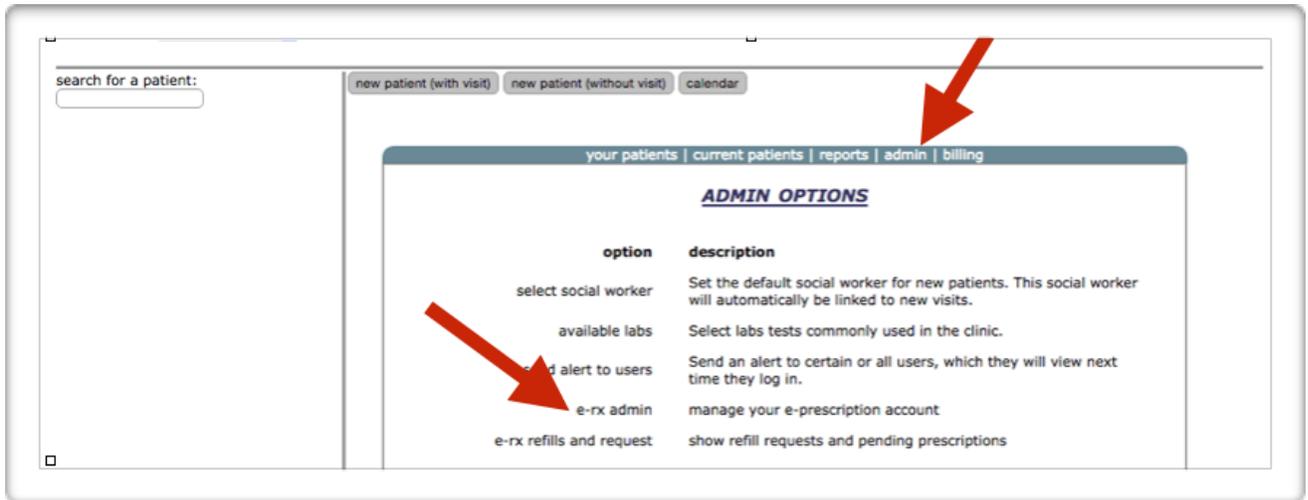


Please see below for instructions on setting up additional contact method/one-time passcode devices on your Verizon account for E-prescribe of Controlled Substances.

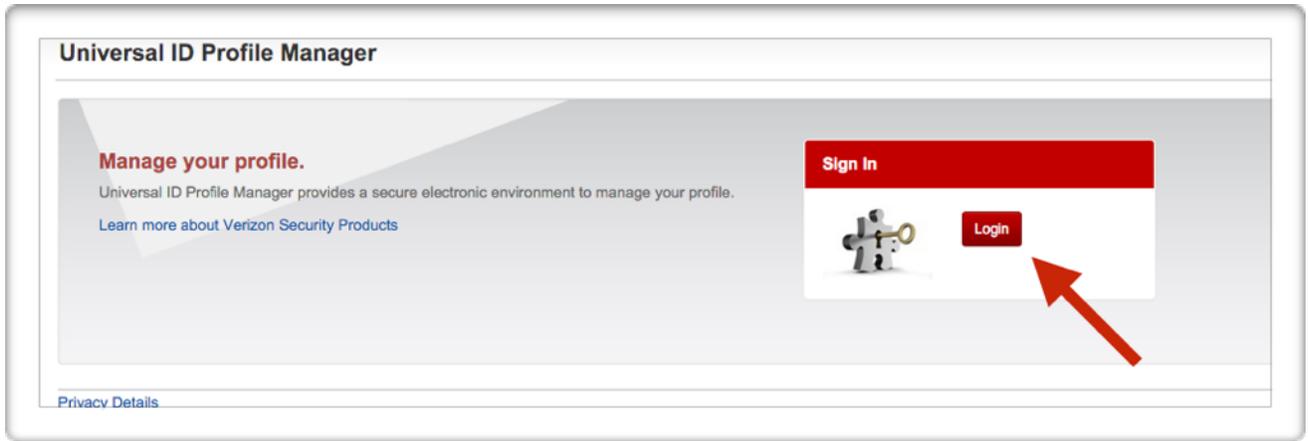
Log into your EMR > access the Admin menu > select the 'e-rx admin' option



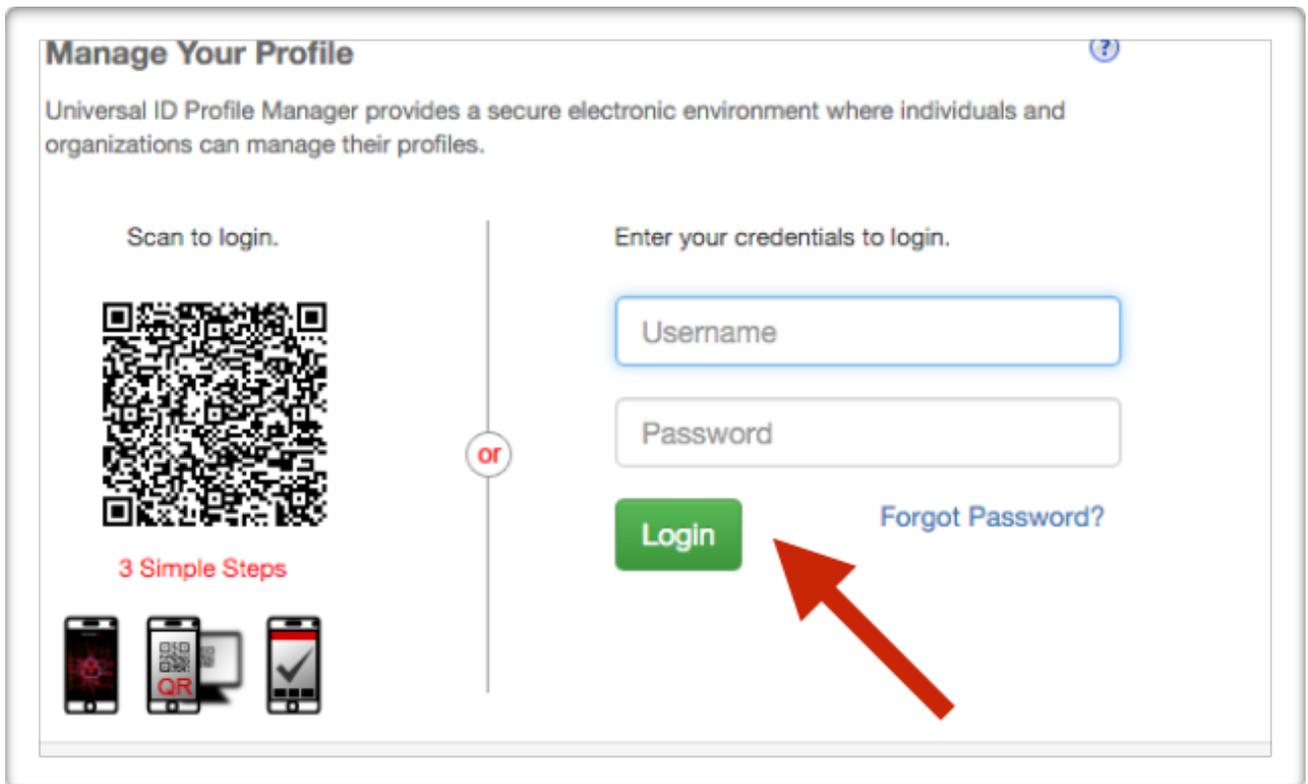
Click the 'add new one-time password method' button



On the Verizon Universal ID Profile Manager page, click 'Login'



Enter your Verizon username and password then click 'Login'
(this is the password with upper and lower case letters, a number and a special character)



If you are currently set up to receive texts or voice calls:

Select the text or phone call option next to your phone number. You will immediately receive a text or call with a 6 digit one-time passcode. Enter the code on this page and click 'login.'

If you are currently set up with the Verizon Universal ID app or a hard token:

Get a 6 digit one-time passcode from the device. Enter the code on this page and click 'login.'

Request One-time passcode 

Select an icon to the right of a device to get a one-time passcode. Or, enter the passcode from a token device.

(xxx)xxx-2140  

(xxx)xxx-5396 

[Show other methods](#)

[Login](#)

[I do not have my device and want to use my security questions](#)

If you need to add a mobile or work phone number (to add the text or voice call contact method), click 'View My Profile.'



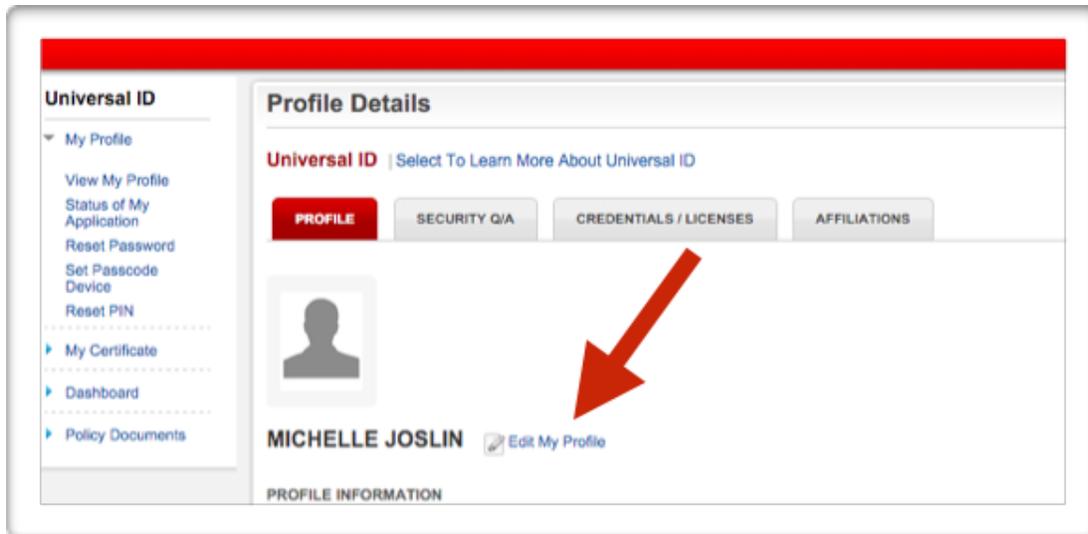
Welcome to Universal Identity Services Profile Manager

Your identity has been verified at a high level.

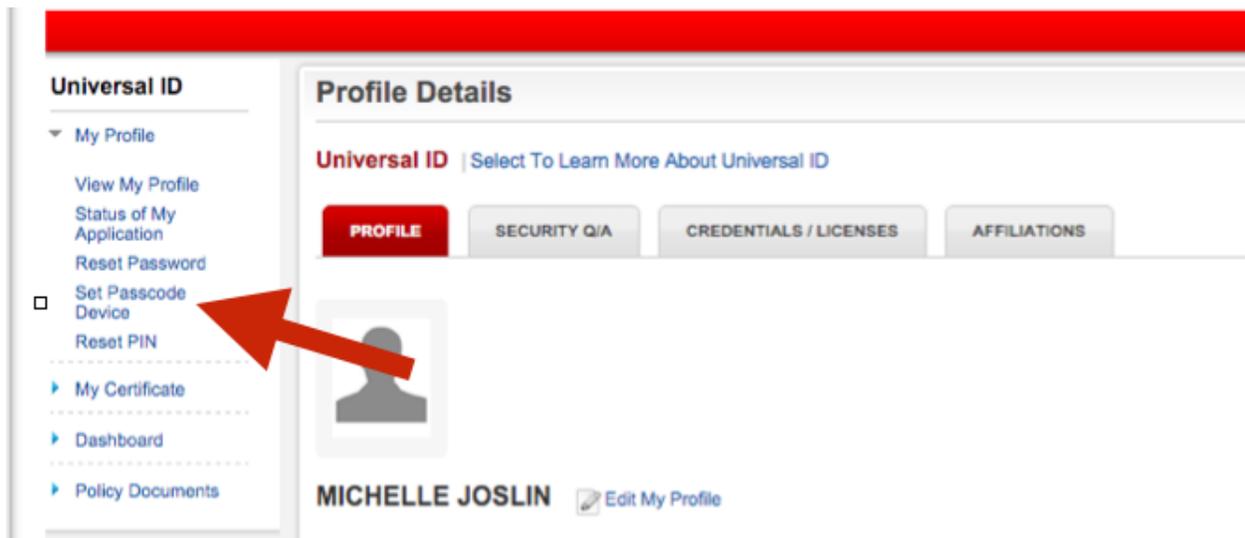
Universal ID

- ▼ My Profile
 - [View My Profile](#)
 - [Status of My Application](#)
 - [Reset Password](#)
 - [Set Passcode Device](#)
 - [Reset PIN](#)
- ▶ My Certificate
- ▶ Dashboard
- ▶ Policy Documents

Click 'Edit My Profile' to add a mobile number to allow you to receive texts and voice calls. You may also add a home or a direct work phone, if you wish.



To add an additional passcode device (app, token, text or voice call), click 'Set Passcode Device'



To set up the Text Message option: Enter a check in the box to the right of your mobile number under the Text Message section. You will receive a text containing a 6 digit passcode which you will be prompted to enter on the Verizon Verified Contacts page.

To set up the Voice Call option: Enter a check in the box to the right of your preferred number under the Voice Call section. You will receive an automated voice call with a 6 digit passcode which you will be prompted to enter on the Verizon Verified Contacts page.

The screenshot shows the 'Update Verified Contacts' page. It has a section for 'Verify your contacts' with three main categories: Email, Text Message, and Voice Call. Each category has a table of contact types with checkboxes for verification. Red arrows point to the checkboxes for Text Message and Voice Call.

Category	Contact Type	Phone Number	Verify
Email	HOME	[Redacted]	<input type="checkbox"/>
Text Message	WORK	+1 (413) [Redacted]	<input type="checkbox"/>
	MOBILE	+1 (413) [Redacted]	<input checked="" type="checkbox"/>
Voice Call	WORK	+1 (413) [Redacted]	<input checked="" type="checkbox"/>
	MOBILE	+1 (413) [Redacted]	<input checked="" type="checkbox"/>

To set up the Hardware Token (keychain/FOB device) option: In the Hardware Token section, enter the serial number found on the back of the device. Click 'Register New Token.' You will be prompted to enter a passcode on the set-up page, which will be displayed on the device by pressing the button on the front of the token.

The screenshot shows the 'Hardware Token' section of the 'Update Verified Contacts' page. It includes a 'Text Message' section, a 'Voice Call' section, and a 'Hardware Token' section. The 'Hardware Token' section has a text input field for the 'Serial Number (Hardware Token)' and a 'Register New Token' button. A red arrow points to the input field.

Category	Contact Type	Phone Number	Verify
Text Message	WORK	+1 (413) [Redacted]	<input type="checkbox"/>
	MOBILE	+1 (413) [Redacted]	<input checked="" type="checkbox"/>
Voice Call	WORK	+1 (413) [Redacted]	<input checked="" type="checkbox"/>
	MOBILE	+1 (413) [Redacted]	<input checked="" type="checkbox"/>

Hardware Token:

Configuring Hardware Token as a passcode delivery device

Serial Number (Hardware Token)

Register New Token

To set up the Smart Phones, Tablets and other Devices option: Download the Verizon Universal Identity app from iTunes or Google Play on your device. On the set-up page, click 'Add New Device.' You will be prompted to select the device type, enter a Device Name (ex: My iPhone). Save that info and then click the 'Get Activation Code' button. Enter the displayed activation code in your App and enter a 6 digit code from the app on your set up page.

Hardware Token:

Smart Phones, Tablets and other Devices:

You can download an application for authentication on your Apple, Android, BlackBerry or Windows Mobile devices; as well as your laptop or desktop system. Select Setup and follow the instructions to download and activate the app.

Select the **Add New Device** button to register your device with Universal ID.

Device Type	Device Name	Save Device	Activation Code	Active
IPHONE	Peter Phone 2	Instructions	Get Activation Code	
IPHONE	Peter iPhone			<input checked="" type="checkbox"/>
ANDROID	Geri phone			<input checked="" type="checkbox"/>
ANDROID	Sarah Phone			<input checked="" type="checkbox"/>

Add New Device 

Once you have at least two contact method/passcode devices set up (ex: Text and a smart phone app), you are all set.