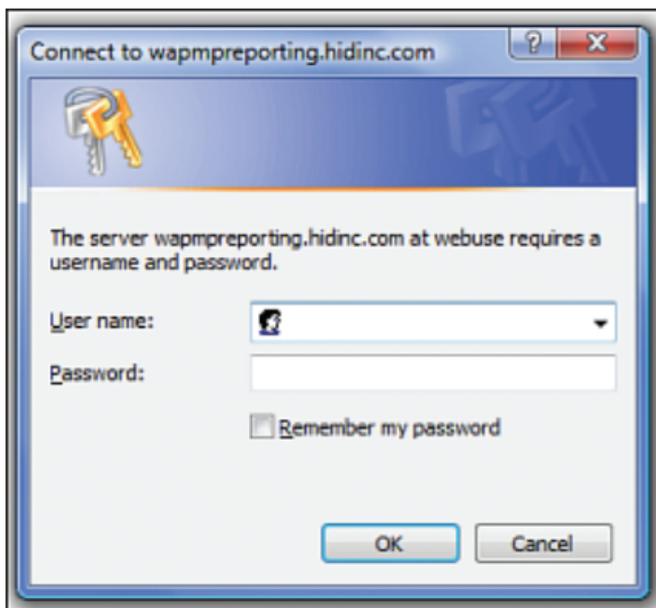


Quick Tips: Creating Your Account

Prior to submitting data, you must create an account. If you have already created your account, proceed to the uploading data section of the **Dispenser's Implementation Manual**.

To create an account:

1. Open an Internet browser window and type the following URL in the address bar: www.wapmp.org
2. Click **WA PMP Data Uploader**.
3. Click **WA PMP Data Uploader Site Login**. You will see the following window:



4. Type *newacct* in the **User name** field.
5. Type *welcome* in the **Password** field, and click **OK**.
6. Click **Setup Upload Account**.
7. Enter your DEA number in the **Physician or Pharmacy DEA number** field.
8. Type your ZIP code in the **Zip Code** field, and then click **Next**.
9. Complete all required fields (indicated by an asterisk) on the **New Account Setup for Upload Access** window.
10. After completing all required fields, click **Next**.

The full **Dispenser's Implementation Manual** is available online at www.wapmp.org.

The system will provide you with a randomly-assigned password for the FTP and SFTP processes.

Software vendors setting up multiple accounts may choose from the following options:

- Create each account separately by using the method listed above. After you finish one pharmacy's account, click **Setup Upload Account** on the home page, and repeat the process.

OR

- Create multiple accounts using one pharmacy's DEA number and ZIP code. If you choose this method, select Set up user name as a group.

Notes

If you set up an account for an individual pharmacy, your DEA number is the user ID and the user ID is case-sensitive.

Multiple pharmacies can be uploaded in the same file. For example, chain pharmacies may send in one file containing controlled substance dispensing information for all of their pharmacies licensed in the state of Washington. Therefore, chains with multiple stores only have to set up one account to upload a file.

The system sends data error reports to the e-mail address(es) supplied for the account(s).

Quick Tips: Online UCF Submission

You may submit prescription information using RxSentry's online UCF.

The following new terms are introduced in this topic:

- **Record** — the patient, pharmacy, and prescription information you enter for one patient on the UCF
- **Batch** — a single record, or group of records, you upload using the **Submit Batch** function

Note: Records can be continually added to a batch—this feature allows you to enter records at your convenience and not all at one time. We recommend that you add as many records as possible to a batch before submitting it; however, you should submit and close batches in accordance with Washington state's reporting timeframe. To use the online UCF to submit prescription information:

1. If you do not have an account, see [Creating Your Account](#).
2. Open an Internet browser window and type the following URL in the address bar: www.wapmp.org
3. Click **WA PMP Data Uploader**.
4. Click **WA PMP Data Uploader Site Login**.
5. Type your user name in the **User name** field.
6. Type your password in the **Password** field.
7. Click **OK**.
8. From the RxSentry home page, click **UCF Form Entry**.
 - **Enter Next Form** allows you to prepare one or more records for submission.
 - **Show Batch Counts** displays the number of records in the batch currently being prepared for submission and the number of records you have previously submitted.
9. Click **Enter Next Form**.

The full **Dispenser's Implementation Manual** is available online at www.wapmp.org.

Quick Tips: View Upload Reports

This function provides uploaders access to upload reports previously delivered via e-mail or fax following a data submission. By default, reports display a 31-day period. However, uploaders can view reports outside of the 31-day default period by entering start and end dates for the desired date range. To view upload reports:

1. Open an Internet browser window and type the following URL in the address bar: www.wapmp.org
2. Click **WA PMP Data Uploader**.
3. Click **WA PMP Data Uploader Site Login**.
You will see the following window:



4. Type your user name in the **User name** field.
5. Type your password in the **Password** field.
6. Click **OK**.
7. From the RxSentry home page, click **View Upload Reports**.
8. Click a hyperlink in the **Report Name** field to open an upload report for viewing.
9. To view reports for a different time frame, type a start and end date in the **Report Timeframe** fields, and then click **Submit**.