

# 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

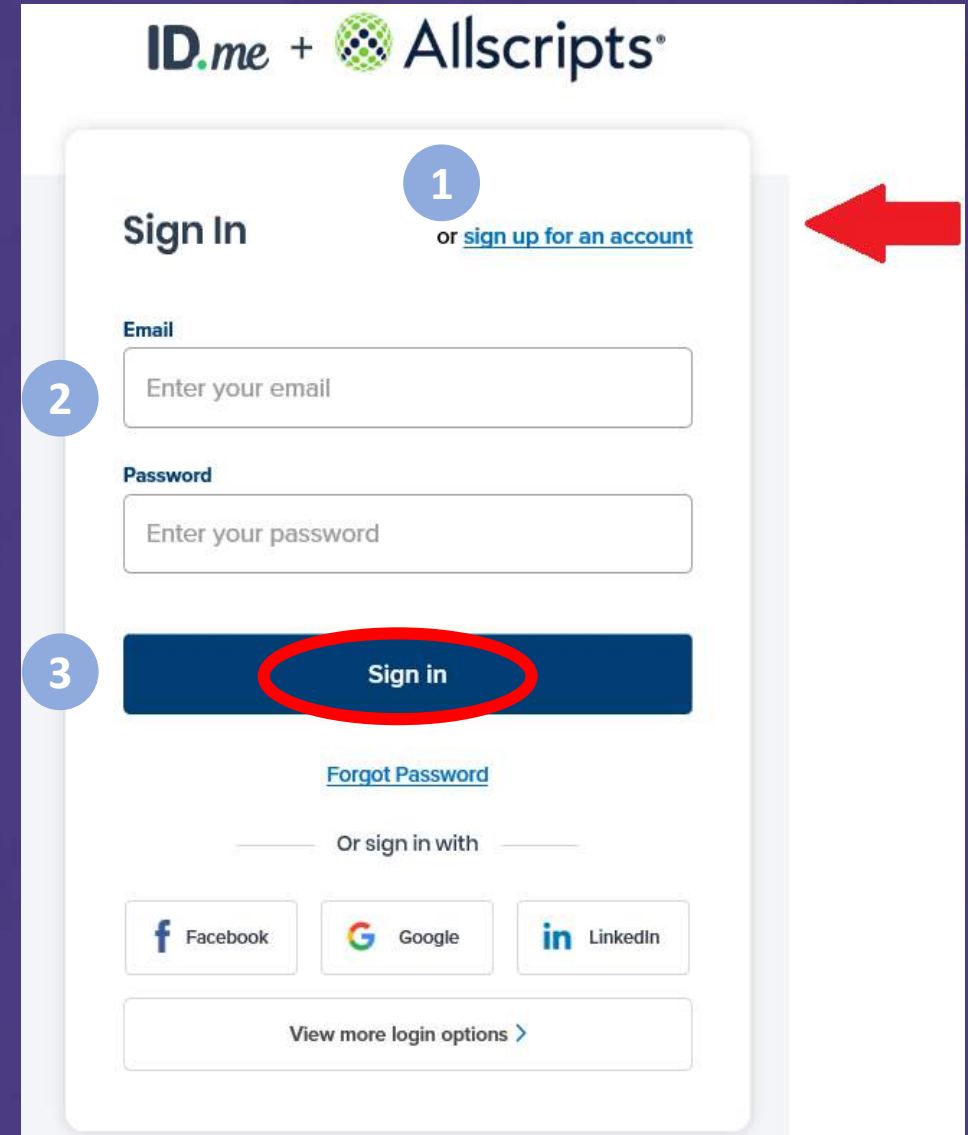


- 2 Enter your ePrescribe User Name and Password and click Login.

# 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. It features a white card on a dark blue background. At the top, the logos for ID.me and Allscripts are displayed. The page is annotated with three numbered steps in blue circles: 1 points to the 'Sign In' header and the 'or sign up for an account' link; 2 points to the 'Email' input field; and 3 points to the 'Sign in' button, which is also circled in red. A large red arrow points from the right towards the 'or sign up for an account' link. Below the sign-in options, there is a 'Forgot Password' link, a section for 'Or sign in with' featuring Facebook, Google, and LinkedIn buttons, and a 'View more login options >' link at the bottom.

ID.me + Allscripts®

1 Sign In or [sign up for an account](#)

2 Email  
Enter your email

Password  
Enter your password

3 Sign in

[Forgot Password](#)

Or sign in with

f Facebook G Google in LinkedIn

[View more login options >](#)

# Welcome email from ID.me

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

**From:** ID.me <[hello@id.me](mailto: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](#).

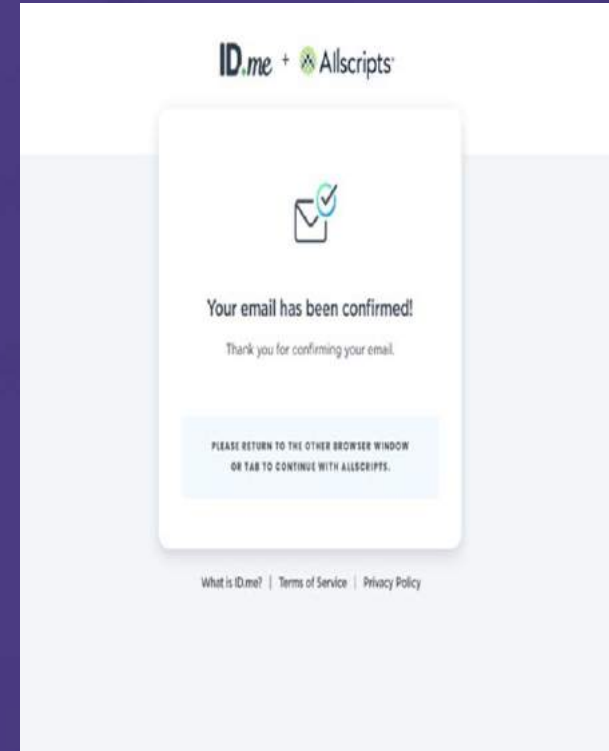
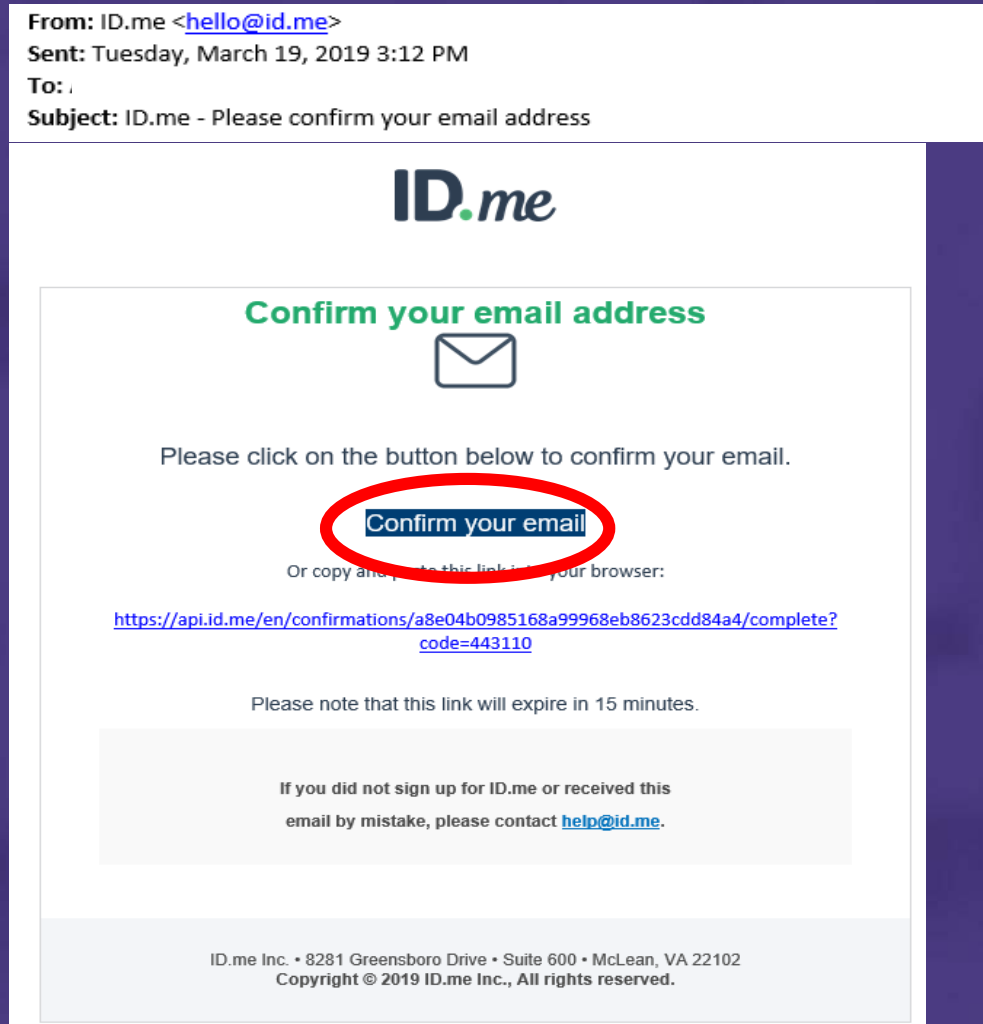
If you have any questions, or just want to say hello, you can reach us here: [help@id.me](mailto:help@id.me)

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

Thanks!  
Your ID.me Team

# Confirm your email

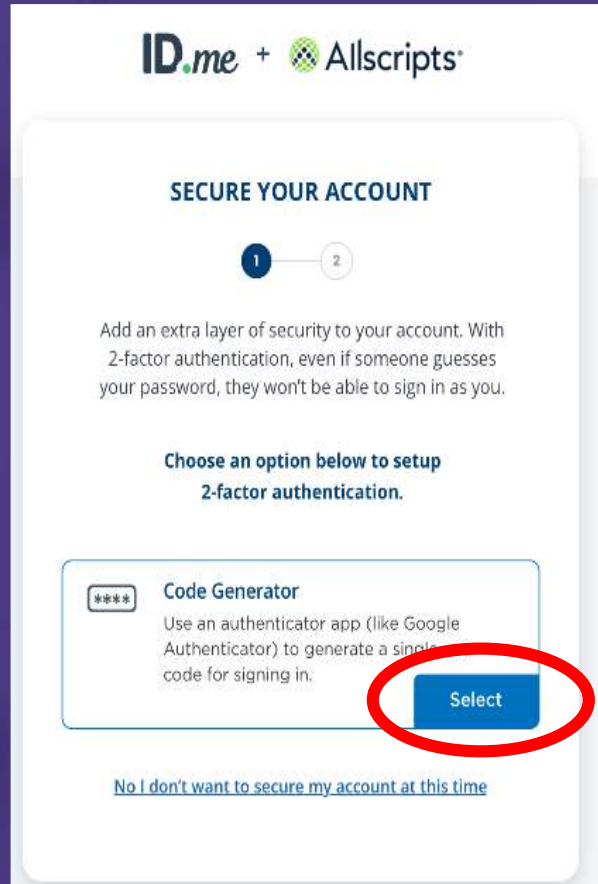
Go to your email (e.g. Outlook) and locate the email from [hello@id.me](mailto:hello@id.me) with the Subject: ID.me - Please confirm your email address



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

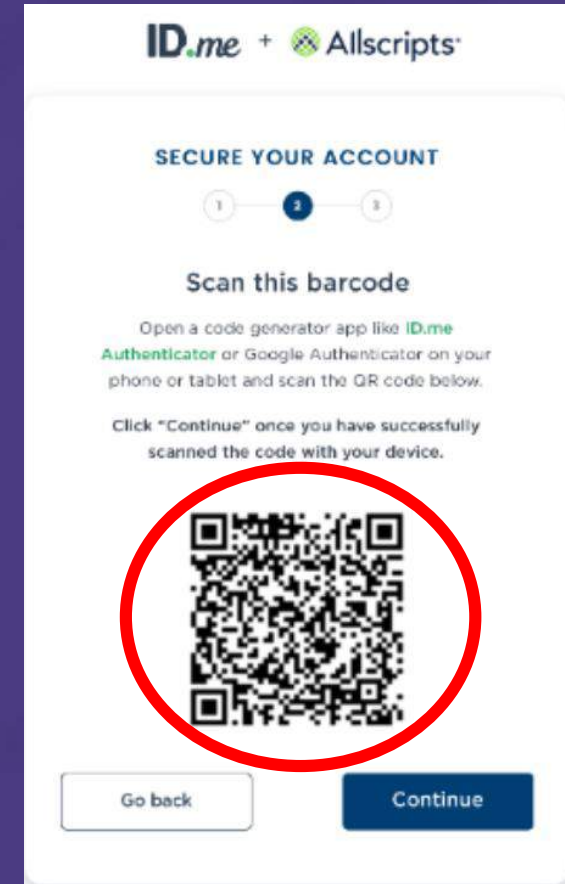
# Setting up the Code Generator

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



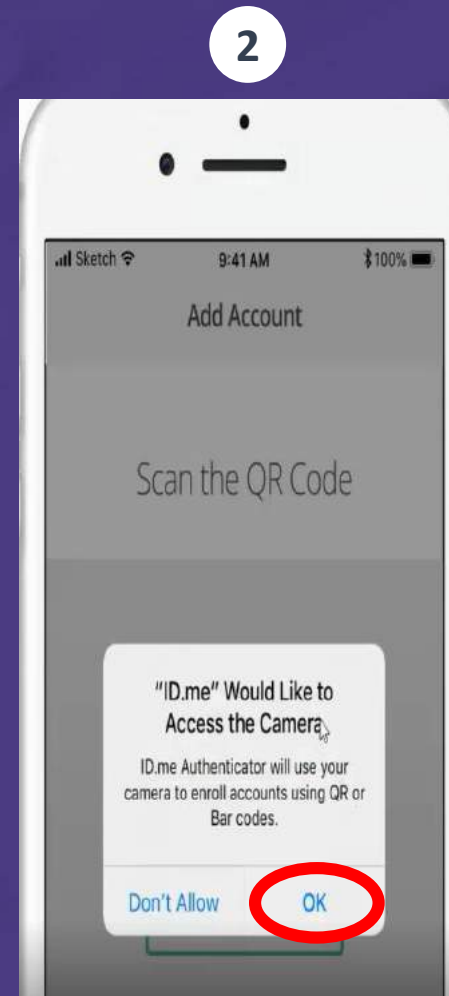
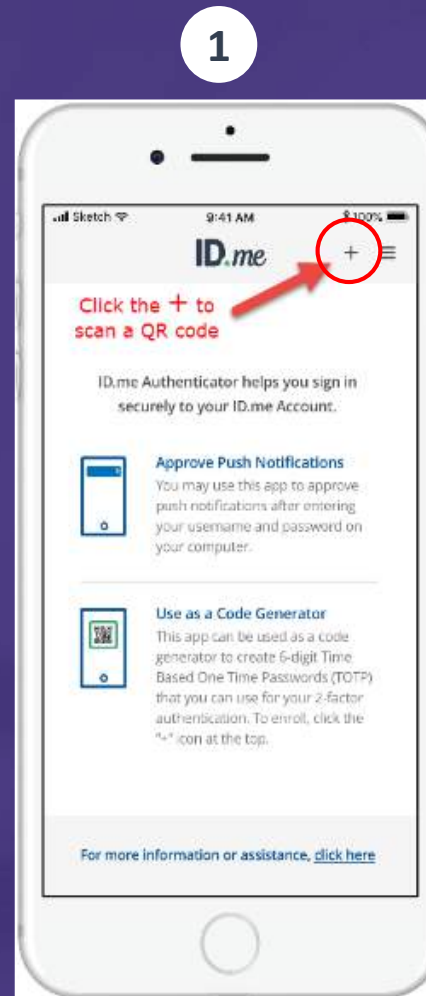
After clicking  
Select, you will  
see a QR bar  
code displayed  
on the screen

*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



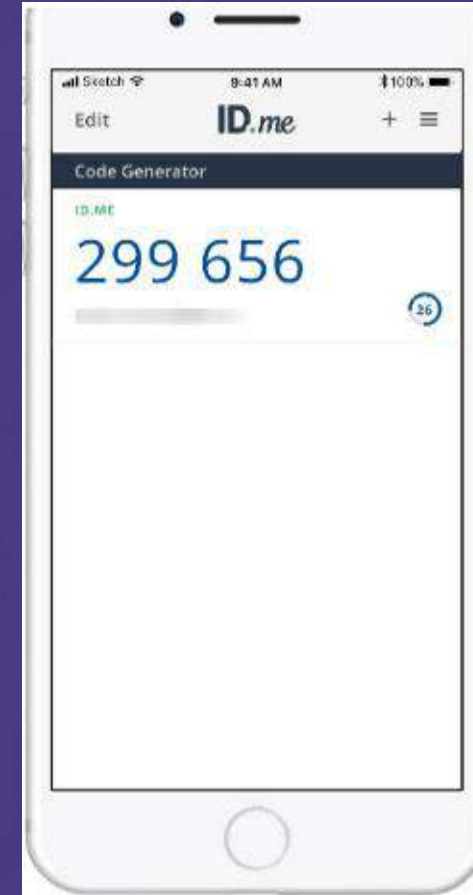


# Confirm Your Device

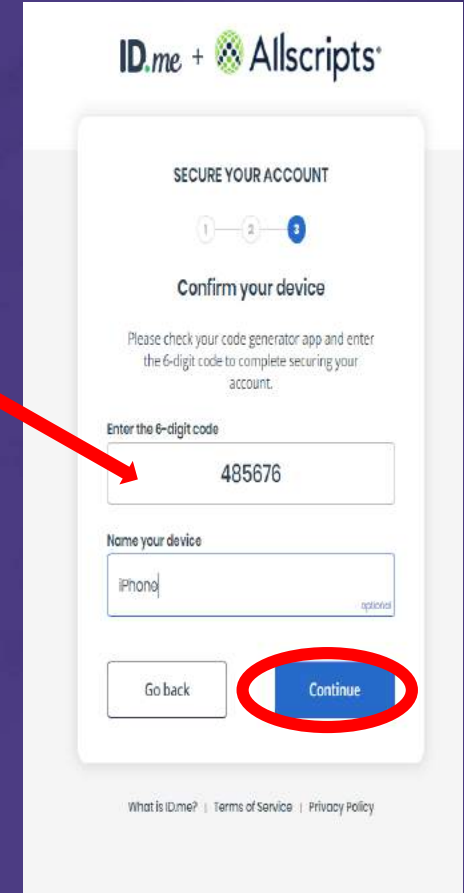
- After capturing the QR code, the ID.me app will generate a 6-digit code to be used to confirm your phone/tablet
- Return to your ID.me Setup workflow on your browser and enter the 6-digit code
- Click **Continue**

**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

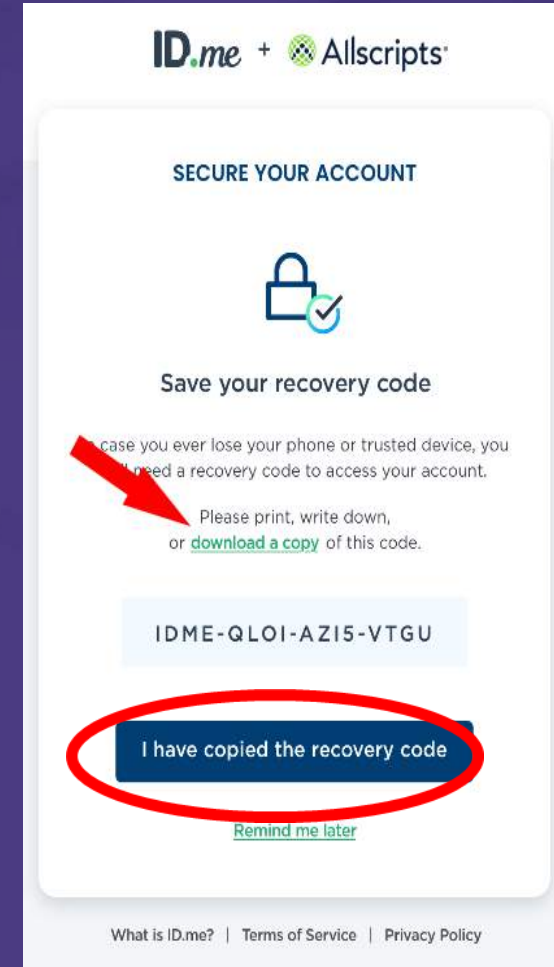
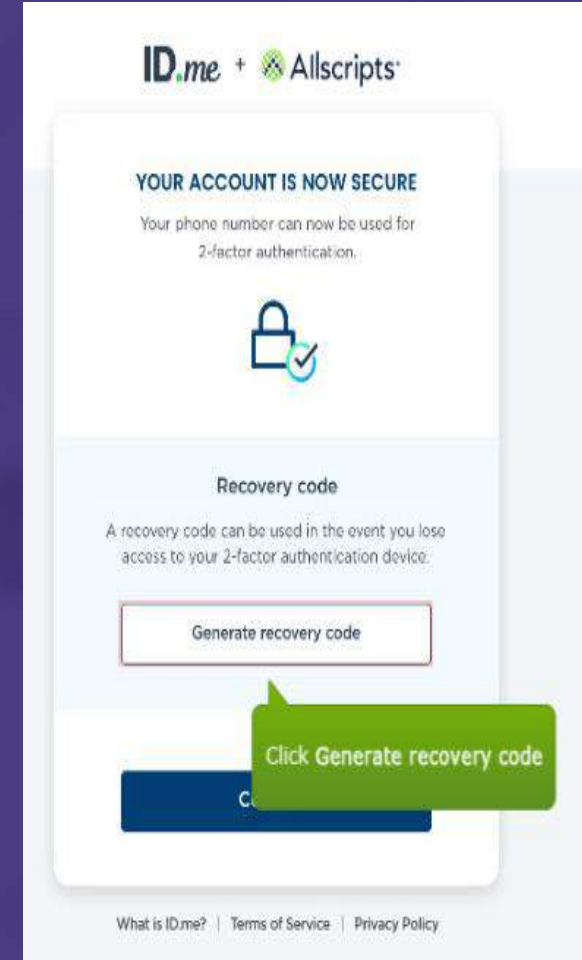


ID.me Setup  
in your browser




# Recovery Code

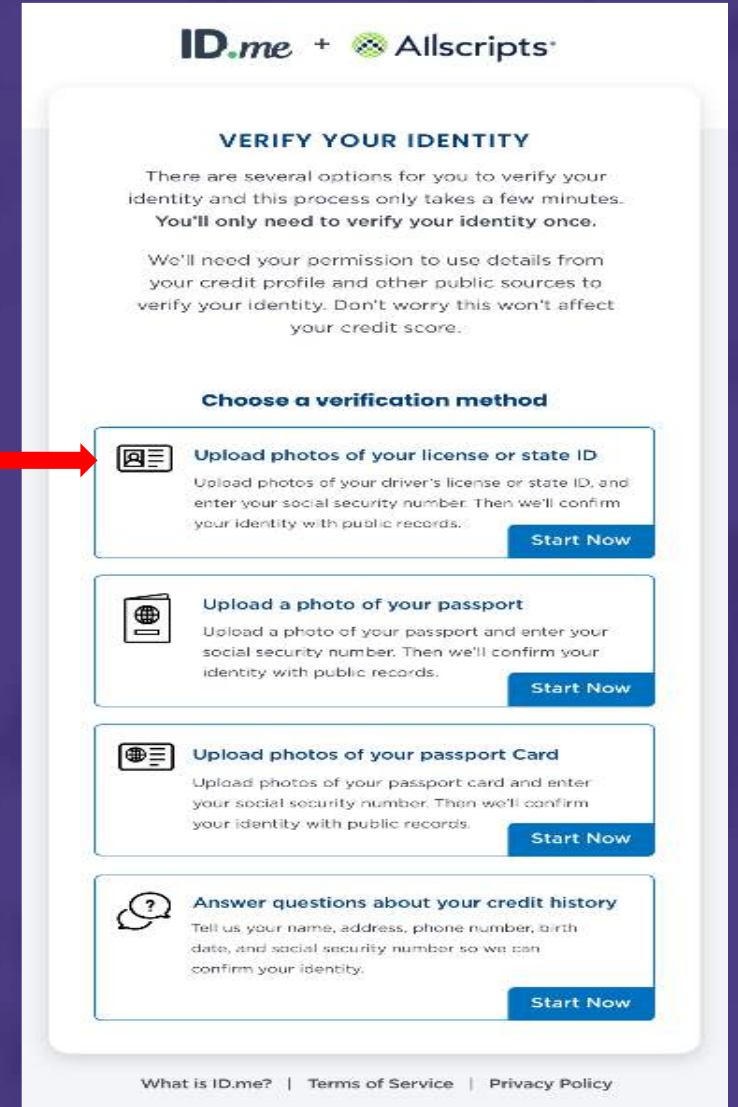
- Your account is now secure
- Click ***Continue*** to generate a Recovery Code
- **IMPORTANT:** Either print out, write down or download and save the recovery code in a “safe place”. You will need this code to access ID.me if you change or lose your phone
- Click ***I have copied the recovery code***





# 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
  - Answer questions about your credit history
- Click the  button for the method you prefer







**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](#)
-  **Answer questions about your credit history**  
Tell us your name, address, phone number, birth date, and social security number so we can confirm your identity. [Start Now](#)

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

# 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 with a progress bar at the top. Step 1 is selected. The heading is 'Choose how to submit photos'. Below it, a note says 'In order to verify your identity, please make sure:'. Three instructions follow: 1) Your document is up to date and valid, 2) Your document is clear and readable, 3) Take the photo on a well-lit flat surface. Below the instructions is a dark blue box with a white outline of a document and a camera icon, with a green circle '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 with a progress bar at the top. Step 2 is selected. The heading is 'Take photos with your phone'. Below it, text says 'Enter your mobile phone number, and we'll text you a link to take photos of your document.' A text input field with a red outline and a red circle around it is labeled 'Enter your mobile phone number'. Below the field, a note says 'YOUR MOBILE PHONE MUST HAVE A CAMERA AND A WEB BROWSER.' At the bottom, there are 'Back' and 'Continue' buttons. The footer contains links for 'What is ID.me?', 'Terms of Service', and 'Privacy Policy'.

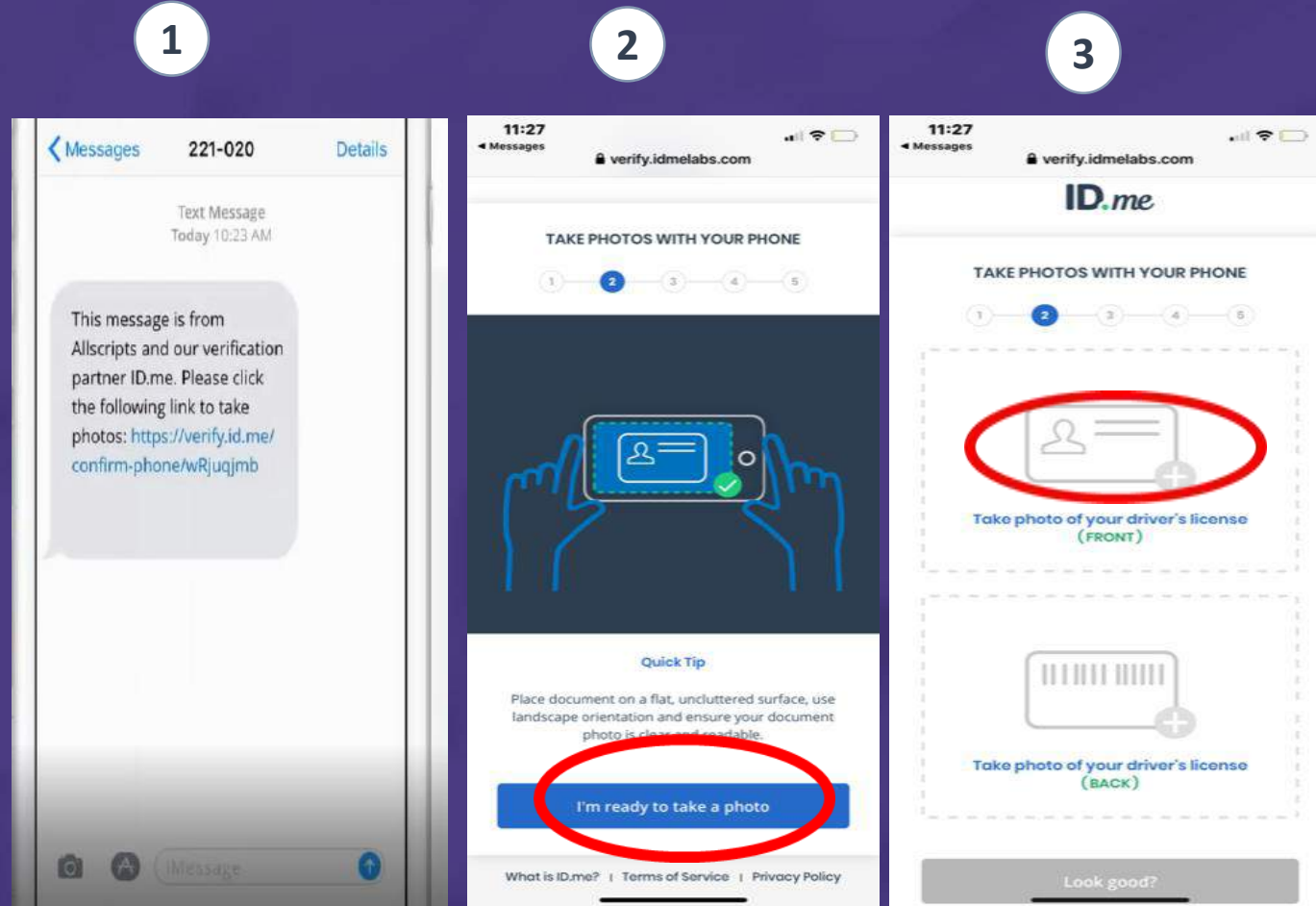
# Taking a photo of your Driver's License

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.

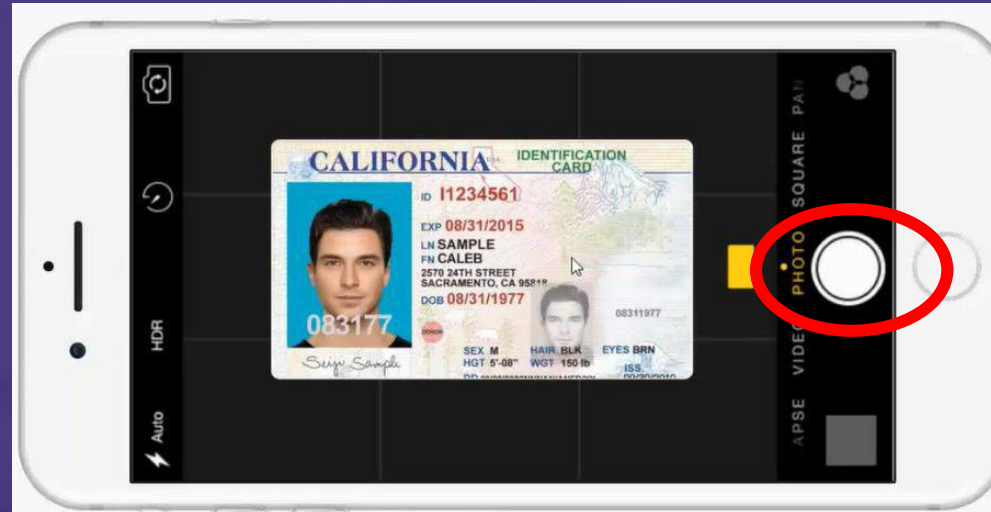
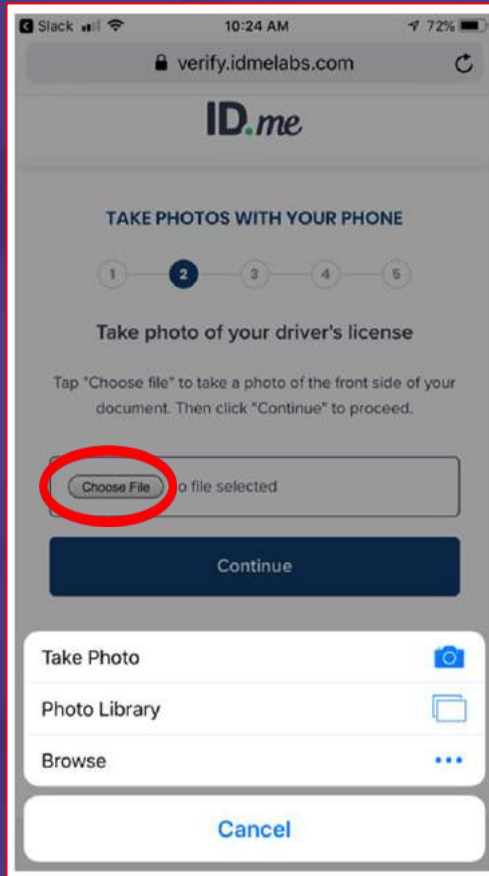


# Taking a photo of your Driver's License

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)*

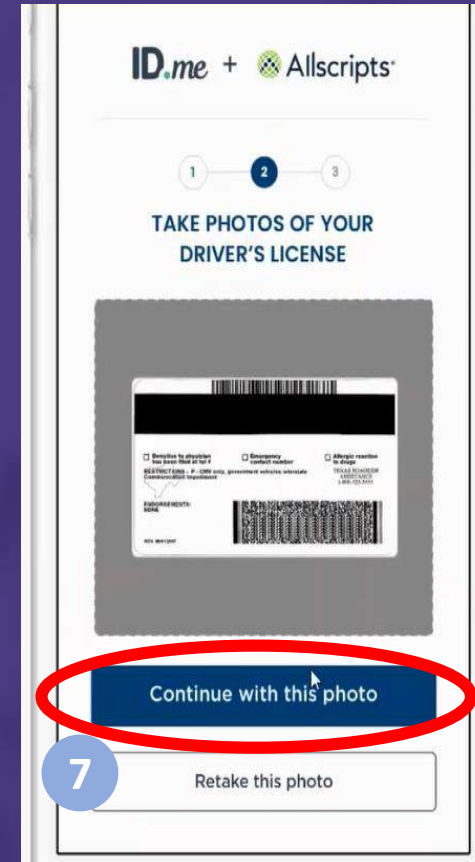


# Verify your photo

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



7 Click the *Continue with this photo* button



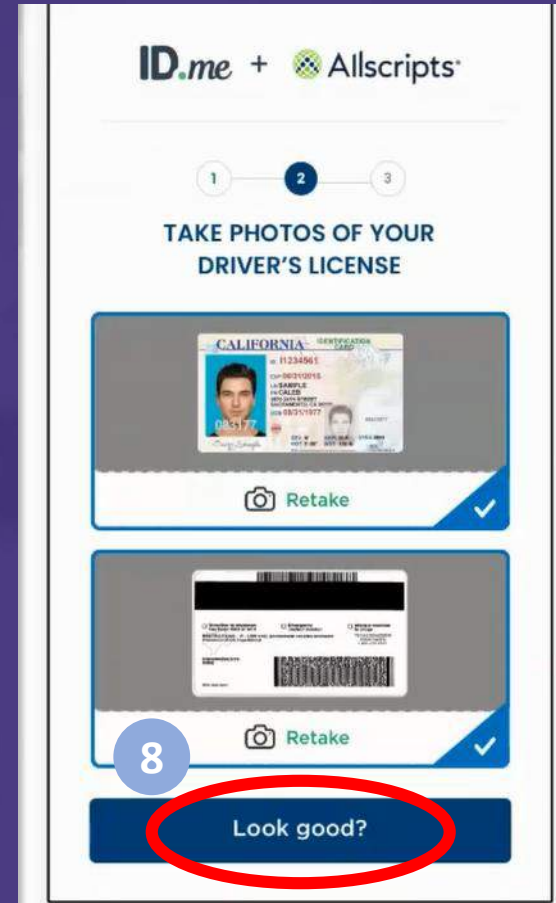


# Verifying your Identity

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

1 2 3 4 5

VERIFY YOUR IDENTITY

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

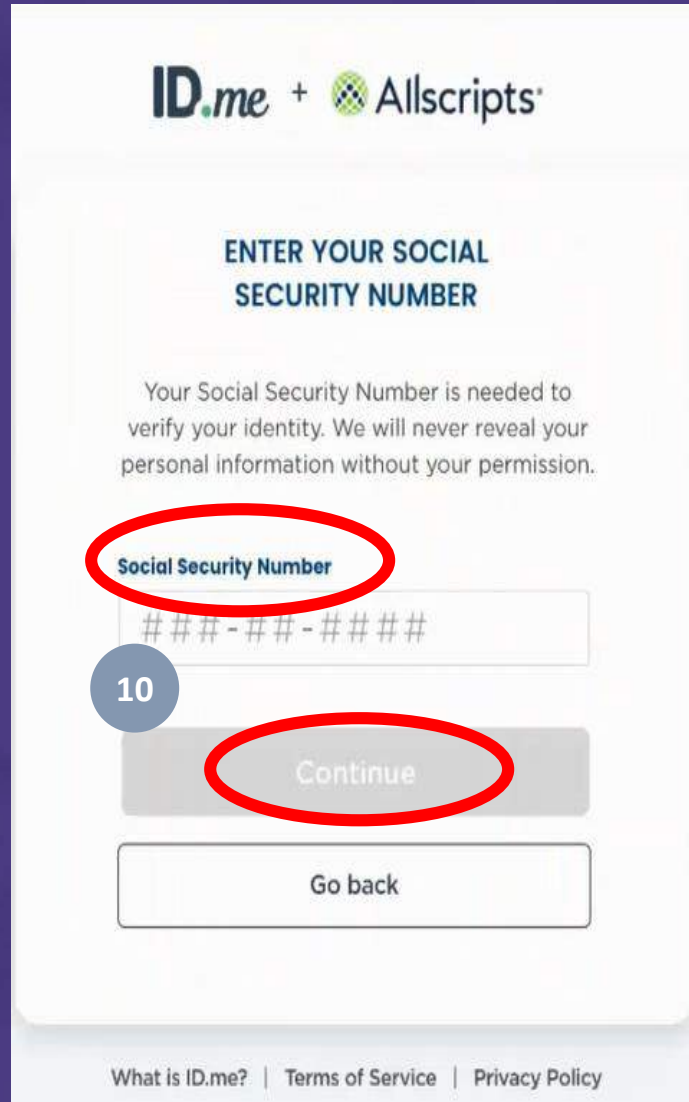
# Enter Your SSN and Link ID.me account to Allscripts Security Account

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

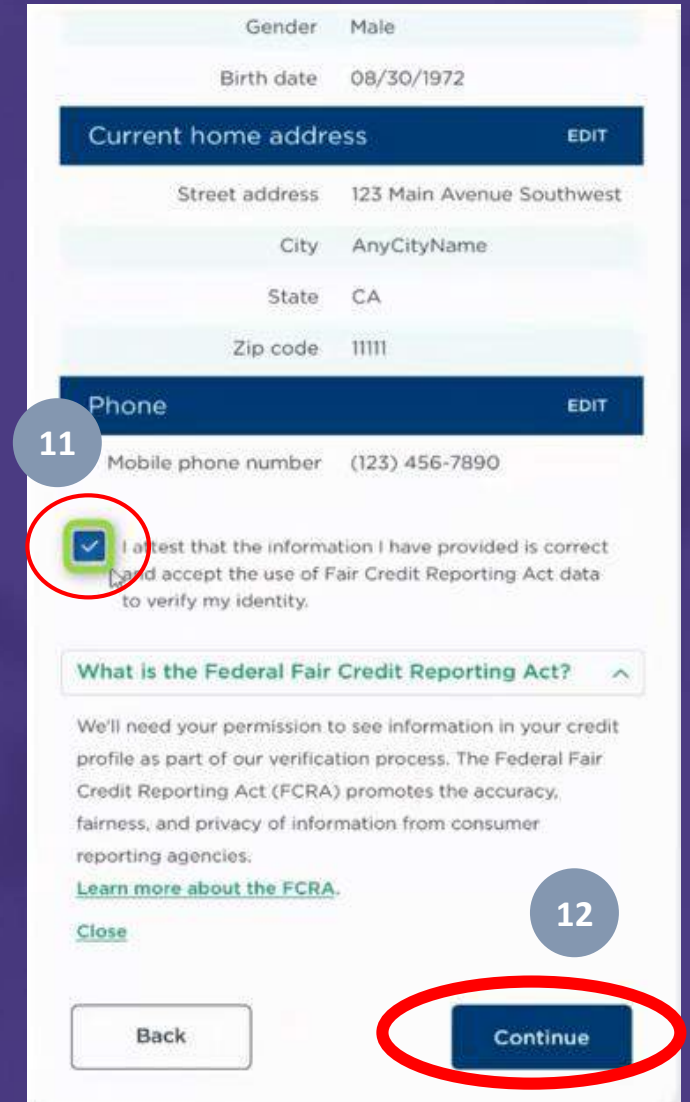
Confirm your information on the next screen and then

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

- 14 Click **Continue**

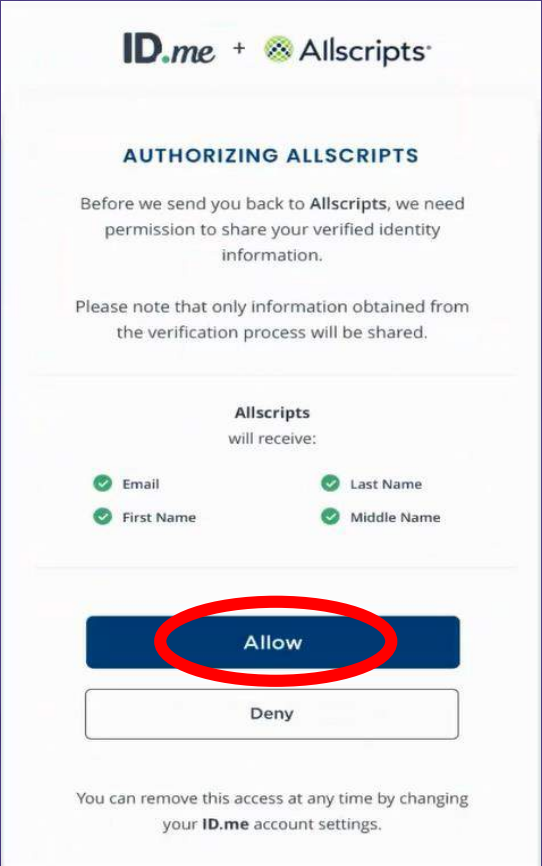


The screenshot shows the ID.me + Allscripts setup interface. At the top, it says "ID.me + Allscripts". Below that, the heading "ENTER YOUR SOCIAL SECURITY NUMBER" is displayed. A message states: "Your Social Security Number is needed to verify your identity. We will never reveal your personal information without your permission." There is a text input field with a red circle around it, containing the placeholder "###-##-####" and the label "Social Security Number" above it. Below the field is a button labeled "Continue" with a red circle around it, and a "Go back" button below that. At the bottom, there are links for "What is ID.me?", "Terms of Service", and "Privacy Policy". A blue circle with the number "10" is positioned next to the "Continue" button.



The screenshot shows the Allscripts verification screen. At the top, it displays "Gender Male" and "Birth date 08/30/1972". Below this is a section for "Current home address" with fields for "Street address" (123 Main Avenue Southwest), "City" (AnyCityName), "State" (CA), and "Zip code" (11111). There is an "EDIT" button next to the address section. Below the address is a "Phone" section with a field for "Mobile phone number" (123) 456-7890 and an "EDIT" button. A blue circle with the number "11" is next to a checkbox that is checked, with the text "I attest that the information I have provided is correct and accept the use of Fair Credit Reporting Act data to verify my identity." Below this is a section titled "What is the Federal Fair Credit Reporting Act?" with an upward arrow. The text explains that permission is needed to see credit profile information and that the FCRA promotes accuracy, fairness, and privacy. There are links for "Learn more about the FCRA." and "Close". At the bottom, there are "Back" and "Continue" buttons, with a red circle around the "Continue" button. A blue circle with the number "12" is next to the "Continue" button.

# Verification Process Completion



After you follow the authentication steps, you must then link your ID.me account to your Allscripts Security 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.

