

ID.me Identity Proofing Registration

- 1 Once you click on Continue, you will be prompted for your Security Account login/password which is the ePrescribe login id and password you just created

Congratulations on completing Step 1 of the Veradigm ePrescribe Registration!

In order to send prescriptions electronically you will need to complete our identity proofing process through our trusted vendor ID.me

Before You Proceed:

- Download and install the **ID.me Authenticator** app from the application store associated with your smart phone (Apple Store or Google Play).
- Be sure that your smart phone* (or tablet) has a functioning camera and browser that can receive text messages
- Once you begin the ID.me identity proofing registration, you **will need** the following information
 1. Your ePrescribe User ID and Password that you just created
 2. Your individual email address (group/shared emails are NOT allowed)
 3. Either your Drivers License or Passport
 4. Your Social Security Number

Continue

* This must be the same device you will always use to generate the passcodes when prescribing controlled substances.

ID.me Authenticator App



- 2 Enter your ePrescribe User Name and Password and click Login.

Allscripts®
Security Account Login

Username
Username is Required

Password
Password is Required

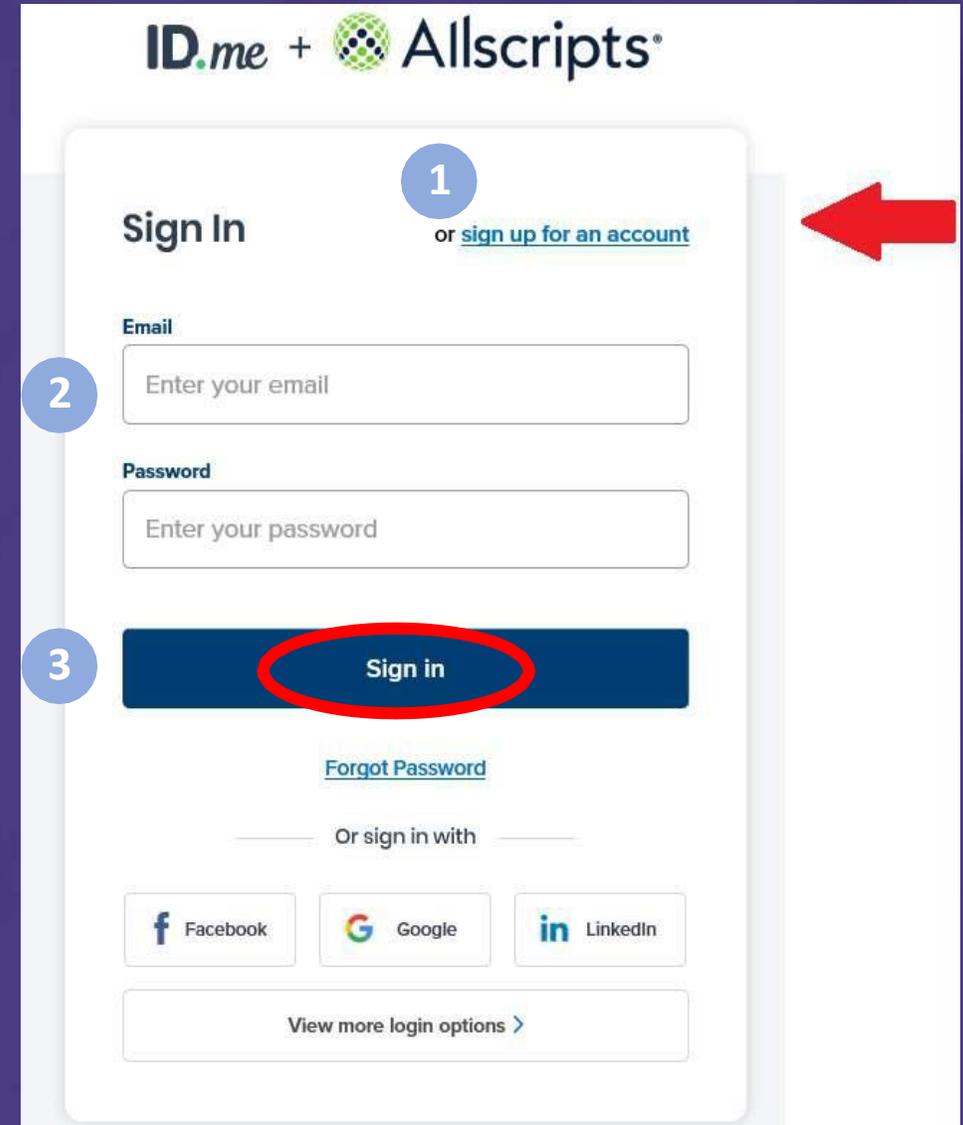
Forgot Password ?

Log In

Create your ID.me Account

After entering in your login & password, a new tab will open with the ID.me Setup Workflow.

- 1 Click “Sign Up for an account” to create your ID.me Account
- 2 Enter your individual email address and create a password to sign up for an ID.me account. Remember ...
 - Group or shared emails are not allowed
 - Your email address will be your username to log into ID.me
- 3 After clicking on the “Sign Up For and Account” you will receive 2 emails from ID.me:
 - one welcoming you to ID.me and
 - one to confirm your email address



The screenshot shows the ID.me + Allscripts Sign In page. At the top, the text "ID.me + Allscripts" is displayed. Below this, the "Sign In" heading is followed by a link "or [sign up for an account](#)". A red arrow points to this link. The page features two input fields: "Email" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password". A blue "Sign in" button is highlighted with a red circle. Below the button is a "Forgot Password" link. Further down, there is a section for "Or sign in with" featuring buttons for Facebook, Google, and LinkedIn. At the bottom, there is a "View more login options >" link. Numbered annotations are present: a blue circle with "1" is next to the "Sign In" heading; a blue circle with "2" is next to the "Email" input field; and a blue circle with "3" is next to the "Sign in" button.

Welcome email from ID.me

Go to your email (e.g. Outlook) and locate the first email from hello@id.me with the Subject: Welcome to ID.me

From: ID.me <hello@id.me>
Sent: Tuesday, March 19, 2019 3:12 PM
To:
Subject: Welcome to ID.me

Welcome to ID.me

It's our privilege to have you as one of our members.

You're receiving this email because you signed up for an ID.me account on 03/19/2019 at Allscripts.
ID.me is a digital identity platform that simplifies how you prove and share your identity online, helping keep your information safe.

To change your ID.me account settings, [click here](#).

If you have any questions, or just want to say hello, you can reach us here: help@id.me

We're glad you're a part of the ID.me family.

Thanks!
Your ID.me Team

Confirm your email

Go to your email (e.g. Outlook) and locate the email from hello@id.me with the Subject: ID.me - Please confirm your email address

From: ID.me <hello@id.me>
Sent: Tuesday, March 19, 2019 3:12 PM
To: .
Subject: ID.me - Please confirm your email address

ID.me

Confirm your email address



Please click on the button below to confirm your email.

Confirm your email

Or copy and paste this link into your browser:

<https://api.id.me/en/confirmations/a8e04b0985168a99968eb8623cdd84a4/complete?code=443110>

Please note that this link will expire in 15 minutes.

If you did not sign up for ID.me or received this email by mistake, please contact help@id.me.

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ID.me + **Allscripts**



Your email has been confirmed!

Thank you for confirming your email.

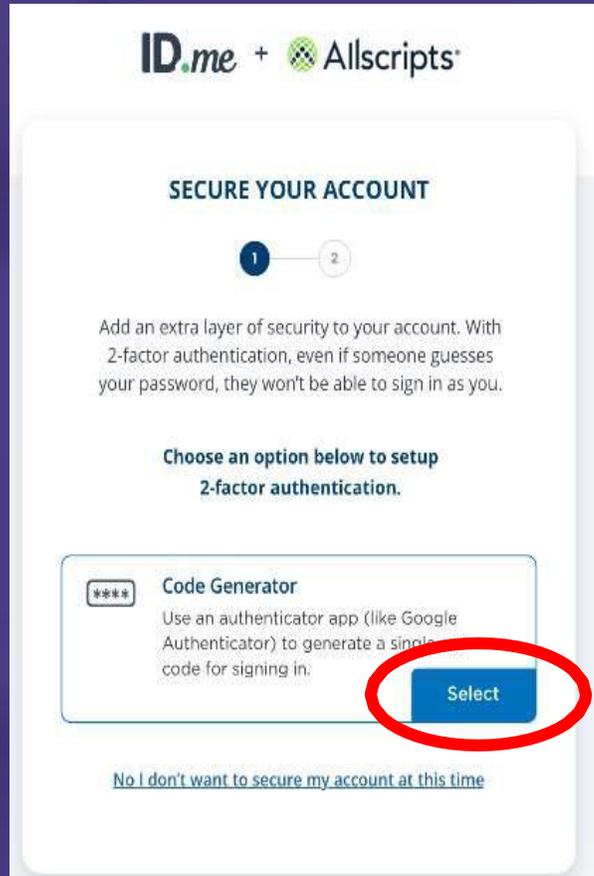
PLEASE RETURN TO THE OTHER BROWSER WINDOW
OR TAB TO CONTINUE WITH ALLSCRIPTS.

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

After clicking **Confirm** you will see this response. Return back to your browser to complete the registration

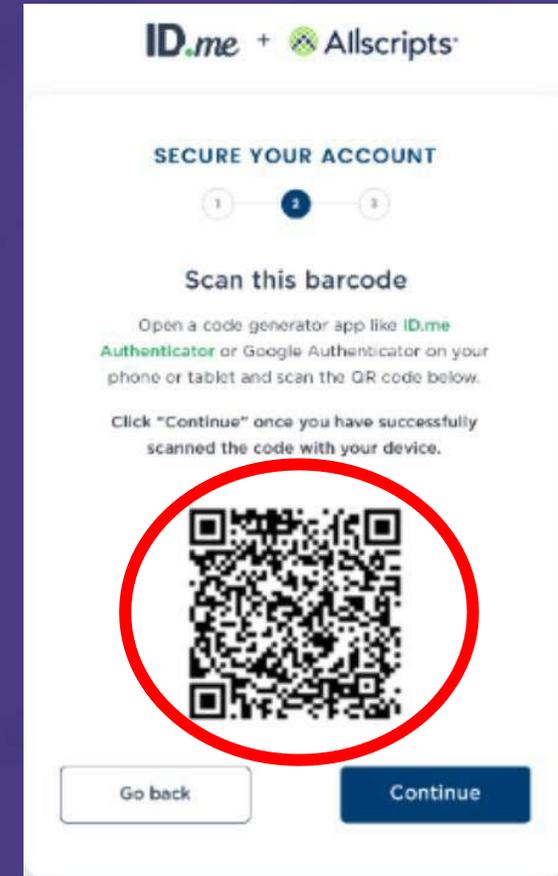
Setting up the Code Generator

After confirming your email, return to the ID.me Setup workflow in your browser to continue the enrollment to secure your account. Click the **Select** button in the **Code Generator** box. The Code Generator (Id.me Authenticator app on your smart device) is used for your 2 Factor Authentication passcode for EPCS prescriptions



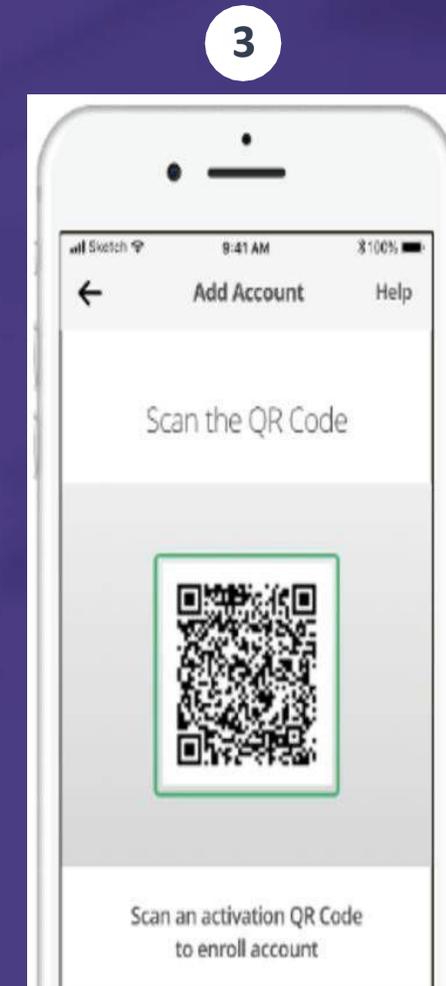
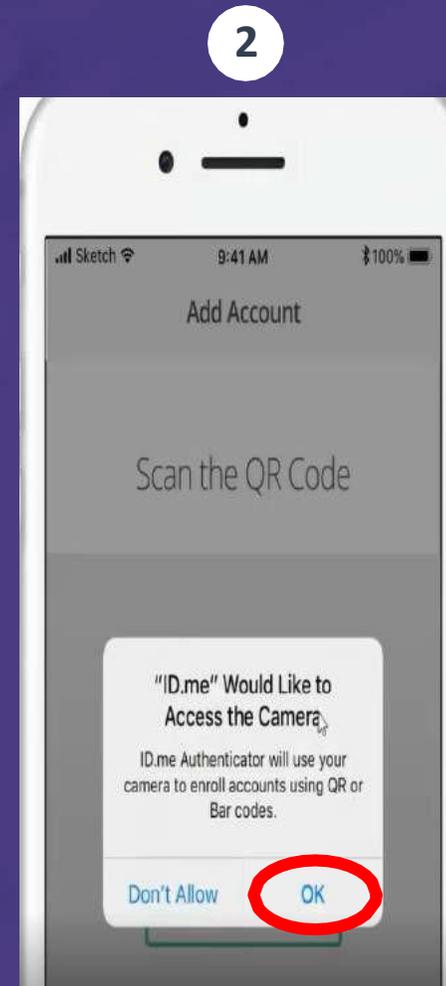
After clicking Select, you will see a QR bar code displayed on the screen

DO NOT CLICK CONTINUE YET



Setting Up Your 2 Factor Authentication

- 1 Open the ID.me app on your smart phone and click the '+' sign in the upper right corner of the screen to scan the QR code
- 2 Click OK to allow ID.me to access your phone's camera
- 3 Position the phone over the QR code on enrollment screen.
 - As soon as the phone is positioned correctly the app will grab the code



Confirm Your Device

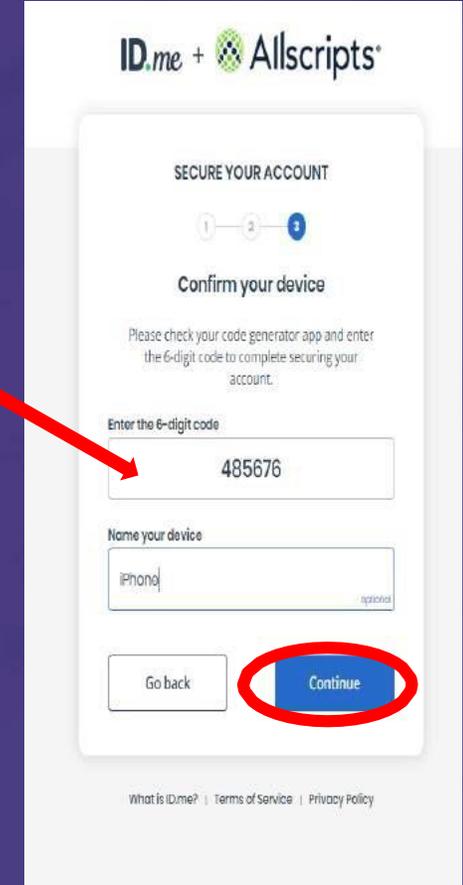
- After capturing the QR code, the ID.me app will generate a 6-digit code to be used to confirm your phone/tablet
- Return to your ID.me Setup workflow on your browser and enter the 6-digit code
- Click **Continue**

NOTE: The ID.me code generated will expire in 30 seconds. If you do not enter in correctly, then return to the app to get the new code. (a new code is automatically generated every 30 seconds)

ID.me Authenticator App on your phone

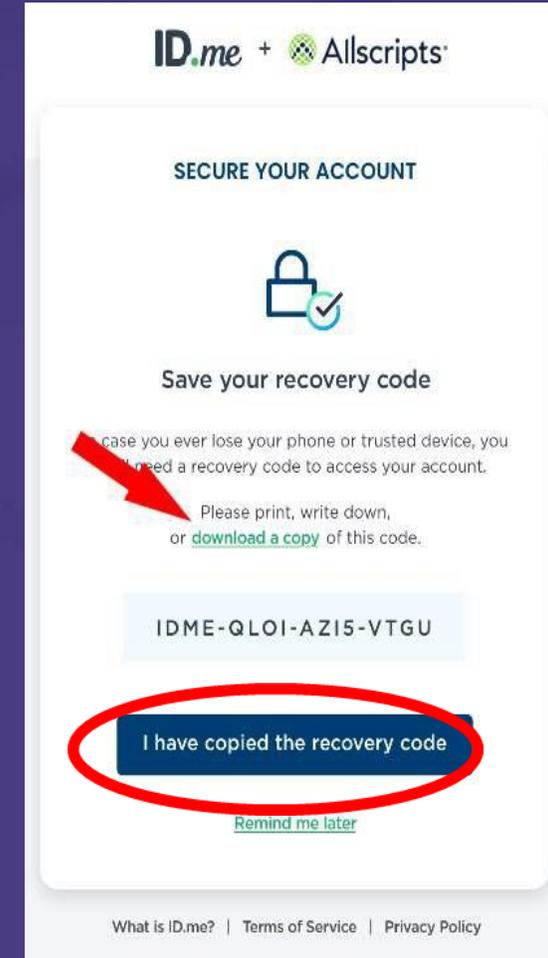
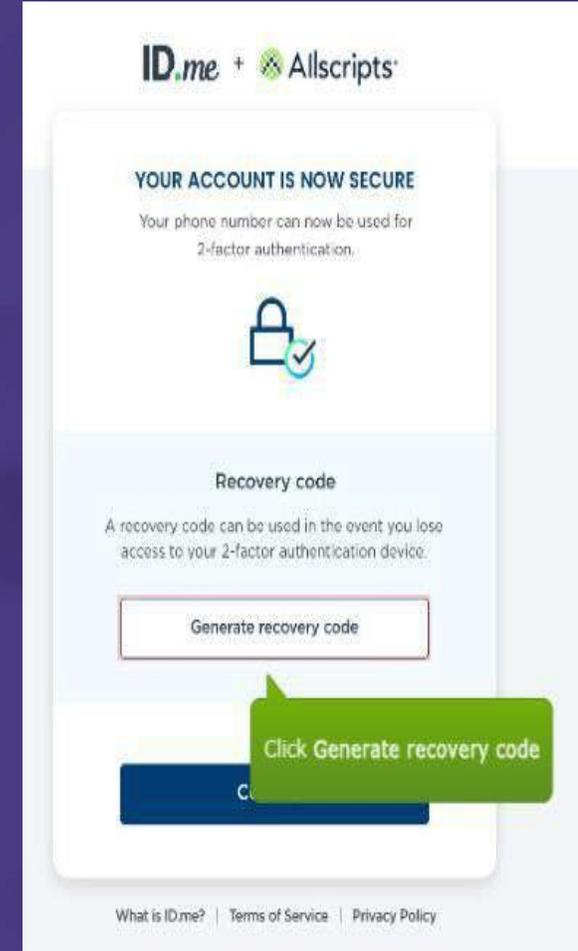


ID.me Setup in your browser



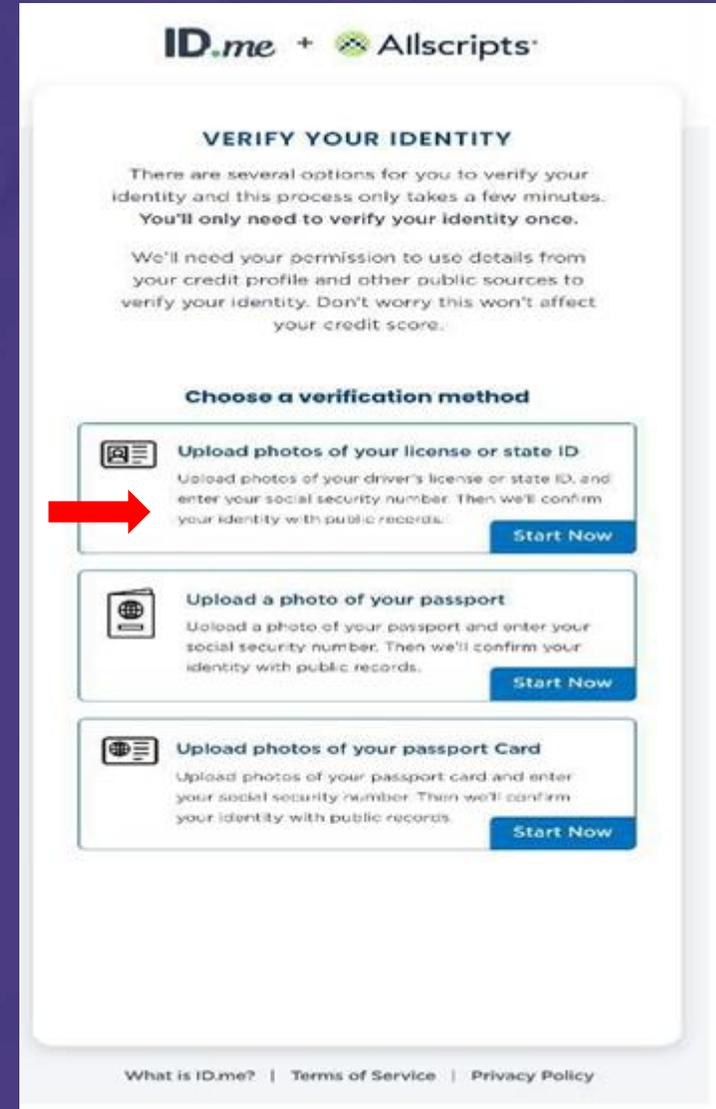
Recovery Code

- Your account is now secure
- Click *Continue* to generate a Recovery Code
- **IMPORTANT:** Either print out, write down or download and save the recovery code in a “safe place”. You will need this code to access ID.me if you change or lose your phone
- Click *I have copied the recovery code*



Start Identity Proofing Process

- From the ID.me Setup on your browser, click **Continue**
- Select one of these methods for verifying your identity
 - Upload photos of your license or state ID (recommended)
 - Upload a photo of your passport
 - Upload photos of your passport Card
- Click the  button for the method you prefer



The screenshot shows the ID.me + Allscripts identity verification interface. At the top, the logos for ID.me and Allscripts are displayed. Below them, the heading "VERIFY YOUR IDENTITY" is followed by a paragraph explaining that there are several options to verify identity and that it only takes a few minutes. A sub-heading "Choose a verification method" is followed by three options, each with a "Start Now" button. A red arrow points to the first option, "Upload photos of your license or state ID".

ID.me + Allscripts

VERIFY YOUR IDENTITY

There are several options for you to verify your identity and this process only takes a few minutes. You'll only need to verify your identity once.

We'll need your permission to use details from your credit profile and other public sources to verify your identity. Don't worry this won't affect your credit score.

Choose a verification method

 **Upload photos of your license or state ID**
Upload photos of your driver's license or state ID, and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)

 **Upload a photo of your passport**
Upload a photo of your passport and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)

 **Upload photos of your passport Card**
Upload photos of your passport card and enter your social security number. Then we'll confirm your identity with public records. [Start Now](#)

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Verifying your Identity

Note: In the following we will take you through the process based on selection of the “Upload photos of your License” verification method (the most popular)

After clicking on the Start Now button next to “Upload photos of your license” method:

- Click ***Take photo with your phone***

Note:

1. You will need a mobile device that can receive text messages and can be used to upload your photo
 2. The device should be registered in your name
- Enter your mobile phone number and click ***Continue***

The screenshot shows the 'VERIFY YOUR IDENTITY' screen. At the top, there is a progress indicator with five steps, where step 1 is highlighted. Below this, the text reads 'Choose how to submit photos'. A blue box contains instructions: 'In order to verify your identity, please make sure:' followed by three numbered points: 1) Your document is up to date and valid, 2) Your document is clear and readable, and 3) Take the photo on a well-lit flat surface. Below the instructions is a dark blue area with a white box containing a person icon and a date field 'MM/DD/YYYY' with a green '1' next to it. At the bottom, a blue button with a camera icon and the text 'Take a picture with my phone' is circled in red.

The screenshot shows the 'VERIFY YOUR IDENTITY' screen. At the top, there is a progress indicator with five steps, where step 1 is highlighted. Below this, the text reads 'Take photos with your phone'. The instructions say: 'Enter your mobile phone number, and we'll text you a link to take photos of your document.' A text input field for the phone number is circled in red. Below the field, it says 'YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.' At the bottom, there are two buttons: 'Back' and 'Continue'.

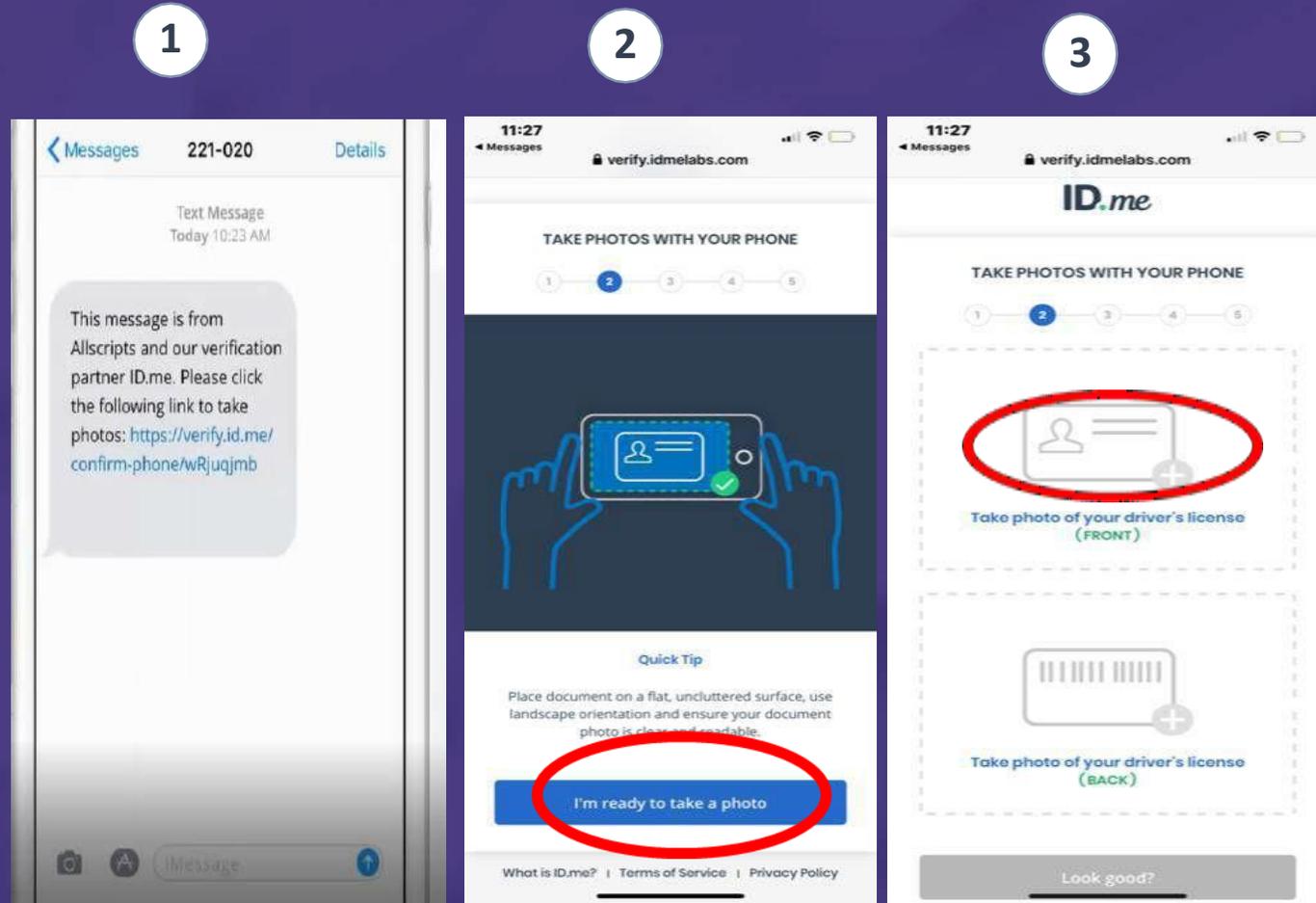
Taking a photo of your Driver's License

1 You will receive a text message with a link that will allow you to take photos of your ID

- Click on that link within the text message

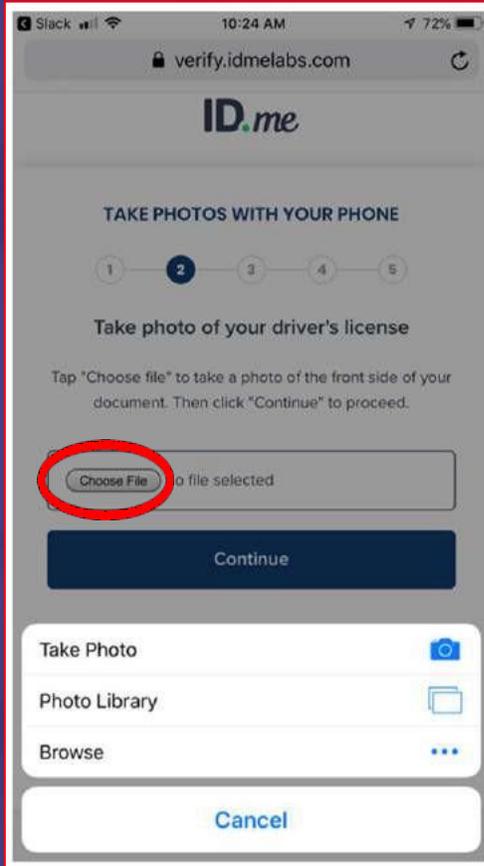
2 Once you Click, *I'm ready to take a photo* (review the *Quick Tip*)

3 Click on the green + sign to take a photo of the Front of your Drivers License.



Taking a photo of your Driver's License

4



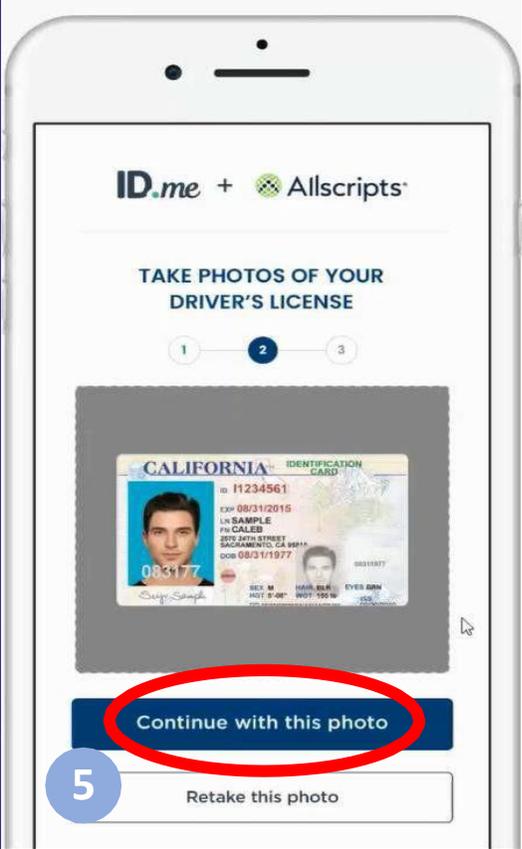
4 Click on **“Choose File”**

- Then take a picture of the front of your license or state ID using the camera on your smart device



Taking a photo of your Driver's License

- 5 Click *Continue with this photo*
- 6 Click the "+" *Take photo of license (Back)*

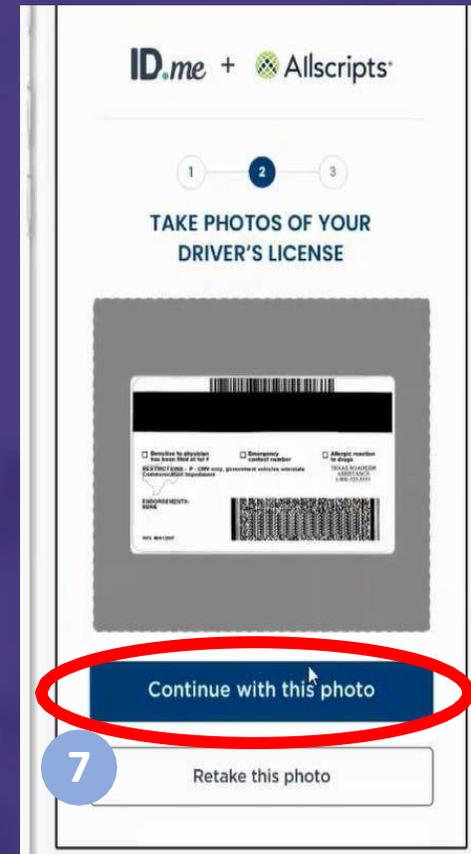


Verify your photo

Take a picture of the back of your license using your smart device camera



7 Click the *Continue with this photo* button



Verifying your Identity

8 Verify that your photos are clearly displayed on your smart device, and then click **Look good?**

9 You will get confirmation that your license or state ID is uploaded

Now return to the ID.me Setup workflow on your browser for the final steps in the verification process!



ID.me will verify the mobile device number matches the number in your credit profile or mobile carrier

10 Select Smartphone with a web browser and select Continue

11 Enter in your mobile phone number and select continue

ID.me + Allscripts®

10 VERIFY YOUR IDENTITY

1 2 3 4 5

Enter your phone number

We'll verify your identity by making sure the phone number you enter matches the number in your credit profile, or we'll check your mobile carrier.

Select the phone type you have

If you have a smart phone with a web browser, we'll text you a link you can open. If you don't have a smart phone, we'll call you.

Smartphone with a web browser

Home or cell phone without a web browser

WE CAN'T SUPPORT VIRTUAL OR INTERNET PHONE SERVICES LIKE SKYPE AND GOOGLE VOICE RIGHT NOW.

Back Continue

Enter your phone number

We'll verify your identity by making sure the phone number you enter matches the number in your credit profile, or we'll check your mobile carrier.

11 Select the phone type you have

If you have a smart phone with a web browser, we'll text you a link you can open. If you don't have a smart phone, we'll call you.

Smartphone with a web browser

Home or cell phone without a web browser

Mobile Phone *

(908) 591-7486

Home Phone

() - - - - - Optional

WE CAN'T SUPPORT VIRTUAL OR INTERNET PHONE SERVICES LIKE SKYPE AND GOOGLE VOICE RIGHT NOW.

Back Continue

Enter Your SSN and Link ID.me account to Allscripts Security Account

12 In the ID.me Setup on your browser, enter your **social security number**, and then click **Continue**.

Confirm your information on the next screen and then

13 Select **Fair Credit Reporting Act (FCRA)** check box

14 Click **Continue**



ENTER YOUR SOCIAL SECURITY NUMBER

Your Social Security Number is needed to verify your identity. We will never reveal your personal information without your permission.

Social Security Number

10

Continue

Go back

What is ID.me? | Terms of Service | Privacy Policy

Gender Male

Birth date 08/30/1972

Current home address EDIT

Street address 123 Main Avenue Southwest

City AnyCityName

State CA

Zip code 11111

Phone EDIT

Mobile phone number (123) 456-7890

11 I attest that the information I have provided is correct and accept the use of Fair Credit Reporting Act data to verify my identity.

What is the Federal Fair Credit Reporting Act? ^

We'll need your permission to see information in your credit profile as part of our verification process. The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information from consumer reporting agencies.

[Learn more about the FCRA.](#)

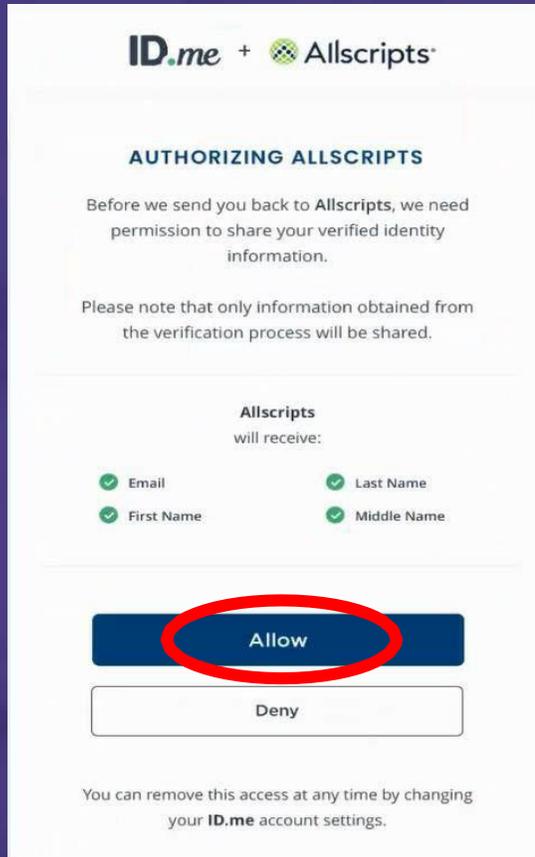
[Close](#)

Back

12

Continue

Verification Process Completion



After you follow the authentication steps, you must then link your ID.me account to your AllscriptsSecurity Account to complete the enrollment process. Click **Allow**.

You will be navigated back to the CSP management screen. Your ID.me account has been assured at a level 3 and has successfully linked to your Allscripts account.

