

Adding New Token(s), Activating Inactive Token(s), or Disabling Token(s) for EPCS

- How to add a new soft or hard tokens to your EPCS account, activating any inactive tokens that you disabled previously, or disabling any hard or soft tokens on your EPCS account

***Please Note: If the provider loses a hard token or the battery dies, a new token can be requested through a DFR ticket with our Implementation team.**

Step-by-step guide

- Log into your EPCS Prescriber Dashboard (You can access your EPCS Prescriber Dashboard here: <https://ui.epcsdrfirst.com/pob/login/> or click on the "EPCS Gold" link in DrFirst. If in Rcopia 4x, navigate to "Utilities" > 'Token Management').

EPCS Gold™

EPCS Gold, provides a *Simple, Secure, and Certified* solution for sending Controlled Substance prescriptions electronically. EPCS Gold is a *Certified* solution, and has passed stringent auditing requirements set by the DEA. It is a *Simple* solution that fits with your current e-prescribing workflow, and a *Secure* solution which uses Two-Factor Authentication Protocol (TFAP) throughout the product to ensure a high level of trust and security for you as a provider.

If you are not yet enrolled for EPCS Gold, please make sure you have your *Invitation ID* and *two factor authentication token* in hand as you start the Identity Proofing process. Your Invitation ID can be found in the email invitation that was sent to your email address. If you are already enrolled, please use your NPI number, the number that is currently showing on your One-time password token, and the password you setup during the identity-proofing process or enter the unique identifier for your biometric device to log-in to manage your tokens, and add a new token for prescribing.

For more information on EPCS Gold, the Identity-Proofing process, and how to manage your tokens, please click on the links below for short training videos. If you have any further questions, please contact us at support@drfirst.com or at 1-866-263-6512.

[Training videos](#)

- You can then either click on the 'Tokens' tab at the very top or the 'Manage Tokens' blue link underneath the "Current Tokens" section on the right side of the screen.

EPCS Gold Prescriber Dashboard

Name: BOBBY ENGELHARD NPI: 3218712222

Organization Name	Status
DrFirst Inc	DISABLED
DrFirst Inc	ACTIVE

Token Name	Token Identifier	Status
iPhone 7	SYMC	Active

[Manage Tokens](#)

- If you are adding any new token(s), you will click on the orange "Add New Token" button. You will then proceed to enter your new token credentials in the drop-down/written boxes below the 'Add Two Factor Authentication Token'. It will ask you to select the Token Manufacturer, Token Issuer, Token Type, Token Name (free-text friendly name input by provider), S/N or Credential ID, and OTP. You will then click the 'Save' button at the bottom, the token is then attached to your EPCS account and can now be used in any future controlled substance script signings.

Successfully activated Token

Current Tokens

Token Name	Credential ID	Manufacturer	Issuer	Type	Model	Status	Action
iPhone 7	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	VIP	Active	Disable / Delete
Zachs iPhone	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	OTP SOFT TOKEN	Active	Disable / Delete

4. If you are activating any inactive token(s), you will click "Enable" under the action column. It will then populate the inactive token credentials below the 'Active Two Factor Authentication Token', and will just require the current OTP from the token. Click "Activate Token" once the OTP is input, and then that specific inactive token will now be active again for EPCS.

Current Tokens

Token Name	Credential ID	Manufacturer	Issuer	Type	Model	Status	Action
iPhone 7	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	VIP	Active	Disable / Delete
Zachs iPhone	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	OTP SOFT TOKEN	Inactive	Enable / Delete

[Show Deleted Tokens](#)

Add New Token

Active Two Factor Authentication Token

Token Manufacturer *

Token Issuer *

Token Type *

Token Name * ?

S/N or Credential ID * ?

OTP *

Show Clear Text

5. If you are disabling any token(s), under the action column you can click on "Disable". It will then ask you for a reason as to why you are disabling this token and you will confirm this action. The the token will then be marked as Inactive.

Current Tokens

Token Name	Credential ID	Manufacturer	Issuer	Type	Model	Status	Action
iPhone 7	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	VIP	Active	Disable

[Show Deleted Tokens](#)

[Add New Token](#)

Token **Zachs iPhone**
Reason for disabling ▼
[Disable](#) [Cancel](#)

Token has been disabled

Current Tokens

Token Name	Credential ID	Manufacturer	Issuer	Type	Model	Status	Action
iPhone 7	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	VIP	Active	Disable / Delete
Zachs iPhone	SYMC	SYMANTEC	DRFIRST	OTP SOFT TOKEN	OTP SOFT TOKEN	Inactive	Enable / Delete

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