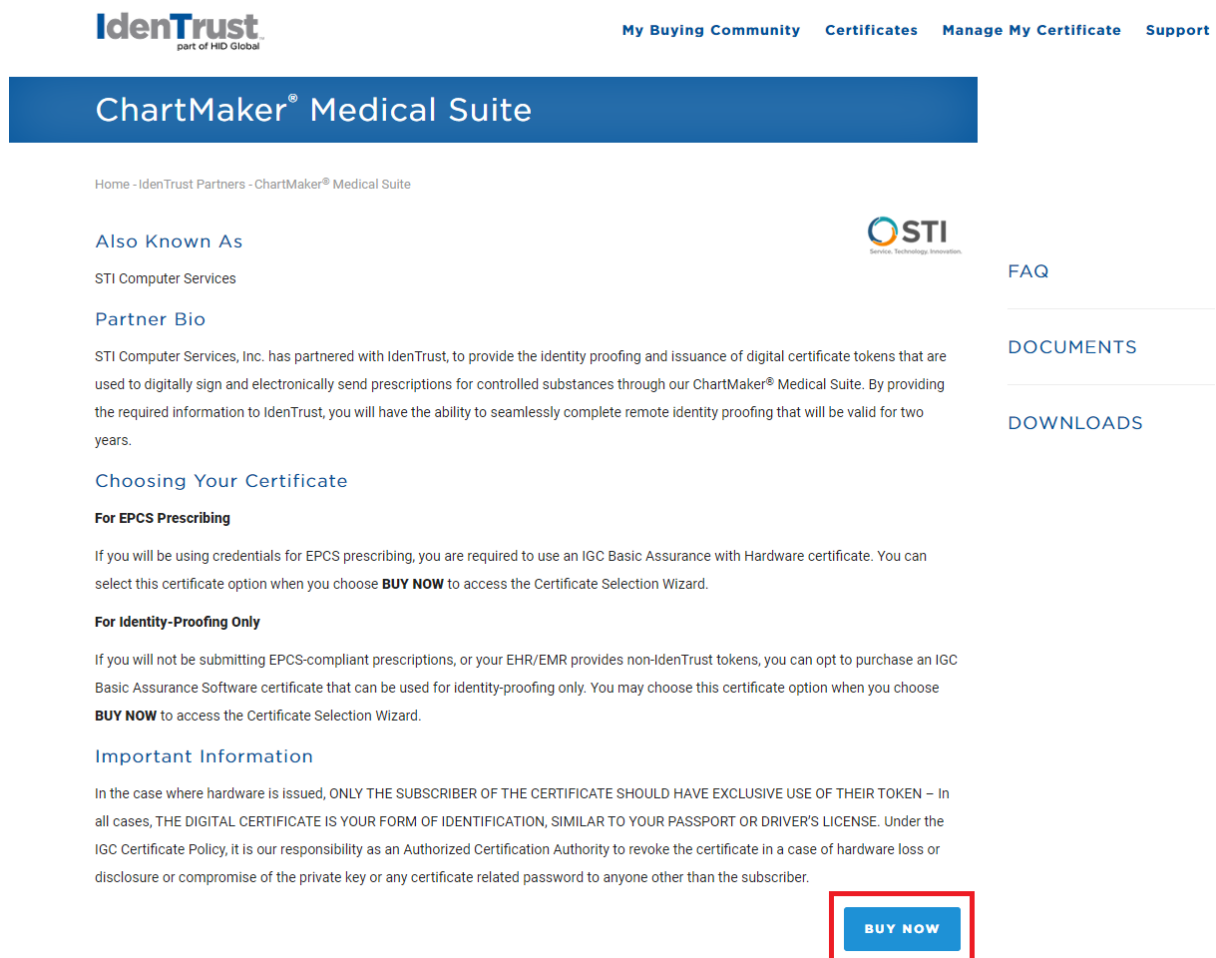


IdenTrust Identity Proofing Process (for Electronic Prescribing of Controlled Substances)

A Token must be purchased per provider intending to e-prescribe controlled substances. Additionally, the information entered when purchasing the Token must be the Token Holders (i.e. the provider).

COMPLETE PRESCRIBER IDENTITY PROOFING AND TOKEN PURCHASE

1. Access the IdenTrust site here: <https://www.identrust.com/partners/chartmaker>.
2. Scroll to the bottom of the page, and then click the **Buy Now** button.



The screenshot shows the IdenTrust ChartMaker Medical Suite website. The header includes the IdenTrust logo (part of HID Global) and navigation links: My Buying Community, Certificates, Manage My Certificate, and Support. The main heading is "ChartMaker® Medical Suite". Below this, there is a breadcrumb trail: Home - IdenTrust Partners - ChartMaker® Medical Suite. The page is divided into two columns. The left column contains sections: "Also Known As" (STI Computer Services), "Partner Bio" (describing the partnership with IdenTrust for identity proofing), "Choosing Your Certificate" (with sub-sections for "For EPCS Prescribing" and "For Identity-Proofing Only"), and "Important Information" (regarding token usage and revocation). The right column contains a sidebar with links: FAQ, DOCUMENTS, and DOWNLOADS. At the bottom right of the page, there is a blue "BUY NOW" button highlighted with a red rectangular border.

3. In the **Select A Certificate** section, select the **IGC Basic Unaffiliated Hardware – EPCS Prescribing \$109.00** option, and then click the **Next** button.

IdenTrust
part of HID Global

My Buying Community Certificates Manage My Certificate Support

Home - Help Me Choose - Select A Certificate

Select A Certificate

Please Select The Certificate Type You Would Like To Purchase

☐ IGC Basic Assurance Unaffiliated Software - Identity Proofing Only \$99.00

☒ IGC Basic Assurance Unaffiliated Hardware - EPCS Prescribing \$109.00

NEXT

4. In the **Please Select The Storage Device For Your Certificate** section, check the **HID USB Token use existing – \$0.00** option if you already have a USB Token from IdenTrust, or click the **HID USB Token – \$68.00** option if you do not have a USB Token, and then click the **Next** button.

IdenTrust
part of HID Global

My Buying Community Certificates Manage My Certificate Support

Home - Help Me Choose - Select Validity and Hardware Options

Please Select The Certificate Validity Period

☒ 2 Year - \$109.00

Please Select The Storage Device For Your Certificate

☒ HID USB Token use existing -\$0.00

☐ HID USB Token -\$68.00

BACK NEXT

5. In the Verify Your Selections area, review the items selected and if correct, click the **Buy Now** button.



Home - Help Me Choose - Verify Your Selections

Verify Your Selections

IGC Basic Assurance Unaffiliated Hardware - EPCS

Prescribing

2 Year

HID USB Token

Certificate \$109.00

Storage \$68.00

Total \$177.00

Free USPS shipping within
the U.S. Additional fees may apply
for shipping outside of the U.S.
Expedited delivery is available.

State sales tax may apply in
CA, CO, FL, TX, UT and VA

BUY NOW

6. In the Application Step 1 of 4 page, enter any **Voucher** information in the corresponding field, if applicable, and then click the **Next** button.

IdenTrust
part of HID Global

Application Step 1 of 4 **Overview** **Your Info** **Payment** **Forms**

Apply for your IGC Basic Assurance Unaffiliated Hardware 2 Year Certificate

Your certificate is a form of identification used within the IdenTrust Global Common Certificates Program. Let's go over the steps you will need to complete:

- 1. Apply**
Complete the Online application, supplying personal information which we will use to establish and confirm your identity. ?
- 2. Get Verified**
The information you provide will be checked against independent data sources to verify your identity. Verification generally takes **3 to 5 days** from the day we receive your application.
- 3. Retrieve Your Certificate**
This phase consists of generating your keys for use. This phase begins once you have received your retrieval kit. ?

Voucher, if you have one

Hardware Type Selected
HID USB token \$68.00

Selected Program Affiliation
CHARTMAKER

Customer Support

- HelpDesk@IdenTrust.com
- 800.748.5360 (within the US)
- 801.924.8140 (outside the US)
- Hours: M-F, 1am-6pm Mountain Time

Chat with us

7. In the Application Step 2 of 4 page, fill out your information, your account password, security questions, and then click the **Next** button.

IdenTrust
part of HID Global

Application Step 2 of 4 Overview **Your Info** Payment Forms

Your Information

The information you provide will be used to confirm your identity. **Only your full name and e-mail address will appear in your certificate.**

First Name *

Middle Initial

Last Name *

Home Phone *

Office Phone

Office Phone Extension

E-mail Address *

Social Security # *

###-##-####

Date of Birth *

MM / DD / YYYY

Photo ID Type*

Choose One

Photo ID #*

Photo ID State*

Choose One

Photo ID Expiration*

month / year

Find Your Mailing Address

Start typing your mailing address

Or enter your address here

Home Address Line 1 *

Apt #, Suite, Floor (optional)

City *

State *

Choose One

Postal Code *

Is the Postal Service able to deliver to this address?

☒ Yes ☐ No ☐ Not sure

Verify Delivery Address ?

Card Number *

Expiration Date *

month / year

NOTE: Your card will not be charged.

Account Password ?

Account Password *

Confirm Account Password *

Security Questions ?

Security Question 1 *

Choose One

Answer 1 *

Security Question 2 *

Choose One

Answer 2 *

Security Question 3 *

Choose One

Answer 3 *

CANCEL

« BACK

NEXT »

Certificate

IGC Basic Assurance
Unaffiliated Hardware 2 Year
Certificate

Services

2 Years \$109.00

Hardware

HID USB token \$68.00

Customer Support

- HelpDesk@IdenTrust.com
- 800.748.5360
(within the US)
- 801.924.8140
(outside the US)
- Hours: M-F, 1am-6pm
Mountain Time

Chat with us

8. In the Application Step 3 of 4 page, fill out your payment information, shipping option, check the subscriber agreement, and then the **Submit Application** button.

IdenTrust
part of HID Global

Application Step 3 of 4 [Overview](#) [Your Info](#) [Payment](#) [Forms](#)

Payment

Please select your payment type:

☒ Credit Card ☐ Voucher ☐ Order Number

Credit Card Information

* Indicates required fields

Card Holder Name *

Card Number *   

Card Security Code *

Expiration Date *
month / year

Billing Address *

Billing Address 2

City *

State
Choose One

Postal Code *

Country *
United States

Coupon Code, if you have one
SIT2014-12-11-0001 [APPLY](#)

Shipping

Shipping of Activation Letter *
FedEx Ground — \$0.00 USD

Your FedEx Account (optional)

IMPORTANT: Expedited shipping only applies to the activation letter after your application has been verified and approved. The process of verifying your information cannot be expedited.

Subscriber Agreement

Please read the [Subscriber Agreement](#) and [Privacy Policy](#). Before continuing you must accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

☐ By clicking in the box to the left, you indicate that you have read and that you accept the terms and conditions of the [Subscriber Agreement](#) and [Privacy Policy](#).

If you do not accept, do not click the box and instead click "Cancel" below.

[CANCEL](#) [« BACK](#) [SUBMIT APPLICATION »](#)

Certificate

IGC Basic Assurance
Unaffiliated Hardware 2 Year
Certificate

Services

2 Years \$109.00

Hardware

HID USB token \$68.00

Shipping

FedEx Ground \$0.00

Total

\$177.00

Customer Support

- HelpDesk@IdenTrust.com
- 800.748.5360
(within the US)
- 801.924.8140
(outside the US)
- Hours: M-F, 1am-6pm
Mountain Time

Chat with us

9. In the Application Step 4 of 4 page, follow the directions and complete any additional information as needed, and then click the **Finish** button.
10. You most likely will receive several emails from IdenTrust after completing the enrollment process: a payment confirmation, a registration approval, and a request to verify your email address. Be sure to follow the instructions for verifying your email and enter any verification codes, as needed.