

ID.me Identity Proofing

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Identity Proofing User Guide for ID.me

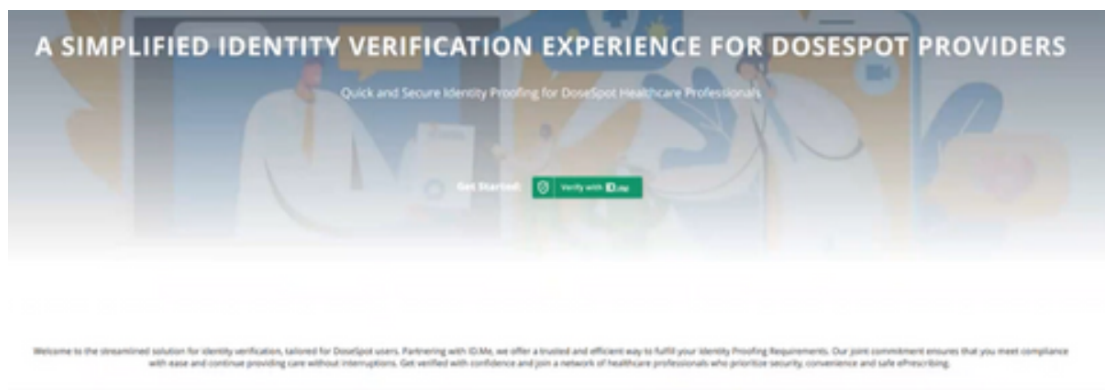
This user guide provides instruction to complete identify proofing with [ID.me](#)

Complete Identity Proofing with [ID.me](#)

DoseSpot has partnered with an organization named [ID.me](#) to facilitate identity proofing for Prescribers. This guide will provide you with the instructions and links to additional ID.me support resources to complete this process.

Before you start, you will need the following:

A smartphone that has a camera or a computer with a webcam
Email address
Social Security Number
Government- issued photo ID (driver's license, state ID, passport, or passport card)
Medical credentials (National Provider Identifier number, Drug Enforcement Administration number, or DEA schedule)



Select the link and sign in or create an [ID.me](#) account

Select one of the links provided from DoseSpot

Note: There are two links. One will be for if you have a DEA or will be prescribing controlled substances. The other will be for non- DEA prescribing.

You will be directed to a landing page like the screenshot at the bottom; select the "verify with [ID.me](#) button" If you have an existing [ID.me](#) account, sign in using your email address and password


a. Note: do not create more than one [ID.me](#) account. For more information, visit Can I have more than one [ID.me](#) account?

ID.me + **doseSpot**

Sign in to ID.me

New to ID.me?
[Create an ID.me account](#)

Email
Enter your email address

Password
Enter password 

Remember me
For your security, select only on your devices.

Sign in

[Forgot password](#)

If you don't have an [ID.me](#) account, create one to continue. See the instructions below or follow along with this [ID.me](#) support guide.

1. Enter your personal email address and password, then select **Create account**.
2. Confirm your email address. For more information, visit [Confirming your email address](#).
3. Set up multi-factor authentication (MFA) to further protect your account. For step-by-step instructions for setting up MFA, select one of the following MFA methods:
 - [Push Notification](#)
 - [Code Generator](#)
 - [Security Key](#)
 - [NFC-Enabled Security Key](#)
 - [Passkey](#) (only available for ePrescribing non-controlled substances)
 - [Text Message or Phone Call](#) (only available for ePrescribing non-controlled substances)

Tip: If you're setting up MFA for the first time, make sure to save or download your recovery code to ensure you always have access to your [ID.me](#) account.

Verify your identity

Choose a verification method by selecting which photo ID you'd like to upload. Acceptable documents include driver's license, state ID, passport, and passport card.

If prompted, enter your phone number. [ID.me](#) will send you a confirmation text from a 5-digit number. Select the link in the text message to continue with your verification.

Review and confirm your information

To complete the verification process, you must review your information and give consent for your data to be shared back to DoseSpot.

To complete verification:

Review your information. Select Confirm.

Medical provider check (if applicable)

Depending on your Electronic Prescriptions for Controlled Substances (EPCS) or ePrescribing (eRx) healthcare IT provider, you may be prompted to provide medical credential information after you verify your identity. If prompted, complete the medical credential check by providing your credentials as requested.

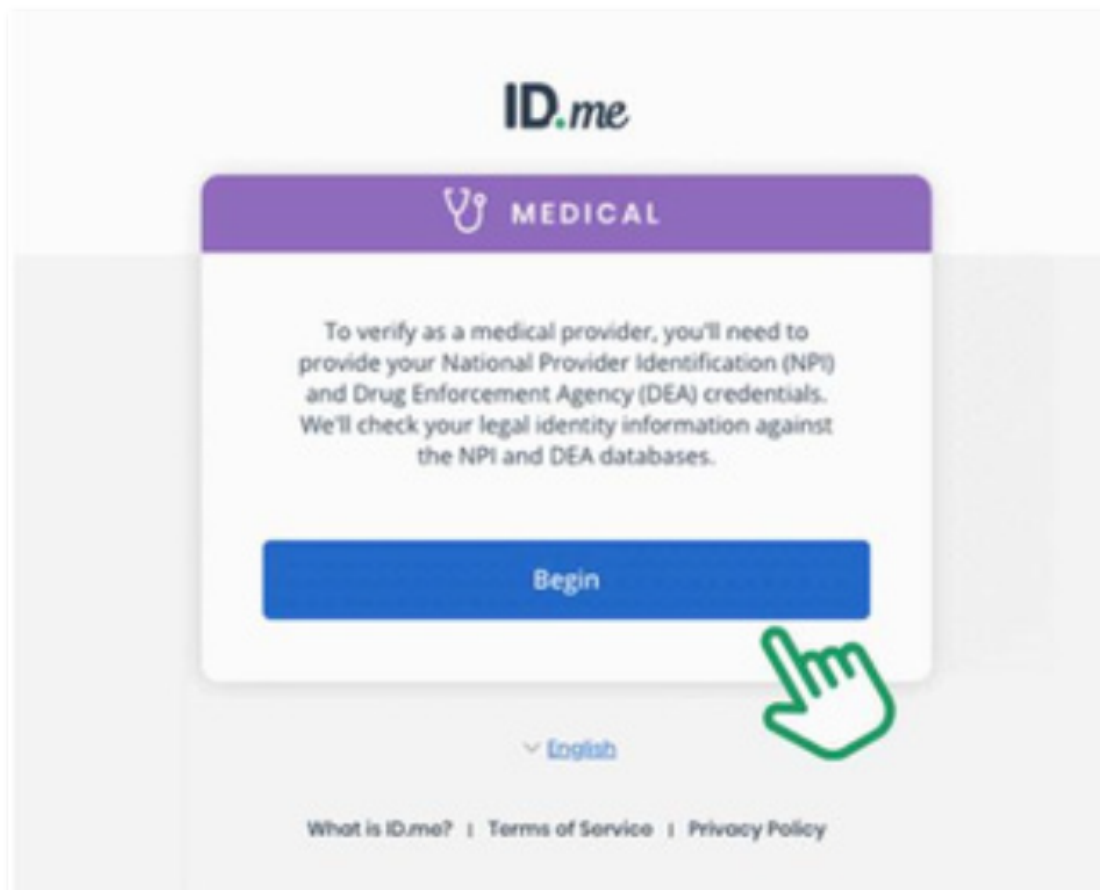
To verify your status as a medical provider, input your:

NPI number

DEA number (Only required for EPCS)

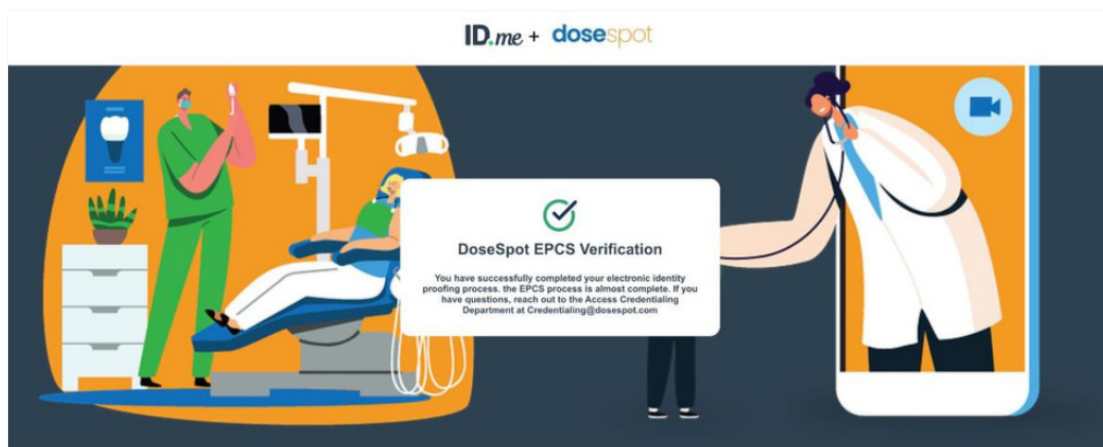
DEA schedule (Only required for EPCS)

Note: There are two links. One will be for if you have a DEA or will be prescribing controlled substances. The other will be for non- DEA prescribing.



Share your information

Select Allow and continue to share your information with DoseSpot. After you do this, your verification is complete and your screen will update. You should receive a confirmation email from [ID.me](https://www.id.me) upon completion.



If Identity Verification is Unsuccessful

If you were unable to complete the identity verification process, you will be routed to verify your identity over a video call with a Trusted Referee.

You will need to show your identity documents to a Trusted Referee to complete your identity verification.

Upload photos of your document. For most documents, you need to upload the front and back of your documents. Take and submit a video selfie. Enter your Social Security Number if you are creating a new account.

1. On average, how long does it take to complete identity verification with ID.me for the first time?
 - a. This process usually takes less than 5 minutes for first-time users
2. Once the identity verification is complete, how long does it take before the Prescriber can send prescriptions?
 - a. You can expect your verification with DoseSpot to be updated the day after completion.
3. Why do I need to do Identity Proofing (IDP)?
 - a. Per DEA regulations, anyone having the ability to send or print electronic prescriptions must complete a personal Identifying Proofing to ensure the person accessing and sending those prescriptions is who they say they are. At DoseSpot, we work with Experian, the national credit bureau, to complete this Identity Proofing.
4. What information does DoseSpot collect?

a. DoseSpot will receive the following information from ID.me:

First Name

Last Name

Address (Street, City, State)

Postal Code

Phone Number

Email Address

Medical DEA Numbers by State

Medical DEA Registration Expiration Date

Medical NPI Number

Medical NPI Primary License Issuing State

Phone UUID

For further assistance, please contact us [here](#).

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