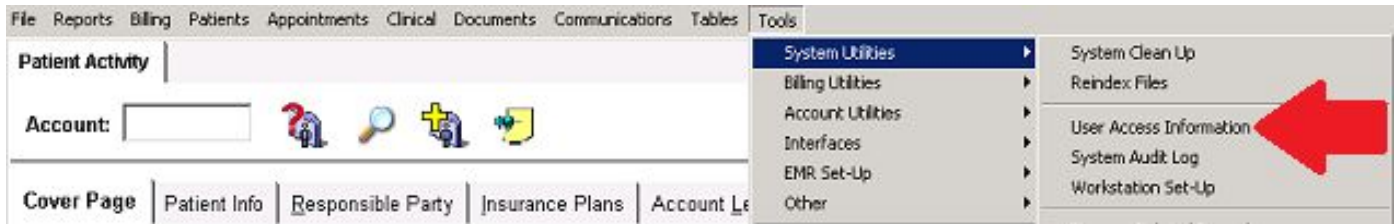


## LAC Verification

1. Sign into PMP under practice **administrators' log in**, not the physicians.
2. Choose, Tools, System Utilities, **User Access Information**.



3. From User information window, find the provider in **Initials** field.
4. Enter first and last name of provider.
5. Click on **ECPS Register** button.

The 'User Information' window is shown. The 'Initials' field contains 'TAS' and is circled in red. The 'ECPS Register' button is highlighted with a red arrow. The 'First' and 'Last' name fields are highlighted with a red box. The 'First' field contains 'Terrence' and the 'Last' field contains 'Scott'. The 'User Type' section is also visible, with 'Physician' selected.

6. From the **Two Factor Authentication** window, enter personal NPI# into User ID field.

The screenshot displays a software interface with a menu bar at the top containing 'Billing', 'Patients', 'Appointments', 'Clinical', 'Documents', 'Communications', 'Tables', and 'Tools'. A 'User Information' window is open, showing 'Initials: DB' and an 'EPCS Register' button. Below this are tabs for 'General', 'Access', 'Privileges', 'Documents', and 'Settings'. Overlaid on this is a 'Two-Factor Authentication' dialog box. This dialog has a 'User ID:' field, 'OK' and 'Cancel' buttons, and a 'Schedule Prv:' dropdown menu set to 'Unspecified'. Below these are fields for 'User ID:', 'First: Danielle', 'MI:', 'Last: Butler', and 'Suffix:'. An 'E-Mail:' field is also present. A 'User Type:' section contains radio buttons for 'Physician' (selected), 'Nurse / MA', 'Billing', 'Lab Tech', 'IT Administrator', 'Non-Physician Provider', 'Front Desk', 'Administration', 'Imaging Tech', and 'Staff'. At the bottom of the dialog are checkboxes for 'Practice Administrator' and 'User is Inactive', and 'Save', 'Delete', and 'Cancel' buttons.

7. Next time the provider logs in, they will be asked if LAC was requested.

8. Choose **Yes** to proceed.

10. A message will be sent to the provider's cell phone confirming they want to register. Choose **Approve**.

Congratulations! You are now an active E-Prescriber on the system.