

Prescription Drug Price Disclosure Program User Guide for Price Change Reporting

Step 1: Login under Returning User with the User ID and Password.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas Health and Human Services logo and the text "Texas Department of State Health Services". Below the header, there are navigation links for "Online Licensing Services", "Help & Support", and "Contact Us". The main content area is divided into three sections: "Check License Status or Search for a License", "Apply for a New License", and "Renew Your License". Each section contains instructions and links. On the right side, there is a "Returning User" login form with fields for "User ID:" and "Password:", a "Sign In" button, and links for "Forgot user ID?" and "Forgot password?". Below the login form is a "New User" section with an information icon and text: "Create a new online account as a first time user. Log in with the password emailed to you to access online services. Register as a new user".

Step 2: Under 'Manage your license information', click Select to the right of Price Change Reporting.

The screenshot shows the "Manage your license information" section of the website. It includes a "Quick Start Menu" with instructions. Below the menu, there is a "License Information" box with a "Show Details" button. The license information displayed is: License Number: #PDP1760, License Type: Prescript Drug Price Disclosure Reporting. Below this, there is a list of options: "Manage your license information", "Start a New Application or Take An Exam", and "What are you looking for?". Under "Manage your license information", there is a table with columns for "License Number", "License Type", and "Action". The row for "Prescript Drug Price Disclosure Reporting #PDP1760" has a "Price Change Reporting" button and a "Select" button.

Step 3: Click Next to continue.

The screenshot shows the "Price Change Reporting - Introduction" screen. On the left, there is a navigation menu with items: "Introduction", "Function Suitability", "Name and Organizational Details", "Contact Information", "Price Increase Report", "Attachments", and "Application Summary". The main content area contains the following text: "Welcome to the Prescription Drug Price Disclosure Program. Please follow the instructions on each screen to submit your price change report. Your information will not be saved until you submit your request. Press 'Next' to continue. Press 'Cancel' to cancel this application and return to the main menu." Below this text is a "PRIVACY NOTIFICATION" section with the following text: "PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See http://www.dshs.state.tx.us for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003, and 559.004)". At the bottom right, there are "Next" and "Cancel" buttons.

Step 4: Click No for 'Are You Submitting Your Annual Report' and then click Next.

TEXAS Health and Human Services | Texas Department of State Health Services

Prescript Drug Price Disclosure Reporting PDP1009

Contact your licensing board or program | Internet Policy
Logged in as James, Patti

Main Menu | Update Profile | Logoff | Contact Us

Introduction	Price Change Reporting - Function Suitability
Function Suitability	Answer the question below to ensure that you have selected the correct online transaction. Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
Name and Organizational Details	
Contact Information	
Price Increase Report	
Attachments	
Application Summary	

Question	Answer
Are you submitting your Annual Report?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous Next Cancel

DSHS Certifications, Licenses and Permits | Disclaimer

Step 5: Confirm Name and Organization and click Next.

TEXAS Health and Human Services | Texas Department of State Health Services

Prescript Drug Price Disclosure Reporting PDP1009

Contact your licensing board or program | Internet Policy
Logged in as James, Patti

Main Menu | Update Profile | Logoff | Contact Us

Introduction	Price Change Reporting - Name and Organizational Details
Function Suitability	Please enter your organizational details and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
Name and Organizational Details	
Contact Information	Organization Name: Shari's Drugs
Price Increase Report	Doing Business As Name:
Attachments	Tax Number: *****
Application Summary	Entity Type: LLC

Previous Next Cancel

DSHS Certifications, Licenses and Permits | Disclaimer
Last Updated Mar 27, 2013

Step 6: Confirm/Enter contact information and click Next.

The screenshot shows a web form for entering contact information. At the top, there is a field for "E-mail" with the value "123456789@gmail.com". Below this is a section titled "Mailing Address" with a collapse icon. The form contains the following fields:

- Street Number:
- Address:
- Zip Code:
- City:
- State:
- County:
- Country:
- Phone Number: (999-999-9999)
- Extension:
- E-mail:

At the bottom right of the form, there are three buttons: "Previous", "Next", and "Cancel".

****Users can either individually enter their products on the price increase report page (step 7 in the user guide) OR attach and upload the approved price increase report template on the attachments page (step 8 in the user guide).****

*****Please do not manually enter products AND attach the approved XLSX template with the same products-this will result in duplicate entries in the system.*****

Step 7: Enter information for each prescription drug. Use the Add button for multiple prescription drugs. Click Next when all drug reporting information has been entered.

Price Increase Report

- * Manufactur Name:
- * Drug Trade Name:
- * Drug Generic Nm:
- * NDC11:
- * Drug Type:
- * Price Incr Date: (mm/dd/yyyy)
- * Price Inc Percn:
- * Previous WAC:
- * WAC Incr Amount:

Comments:

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

Step 8: Attach Price Change Reporting Attachments. Manufacturers must use the approved Price Increase Report Excel template for submitting Price Change reports. Follow the link for the approved template. **Users cannot change formatting on the XLSX template to prevent data submission errors.** Choose the file (**MUST** be approved Excel xlsx file-the reporting system will not accept other files) and click Attach to upload the file to the application. Double check to make sure the attachment is on the application. Once done, click Next.

Step 9: Confirm Summary and Submit.

Step 10: Click Yes on Attestation and Submit.

TEXAS Health and Human Services | Texas Department of State Health Services

Contact your licensing board or program | Internet Policy
Logged in as James, Patti

Prescript Drug Price Disclosure Reporting PDP1009

Main Menu | Update Profile | Logoff | Contact Us

Introduction
Function Suitability
Name and Organizational Details
Contact Information
Price Increase Report
Attachments
Application Summary

Price Change Reporting - Attestation

Press "Previous" to return to the previous section.
Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

I swear or affirm that all information in this request is true and correct.

Yes
 No

Previous Submit Cancel

Step 11: Confirm application submission to finish.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Press "Return" to return to the main menu.

Return View PDF Summary Report

Get ADOBE READER

DSHS Certifications, Licenses and Permits | Disclaimer

Users must check the status of the application(s) once submitted. To check the status of your application(s), log back into the web site, <https://vo.ras.dshs.state.tx.us/>, and click "Check Status of Your Applications" on the Main Menu. Your current application(s) will appear with either a status of "Open" or "Approved". This means that staff will soon begin processing your application unless you still owe a fee or additional documentation or attachments. You will always see an "Open" status if you owe a fee. Please make sure you have submitted the required fee and all documentation or attachments required to complete your application. Once you submit the fee, you will receive an email receipt. Processing times vary by application type and complexity.

Price Change Report Fee Payment applications will not be available online until the Price Change Report application has been approved. Fee payments are due immediately upon report submission approval.