

- 11) The provider will then receive an email from DrFirst (DO-NOT-REPLY-EPCS@epcsdrfirst.com) to activate their token. Once they receive their token in the mail, they will want to click on the link within the email, and go to the EPCS Gold website to activate their token.

Welcome New Provider,

The following email contains the registration invite sent by DrFirst. After completion you will be able to safely and securely prescribe controlled substances electronically.

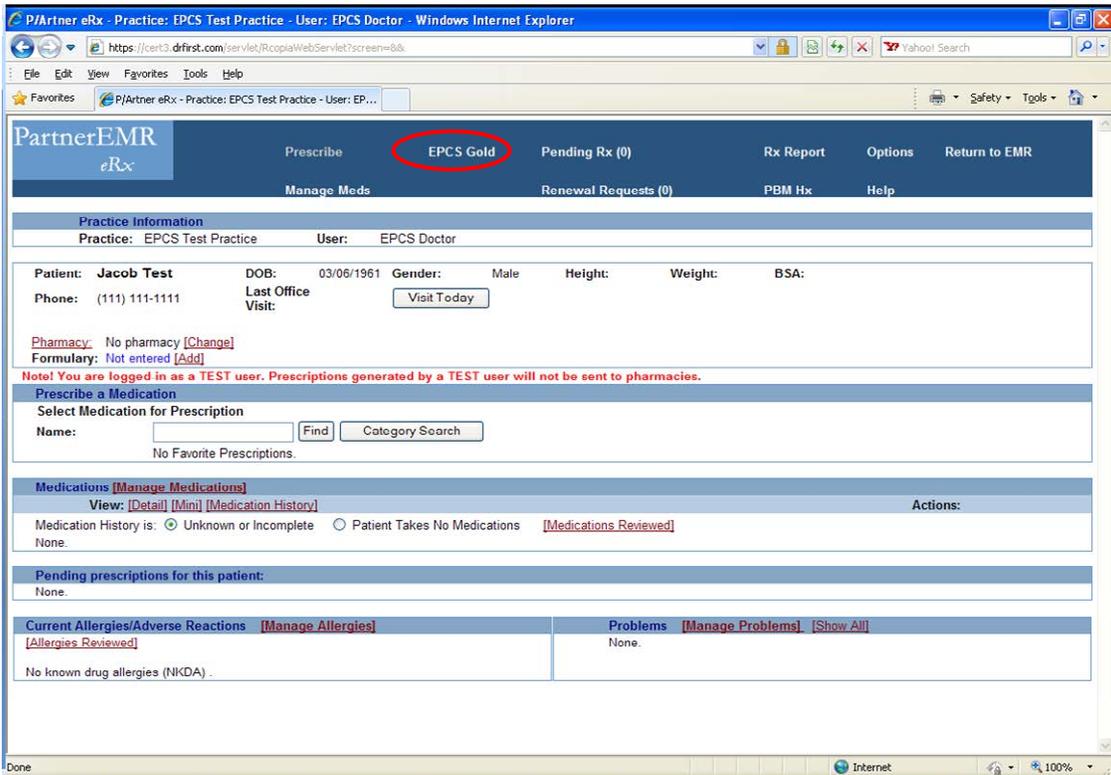
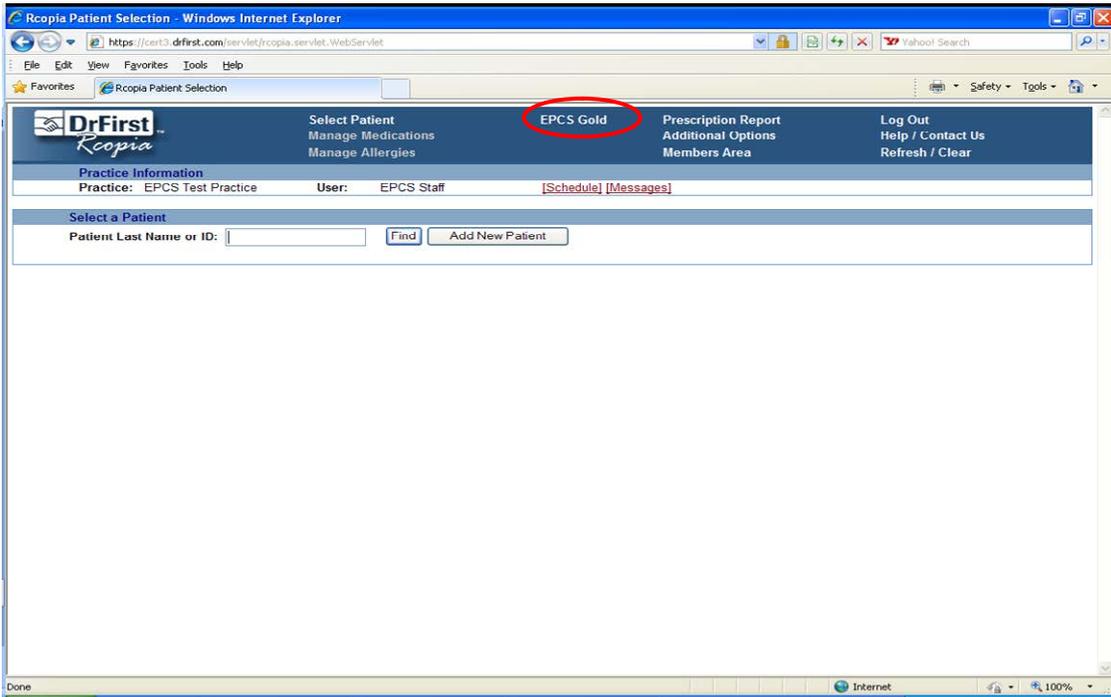
Please follow the directions outlined here:

- 1) Go to <https://ui.epcsdrfirst.com/pob/login> and choose the 'I have an Invite' link.
- 2) Enter the following information into the designated area:
 - a. NPI: 1111111111
 - b. Invite ID: 9e5fa50155be41e29443862f0cc6f0bf
- 3) Follow the provided instructions.

If you have any further questions, please contact us at support@drfirst.com.

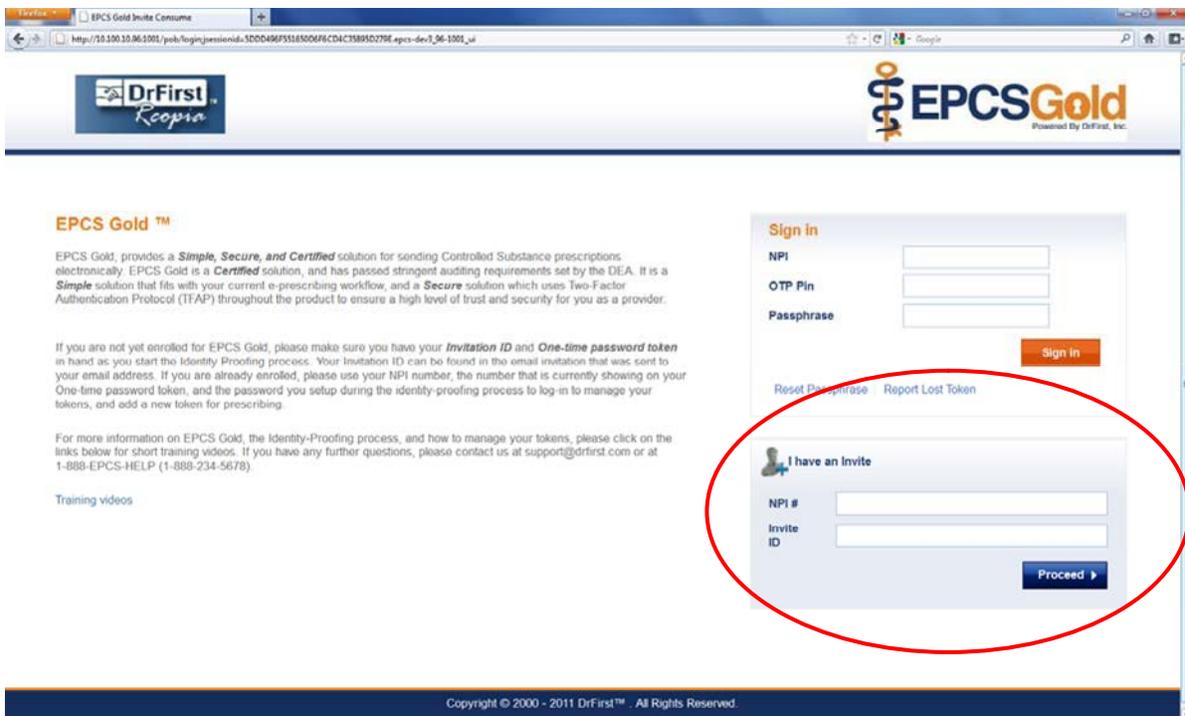
DrFirst Inc.
9420 Key West Ave., Suite 230
Rockville, MD 20850
Phone: (301) 231-9510 x 3

- 12) The provider can also access the EPCS Gold website through Rcopia, by clicking on the 'EPCS Gold' link at the top of the screen.



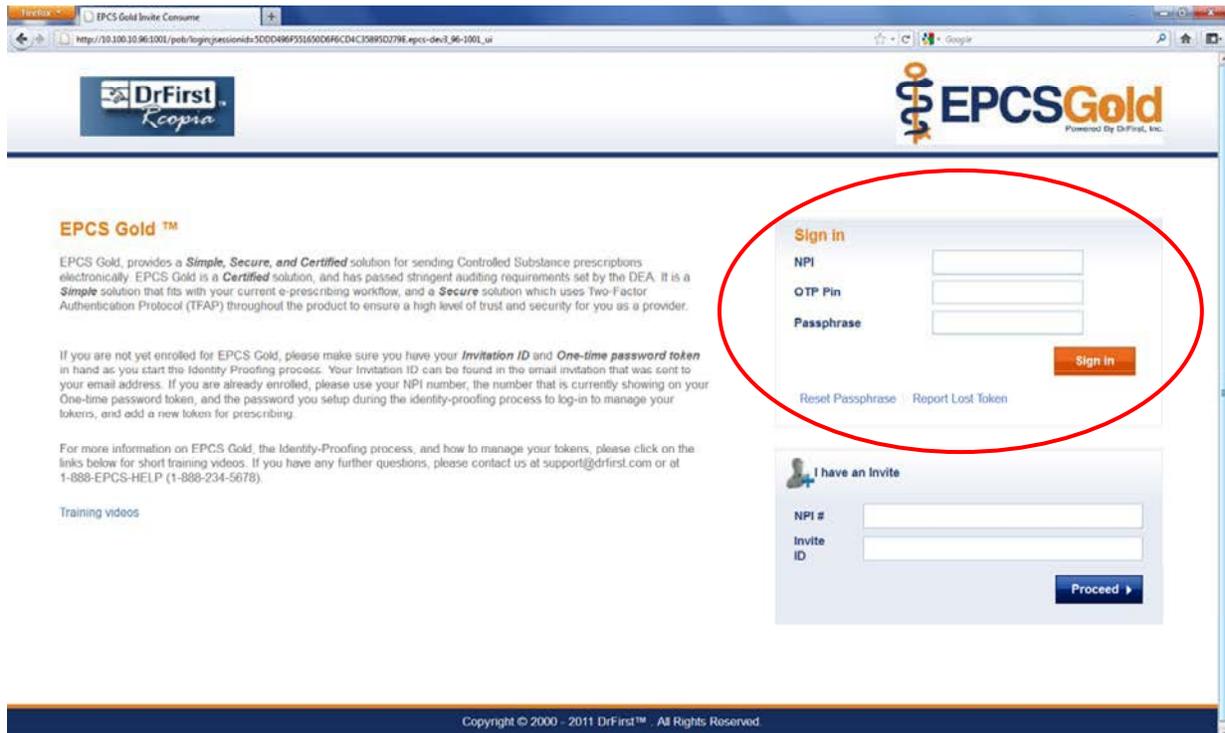
- 13) Clicking either the link within the email or the EPCS Gold link in Rcopia will bring the provider to the following website.

Note: Remind the user that when they go through the IDP process to use their personal address information, and a personal credit card, not a debit card. They must have the token with them when going through this process because the last step is to activate the token and bind it to the provider's account. Later, the provider can login through this same page and access their account to add additional hard tokens and soft tokens. They also have the ability to change their passphrase from this website, which is part of the two factor authentication of sending controlled substances.



- 14) Here they can enter their NPI # and invite ID in the boxes at the bottom right hand corner of the screen. If the user has misplaced the email that includes their invite ID, you can send them the invite again through your partner admin account.

- 15) Once the provider completes IDP and activates their token, they will receive an **IDP Reference ID** within a letter from Experian through USPS First-Class Mail.
- 16) The provider will then need to log back into the EPCS Gold website, shown below, and enter the **IDP Reference ID** to be fully enrolled.



- 17) The provider is now ready to proceed to the LAC process described in the EPCS GA Training Manual.