



To prescribe medications through eRx without faculty approval, are required to complete the federally mandated **NPI Registration and ID Proofing Process**.

### Step 1: Update your National Provider Identifier (NPI) Profile

- Log in to the [NPI Registry](#) website to review and/or update your profile.
  - Once your profile is updated, \*RCOPIA will confirm that you are a DCG Provider.
  - Primary items verified are First Name, Last Name and your License Number (Primary License).

### Step 2: Look for ID Proofing Invitation and Begin Process

- Once confirmed, you will receive an email invitation with necessary link from RCOPIA to complete ID Proofing (see invitation example below).
- Before ID Proofing, you will need the following:
  - Symantec Token
  - Personal Credit Card (there will be no charge to your credit card)

Get Symantec Token via  
Mobile App

1. Search for and download Symantec VIPAccess to your mobile device.
2. Once downloaded, you should see a Credential ID as well as a Security Code. The Security Code will change every thirty seconds.
3. Enter Credential ID and Security Code when prompted.

### Step 3: Receive and Use Experian Transaction Number to Complete Process

- During the ID Proofing process, you will receive a text or mailed letter (based on your preference) from Experian confirming your identity. This notification will include a **transaction number**, which you will use to complete the ID proofing process.
- Complete ID proofing using the transaction number provided by Experian to receive your ID Proofing **Complete Confirmation Code**.

### Step 4: Login to eRx

- Once you receive your ID Proofing **Complete Confirmation Code**, you can login to eRx as a provider. **Please note that you MUST login within SEVEN DAYS of completing your ID Proofing.**

If you have trouble logging in at this point, please contact RCOPIA at (866) 263-6512 with Confirmation Code to ensure that your ID Proofing is complete, and you are able to prescribe medications through eRx.

\* RCOPIA is an e-prescribing software that manages medication history data access, legend drug and controlled substance e-prescribing (EPCS) and patient medication adherence support.

#### RCOPIA Email Invitation Example

Dear Dr. {PROVIDER NAME},

You have been invited to complete the identity proofing process within InfinID prior to electronically prescribing in your RCOPIA solution. To begin the process, please click [here](#) and follow the provided instructions to undergo identity proofing.

If you would like to view a brief demonstration on how to complete this process, click [here](#) to watch this brief instructional video.

If you have any further questions, please contact RCOPIA support.

RCOPIA  
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