EXOSTAR®

ProviderPass
One-Time-Password Hardware Token Instructions

As part of the Drug Enforcement Agency's (DEA) requirements to enable EPCS (Electronic Prescribing of Controlled Substances), providers are required to successfully complete an identity-proofing event and use Two-Factor Authentication to sign prescriptions. Exostar's *ProviderPass* will allow you to meet these requirements by completing our identity proofing and Token binding process and then utilizing the included One-Time-Password (OTP) Hardware Token to digitally sign prescriptions.

<u>Hardware OTP Token</u>
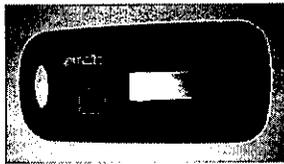
Front panel & OTP button   Back panel with Serial # and
Hardware specifications

The following steps outline the process you need to follow to activate your *ProviderPass* Token:

The Token serial # is required for the binding step so be sure you have your Token on-hand before you begin.

Step 1 – Navigate to the Token activation area of your EHR or ePrescribing system: Follow the steps outlined in your system for activating your Token and the *ProviderPass* service. Depending on your EHR or ePrescribing system, you may receive a license key to use to activate your token or your system may store this license key for you. Please consult your EHR or ePrescribing system for specific instructions.

Step 2 – Complete Identity Proofing: In order to activate your Token, you will be required to undergo Identity Proofing. Two Identity Proofing options are provided. If you are a U.S. resident, you will start with **Knowledge-Based Proofing**. If you are a non-U.S. resident, you will be directed **to Live Video Proofing**.

- **Knowledge-Based Proofing** using Experian will prompt you to verify personal information and related questions. If Experian successfully identifies you and you answer the questions correctly, you will proceed to the Token Binding step. If you responded incorrectly to questions then a Token activation code will be mailed to your residence (3-4 day delivery).

- **Live Video Proofing** using Webcam will be required when Experian is unable to identify you based on the information provided or if you are not a U.S. resident. An Exostar Proofing Agent completes the live Video Proofing process and provides a Token Binding activation code once successful proofing is completed.

  Once the Token Binding activation code is received you can proceed to the Token Binding step.

Step 3 – Token Binding. Navigate to the Token activation area of your EHR or ePrescribing system. Once you complete Identity Proofing, you will either be redirected to the Token binding process or receive a Token activation code. Note that the binding process involves entering the Token's Serial number as well as two one-time passwords (by clicking the Token OTP button).

For detailed instructions, please access your system's user guide Token registration/activation Process.

Token Warranty
For a period of thirteen (13) months from the date of your purchase, Exostar warrants that your token will materially conform to the specifications furnished with your token. If Exostar determines that your token fails to conform to the specifications, and the failure occurs within the warranty period, then a replacement token will be sent. If the failure occurs outside of the warranty period, a replacement token can be purchased.