

NABP Verify Program: North Carolina Hurricane Helene Relief Efforts - Out of State Licensed Pharmacists

Current NABP Verify Subscribers: You will need to obtain a North Carolina Hurricane Helene Verify credential specific to this emergency response by following the steps below. You are not required to take any additional steps with the NC Board of Pharmacy via their licensure gateway.

- 1. Go to https://dashboard.nabp.pharmacy/#/login.
- 2. Click on the *Individual or Business Customers* tile.
- 3. Sign in to your NABP e-Profile.
- 4. Click on the **NABP Verify** program tile.
- 5. Select Add a New State Credential on the Verify program landing page.
- 6. Complete the review of your state licenses.
- 7. On the Credential Selection page, select North Carolina-Hurricane Helene.
- 8. Complete the rest of the application process until you are prompted that the new credential has been added.
- 9. You will receive an email confirming the addition of this new credential.
- 10. NABP will be updating the North Carolina Board of Pharmacy on a daily basis with those that have obtained the Hurricane Helene Verify credential. You may confirm by viewing the current <u>List of Emergency NC Verify Holders</u> on the NC board website at the NC <u>Helene Relief & Recovery</u> page.

New NABP Verify Program Applicants: Registration and Coupon Code Redemption Procedures

Below are the procedures to obtain and redeem a Verify coupon code that will be provided by NABP staff. This coupon code will cover all costs of license monitoring by NABP Verify for the duration of the Hurricane Helene emergency in North Carolina.

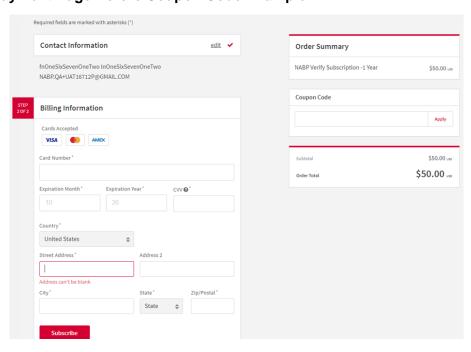
- Contact NABP Customer Engagement staff:
 - Online at <u>nabp.pharmacy/help</u>, then select *Live Chat* located on bottom right of page.
 - b. Email us at help@nabp.pharmacy.

^{**} If your current Verify monitoring subscription expires during this emergency period, you will need to follow the procedures below to continue using the Verify program for the Hurricane Helene relief effort in North Carolina.

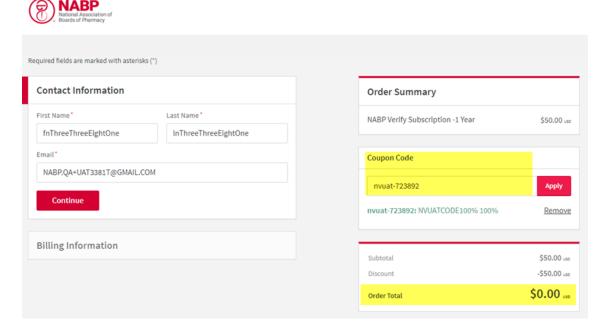
- 2. Once the NABP team has validated you are a licensed pharmacist with an NABP e-Profile, we will provide you with a unique discount code for use during the NABP Verify application process.
- 3. Go to https://dashboard.nabp.pharmacy/#/login.
- Click on the Individual or Business Customers tile.
- Sign into your NABP e-Profile.
- Click on the NABP Verify program tile.
- 7. Click Subscribe to NABP Verify.
- 8. Review your current states of licensure on file with NABP.
- 9. On the Credential Selection page, select North Carolina-Hurricane Helene.
- 10. Complete the remaining application steps.
- 11. A check out screen will appear and will require the input of a credit card and billing address.
 - **Please Note: The payment page will require you to enter your credit card information; however, it will NOT be charged if you also correctly enter the coupon code. Both forms of payment must be entered. The total amount charged should show \$0. Then click "Subscribe."
- 12. Insert the code distributed to you by NABP staff into the coupon code field. For redemption:
 - a. Be sure to carefully type in the coupon code.
 - b. Clear any spaces before or after the code in the coupon field.
 - Check that you are seeing the full screen and not using a partial screen to ensure you are seeing all of the fields and prompts
 - d. Once you hit "apply," the code will reduce the Order Total payment amount to \$0.00.

Please note: If you experience difficulty with the code, <u>contact our customer</u> <u>engagement department</u> instead of proceeding with the purchase of \$50.00.

Payment Page Before Coupon Code Example



Payment Page After Coupon Code Example (Order Total is \$0.00)



- 13. Once you click Subscribe, you will see a confirmation page.
- 14. Once your application has been reviewed and approved, you will receive an email from NABP to the address listed on your e-Profile. You may additionally want to check your spam folder if you do not see an email. If an email has not yet been received, it means your application is still under review.
- 15. Upon approval, you can go back to your e-Profile Individual Services Page and click on the upper right corner of the page and then My e-Profile Information. Click on the NABP Verify tab near the bottom to retrieve your state credential and monitoring subscription information.
- 16. You will also receive an email from our contracted vendor, *Open Badges*, with a URL to a digital badge that can provide a real-time status of your NABP Verify monitoring subscription and issued state credentials. You can share your credentials from the URL in this email, or the link will always be available in your e-Profile (desktop or mobile app).
- 17. NABP will be updating the North Carolina Board of Pharmacy on a daily basis with those that have obtained the Hurricane Helene Verify credential. You may confirm by viewing the current <u>List of Emergency NC Verify Holders</u> on the North Carolina board website at the North Carolina <u>Helene Relief & Recovery</u> page.
- 18. If you have additional questions, contact our customer engagement department.
- 19. Answers to frequently asked questions about NABP Verify can be found on NABP's website.