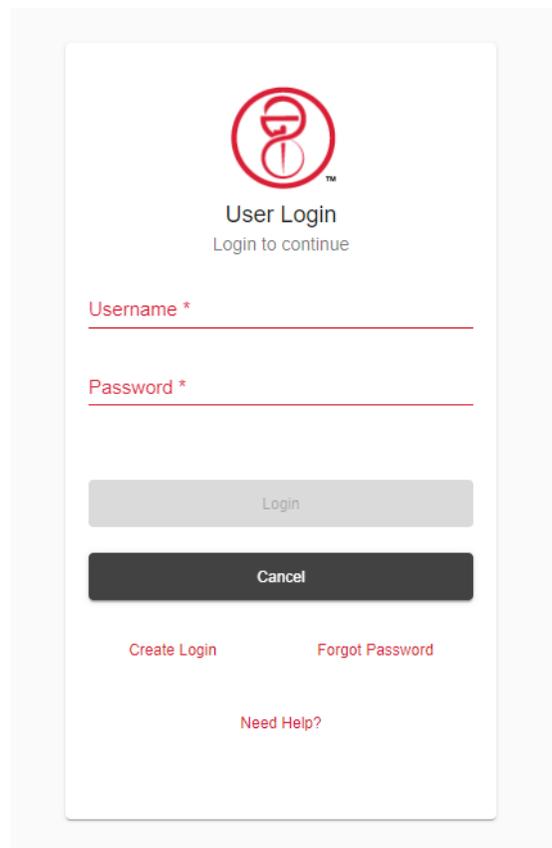


## Verified Pharmacy Program® (VPP®): Creating a Facility e-Profile

### General Guidance Prior to Creating a User Login

- Google Chrome is the preferred internet browser.
- If difficulties are encountered, please contact NABP Customer service at 847-391-4406 or chat with us online.
- The Username is the email provided to create the account.
- **While there are many fields within the Facility e-Profile that are not required, NABP strongly recommends providing as much detail as possible in your initial request. Doing so helps ensure NABP and its member boards have the most accurate and up-to-date information related to your facility.**

### Create an Account



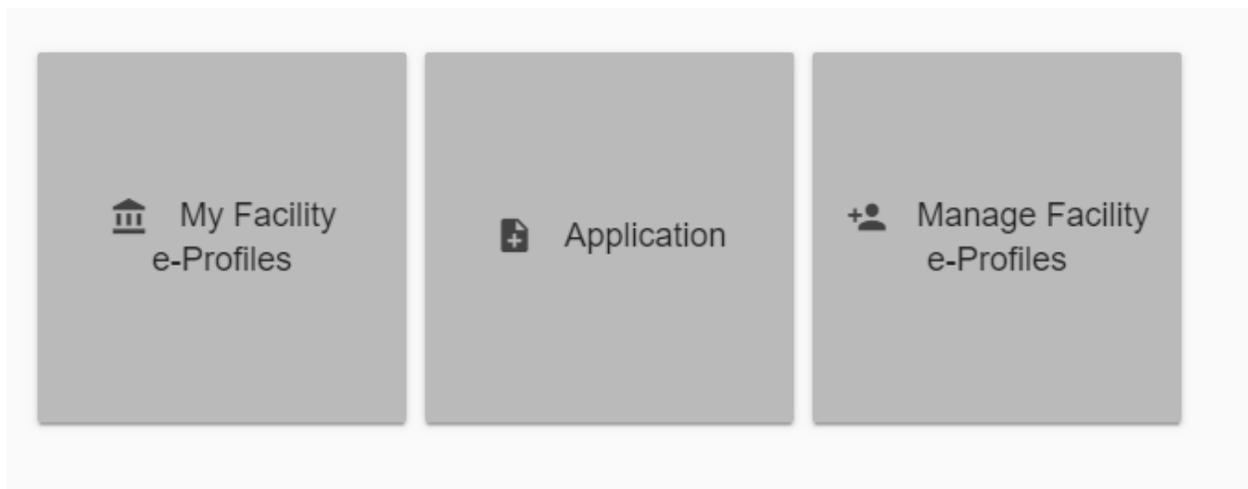
The screenshot shows a user login interface. At the top is the NABP logo, followed by the text "User Login" and "Login to continue". Below this are two input fields: "Username \*" and "Password \*", each with a red underline. Underneath the fields are two buttons: a grey "Login" button and a dark grey "Cancel" button. At the bottom of the form are three links: "Create Login", "Forgot Password", and "Need Help?", all in red text.

- The account requires the user to create a user account/login for the facility.
- It is strongly recommended that the individual accessing this account for completion and submission on behalf of the facility be either the facility's pharmacist-in-charge (PIC), designated representative (DR), pharmacy/facility owner, or an employee of the facility.
  - The individual should not be a consultant or temporary employee for the facility.

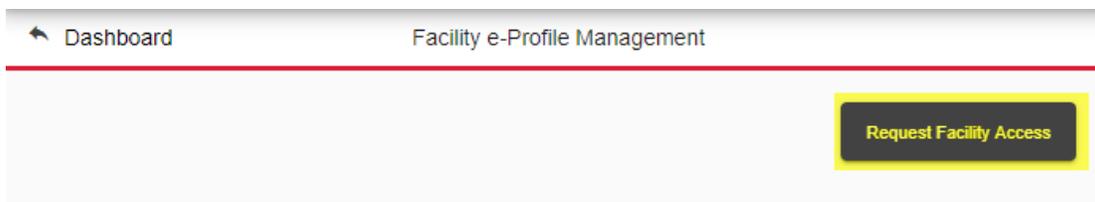
## My Facility e-Profiles Tile

- Any facilities associated with the user/login account will appear under the My Facility e-Profiles tile on the main dashboard.
  - If a facility does not appear on the My Facility e-Profiles page, a request must be submitted to access the facility's NABP e-Profile ID by clicking on Request Facility e-Profile on the top right corner of the screen.
  - If a facility is already listed on the My Facility e-Profiles page, there is no need to request a facility e-Profile ID.
- In order to submit an application for an NABP Program on behalf of a facility, said facility must be listed in the My Facility e-Profile ID page.
- The user may edit facility information in real time under the My Facility e-Profiles tile.

## Facility e-Profile Requests



- **To request a facility e-Profile ID, follow these steps:**
  1. On the top right corner of the My Facility e-Profiles page, click on “Request Facility e-Profile”



2. On the top right corner of this page click “Add”

Create New e-Profile Request

Add

Delete

To request e-Profile ID for your facility, Click Add to enter the facility's details. Your facility will be added to the list on this page. After adding all facilities that need an e-Profile ID to the list click Submit and NABP will review your request(s).

3. Enter in the information that is applicable to your facility:
  - Legal Business Name (LBN) of the facility
  - Doing Business As (DBA) name of the facility
  - Store Number for facility
  - Address: the physical address of the facility, including suite and/or building number
    - **Note:** The country must be chosen in order for the state drop down menu to appear.
  - Facility Email: this should be a general business or facility-specific email address.
  - Website: please provide your organization's website.
  - Federal Employer Identification Number (FEIN): also known as tax ID, this is the nine-digit FEIN issued by the IRS.
  - NPI: the 10-digit National Provider Identifier (NPI) issued by the Centers for Medicare and Medicaid Services (CMS)
  - NCPDP Number: the seven-digit number issued to the pharmacy by the National Council for Prescription Drug Programs (NCPDP)
  - License State/Agency: this is the state board or other agency issuing your facility's license(s).
  - License Type: varies from jurisdiction to jurisdiction, but usually includes pharmacy, nonresident pharmacy, wholesale distributor, repackager, sterile compounding, etc.
  - License Number: could be any license/permit/registration number the facility holds (or held), including an expired license.

## Enter Facility Information



Legal Business Name \*  Primary DBA \*   No Primary DBA  
Legal business Name is required Primary DBA is required

Store Number \*   No Store Number  Other DBAs  
Store Number is required

Country \*  Address Line 1 \*  Address Line 2   
Country is required Address Line 1 is required Optional

City \*  State \*  Zip Code \*   
City is required State is required Zipcode is Required

Facility Email \*  Phone Number \*  Ext   
Facility Email is required

Website \*   No Website FEIN Number \*   No FEIN Number  
Website is required FEIN Number is required

NPI Number \*   No NPI Number NCPDP Number \*   No NCPDP Number  
NPI Number is required NCPDP Number is required

\*Do you have an Active or Expired License/Credential for this Facility?  Yes  No

License State/Agency \*  License Type \*  License Number \*   
License Type is Required License Number is Required

Clear

Save

4. Click "Save". If the Save option is greyed out (see screenshot above), a required field is missing. In the image above, all required fields are in red.
5. Select the check box on the left to select the row of the request you would like to submit and click "Submit"

### Create New e-Profile Request

Add

Delete

To request e-Profile ID for your facility, Click **Add** to enter the facility's details. Your facility will be added to the list on this page. After adding all facilities that need an e-Profile ID to the list click **Submit** and NABP will review your request(s).

	LBN	Primary DBA	Other DBAs	Address	Facility Email	Phone Num...	Columns
<input checked="" type="checkbox"/>	NABP	NABP		1600 Feehanvill...	help@nabp.pha...	(847)391-4406	

1 to 1 of 1 < > Page 1 of 1 > >|

Submit

- Once the request has been submitted, it will be found on the Manage Facility e-Profiles page.
  - Submitted: awaiting review by NABP
  - In Review: NABP is reviewing the e-Profile request

#### Sent e-Profile Requests

Submitted (0)	<a href="#">Click here to view "Submitted" e-Profile requests</a>
In Review (1)	<a href="#">Click here to view "In Review" e-Profile requests</a>

- Once NABP has successfully assigned the e-Profile, the facility will be listed on the My Facility e-Profiles page.
- The information needed to create and maintain the facility e-Profile helps to:
  - Streamline the licensure or registration process by providing verified data to pharmacy regulators (such as state boards of pharmacy) to assist when making licensure determinations.
  - Accurately identify your facility
  - Ensure any data previously provided to NABP for the facility (name or a license number), is correctly maintained in your facility e-Profile
  - Keep your facility e-Profile updated
  - Minimize multiple requests for the same data
- Information that is to be maintained is outlined in Maintaining a Facility e-Profile document found on the Resources page of your Facility e-Profile.

#### Facility Acronyms

- **Legal Business Name (LBN):** The name under which the business files its tax returns with the Internal Revenue Service (IRS), or the name included on the business's articles of incorporation.
- **Doing Business As (DBA):** A name the company uses that is different from the **LBN**. Also known as fictitious names.
- **Address:** The physical location of the facility (including Ste or building number)
- **Additional DBAs:** Also known as fictitious names.
- **Formerly Known As (FKA):** Other names the company has used in the past. Please list any previous **DBAs** and **FKAs**.