

1. Navigate to the MedImpact Pharmacy portal by typing <https://pharmacy.medimpact.com/> into address/URL bar in browser
2. Type in your **NCPDP Username and Password** under the NCPDP User tab

- Your login credentials for the MedImpact Pharmacy portal should be the same as your NCPDP login credentials
- If you do not have NCPDP login credentials please request NCPDP login credentials at pharmacyhelp@ncdpd.org

3. Click **Sign In**

- Check the **Remember Me** box if you want this site to remember your log in credentials in the future

4. If you forget your password:

Step 1 – Click **Forgot Password**

Step 2 – Fill in required fields, and click **Send**

- Both the Username and Registered Email must be complete in order to request password
- Password will be sent to registered email address
- If Username and/or Registered Email do not match, or do not exist in the system, nothing will be sent

5. If you forget your username

Step 1 – Click **Forgot Username**



Step 2 – Fill in required fields, and click **Next**

A screenshot of a web form titled "NCPDP Forgot Username". It features the SSO and NCPDP logos at the top. Below the logos are four input fields labeled "First Name*", "Last Name*", "E-Mail*", and "Phone*", each with a small eye icon to its right. At the bottom of the form is a green button labeled "NEXT", which is highlighted with a red border.

- First Name, Last Name, E-Mail, and Phone must be complete to click to the next screen, and request username
- If these fields do not match/exist in NCPDP system, you will not be able to click to next screen

Step 3 – Fill in required fields and click **Next**

A screenshot of a web form titled "Email Exists in NCPDP System.". It features the SSO and NCPDP logos at the top. Below the logos, the text "Email: janedoe@example.com" is displayed. Underneath are two input fields labeled "NCPDP ID*" and "FEIN #*", each with a small eye icon to its right. At the bottom of the form is a green button labeled "NEXT", which is highlighted with a red border.

- NCPDP ID and FEIN # must be complete to click to the next screen, and request username
- If these fields do not match/exist in NCPDP system, you will not be able to click to next screen

Step 4 – View username, and click **Ok**

A screenshot of a dialog box titled "Show User Name". It features the SSO and NCPDP logos at the top. Below the logos, the text "Your Username is:" is followed by "JaneDoe@pharmacy.com". At the bottom right of the dialog is a blue button labeled "Ok", which is highlighted with a red border.

- Clicking **Ok** after viewing your username, returns you to landing page, prompting you to login