## How to set up a Pharmacist Resource Center account

- Each person who needs access to the Pharmacist Resource Center Website will need to go to the Pharmacist Resource Center Website at: <u>https://www.express-scripts.com/prc</u> 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.

EXPRESS SCRIPTS*		Terms of Use   Privacy
Tools Search Resources FAQs Prior Authorization Request Pharmacy Information Pharmacy Clinical Edits	Pharmacist Resource Center	
Information Contact numbers Express Sorpts Corporate Site	Register today.   Important: You must be authenticated to access patient information. If you have not yet registered, sign up today to gain access to the Pharmacel Resource Center. Our one-time registration is easy. Click here to registered, sign up today to gain access to the Pharmacel Resource Center. Our one-time registration is easy. Click here to registered, you can expected claims   • Search for patient information   • Find registered claims	Already Registered?     Phase begin by entering your user ID and password and clicking on the 'login' button. Login information will only be requested once and maintained throughout your session.     user ID:     password:     front your password?     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.

<i>d</i> 1.		Terms of Use   Privacy	
EXPRESS SCRIPTS*			
Tools Search	Register now!		
Resources	Invividual Pharmacy Location Registration		
FAQs Prior Authorization	Please enter the required information below to register with the Pharmacist Resource Center.		
Request	By submitting your registration information, you agree to the current version of our terms of use and privacy policy.		
Pharmacy Information Pharmacy Clinical Edits	Headquarters Level Registration		
Information Contact numbers Express Scripts Corporate Site	Please select one of the following options for account registration: Chain I FSAO, headquarters		
	Store identification		
	Store Service Provider ID		
	Store zip code		
	An Rx number with a date of service within the last two days		
	Personal identification		
	Your user name and password are confidential information, as that term is defined by your Express Scripts, Inc. Provider Agreement, and may not be shared with a third-party without Express Scripts' express written permission.		
	First name Last name		
	Date of birth (MM/DD/YYYY)		
	Phone number		
	E-mail address		
	Or, if you do not have an e-mail address, click this box		
	Create a user ID (you will use this ID for all future logins)		
	Create a password		
	(Nust be between 6 and 10 characters combining letters and numbers. Passwords are oAst-sEnSitVE.)		
	Confirm a password		
	(Retype your password exactly as you did above.)		
	Provide a password hint (example)		
	I agree to the Terms of Use and Privacy Policy.		
	submit		



3. 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
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

4. 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.



