Copy EPCS Credentials to an Additional Location – ID.me

*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.
  - Select **Sign up for eRx with EPCS**.
  - Select option **4. EPCS Registration**.
  - Click the green **Verify with ID.me** button.
  - Sign into your **ID.me account**.
  - Once you reach the **Provider Confirmation** screen, proceed to Step 2.

➢ Email or Schedule an appointment with an iCoreConnect Implementation Specialist or assign an 'In House' administrator.

- Please email the below information to implementation@icoreconnect.com or call 888-810-7706
  - Practice Name (where you started your EPCS registration)
  - Provider Full Name
  - Provider NPI #
  - Date of EPCS Registration with ID.me
- "In House" 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.
- "In House" 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.
  - Click the Select Setup drop-down, depending on your phone setting you will either be sent a Push Notification or Open ID.me app to retrieve 6-digit 2FA code.
  - 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 , or call 888-810-7706.