



COLORADO

Department of Health Care
Policy & Financing

Printing a Confirmation of National Council for Prescription Drug Programs Identification (NCPDP ID)

1. Login to the [NCPDP Online website](#) with the User Name and Password.

Note: If login information is unavailable or has been forgotten, send a request via email to pharmacyhelp@ncdp.org to have it sent.

The image shows a 'User Login' form. It has a blue header with the text 'User Login'. Below the header, there are two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'User Name'. The 'Password' field has a placeholder text 'Password'. Below these fields, there is a checkbox labeled 'Remember me'. At the bottom left of the form, there is a link 'Forgot Password?'. At the bottom right, there is a blue button labeled 'Login'. A red rectangle highlights the 'Username' and 'Password' fields, and another red rectangle highlights the 'Login' button.

2. The Terms and Conditions statement will appear. Add a check mark in the checkbox.

The image shows the NCPDP Online login page. At the top left is the NCPDP logo. At the top right is the text 'WELCOME TO NCPDP ONLINE'. Below the logo, there is a paragraph of text: 'NCPDP Online acts as the enumerator of the legacy NCPDP Provider ID number (formerly the NABP number). From this website you can:'. Below this paragraph, there is a list of bullet points: 'Apply for new NCPDP / NPDS numbers', 'View and update your NCPDP information', and 'Report changes in ownership to NCPDP'. At the bottom left, there is a section 'Contact NCPDP' with the phone number '(480) 477-1000 option 3' and the email 'pharmacyhelp@ncdp.org'. On the right side, there is a 'Login' form with fields for 'Name' (placeholder 'User Name'), 'Password' (placeholder 'Password'), and a 'Remember Me' checkbox. A blue button labeled 'Login >>' is at the bottom right of the login form. A dialog box is overlaid on the page, asking the user to check a box to continue login. The dialog box contains the text 'Please check the box to continue login' and a checkbox labeled 'I have read and understand the terms and conditions of the NCPDP Online User Agreement.' Below the checkbox are two buttons: 'Continue' and 'Cancel'. A red circle highlights the 'Login >>' button.

Improve health care equity, access and outcomes for the people we serve while saving Coloradans money on health care and driving value for Colorado.

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- Click on NCPDP Provider ID to view or update the pharmacy profile.

Home **NCPDP Provider ID** Tools My Preferences

Manage Pharmacies

- Pharmacies
 - All Pharmacies (1)
 - My Pharmacies(1)
 - Deactivated Pharmacies(0)
- Queue
 - Submitted To NCPDP(0)
 - My Pending Pharmacies(0)
 - Waiting For Approvals(0)

Website Updates

NCPDP has made some changes to our website. A document explaining the [detailed changes](#) made to the NCPDP Online website is available to download.

NCPDP Announcements

HCidealLookUp

Do you need a quick and easy-to-use DEA to NPI lookup tool in your pharmacy? NCPDP has a solution, [HCidealLookUp!](#)

NCPDP Online Helpful Tips

Tip #1: NCPDP Approval Process

When changing information on your NCPDP profile, be sure to hit the "Submit to NCPDP" button. It can take up to 2 business days before these changes are reflected in your live profile.

Tip #2: Account Consolidation

Have you received multiple user accounts for multiple pharmacies? Would you prefer to access all your pharmacies under one user account? If YES, please send the list of NCPDP Provider IDs for your pharmacies and

- Click on the pharmacy name under Pharmacy DBA Name to view the pharmacy profile.

Applications	NCPDP ID:		Pharmacy Key:	
New NCPDP Provider ID	Pharmacy DBA Name:		Store #:	
New NPDS Provider ID	Federal Tax ID:		State License:	
Change Of Ownership	NPI #:		DEA #:	
Actions	Address 1:		Phone #:	
Reinstate NCPDP Provider ID	City:		Fax #:	
Access to My NCPDP Provider IDs	State:	--Select State--	ZIP:	
Manage Pharmacies	Search Reset			
All Pharmacies (1)				
My Pharmacies(1)				
Deactivated Pharmacies(0)				
Queue				

Pharmacy DBA Name	Store #	NCPDP ID	NPI	Address 1	ZIP	Main Phone	Last Update	Actions
ABC Pharmacy		1234567	123456789	123 E Raintree	85260	4804771000	1/24/2011	Update

Page Size: 20 50 100





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5. Select the **PRINT VIEW** link when the profile appears on the screen, in the upper right corner of the screen.

The screenshot shows the NCPDP website interface. At the top, there is a navigation bar with links: Home, NCPDP Provider ID, Tools, and My Preferences. Below this, a breadcrumb trail reads: Home > NCPDP Provider ID > Pharmacy Details. On the right side of the page, a 'Print View' link with a printer icon is circled in red. On the left, there is a sidebar titled 'NCPDP Provider Profile' with a list of links: Primary Information, Physical Location, Mailing Address, NPI Information, NPPES Address, License Information, Class Designation, Other Services, and Hours of Operation. The main content area is titled 'Primary Information' and contains the following details:

Pharmacy NCPDP Number:	1234567
Pharmacy DBA Name:	ABC PHARMACY
Store Number:	
Pharmacy Legal Name:	ABC PHARMACY INC
Open / Effective Date:	
Store Closing Date:	
Create Date:	3/5/1998

Click **PRINT**. Print box will appear. Print a hard copy to a local printer or create an electronic document. This document can be used as proof of your National Council for Prescription Drug Programs (NCPDP) number.

This screenshot shows the same NCPDP Provider Profile page, but with the 'Print' button circled in red. The 'Print' button is located in the top right corner of the main content area. The 'Primary Information' section contains the same data as the previous screenshot:

Pharmacy NCPDP Number:	1234567
Pharmacy DBA Name:	ABC PHARMACY
Store Number:	
Pharmacy Legal Name:	ABC PHARMACY INC
Open / Effective Date:	
Store Closing Date:	
Create Date:	3/5/1998

