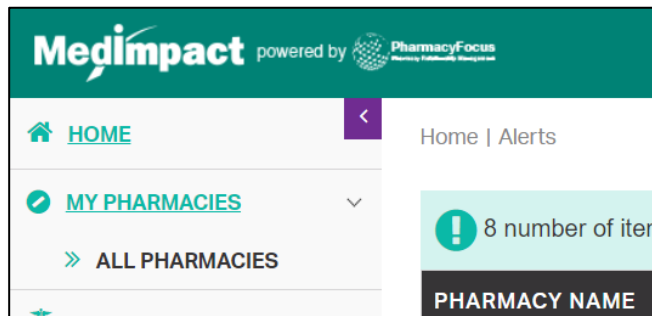


If your pharmacy is going through a change of ownership, this request **must be submitted and approved in NCPDP** (<https://sso.ncdpd.org/>) before your pharmacy can go through the change of ownership process on the MedImpact Pharmacy Portal.

1. Login to your account using your NCPDP credentials – <https://pharmacy.medimpact.com>

If you need assistance with credentials, please fill - <https://pharmacy.medimpact.com/Assistance/Index>

2. Click on **All Pharmacies** from the home page.

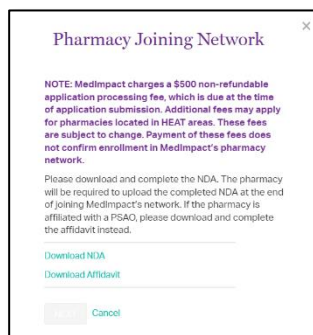


- All the pharmacies you have access to, will be listed here.
- You can search for a specific pharmacy using the **simple** or **advanced** search tools.

3. From the list of pharmacies, click **Join Network** for said pharmacy.

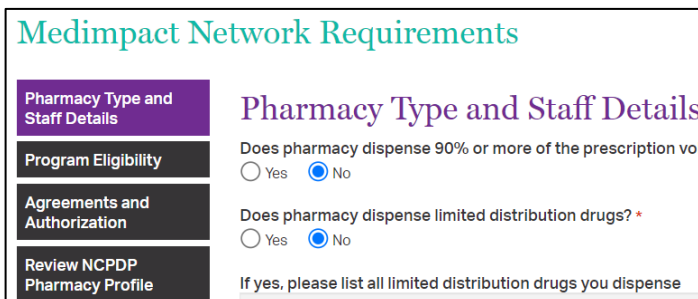
PHARMACY NAME	STORE NUMBER	NCPDP ID	NPI	MAIN PHONE	ADDRESS	LAST UPDATE DATE	ACTION
South Street Pharmacy		1234567	1992035182	7272401341	123 South St	03/12/2020	Join Network

4. Download the **MedImpact Non-Disclosure Agreement (NDA)** or **MedImpact Affidavit**



- Independent pharmacies should download the NDA. Pharmacies affiliated with a PSAO should download the Affidavit.
- You will be required to upload the completed NDA or Affidavit later in the enrollment process.

5. Complete the **MedImpact Network Requirements**



- Use the section labels on the left to navigate through MedImpact required data and documentation.
- **Agreements and Authorization** will require a Power of Attorney (POA) when a change of ownership occurs.
- Please also upload completed NDA or PSAO Affidavit from **Agreements and Authorization** section.
- **Review NCPDP Pharmacy profile** and if needed click on the link provided in this section to navigate to and update any data on accessonline portal.

6. Once all required data and documentation is complete, **Certify and Sign**

Select if the pharmacy is **affiliated** with a PSAO, or **independent**.

Note: Do not select independent if you are, or plan on being affiliated with a PSAO. This will not speed up the process of being in network with MedImpact.

Enter your **Title**, **Name** and **Today's Date** click **Submit**

7. Clicking on Submit would open the payment module. Certain exceptions apply.

Update the email address where you would like to receive the payment receipt and click on Proceed to Payment.

8. Enter your credit or debit card details and click on Pay \$500 (+applicable merchant fee) button. Click Yes on Payment Surcharge dialog to complete the payment. You may click No and choose to use a different card. Most credit cards incur an additional 3.5% surcharge. Debit cards do not incur a fee.

The image shows a payment form for MedImpact. At the top left is the MedImpact logo. Below it are logos for VISA, Mastercard, American Express, Discover, and PayPal. There is a red-bordered input field for the Card Number with a red error message below it that says "Card Number is required". Below the card number field are two input fields: "Expiration Date(MMY)" and "CVV2". Below these are two more input fields: "Address1" and "Postal Code". At the bottom of the form is a grey button that says "PAY \$500 (+APPLICABLE MERCHANT FEE)".

The image shows a dialog box titled "Payment Surcharge". The text inside reads: "There is a 3.5 % Merchant Fee added for all credit card payments. If you select 'Yes' you authorize MedImpact to apply this surcharge to your payment. If you select 'No' you do not want to pay the 3.5 % Merchant Fee, you may choose to use a Debit Card instead and no fee will be added." At the bottom of the dialog box are two buttons: a green "YES" button and an orange "No" button.

Once the payment is complete and application is submitted, MedImpact will review your request to join the MedImpact network, and either approve or deny the request.

*If all mandatory information is not complete, the request to re-join the Network through change of ownership **will not** be submitted to MedImpact. Any missing mandatory data and/or documentation will be listed when you click **Submit**. Complete the list of missing mandatory data and/or documentation, then **Submit** again once completing the list of missing requirements.*