

EPCS Identity Proofing Checklist

Items marked with a * are required, while the other items are recommended, optional or only necessary for specific circumstances.

1. Hard and/or soft EPCS token (recommended to have at least two tokens) *
 - a. Hard token: Keychain device provided by DrFirst
 - b. Soft token: VIP Access by Symantec can be downloaded on a mobile phone, tablet or computer from this link <https://vip.symantec.com/>
2. Social Security Number*
3. DEA number and state- DO NOT use a Narcotics Addiction DEA Number (NADEAN)*
4. You will have to create a passphrase that is a minimum of 8 characters with at least one capital letter, one lowercase letter, and a number during the enrollment process*
 - a. A passphrase is necessary for the two-factor authentication step required for sending controlled substance prescriptions
 - b. It is **HIGHLY** recommended you write down the passphrase to save in a secure location
5. You will have to create a security question and answer (necessary for resetting your passphrase)*
 - a. Example: Mother's maiden name or make/model of your first car
 - b. Security answers are case sensitive so please note down your security question and answer exactly as you entered it
6. Valid personal phone number (mobile or residential—must be associated with home address)

Please Note: It is **HIGHLY RECOMMENDED** that you enter a mobile phone number so if it can be validated, you may receive your transaction ID instantly by SMS text message. Alternatively, you will receive a letter via USPS mail (takes approximately 5-6 business days).
7. First eight digits of a personal credit card (VISA or MasterCard) – no business or debit cards. This information is **NOT MANDATORY** and can be omitted

Considerations Before Starting Enrollment

8. If you completed EPCS credentialing previously please skip to [Page 20](#).
9. If you have a security freeze in place for your Experian credit account, you MUST remove it before starting enrollment.

Please Note: IDP cannot be passed if there is a security freeze on your Experian credit account.

- a. Instructions on how to remove a security freeze can be found at www.experian.com under “Credit Support”.
10. In order to review the information that Experian has on record, you can obtain a Free Experian credit report from www.annualcreditreport.com. If any discrepancies are noted, please contact Experian on the number in the report to resolve them.
 - a. Identity proofing questions are formulated based upon credit history. This includes but is not limited to questions about home/auto loans, bank accounts, places of residency, etc. Having a credit report available can assist in answering these questions.