

How to set up a Pharmacist Resource Center account

1. Each person who needs access to the Pharmacist Resource Center Website will need to go to the Pharmacist Resource Center Website at: <https://www.express-scripts.com/prc> and click on the link “Click here to register today link,” found in the “Register today” box as seen below.
- Note: if you want only 1 account for the pharmacy, one person can manage the user account.

The screenshot shows the Express Scripts Pharmacist Resource Center homepage. On the left is a navigation menu with sections: Tools (Search), Resources (FAQs, Prior Authorization Request, Pharmacy Information, Pharmacy Clinical Edits), and Information (Contact numbers, Express Scripts Corporate Site). The main content area is titled "Pharmacist Resource Center" and features a "Become a Network Provider" link. Below this is a "Register today." section with an "Important:" notice and a link to "Click here to register today." An arrow points to this link. To the right is an "Already Registered?" section with fields for "user ID:" and "password:" and a "login" button. A note at the bottom states: "Please note: Passwords must be at least six characters combining letters and numbers. All passwords are case sensitive."

2. There are three (3) options for registration: the default registration is set-up for an individual pharmacy but there are also options for Chain and PSAO headquarters (both options are only used for staff members at the headquarters). The details of what is needed for each option on behalf of the registering entity are listed in the table below.

The screenshot shows the "Register now!" registration form. It includes sections for "Individual Pharmacy Location Registration" (with a note about terms of use), "Headquarters Level Registration" (with links for Chain and PSAO headquarters), and "Store identification" (with fields for Store Service Provider ID, Store zip code, and an Rx number). The "Personal identification" section includes fields for First name, Last name, Date of birth (MM/DD/YYYY), Phone number, and E-mail address. It also has a checkbox for "Or, if you do not have an e-mail address, click this box" and a "Create a user ID" field. Below this are fields for "Create a password" (with a note: "Must be between 6 and 10 characters combining letters and numbers. Passwords are case-sensitive."), "Confirm a password", and "Provide a password hint (example)". At the bottom, there is a checkbox for "I agree to the Terms of Use and Privacy Policy" and a "submit" button.

- The registration information is the same for each option; however, certain details in the “Store identification” section will differ based on the option selected. The chart below indicates the difference in options.

Chain identification	PSAO identification
NCPDP Chain Code (what is this?)	NCPDP Chain Code (what is this?)
Store Service Provider ID (what is this?)	Store Service Provider ID (what is this?)
Store zip code	Store zip code
An Rx number with a date of service within the last two days	An Rx number with a date of service within the last two days

- Once the information has been entered and submitted, the user will receive a confirmation message with his/her user ID. The user ID and password are required to access the Express Scripts Pharmacist Resource Center website. Click on “Continue” to use the website.