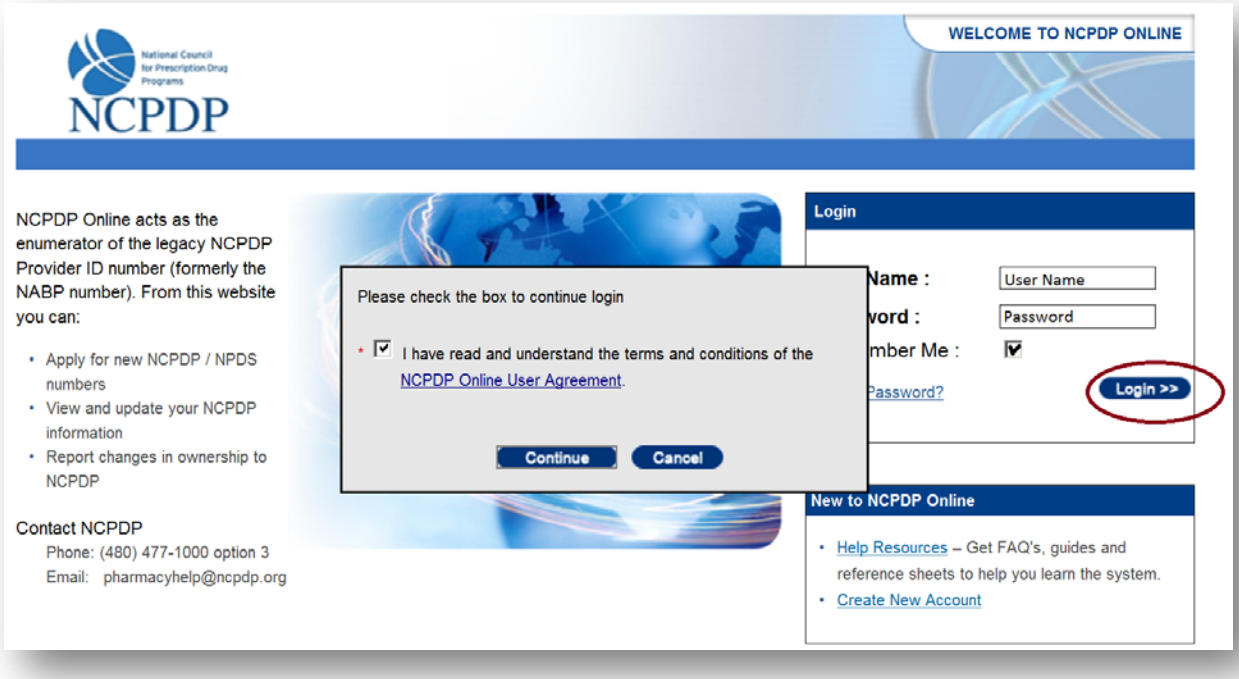
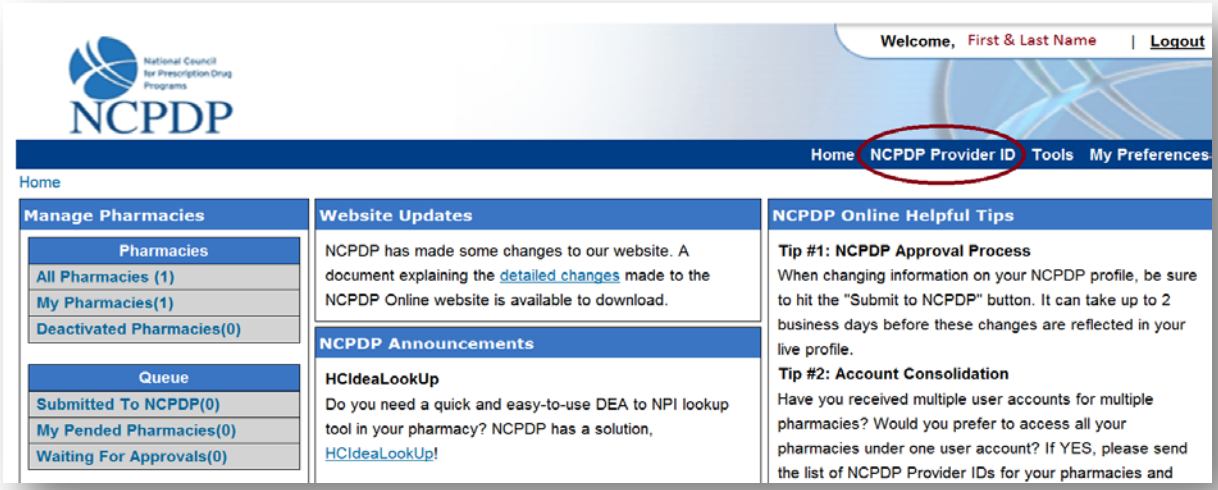
Printing a Confirmation of your NCPDP ID

1. **Go to NCPCPonline website at https://www.ncpdponline.org**

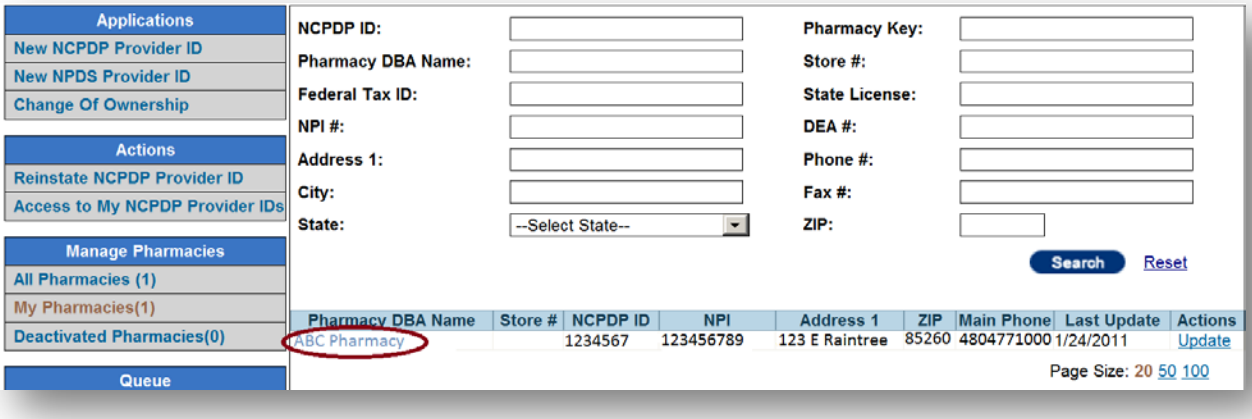
2. **Login with your User Name and Password:**
   a. If you do not have your login information; please send an email to pharmacyhelp@ncpdp.org and request to have it sent to you.



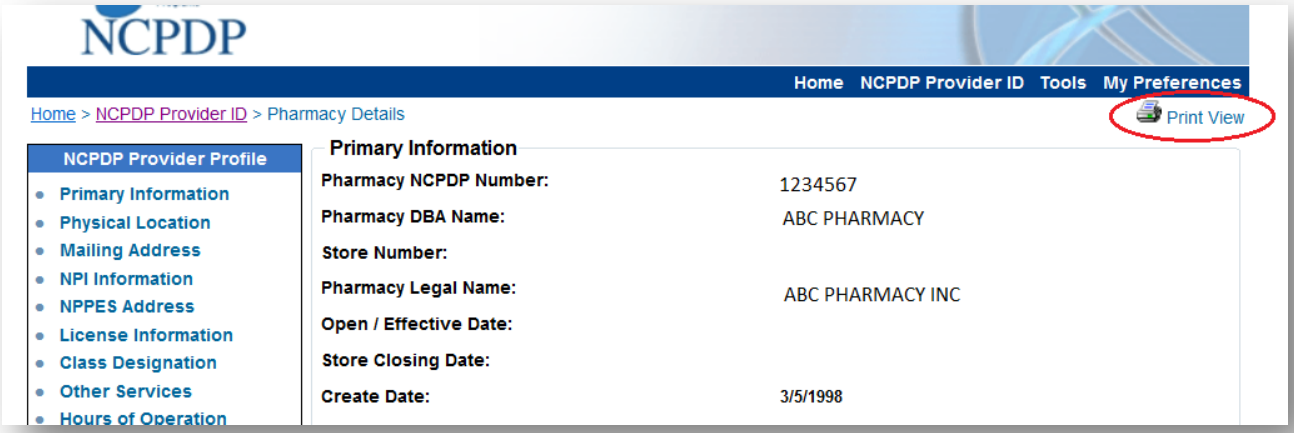
3. Once you've logged in click on "**NCPDP Provider ID**" in the dark blue bar:
    a. You can view or update the pharmacy profile once the screen refreshes.



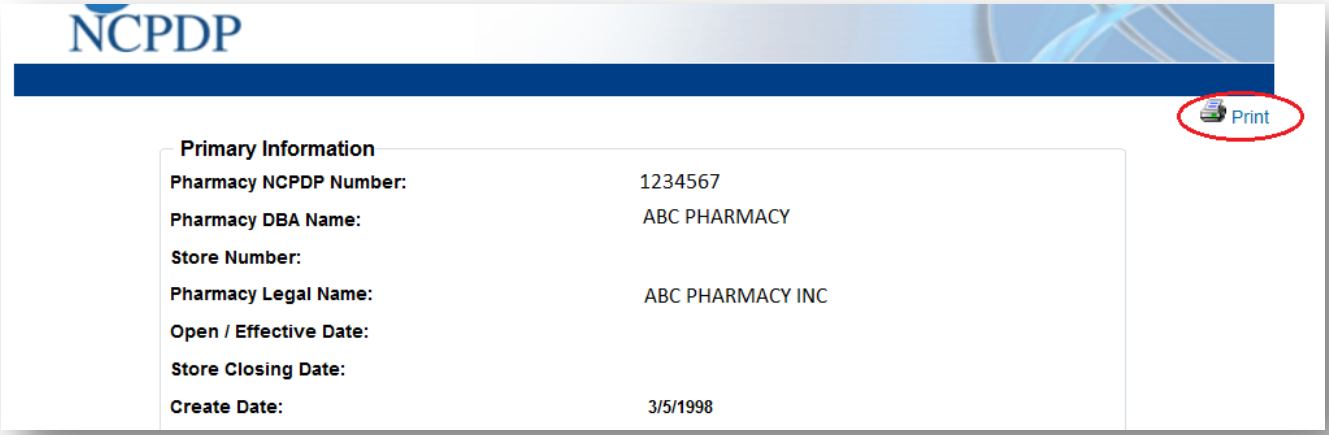
4. **To View the Pharmacy Profile:**
    a. When the pharmacy name appears in the middle of your screen click on the "pharmacy name" under "**Pharmacy DBA Name**" to view the pharmacy profile.



5. **To Print the Pharmacy Profile:**
    a. When your profile appears on the screen, in the upper right corner of the screen, select the **PRINT VIEW** link.



    b. When the print view appears, click the **PRINT** link.



6. Print box will appear and allow you to either print a hard copy to a printer or create an electronic document. This document can be used as proof of your NCPDP number.