

- 11) The provider will then receive an email from DrFirst ([DO-NOT-REPLY-EPCS@epcsdrfirst.com](mailto: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.

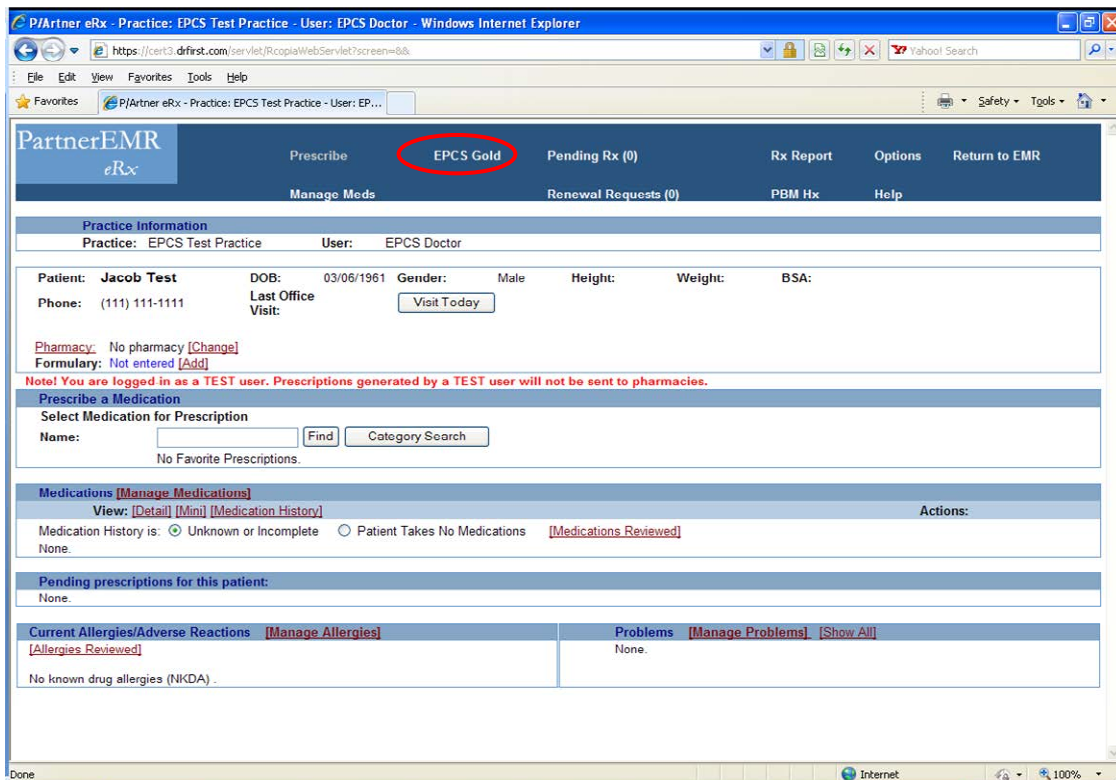
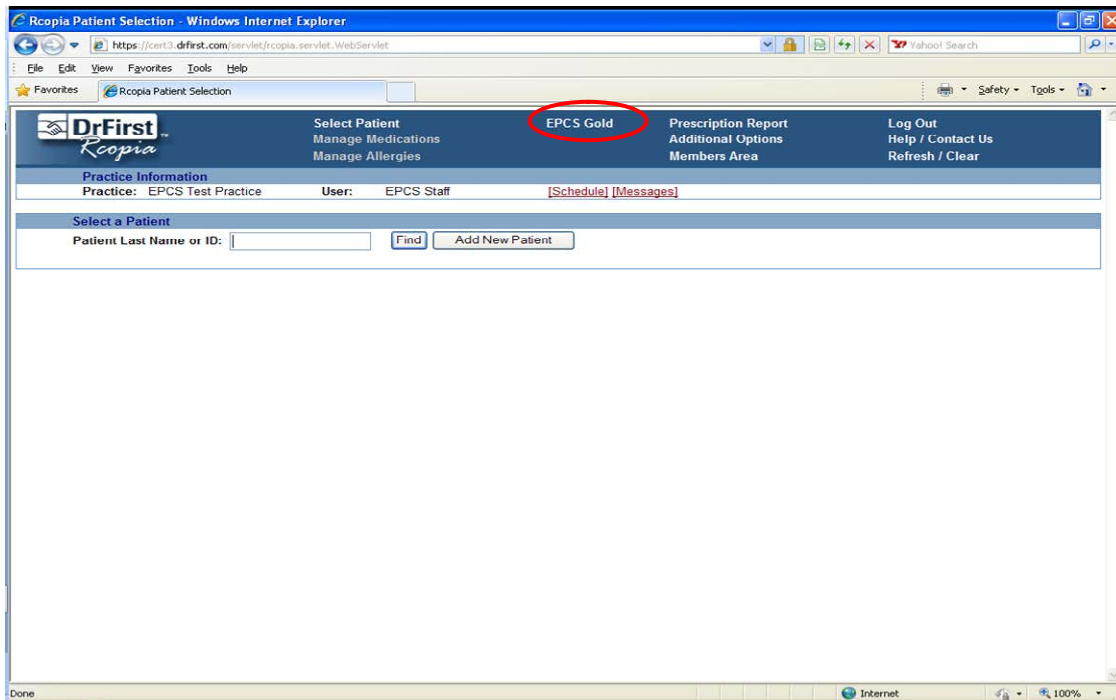
Please follow the directions outlined here:

- 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](mailto: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.**

The screenshot shows the EPCS Gold login and registration page. The page has a header with the DrFirst Rcopia logo and the EPCS Gold logo. Below the header, there is a section titled 'EPCS Gold™' with a description of the service. To the right of this section is a 'Sign in' form with fields for NPI, OTP Pin, and Passphrase, and a 'Sign in' button. Below the 'Sign in' form is a 'I have an Invite' section, which is circled in red. This section has fields for NPI # and Invite ID, and a 'Proceed' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2000 - 2011 DrFirst™. All Rights Reserved.'

- 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.

**EPCS Gold™**

EPCS Gold, provides a **Simple, Secure, and Certified** solution for sending Controlled Substance prescriptions electronically. EPCS Gold is a **Certified** solution, and has passed stringent auditing requirements set by the DEA. It is a **Simple** solution that fits with your current e-prescribing workflow, and a **Secure** solution which uses Two-Factor Authentication Protocol (TFAP) throughout the product to ensure a high level of trust and security for you as a provider.

If you are not yet enrolled for EPCS Gold, please make sure you have your **Invitation ID** and **One-time password token** in hand as you start the Identity Proofing process. Your Invitation ID can be found in the email invitation that was sent to your email address. If you are already enrolled, please use your NPI number, the number that is currently showing on your One-time password token, and the password you setup during the identity-proofing process to log-in to manage your tokens, and add a new token for prescribing.

For more information on EPCS Gold, the Identity-Proofing process, and how to manage your tokens, please click on the links below for short training videos. If you have any further questions, please contact us at support@drfirst.com or at 1-888-EPCS-HELP (1-888-234-5678).

Training videos

**Sign in**

NPI

OTP Pin

Passphrase

**Sign in**

[Reset Passphrase](#) [Report Lost Token](#)

**I have an Invite**

NPI #

Invite ID

**Proceed**

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