

To use NPLEEx, your business needs only an internet connected computer with a standard web browser. If your store does not sell any over the counter cold and allergy medicine that contain PSE as the active ingredient, or your store is already using NPLEEx, there is nothing more you need to do. However, if your store or pharmacy sells PSE over the counter, you will need to register for an account. Please have only one manager or pharmacist in charge follow the steps below to request a store account:

- Go to [nplex.appriss.com](http://nplex.appriss.com)
- Click on the “Register for a Store Account” link in the bottom right
- At the top of the next form choose Pharmacy or Non-Pharmacy from the drop down box
- Fill out the required information for your store type and click Submit
  - Please confirm that the email address is valid
  - Please note that if you have more than one store, you must use a unique email address for each store, email address cannot be associated with more than one store account

Shortly after you register for your store account, you will receive an email message to the email address provided during registration. This email will provide you with next steps to set up a user account. The registration needs to be completed by March 1<sup>st</sup> 2014, in order to comply with the new reporting requirements by April 5<sup>th</sup> 2014. Some email systems may send this email to your SPAM folder. Please check this folder if you do not see it in your email inbox. If you do not receive an email with a week of registering, please contact our Implementation Support at [PANPLEEx@appriss.com](mailto:PANPLEEx@appriss.com) or 855.675.3972 (855.NPLEEx.PA).

After you have registered for your store account, you may want to attend a web-based training. During this training session, Appriss will perform a live demonstration of NPLEEx, train you on how to use the application, and answer any questions about the service. Trainings will be held every other Tuesday from 11:00AM EST to 12:00PM EST, except for holidays. You can access the webinar at <https://appriss.adobeconnect.com/nplexretail/>. Please log in as a “Guest”, you do not need a user name or password for the training session. Once you have logged in as a guest, you may enter your name or the pharmacy you represent. For the audio portion of this training, dial **1(866)879-2360** and enter Conference Code **5202682063**.

You may contact the Appriss Implementation Team at 855.675.3972 (855.NPLEEx.PA) Mon-Fri, 9:00 AM – 5:00 PM EST or by email at [PANPLEEx@appriss.com](mailto:PANPLEEx@appriss.com) with questions related to account login issues and/or other general questions.

**Additional Information:**

**Optional Scanner:** The NPLeX retail web portal does not require any scanner hardware. However, pharmacies interested in further enhancing their workflow have the option of purchasing scanner that will scan 2D Driver's License, product UPC, and capture signature. The state of Pennsylvania does **NOT** require any scanners to participate in NPLeX. If your pharmacy is interested in obtaining more information on a scanner or have additional questions, please email [PANPLEX@appriss.com](mailto:PANPLEX@appriss.com).

**Point-of-Sale Integration:** Appriss the software provider of NPLeX, has also completed or is in the process of developing integrations with several point-of-sale (POS) vendors. By integrating with the POS software, transactions can be submitted directly to NPLeX from your POS system instead of using the NPLeX retail web portal. For additional information on whether your POS system can be integrated with NPLeX, please have your POS vendor contact Appriss at [PANPLEX@appriss.com](mailto:PANPLEX@appriss.com).

This project is sponsored by the National Association of Drug Diversion Investigators. Again there is no charge to your pharmacy for participating in the project or using the NPLeX retail web portal.