EPCS Registration Enrollment Guide

MAR 20, 2019

xxx-xxx Month 2019

Step 1. Load the ID.me Authenticator Application on your Smart phone or tablet

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ID.me Authenticator Application and Code Generator

- **Before you begin the ID.me enrollment process**

- You must have a smart phone or tablet with a functioning camera and browser. You must download the **ID.me Authenticator** application from the application store on your smart device.

- This will be the 2 Factor Authentication device used to generate the OTP (One time passcode) for signing electronic CS prescriptions.

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Step 2. Create your Basic ID.me Account

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Place holder for screenshots from erx pop up

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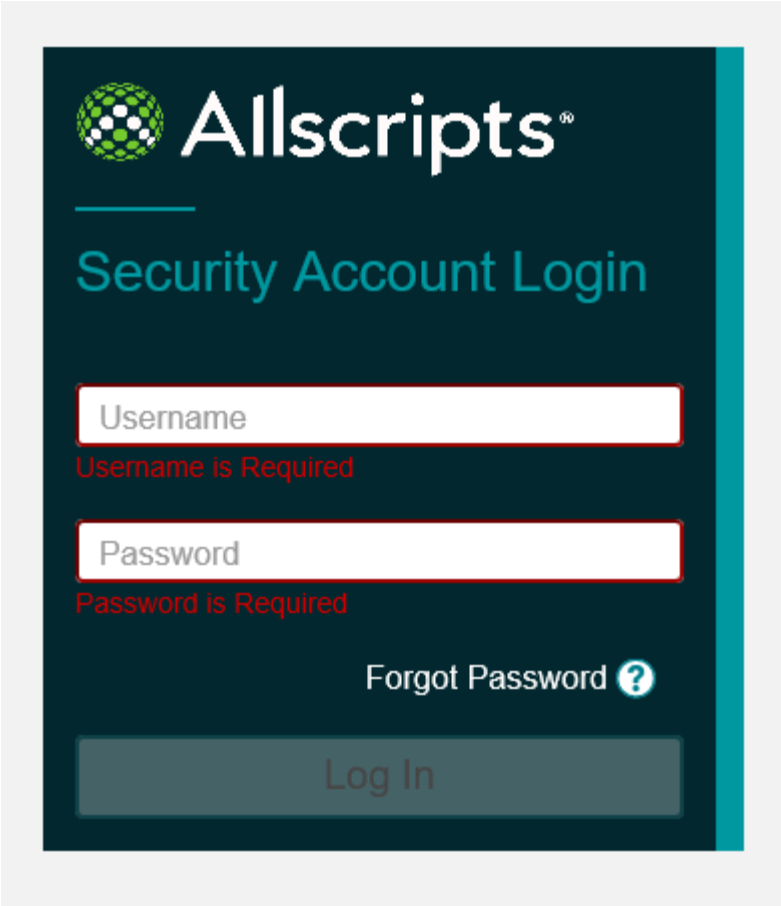
Login to your Allscripts Security account

NOTE: The Username and Password are the same as your eprescribe login and password.



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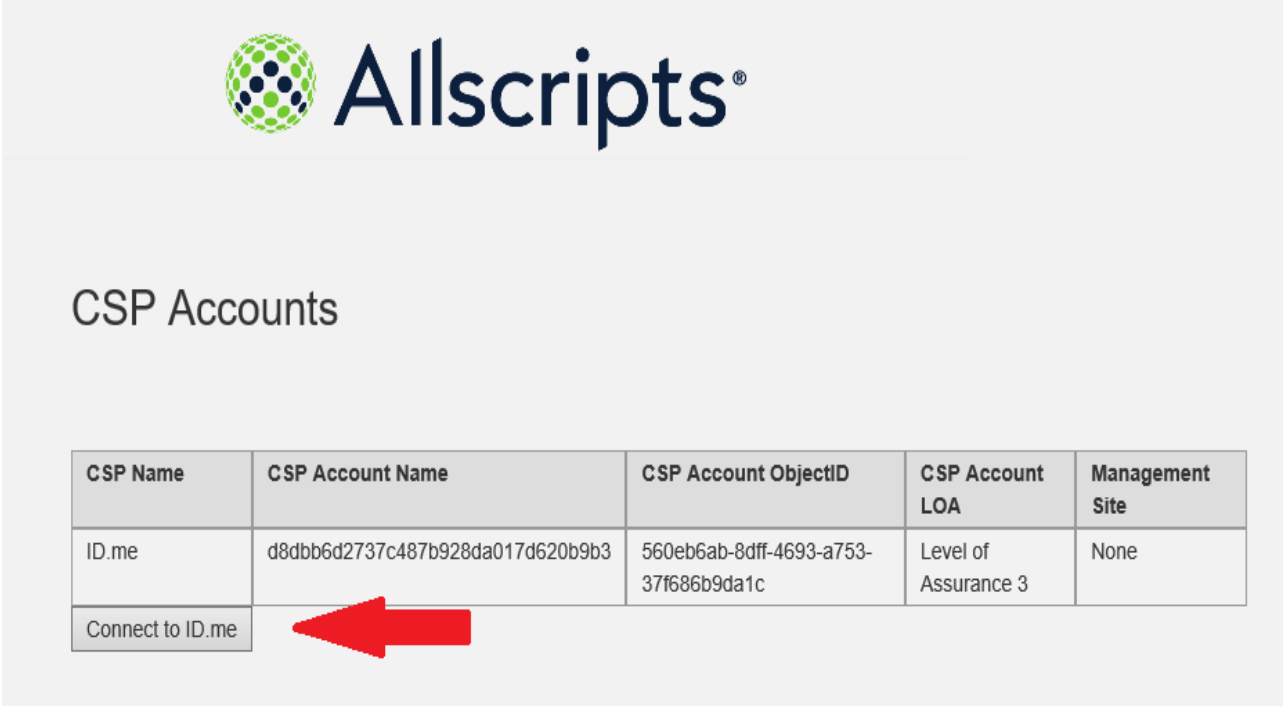
Click “Connect to ID.me”

-



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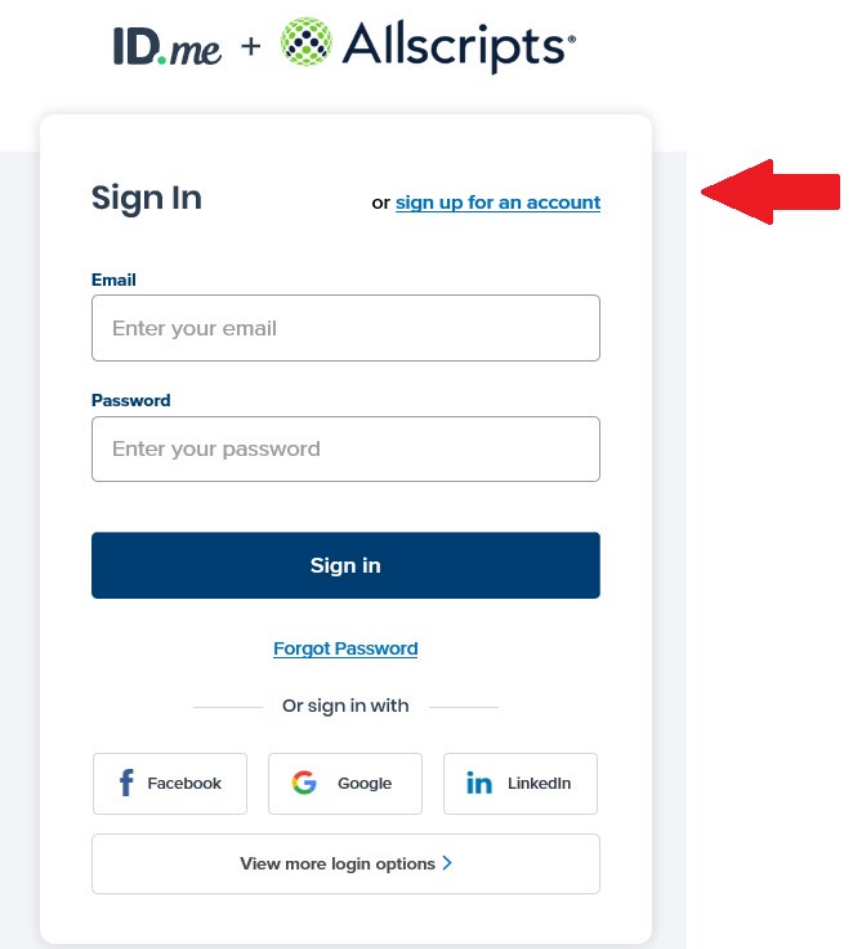
Create a Basic ID.me Account

Click **"Sign Up" to create your ID.me Account**

Or

Login to your existing Id.me account if you have previously created one.



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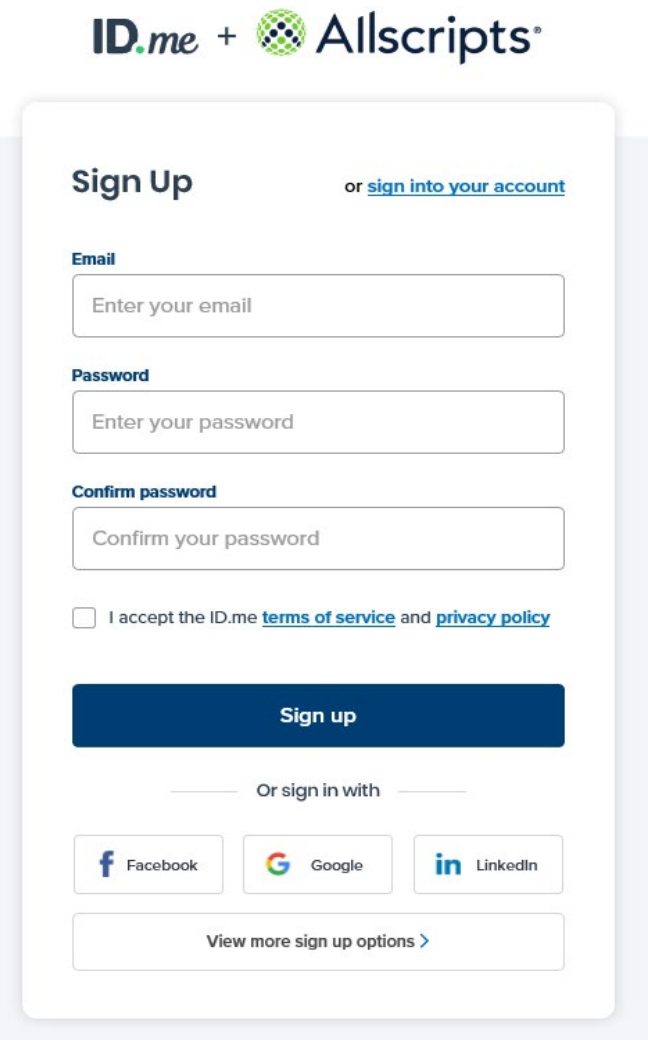
Create your Basic ID.me account Con't

Enter your individual email address and create a password to sign up for an ID.me account.

- **Group or shared emails are not allowed.**
- **Your email address will be your username to login to ID.me**

Go to the inbox for the email address that you provided during sign up, and then click **Confirm your email** in the email from ID.me.



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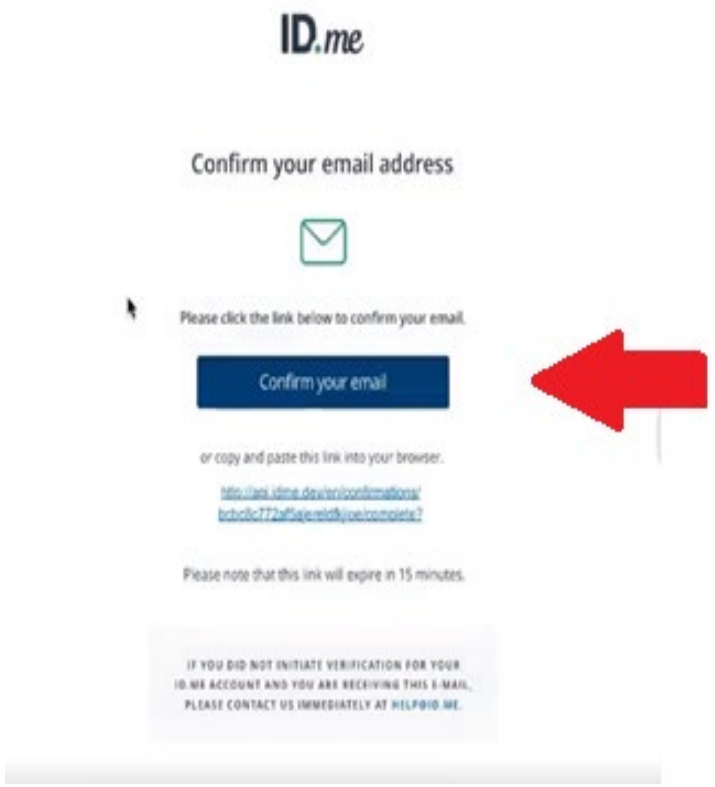
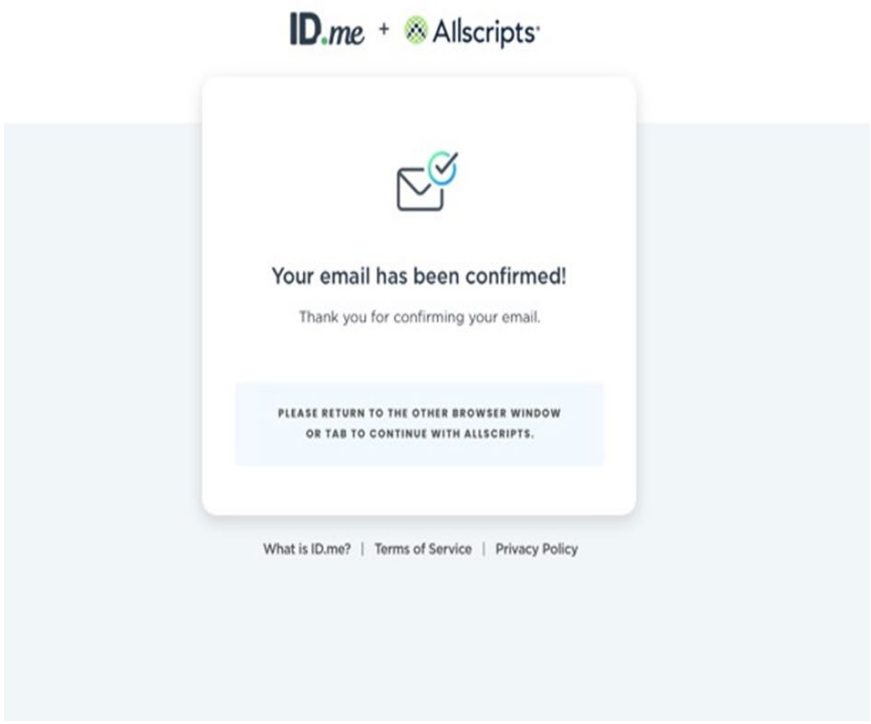
After confirming your email, return to the ID.me setup workflow on your browser to continue with Allscripts.





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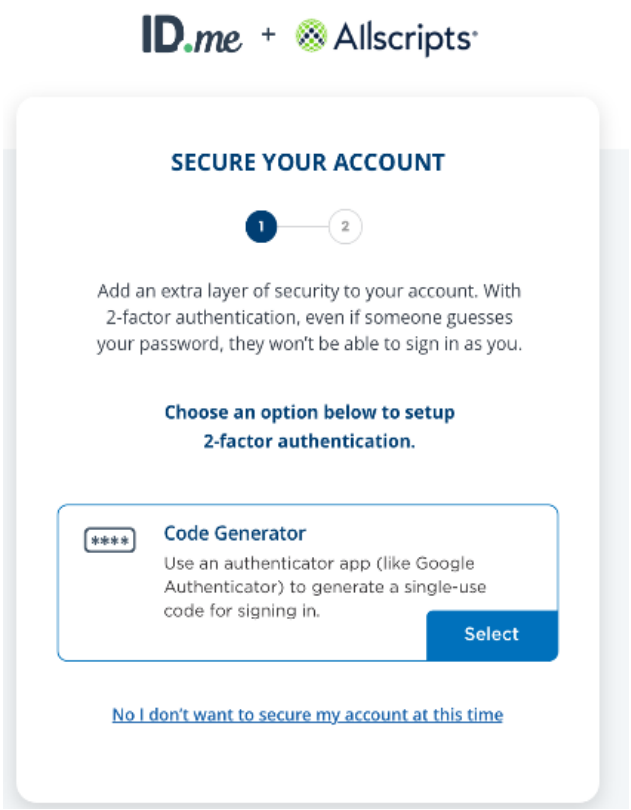
Secure your account with 2 Factor Authentication



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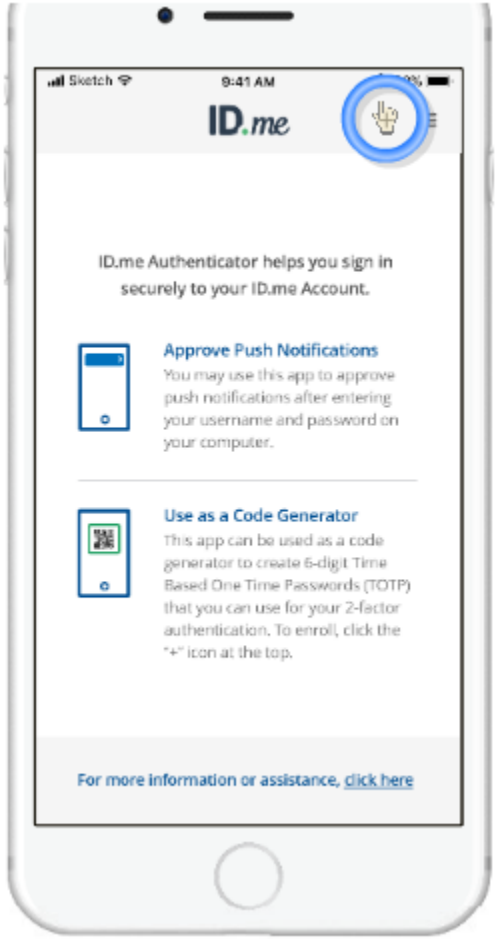
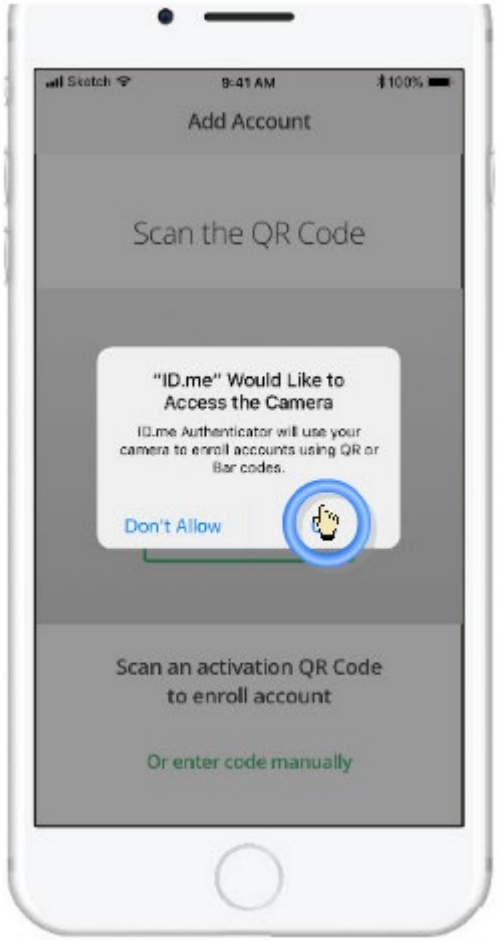
Set up your 2 Factor Authentication Con't

Access the ID.me app
On your smart device

Click the + sign in
The upper right

Allow the application
To access your phone





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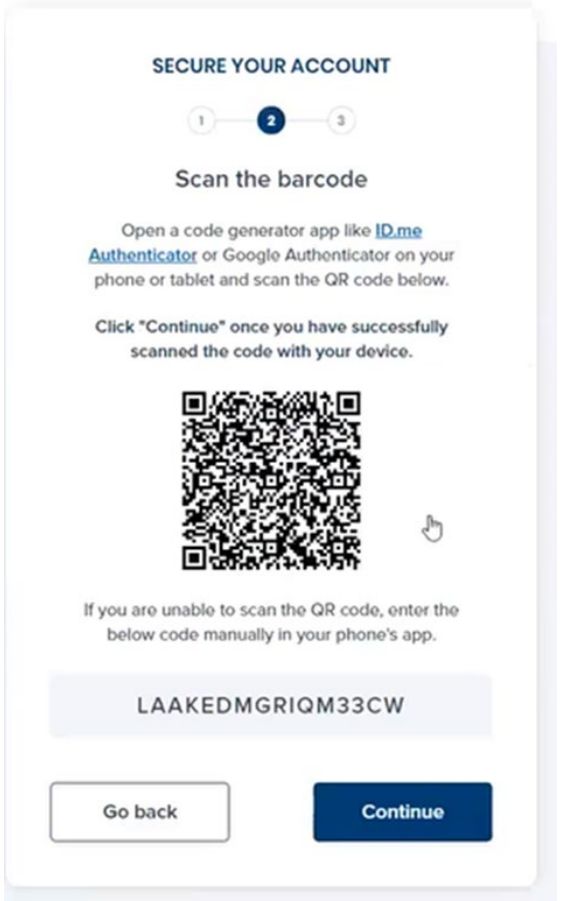
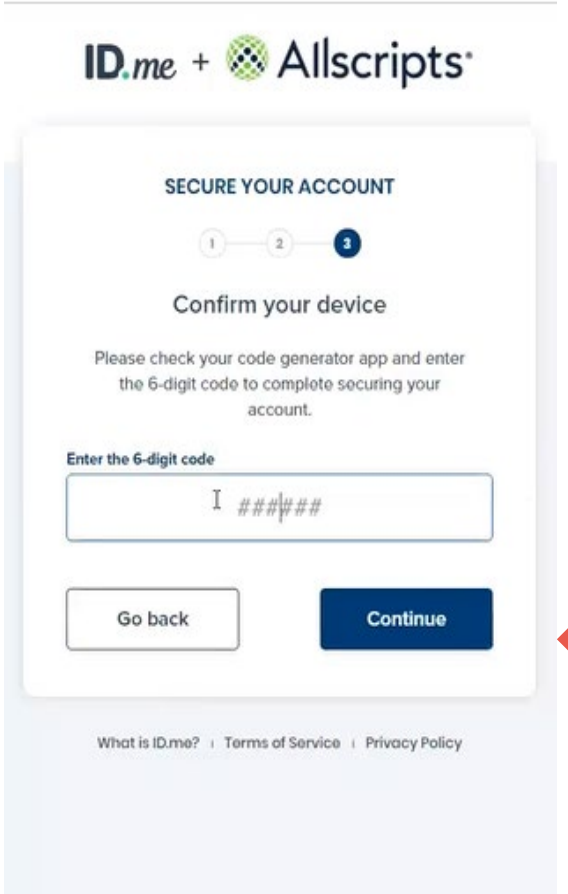
2 FA Cont

1. Scan the barcode

2. Enter the 6 digit Code to confirm your Device.
NOTE: the one time Password refreshes in 30 seconds

3. Click “Continue”





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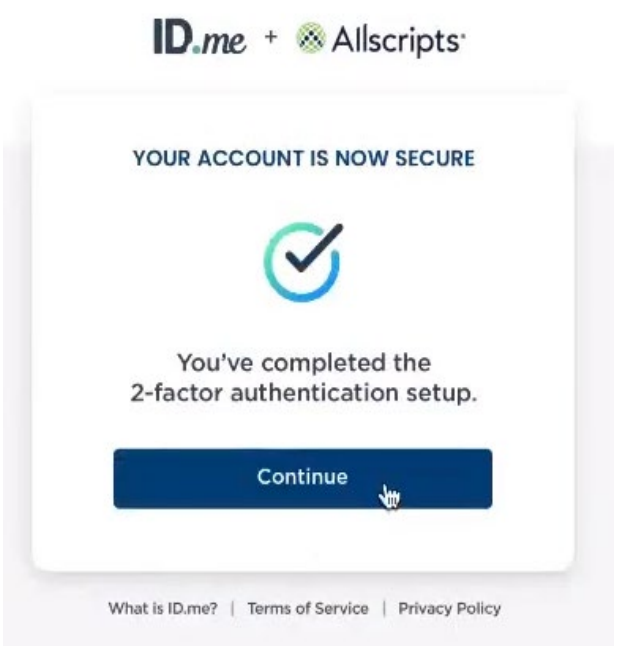
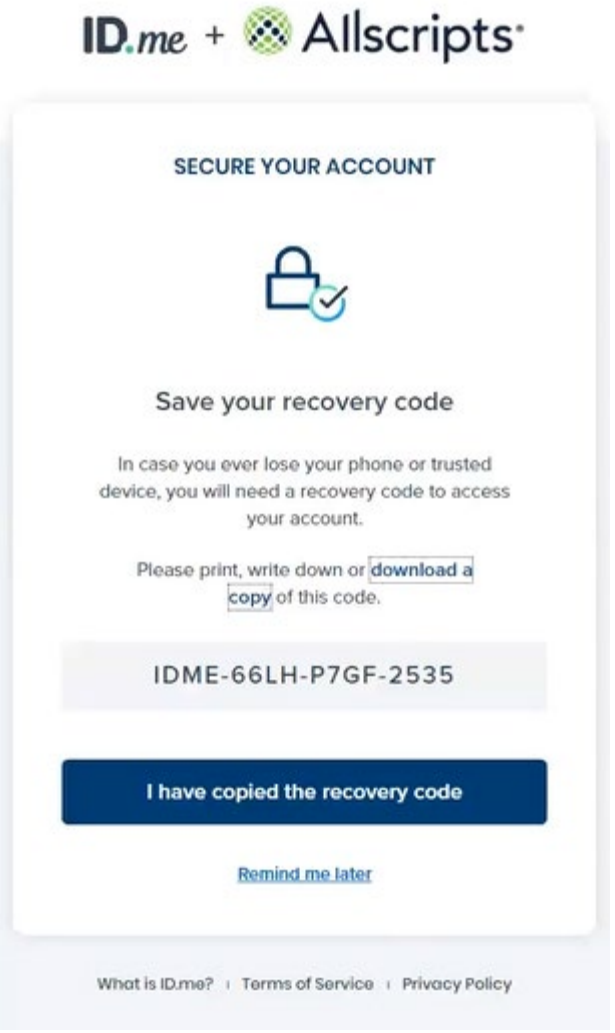
Now your Smart device is ready for use!

Your account is now secure.
Click “Continue” to generate
A recovery code.

Download and save the
Recovery code in a “safe
Place”.

This will be needed in the
Event you lose or no longer
Have access to your smart
Device.





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Step 3. Start Identity Proof for LOA 3

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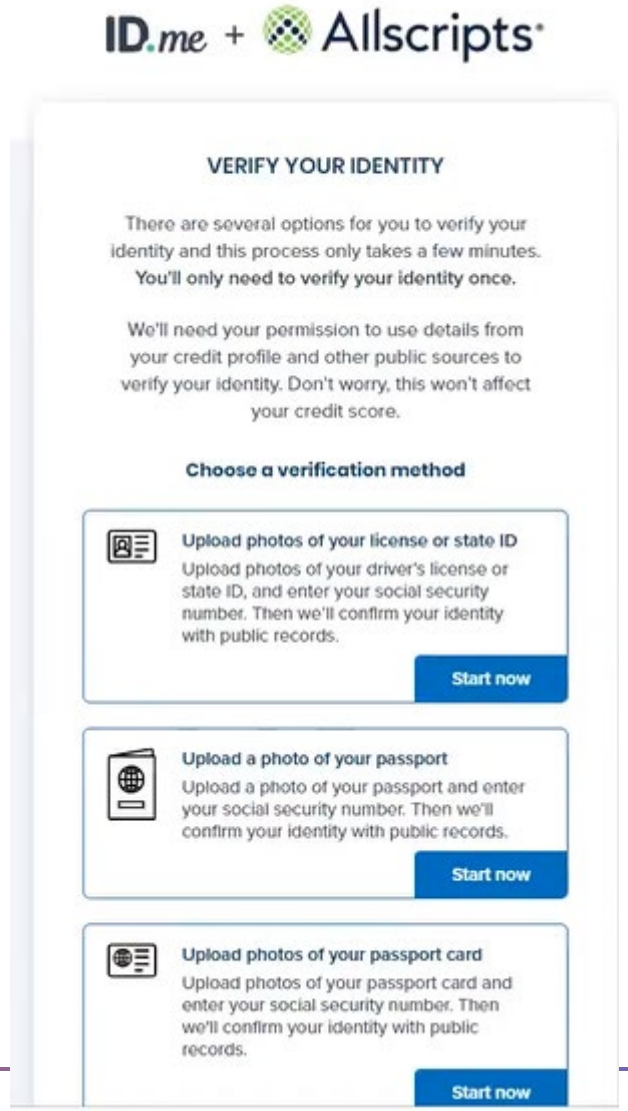
Verify your Identity

Choose a method to verify your Identity:

- Use State Drivers License or State ID card.
- Upload a photo of your Passport
- Upload your Passport Card
- Answer questions about your Credit history



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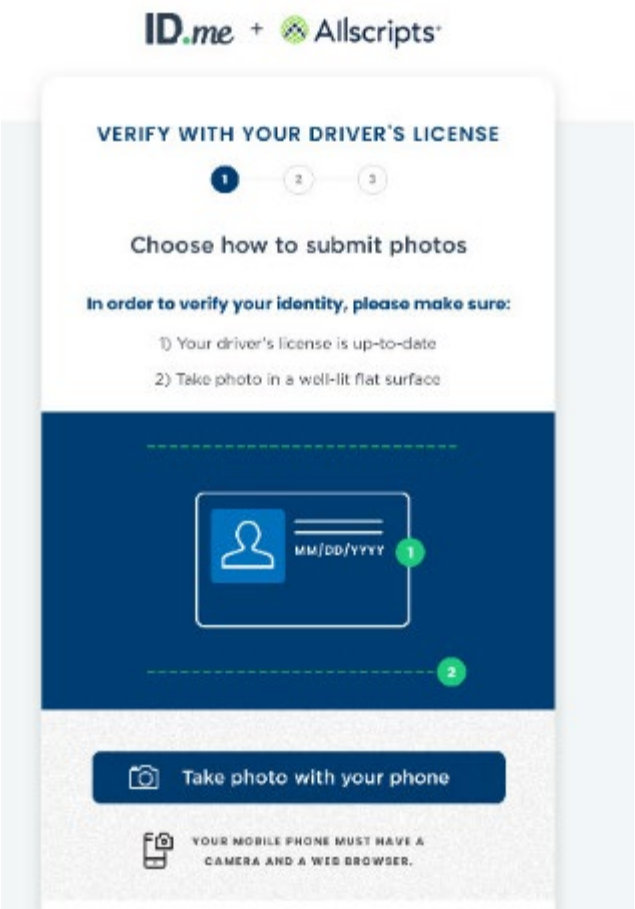
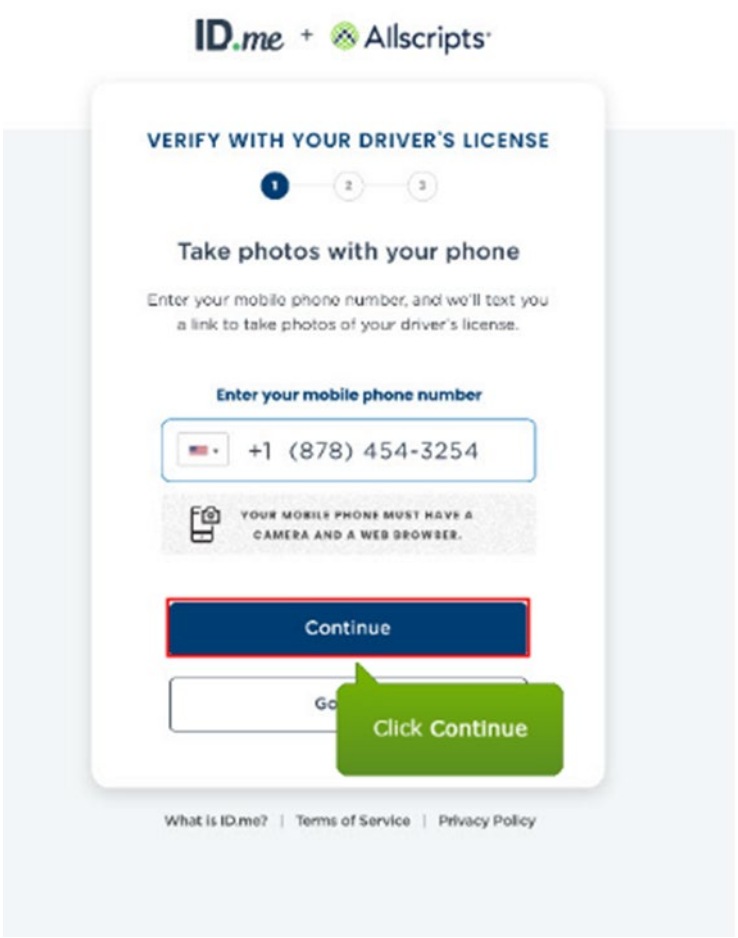
Verify with your Drivers License or State ID

For identity proof purpose, you
Will need a mobile phone
that can receive text messages and
Upload your photo.

The phone should be registered in
Your name.

Enter your mobile phone number
And click "Continue"





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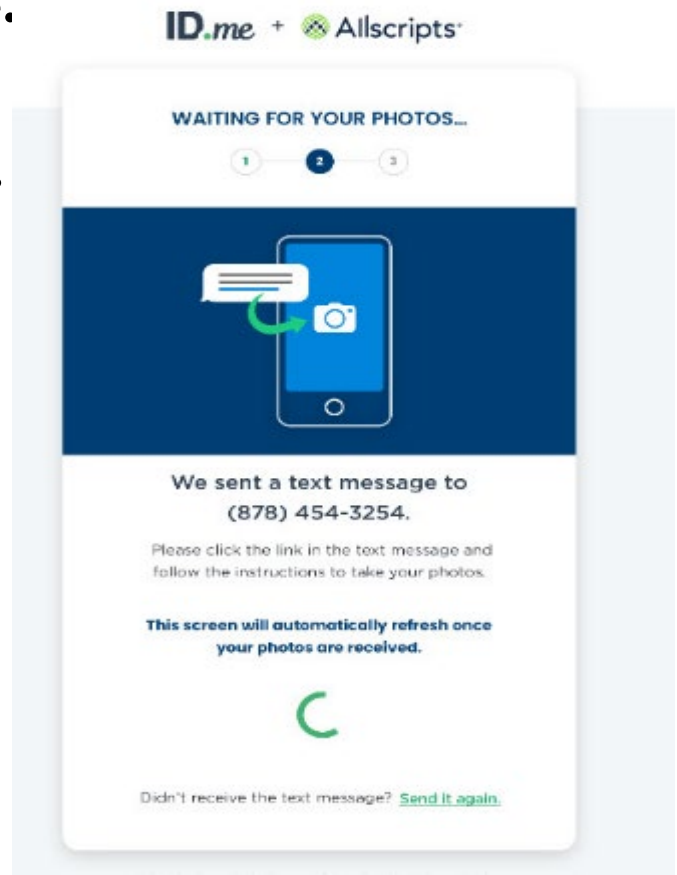
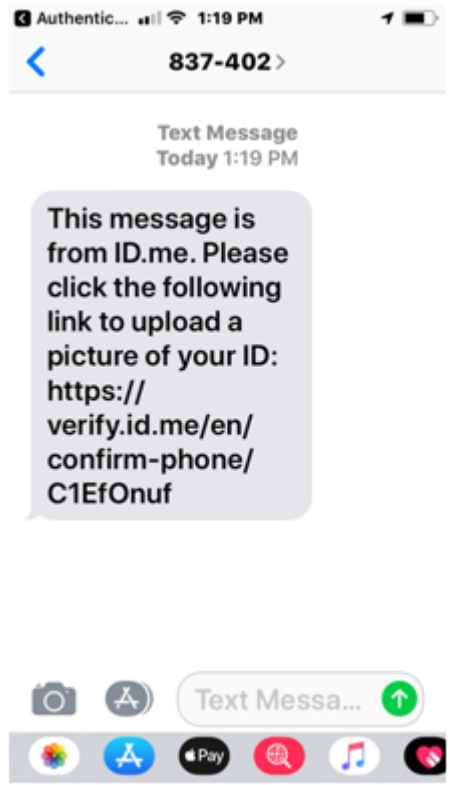
Enter your phone number

Check your phone for a text message.

Click the “link” in your text message.





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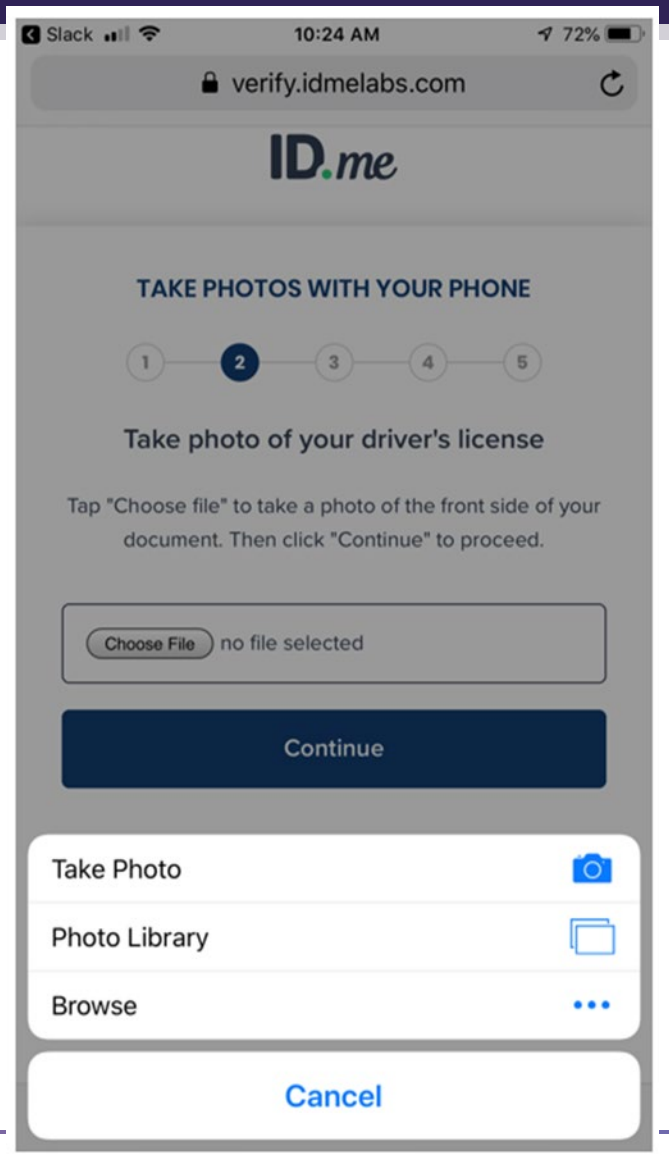
Take a photo with your phone

Click “Choose File”

Select “Take Photo” to open your phones Camera.



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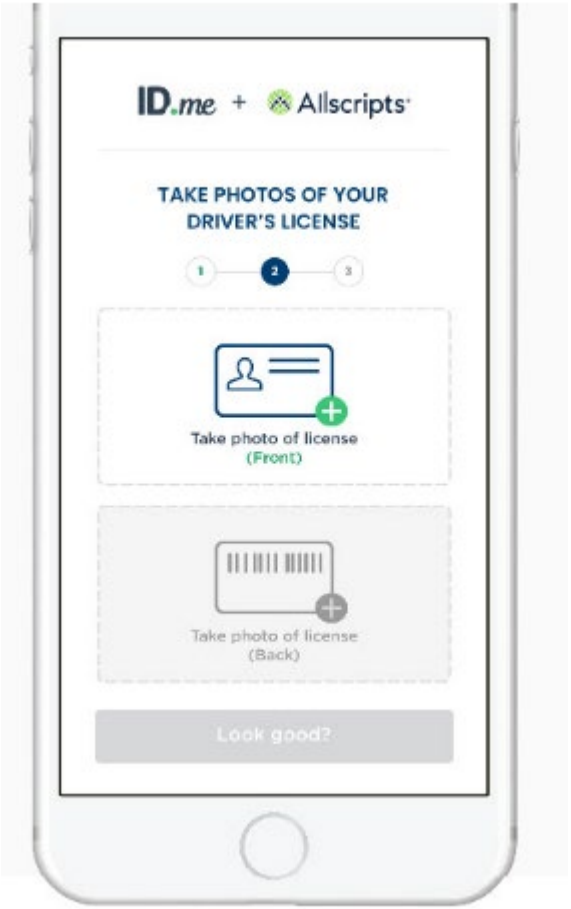
Take a photo with your phone

Click the + symbol then take a photo of the front of your state ID



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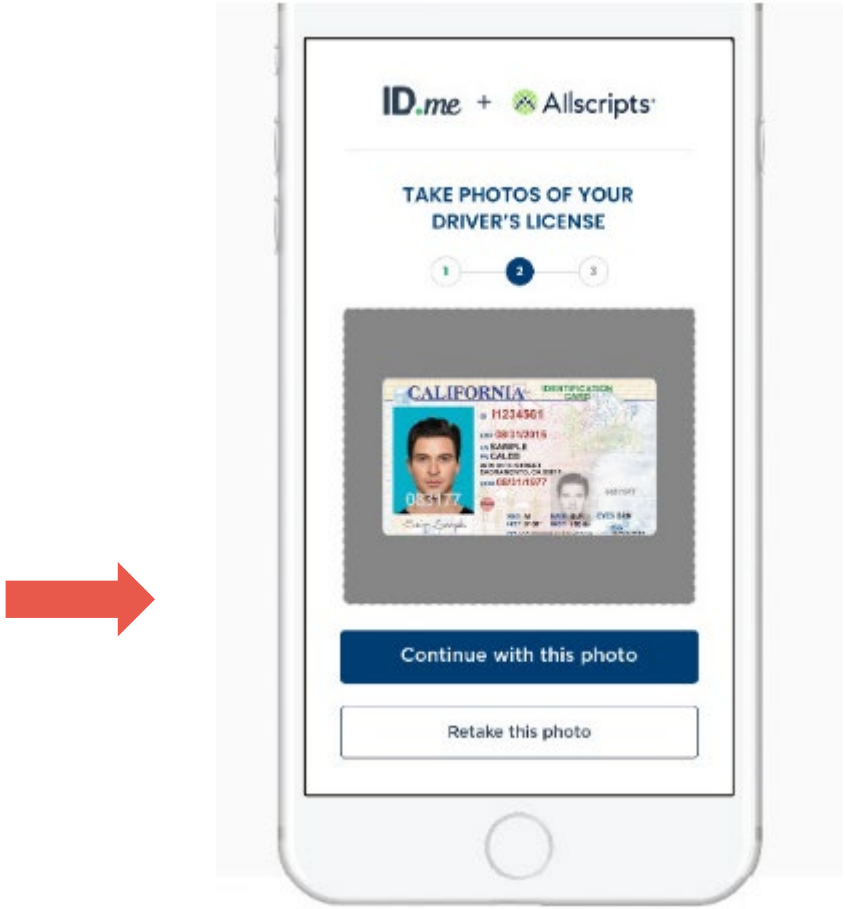
Take a photo with your phone

Click “Continue with this photo”

Or

Retake the photo if needed.



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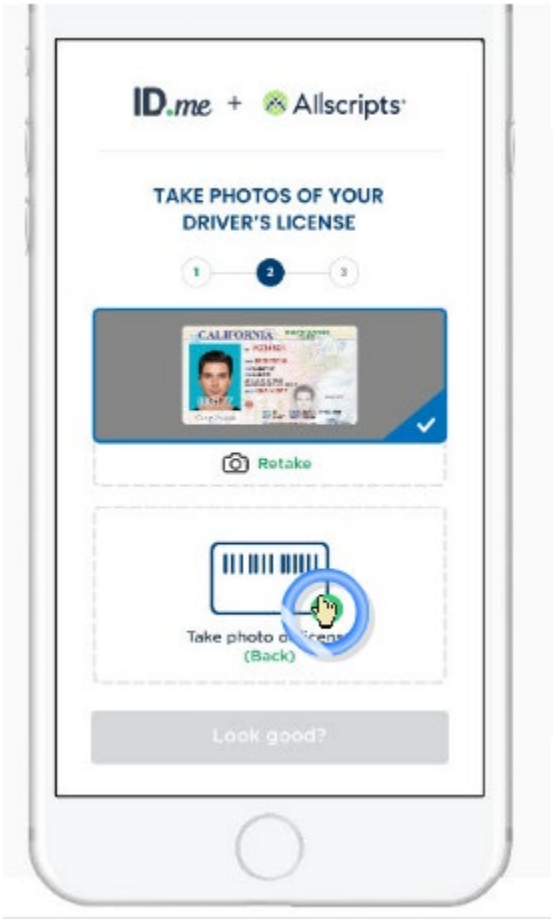
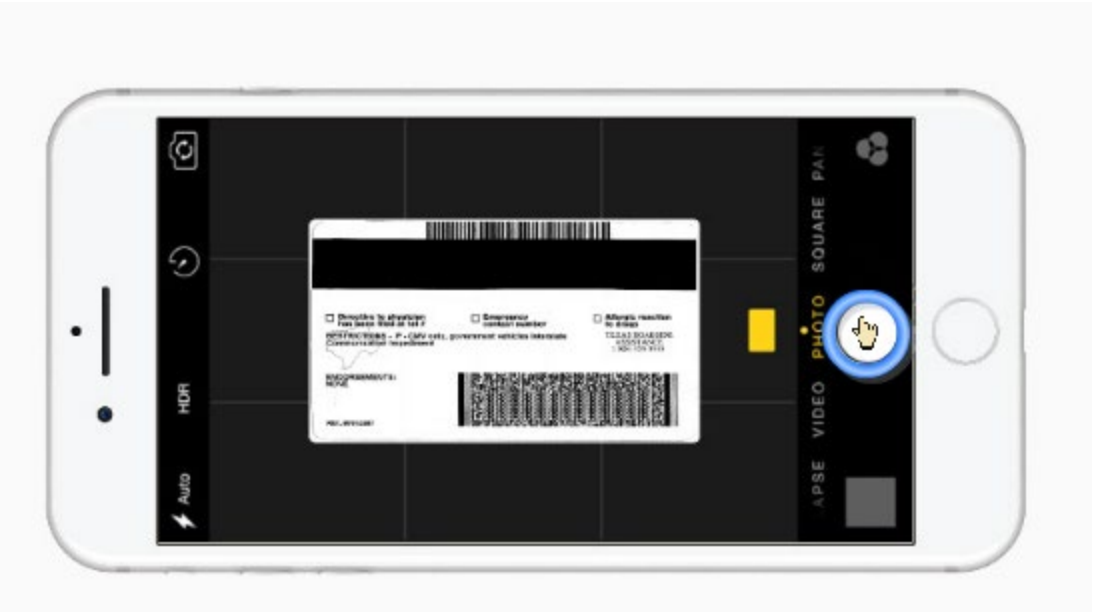
Take a photo with your phone

Click the + symbol
To take a photo of
The back of your
Photo ID.





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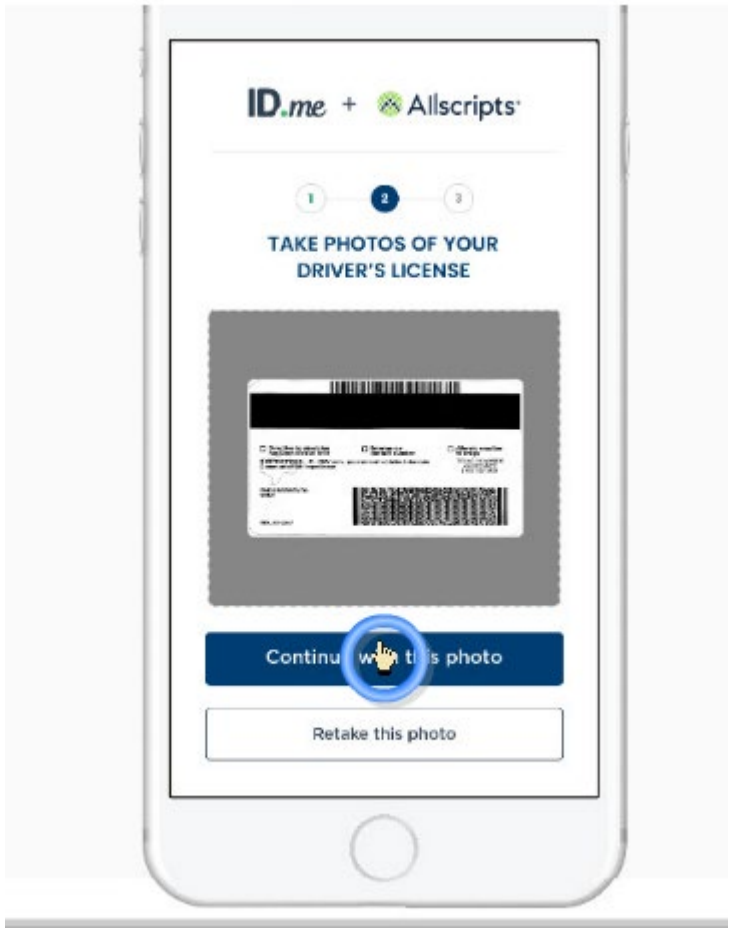
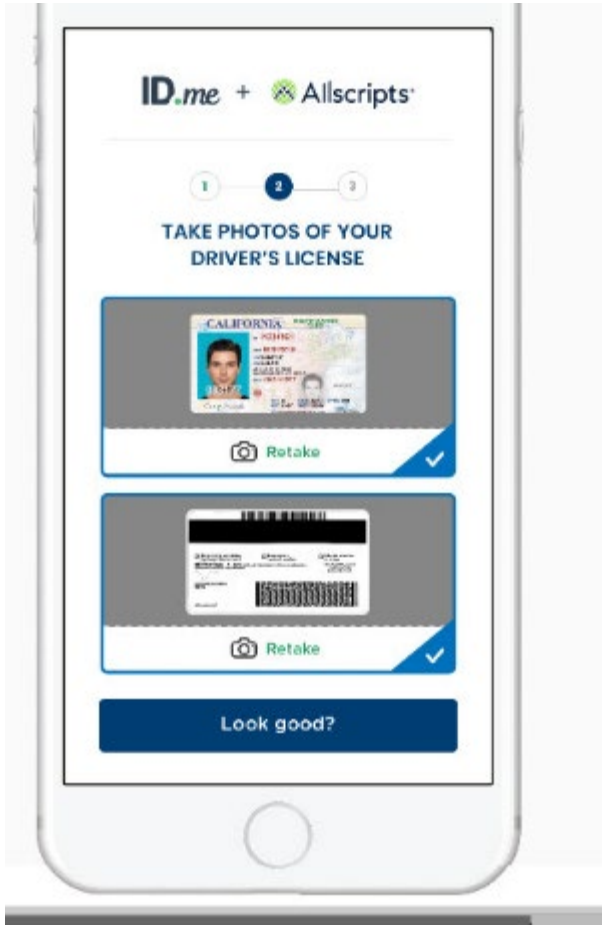
Take a photo with your phone

Click “Continue with This photo.

If the photos look good Click “Look Good”





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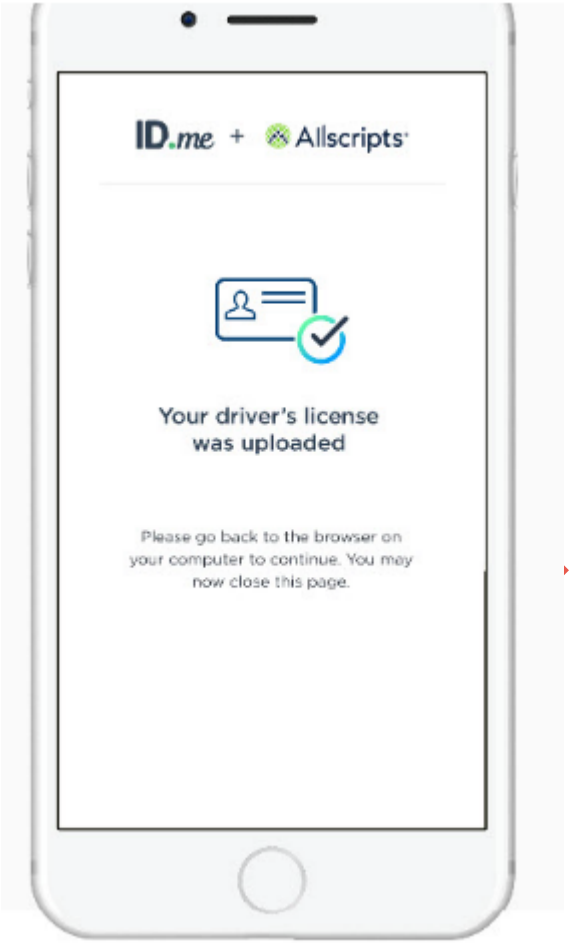
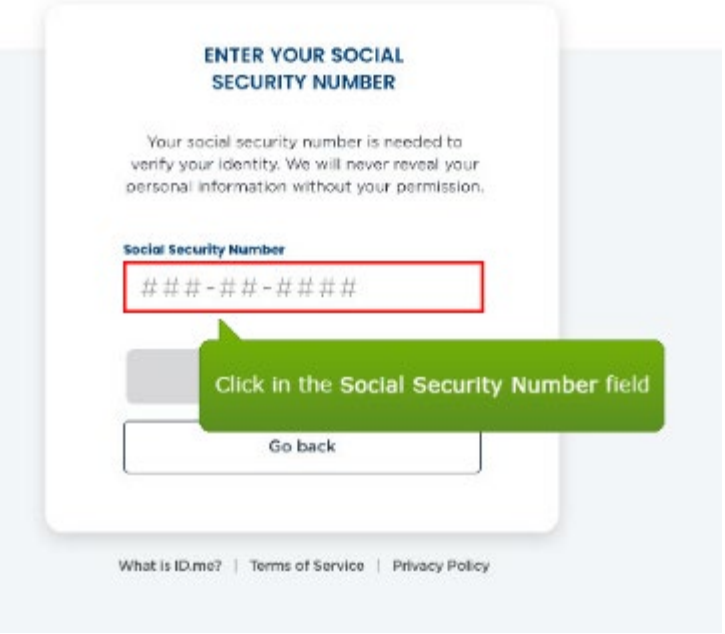
Take a photo with your phone

It may take a few seconds To upload your ID photos.

Enter your Social Security Number.

This is required to complete Identity proofing





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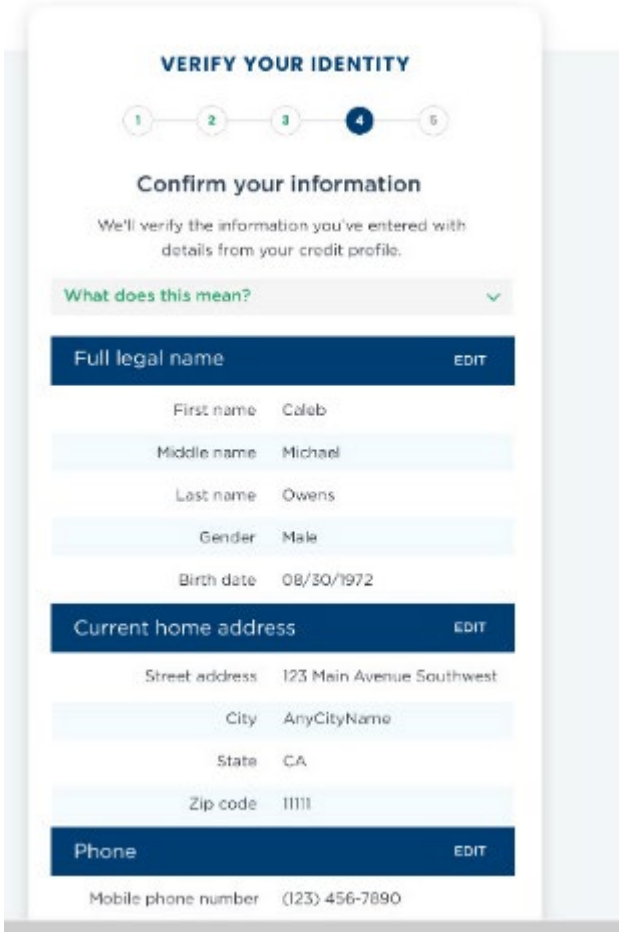
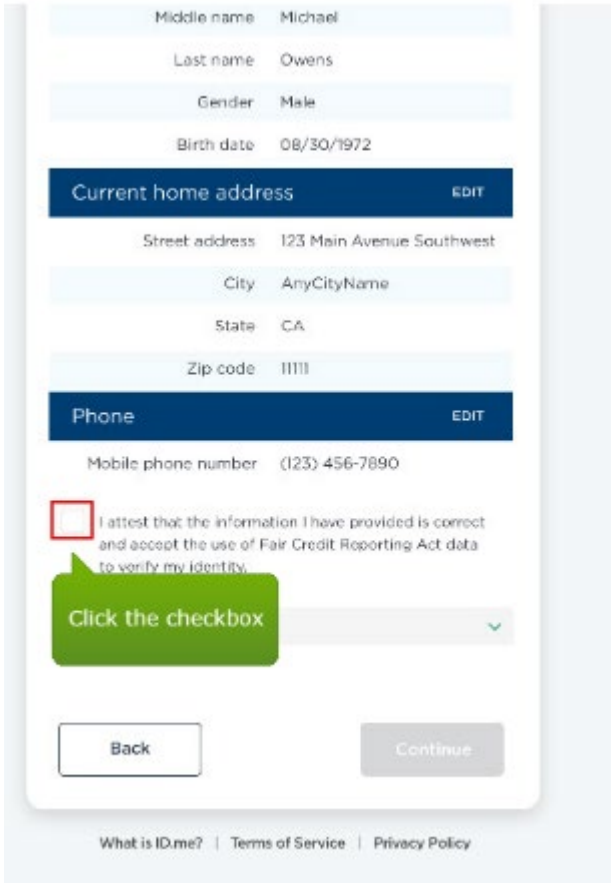
Take a photo with your phone

Confirm your information

Click the checkbox





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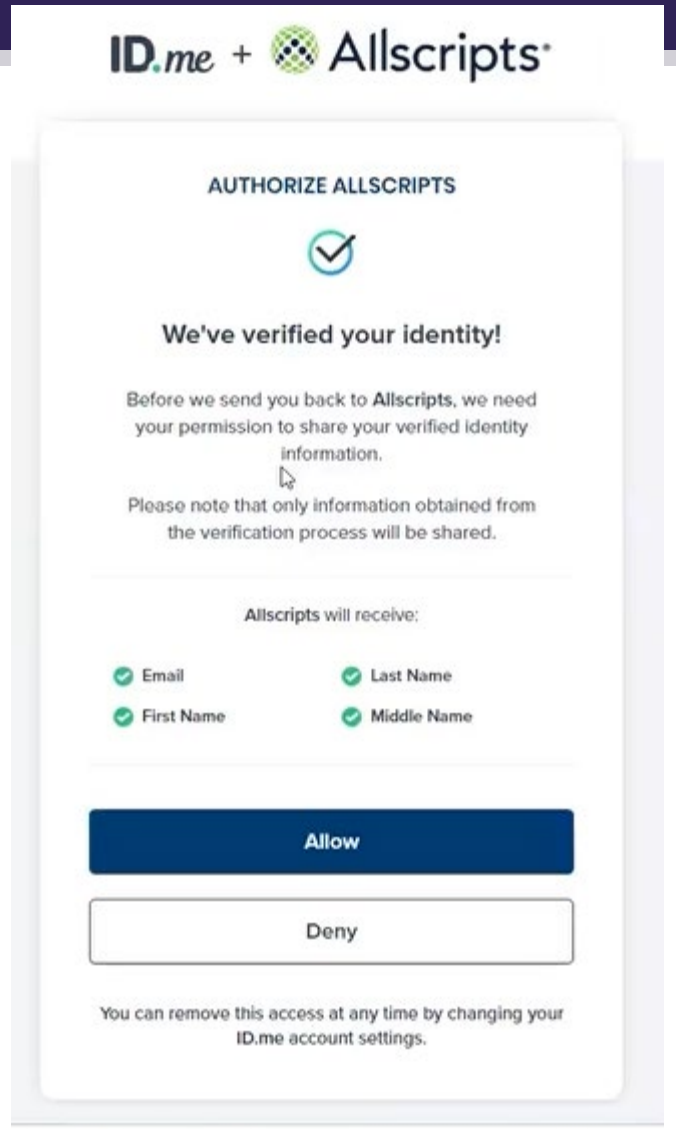
Verify identity complete!

Choose “Allow” to link your ID.me account With your Allscripts ePrescribe account and Navigate back to the Allscripts Security CSP screen.



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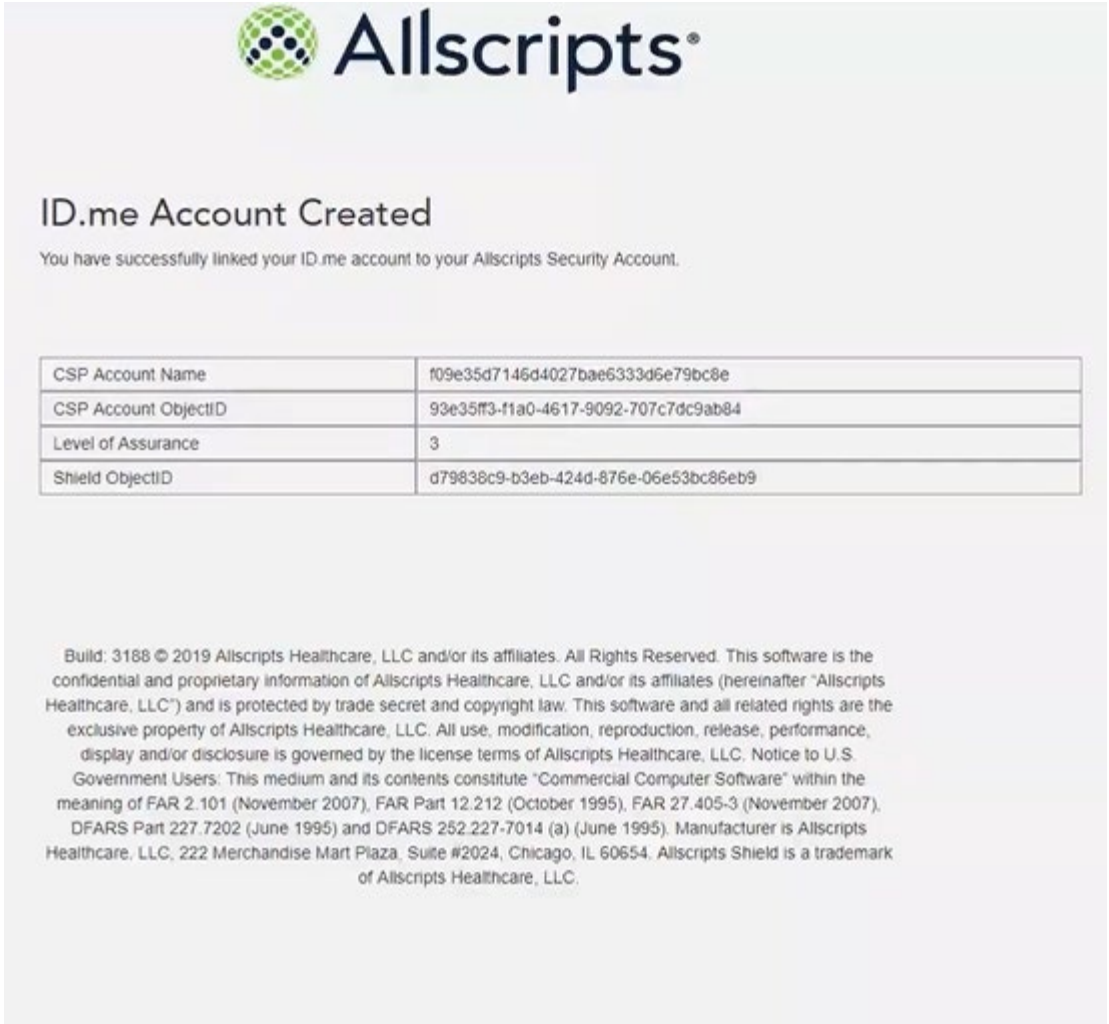
Your IDme account has been assured at a level 3 and has successfully linked to your Allscripts account.



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