

A network diagram with a central knot icon and several surrounding circular icons connected by lines. The icons include a microscope, a padlock, a laptop, a person, a magnifying glass, a speech bubble, and a molecular structure.

# EPCS Registration Enrollment Guide

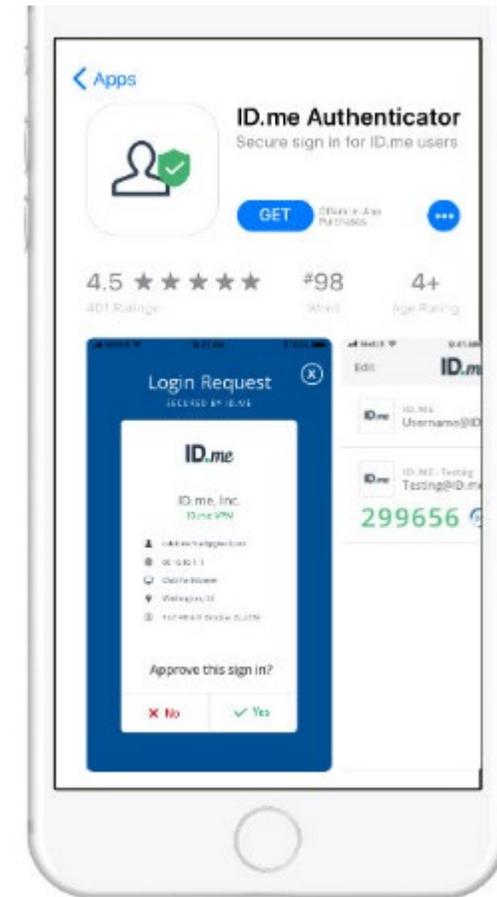
MAR 20, 2019

xxx-xxx Month 2019

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

# 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.

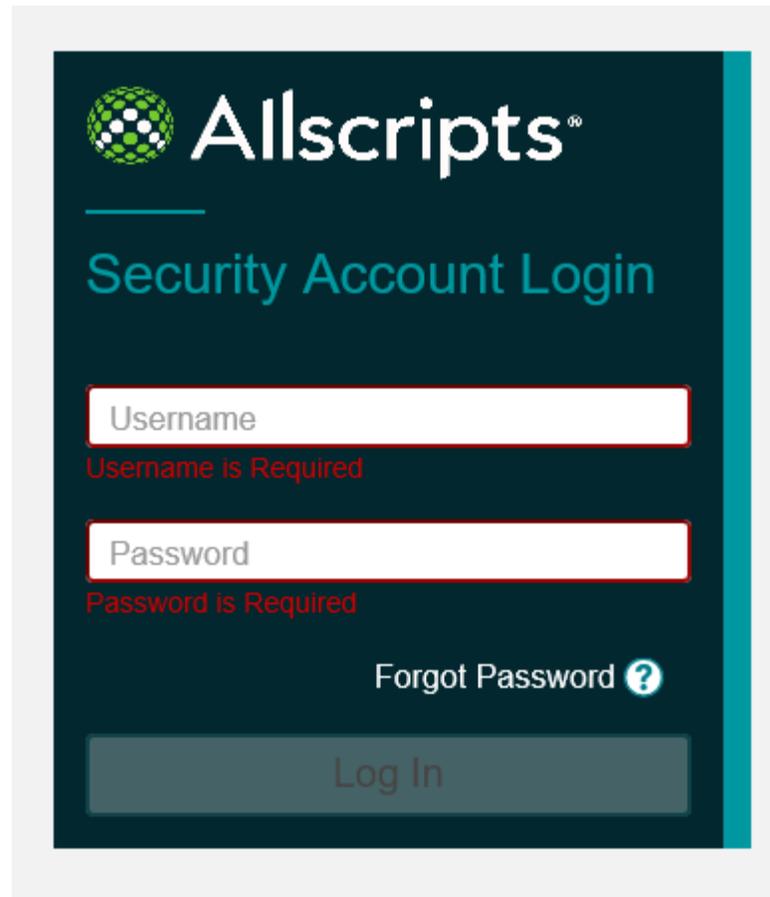


## **Step 2. Create your Basic ID.me Account**

# Place holder for screenshots from erx pop up

# Login to your Allscripts Security account

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



The image shows a login form for Allscripts Security. At the top left is the Allscripts logo, a green and white globe icon. To its right is the text "Allscripts®". Below this is a horizontal line, followed by the text "Security Account Login" in a teal color. There are two input fields: the first is labeled "Username" and has a red error message "Username is Required" below it; the second is labeled "Password" and has a red error message "Password is Required" below it. To the right of the password field is a link "Forgot Password" with a question mark icon. At the bottom is a large grey button labeled "Log In".

# Click “Connect to ID.me”



## CSP Accounts

CSP Name	CSP Account Name	CSP Account ObjectID	CSP Account LOA	Management Site
ID.me	d8dbb6d2737c487b928da017d620b9b3	560eb6ab-8dff-4693-a753-37f686b9da1c	Level of Assurance 3	None
Connect to ID.me				



# 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.

ID.me + Allscripts®

Sign In [or sign up for an account](#)

Email  
Enter your email

Password  
Enter your password

Sign in

[Forgot Password](#)

Or sign in with

Facebook Google LinkedIn

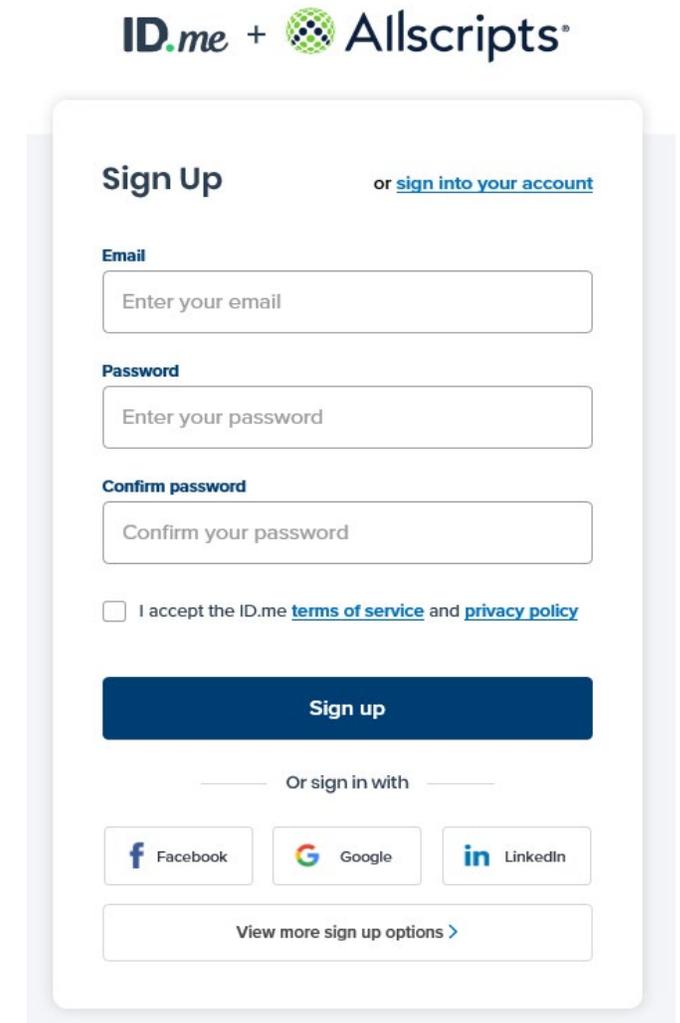
[View more login options >](#)

# 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.



The screenshot shows the ID.me + Allscripts Sign Up page. At the top, the logos for ID.me and Allscripts are displayed. Below the logos, the text "Sign Up" is followed by a link "or [sign into your account](#)". The form contains three input fields: "Email" with the placeholder "Enter your email", "Password" with the placeholder "Enter your password", and "Confirm password" with the placeholder "Confirm your password". Below the fields is a checkbox labeled "I accept the ID.me [terms of service](#) and [privacy policy](#)". A large blue "Sign up" button is positioned below the checkbox. Underneath the button, the text "Or sign in with" is centered, followed by three social media icons: Facebook, Google, and LinkedIn. At the bottom of the form is a link "View more sign up options >".

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

The image displays two screenshots of the ID.me email verification process. The left screenshot is the 'Confirm your email address' page, featuring the ID.me logo, an envelope icon, and a blue button labeled 'Confirm your email'. A red arrow points from this button towards the right screenshot. The right screenshot shows a confirmation message: 'Your email has been confirmed!' with a checkmark icon and instructions to return to the Allscripts browser window. Both screenshots include links for 'What is ID.me?', 'Terms of Service', and 'Privacy Policy'.

**ID.me**

Confirm your email address

Please click the link below to confirm your email.

[Confirm your email](#)

or copy and paste this link into your browser.

<https://www.id.me/verify/confirmations/b7bc5c772ef8e9e8d8jue/complete?>

Please note that this link will expire in 15 minutes.

IF YOU DID NOT INITIATE VERIFICATION FOR YOUR ID.ME ACCOUNT AND YOU ARE RECEIVING THIS E-MAIL, PLEASE CONTACT US IMMEDIATELY AT [HELP@ID.ME](#).

**ID.me + Allscripts**

Your email has been confirmed!

Thank you for confirming your email.

PLEASE RETURN TO THE OTHER BROWSER WINDOW OR TAB TO CONTINUE WITH ALLSCRIPTS.

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

# Secure your account with 2 Factor Authentication

ID.me + Allscripts

## SECURE YOUR ACCOUNT



Add an extra layer of security to your account. With 2-factor authentication, even if someone guesses your password, they won't be able to sign in as you.

Choose an option below to setup 2-factor authentication.

\*\*\*\*

### Code Generator

Use an authenticator app (like Google Authenticator) to generate a single-use code for signing in.

Select

[No I don't want to secure my account at this time](#)

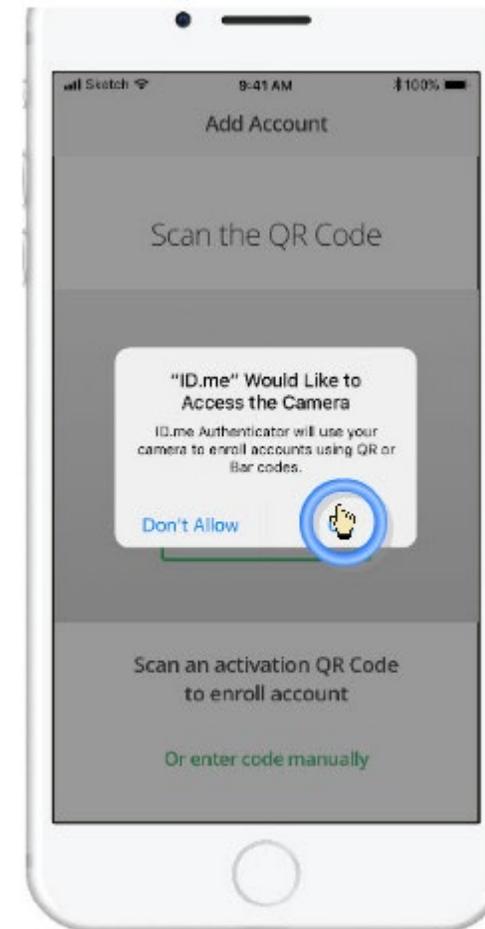
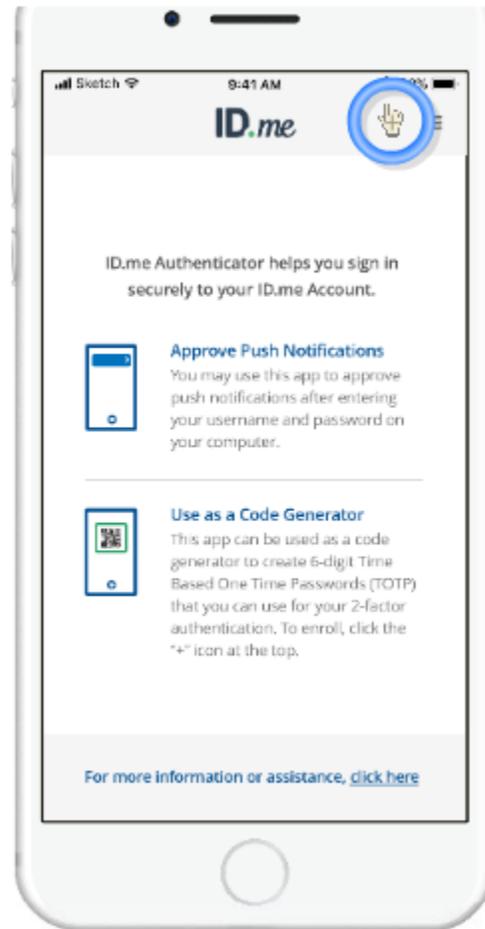


# Set up your 2 Factor Authentication Con't

Access the ID.me app  
On your smart device

Click the + sign in  
The upper right

Allow the application  
To access your phone



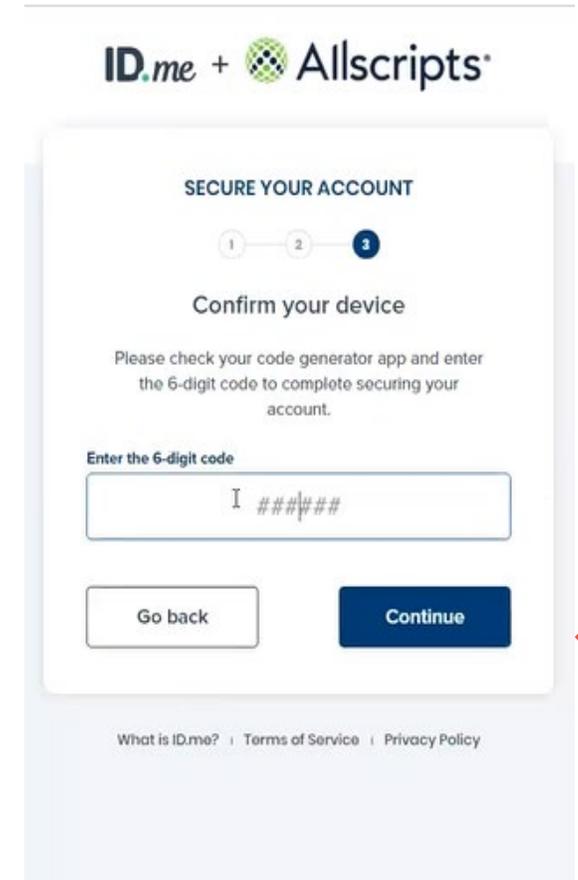
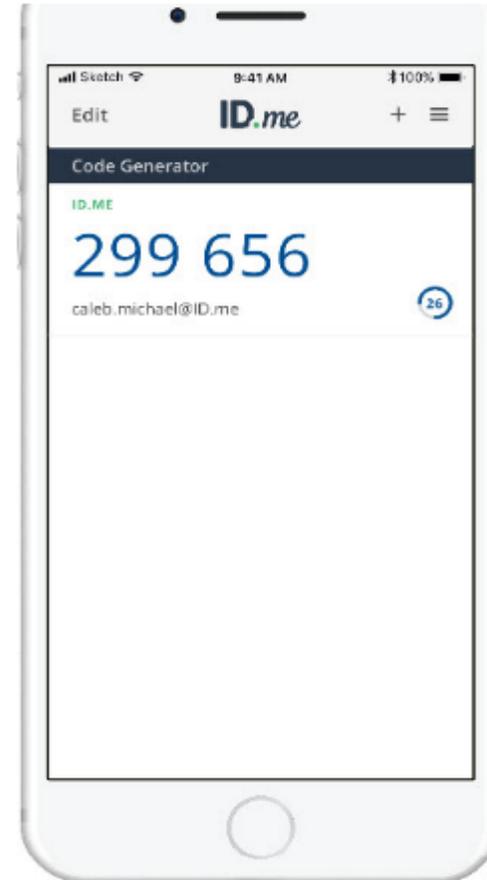
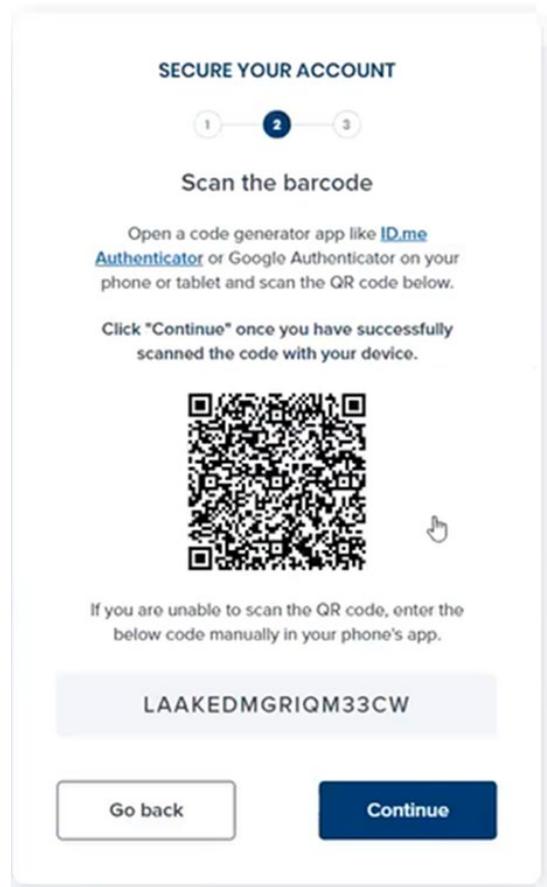
# 2 FA Cont

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”



# 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.

The image displays two screenshots of the ID.me + Allscripts user interface. The left screenshot shows a confirmation screen titled "YOUR ACCOUNT IS NOW SECURE" with a checkmark icon and a "Continue" button. The right screenshot shows a screen titled "SECURE YOUR ACCOUNT" with a padlock icon and a "Save your recovery code" section. This section includes instructions on how to handle a lost device and a "Continue" button labeled "I have copied the recovery code".

**ID.me + Allscripts**

**YOUR ACCOUNT IS NOW SECURE**

You've completed the 2-factor authentication setup.

[Continue](#)

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

**ID.me + Allscripts**

**SECURE YOUR ACCOUNT**

Save your recovery code

In case you ever lose your phone or trusted device, you will need a recovery code to access your account.

Please print, write down or [download a copy](#) of this code.

**IDME-66LH-P7GF-2535**

[I have copied the recovery code](#)

[Remind me later](#)

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

## Step 3. Start Identity Proof for LOA 3

# 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

ID.me + Allscripts®

### VERIFY YOUR IDENTITY

There are several options for you to verify your identity and this process only takes a few minutes. You'll only need to verify your identity once.

We'll need your permission to use details from your credit profile and other public sources to verify your identity. Don't worry, this won't affect your credit score.

#### Choose a verification method

 **Upload photos of your license or state ID**  
Upload photos of your driver's license or state ID, and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)

 **Upload a photo of your passport**  
Upload a photo of your passport and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)

 **Upload photos of your passport card**  
Upload photos of your passport card and enter your social security number. Then we'll confirm your identity with public records.

[Start now](#)



# 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.**

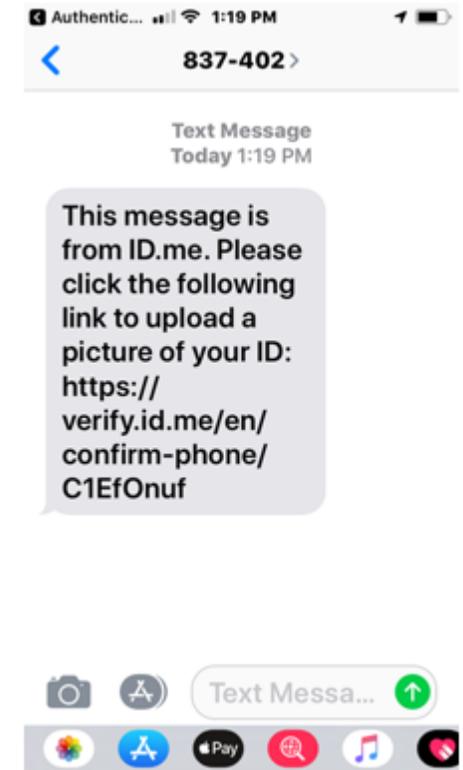
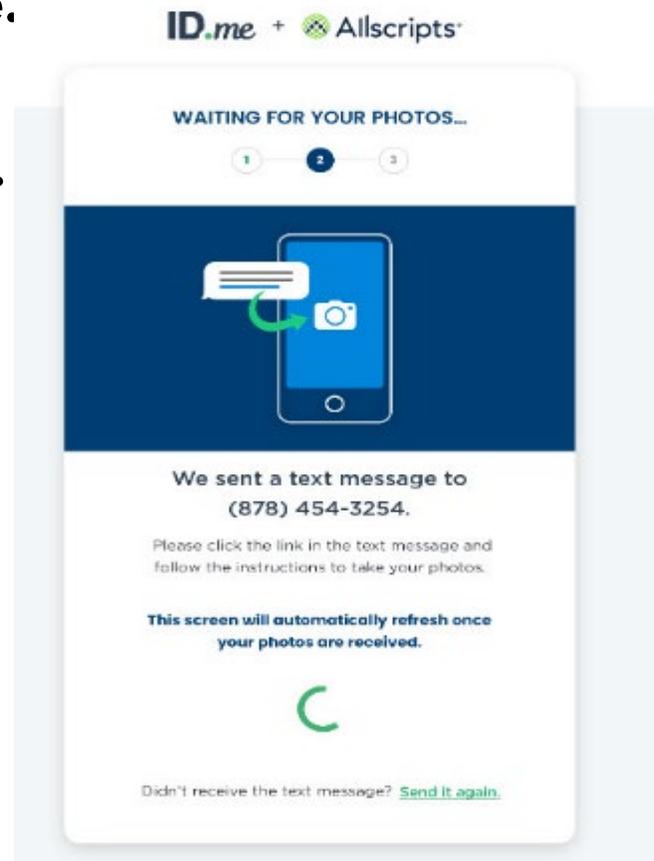
**Enter your mobile phone number  
And click “Continue”**



# Enter your phone number

Check your phone for a text message.

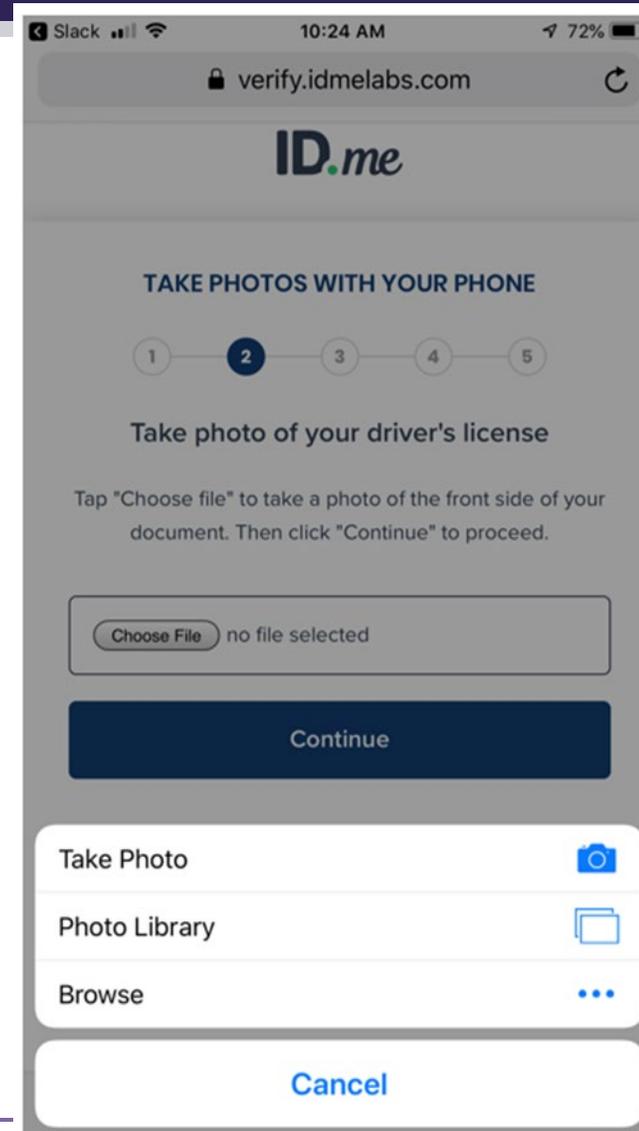
Click the “link” in your text message.



# Take a photo with your phone

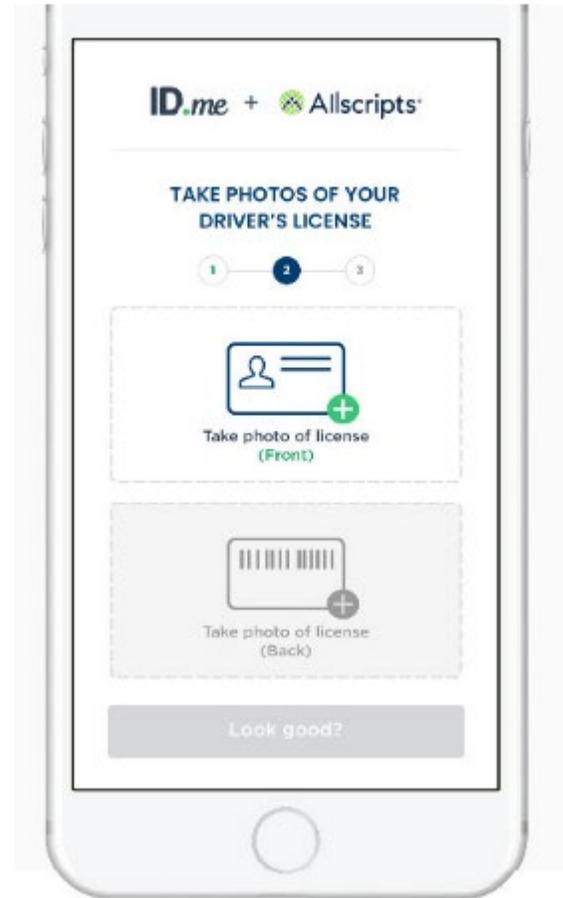
Click “Choose File”

Select “Take Photo” to open your phones Camera.



# Take a photo with your phone

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

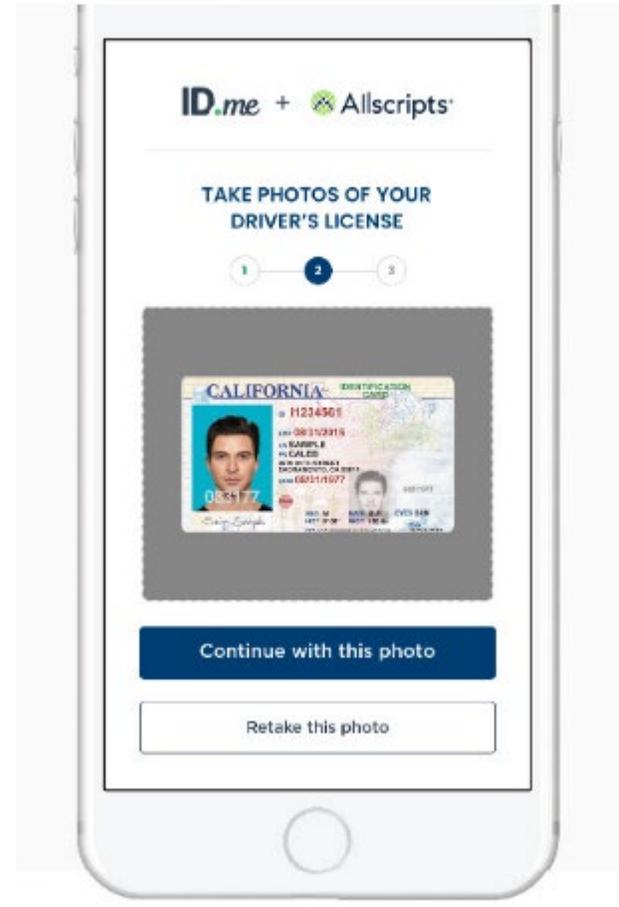


# Take a photo with your phone

Click “Continue with this photo”

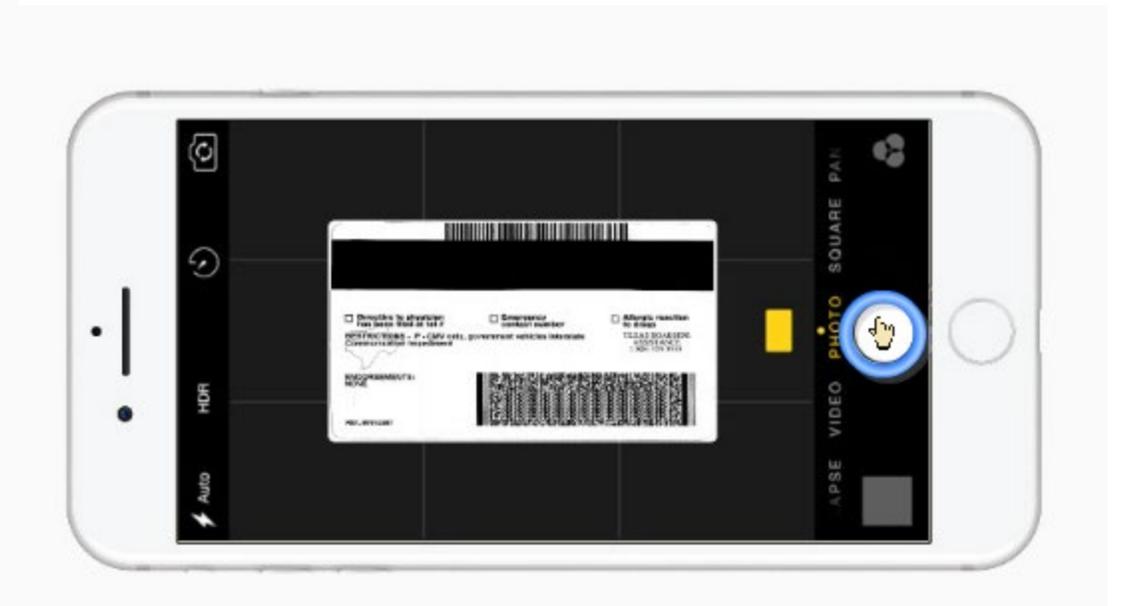
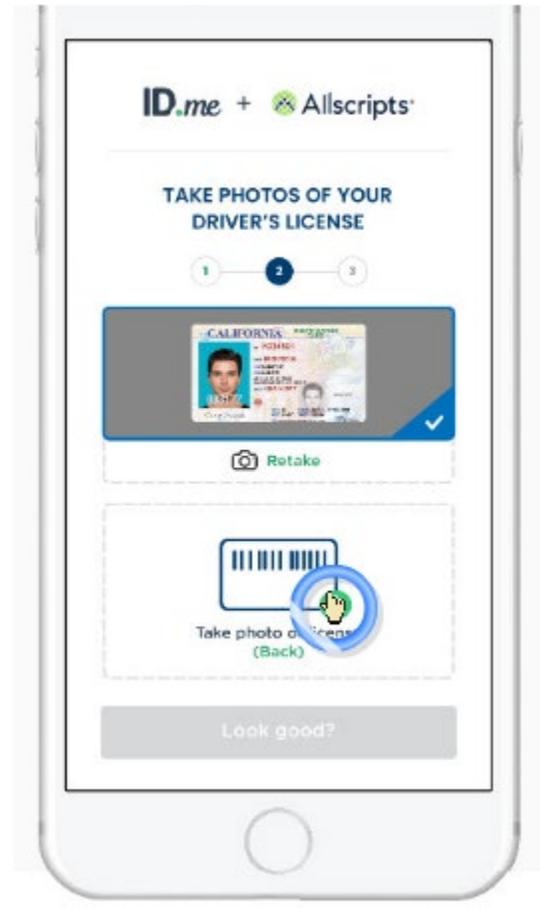
Or

Retake the photo if needed.



# Take a photo with your phone

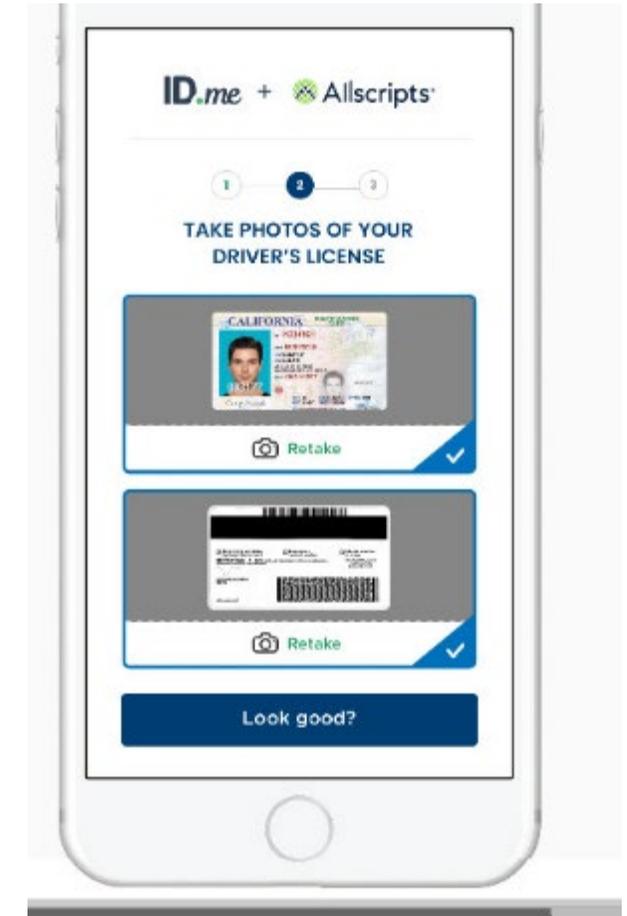
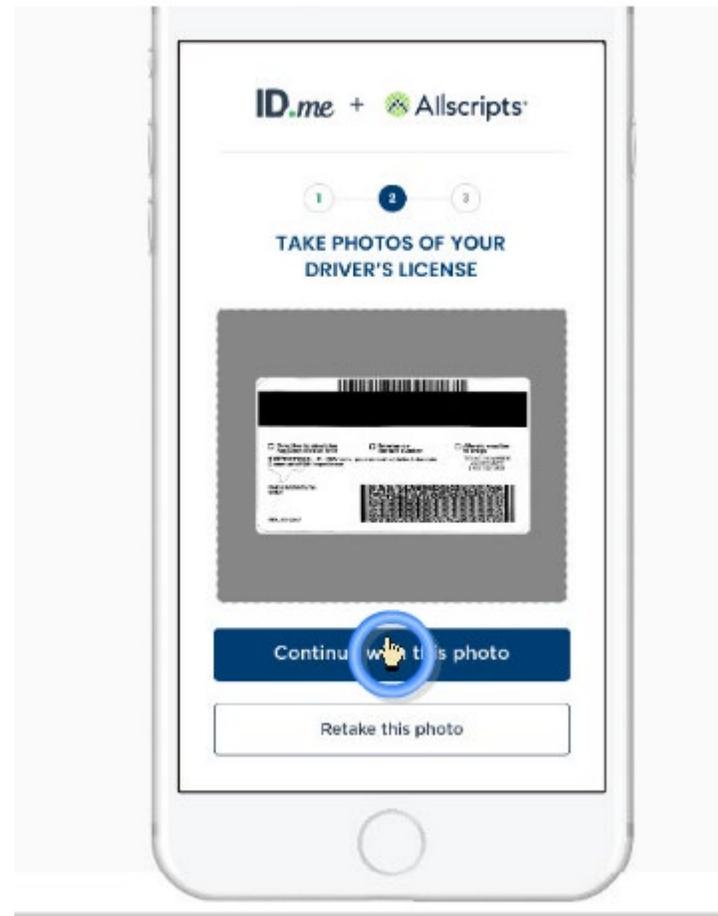
**Click the + symbol  
To take a photo of  
The back of your  
Photo ID.**



# Take a photo with your phone

**Click “Continue with This photo.”**

**If the photos look good Click “Look Good”**

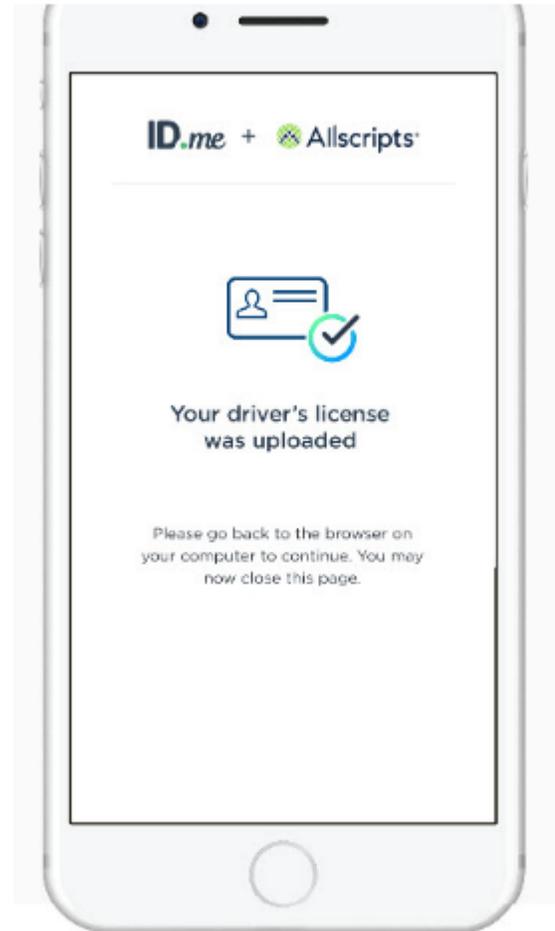


# Take a photo with your phone

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

**Enter your Social Security  
Number.**

**This is required to complete  
Identity proofing**



# Take a photo with your phone

## Confirm your information

## Click the checkbox

**VERIFY YOUR IDENTITY**

1 — 2 — 3 — **4** — 5

**Confirm your information**

We'll verify the information you've entered with details from your credit profile.

What does this mean? ▾

**Full legal name** EDIT

First name Caleb

Middle name Michael

Last name Owens

Gender Male

Birth date 08/30/1972

**Current home address** EDIT

Street address 123 Main Avenue Southwest

City AnyCityName

State CA

Zip code 11111

**Phone** EDIT

Mobile phone number (123) 456-7890



Middle name Michael

Last name Owens

Gender Male

Birth date 08/30/1972

**Current home address** EDIT

Street address 123 Main Avenue Southwest

City AnyCityName

State CA

Zip code 11111

**Phone** EDIT

Mobile phone number (123) 456-7890

I attest that the information I have provided is correct and accept the use of Fair Credit Reporting Act data to verify my identity.

Click the checkbox ▾

Back Continue

What is ID.me? | Terms of Service | Privacy Policy

# 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.**



ID.me + Allscripts

AUTHORIZE ALLSCRIPTS



We've verified your identity!

Before we send you back to Allscripts, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

Allscripts will receive:

- Email
- Last Name
- First Name
- Middle Name

You can remove this access at any time by changing your ID.me account settings.

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



## ID.me Account Created

You have successfully linked your ID.me account to your Allscripts Security Account.

CSP Account Name	f09e35d7146d4027bae6333d6e79bc8e
CSP Account ObjectID	93e35ff3-f1a0-4617-9092-707c7dc9ab84
Level of Assurance	3
Shield ObjectID	d79838c9-b3eb-424d-876e-06e53bc86eb9

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