please contact an iCoreConnect Implementation Specialist. \***

### **iCoreConnect Contact Information:**

You can contact an Implementation Specialist directly via email to [implementaion@icoreconnect.com](mailto:implementaion@icoreconnect.com) , or call 888-810-7706.