

# Prescription Drug Price Transparency

## ONLINE REPORTING USER GUIDE

Updated January 10, 2022

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## Purpose

The purpose of this document is to guide reporting entities on registering and reporting data to the Minnesota Department of Health (MDH) as required by the Minnesota Prescription Drug Price Transparency Act (the Act).

## Questions

Reporting entities are encouraged to review the reporting guidance and support MDH has made available through a Form & Manner document or a collection of Frequently Asked Questions:

- [Form & Manner guidance document](https://www.health.state.mn.us/data/rxtransparency/docs/rxformmanner122921.pdf)  
(<https://www.health.state.mn.us/data/rxtransparency/docs/rxformmanner122921.pdf>)
- [Frequently Asked Questions for Reporting Entities](https://www.health.state.mn.us/data/rxtransparency/faq.html)  
(<https://www.health.state.mn.us/data/rxtransparency/faq.html>)

Reporting entities may consult that Act’s home page for additional information and updates ([www.health.state.mn.us/data/rxtransparency/](http://www.health.state.mn.us/data/rxtransparency/)), which is also accessible from the registration portal by using the “Help” button. Reporting entities may also direct technical and content questions to MDH via email: [health.Rx@state.mn.us](mailto:health.Rx@state.mn.us).

## Technical Requirements

The [RxPT Registration and Reporting Portal \(https://rxpt.health.mn.gov\)](https://rxpt.health.mn.gov) functions on the following browsers: Google Chrome, Microsoft Edge, and Mozilla Firefox.

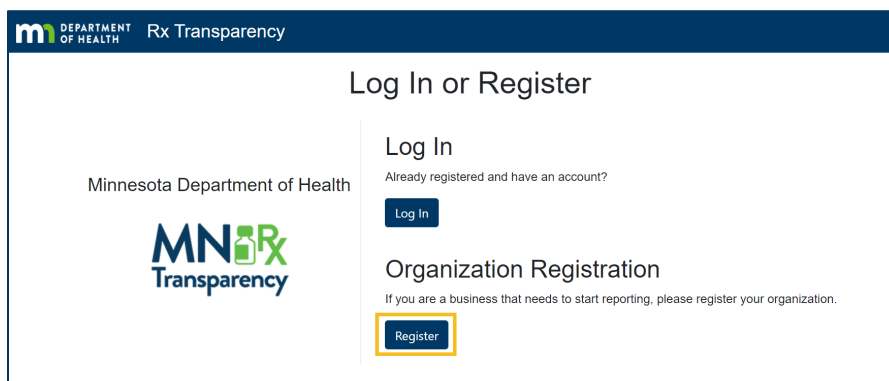
## Register

Prior to filing a report, a reporting entity must register a primary contact on the MDH website using the [RxPT Registration and Reporting Portal \(https://rxpt.health.mn.gov\)](https://rxpt.health.mn.gov). Manufacturers and third-party administrators may register a primary contact. Once a request to register has been submitted, MDH reviews and approves requests. Approved registrants will receive an email through which they can activate their account and set their passwords. Successful activation of an account completes the registration process for a primary contact.

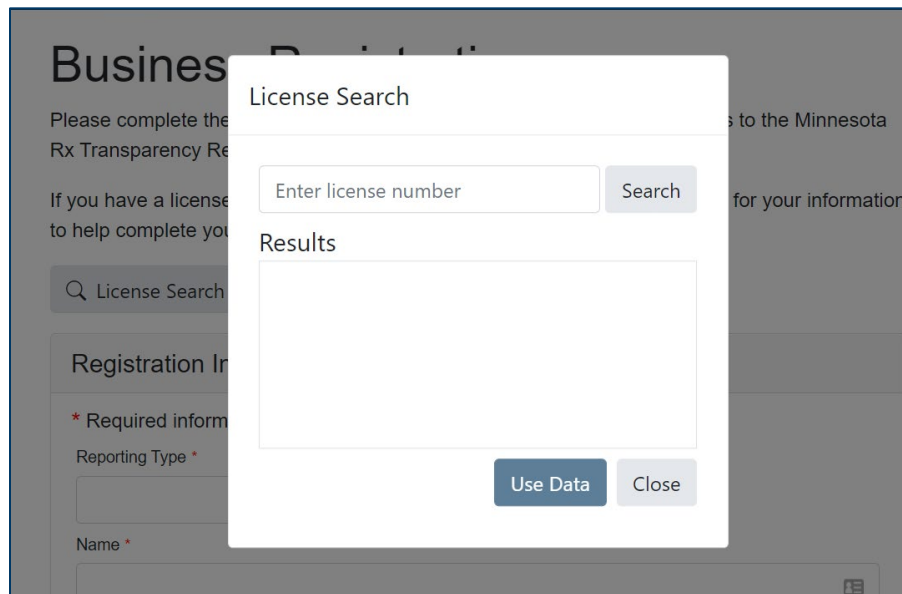
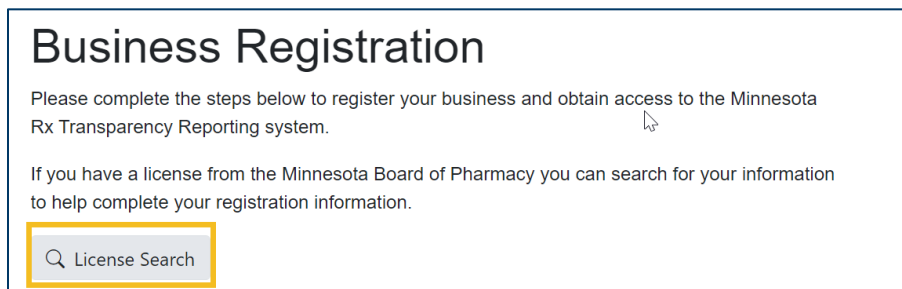
## Submit a Registration Request

By following the steps below, a reporting entity (a manufacturer or third-party administrator) may register a primary contact.

1. Access the RxPT Registration and Reporting Portal online at: <https://rxpt.health.mn.gov>.
2. Click the “Register” button (outlined in yellow).



3. (Optional for Manufacturers) Use the “License Search” button to auto-fill contact information by clicking on the “License Search” button and entering the manufacturer’s Minnesota license number in the available field.



4. Enter business information or review pre-filled information and update if necessary.

## RXPT ONLINE USER GUIDE

### Registration Information

**\* Required information**

Reporting Type \*

Name \*

Address \*

Address 2

City \* State \* Postal Code \*

Country \*

Phone \*

MN License Number Tax Id

5. Enter primary contact information and then click the “Submit Registration” button to submit the registration request.

### Primary Contact

**\* Required information**

Email Address \*

Given Name \* Surname \*

Job Title \*

Address \*

Address 2

City \* State \* Postal Code \*

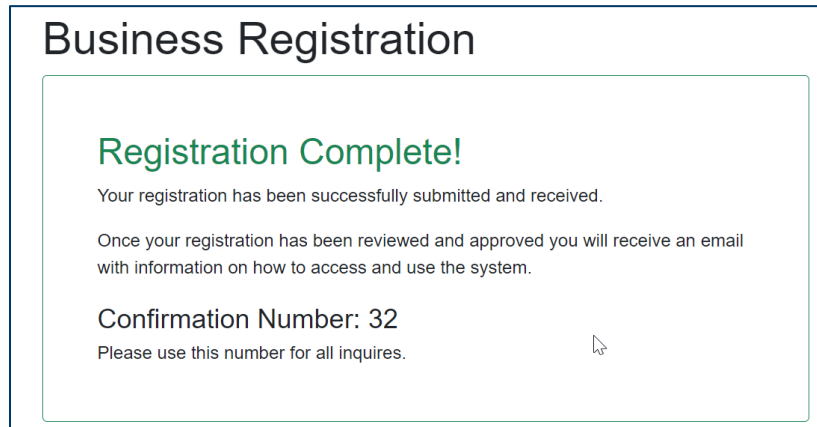
  

Country \*

Phone \*

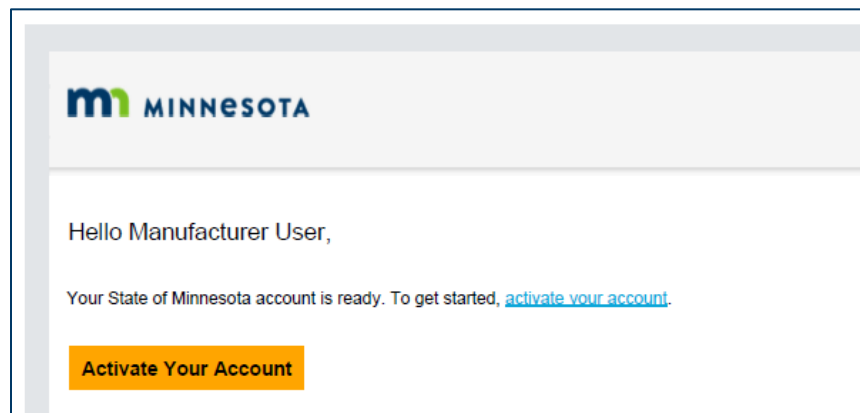
6. A Confirmation Number will be provided after registration has been submitted. Please keep record of it for use in any inquiries regarding the status of a registration request.



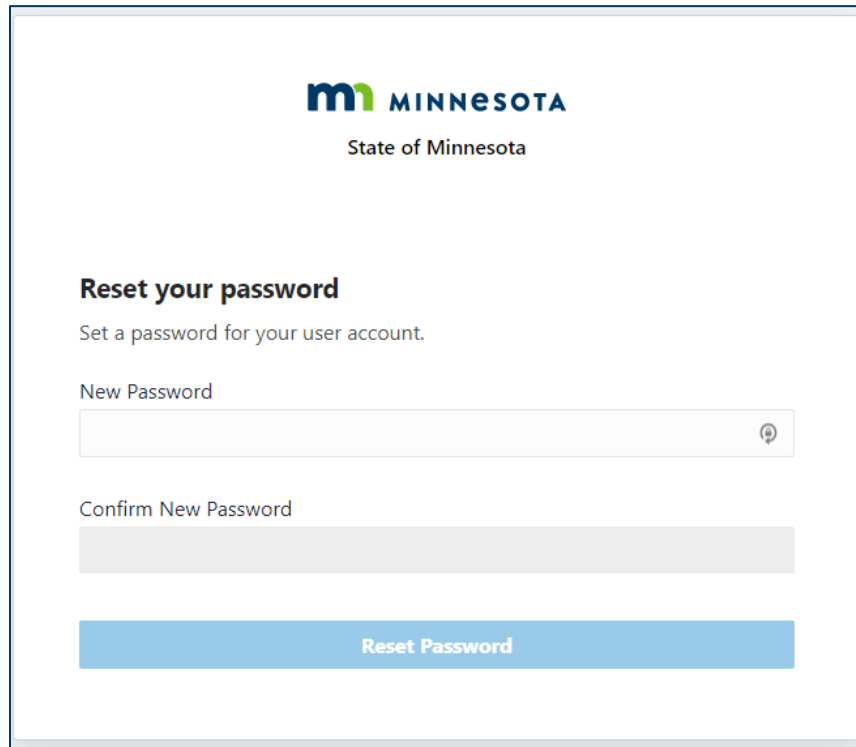
## Activate Account

By following the steps below, a manufacturer or third-party administrator may activate the account of their primary contact.

1. After MDH approval, the email provided for the primary contact will receive an email for account activation.
2. Open the email and click the “Activate Your Account” button.



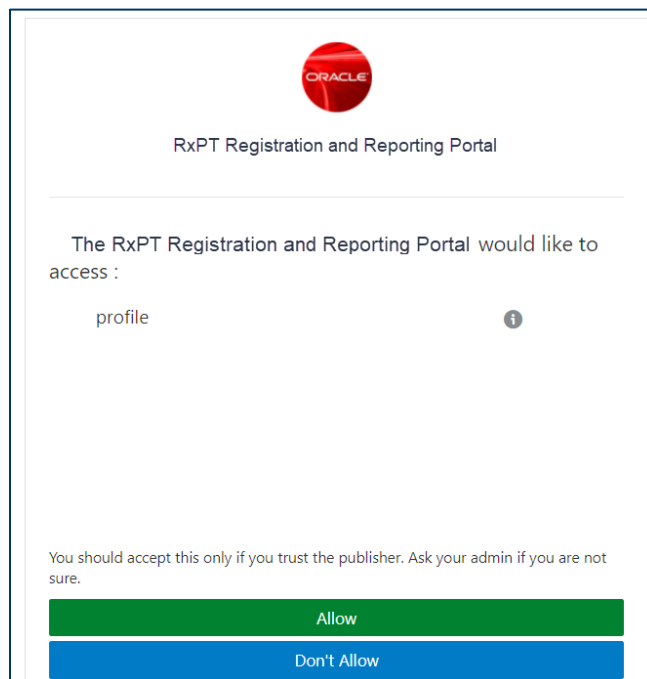
3. Clicking the “Activate Your Account” button will open a browser window that will require users to enter a new password that meets MDH password design requirements. After entering and confirming the new password, click “Reset Password.” Re-access the website to log in.



The screenshot shows the 'Reset your password' page for the State of Minnesota. At the top is the 'mi MINNESOTA' logo and 'State of Minnesota' text. Below is the heading 'Reset your password' and the instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. A blue 'Reset Password' button is at the bottom.

**Note:** The username (or user login) is the email that is used for registration.

4. Click the green "Allow" button to complete the account activation process.

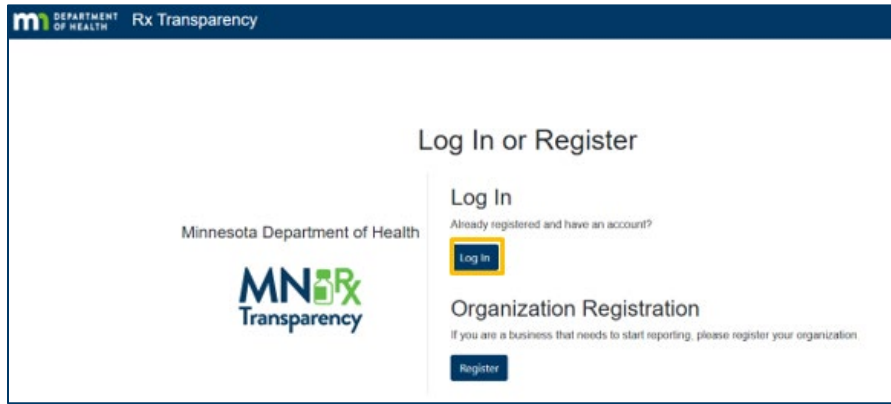


The screenshot shows an Oracle permission dialog box. At the top is the Oracle logo and the title 'RxPT Registration and Reporting Portal'. The main text says 'The RxPT Registration and Reporting Portal would like to access : profile'. Below this is an information icon. At the bottom, there are two buttons: a green 'Allow' button and a blue 'Don't Allow' button. A warning message at the bottom reads: 'You should accept this only if you trust the publisher. Ask your admin if you are not sure.'

## Log In and Password Recovery

By following the steps below, a reporting entity (a manufacturer or third-party administrator) may log in:

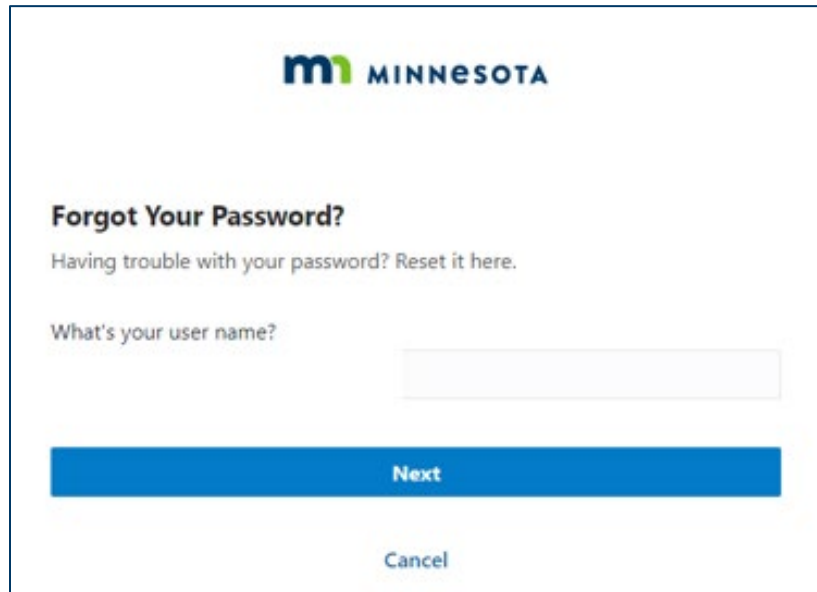
1. Access the RxPT Registration and Reporting Portal online at: <https://rxpt.health.mn.gov>.
2. Click the “Login” button (outlined in yellow).



3. Type in the username (email used to register the account) and password, and then click the “Sign In” button.

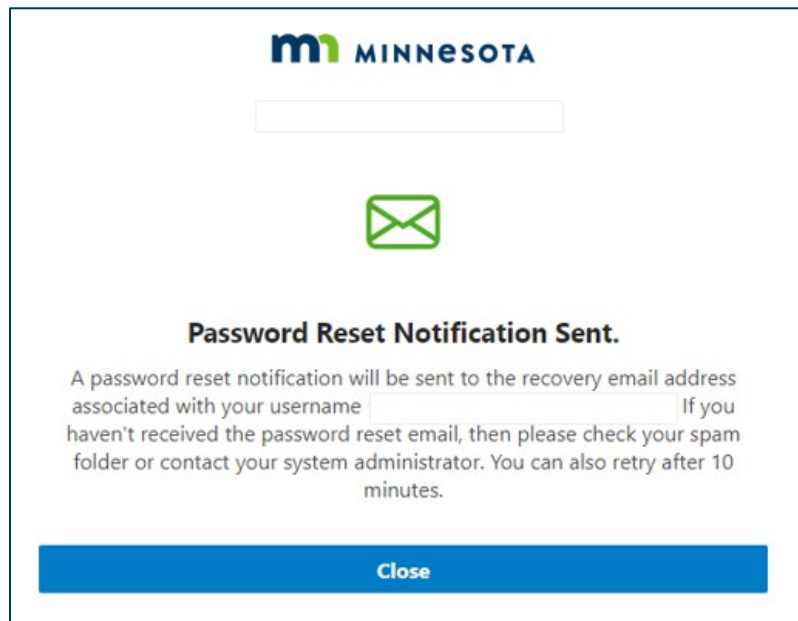
A screenshot of the RxPT login form. At the top, there is the Minnesota Department of Health logo. Below the logo, there are two input fields: "User Name" with a placeholder text "User name or email" and "Password" with a placeholder text "Password". Below the input fields is a large blue "Sign In" button. At the bottom of the form, there is a link that says "Need help signing in? Click here".

4. If you have registered and have trouble signing in, click the link below for password recovery support.
5. Enter your user name (email used to register the account) and click the “Next” button.



The screenshot shows a web form for password recovery. At the top is the 'm MINNESOTA' logo. Below it is the heading 'Forgot Your Password?' followed by the text 'Having trouble with your password? Reset it here.' A label 'What's your user name?' is positioned to the left of a text input field. Below the input field is a large blue button labeled 'Next'. At the bottom center is a smaller blue button labeled 'Cancel'.

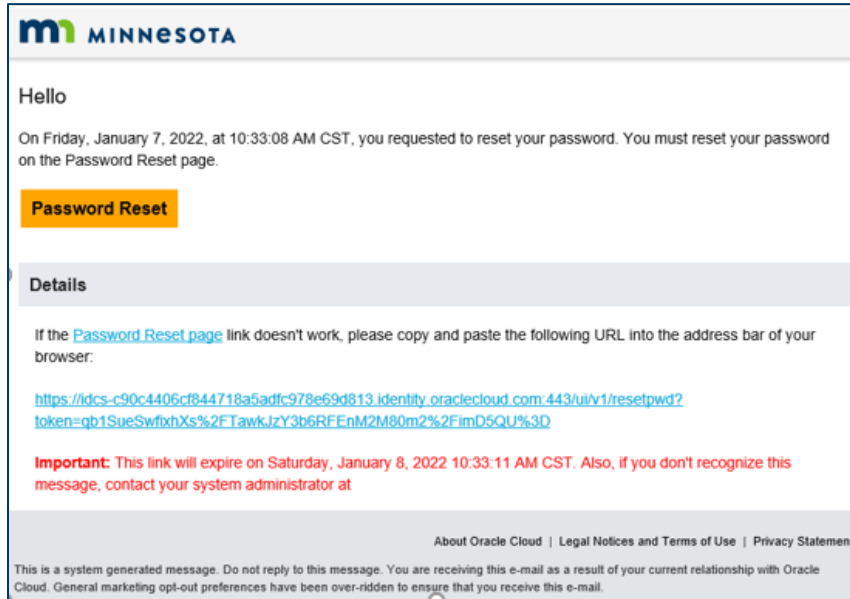
6. Upon successfully requesting support to recover your password, you will receive notification that a password recovery email was sent.



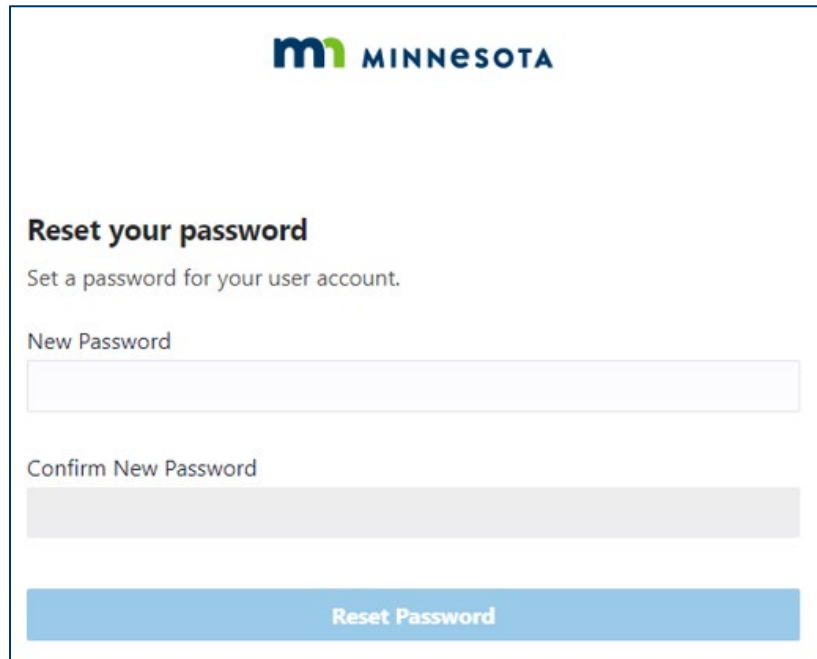
The screenshot shows a confirmation message. At the top is the 'm MINNESOTA' logo. Below it is a text input field. In the center is a green envelope icon. Below the icon is the heading 'Password Reset Notification Sent.' followed by the text: 'A password reset notification will be sent to the recovery email address associated with your username [input field]. If you haven't received the password reset email, then please check your spam folder or contact your system administrator. You can also retry after 10 minutes.' At the bottom is a large blue button labeled 'Close'.

7. Open the password recovery email and click the "Password Reset" button.

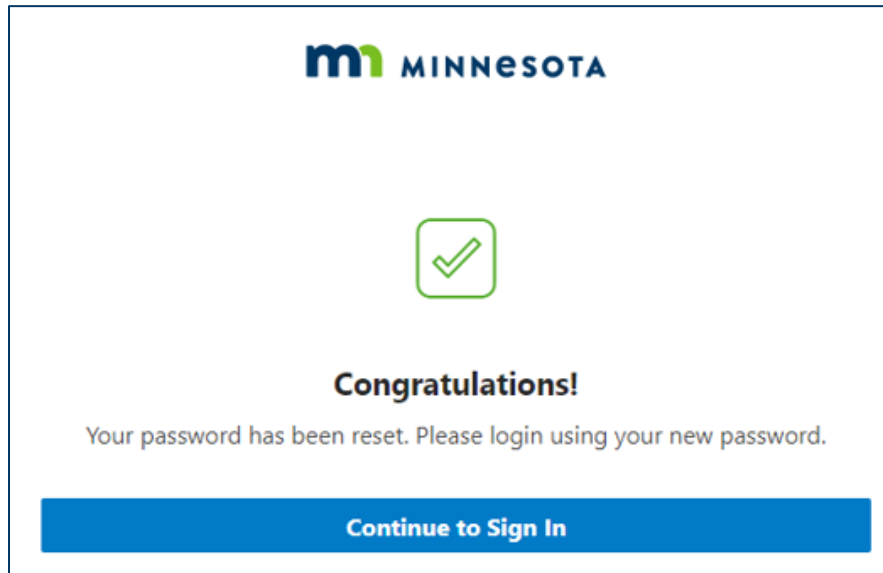




8. In the window that opens, enter and confirm the new password and click the “Reset Password” button.



9. A new page will confirm that the password has been set. Click the “Continue to Sign In” button to log in.



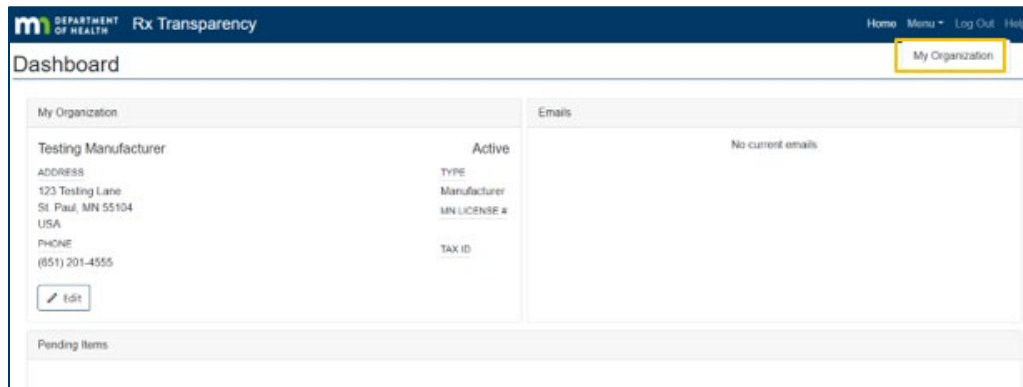
## Add and Manage Affiliates (Manufacturers Only - Optional)

Once registered, a manufacturer has the option to add affiliated organizations directly and may establish an affiliation with registered third-party administrators using a lookup feature, as desired.

### Add Affiliates

By following the steps below, a manufacturer may add an affiliated organization:

1. From the home page dashboard, click on the drop-down “Menu” located in the upper-right of the window and click “My Organization.”



2. Click on the “Affiliates” tab and then the “Add Affiliate” button to manually add an affiliate or the “Add TPA” button to establish an affiliation with a registered third-party administrator.

DEPARTMENT OF HEALTH Rx Transparency

### Organization Details

Testing Manufacturer

ADDRESS  
123 Testing Lane  
St. Paul, MN 55104  
USA  
PHONE  
(100) 000-0000

[Edit](#)

Affiliates   Contacts   Labeler Codes

[+ Add Affiliate](#)   [+ Add TPA](#)

Name	Parent Organization	Type
<a href="#">Testing affiliate</a>	Testing Manufacturer	Manufacturer

3. If adding an affiliate, enter the business information for the affiliate organization and click the “Save” button in the window that appears.

Add Affiliate

\* Required information

Parent Organization \*  
Testing Manufacturer

Name \*

Address \*

Address 2

City \*   State \*   Postal Code \*

Country \*

Phone \*

MN License Number   Tax Id

[Save](#)   [Cancel](#)

**Note:** The “Parent Organization” field allows users to define the level of access an affiliate and its associated contacts have to data and communications within the system. Parent organizations will have access to information submitted by related affiliates; however,

affiliate organizations will not be able to access information submitted by parent organizations.

4. If adding a registered third-party administrator, use the drop-down menu to review the list of registered third-party administrators, make your selection, and click the “Save” button in the window that appears.

The screenshot shows a modal window titled "Add TPA". Inside the window, there is a label "Third Party Associate" positioned above a drop-down menu. The drop-down menu is currently empty. At the bottom right of the window, there are two buttons: a blue "Save" button and a grey "Cancel" button.

5. The newly added affiliate will appear in the “Affiliates” tab.

## Manage Affiliates

Once affiliates have been established, a manufacturer may edit affiliate information, deactivate affiliates, and reactivate inactive affiliates. A manufacturer may remove an affiliation with a third-party administrator but cannot update information related to the third-party administrator.

### Edit, Inactivate, or Activate an Affiliate

By following the steps below, a manufacturer may edit the information of, activate, or deactivate an affiliate they added manually.

1. On the “My Organization” page, click the “Affiliates” tab, identify the affiliate to modify, and click on the pencil-shaped icon to the left of the affiliate’s name.
2. In the window that appears, a user may edit the contact information of the affiliate, as well as activate or deactivate the affiliate using the toggle button at the bottom of the window.

**Edit Affiliate**

**\* Required information**

Name \*

Address \*

Address 2

City \*

State \*

Postal Code \*

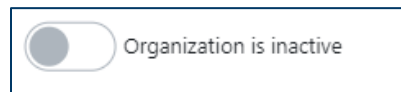
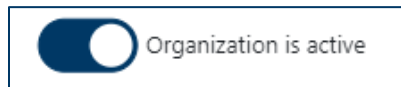
Country \*

Phone \*

MN License Number

Tax Id

Organization is active

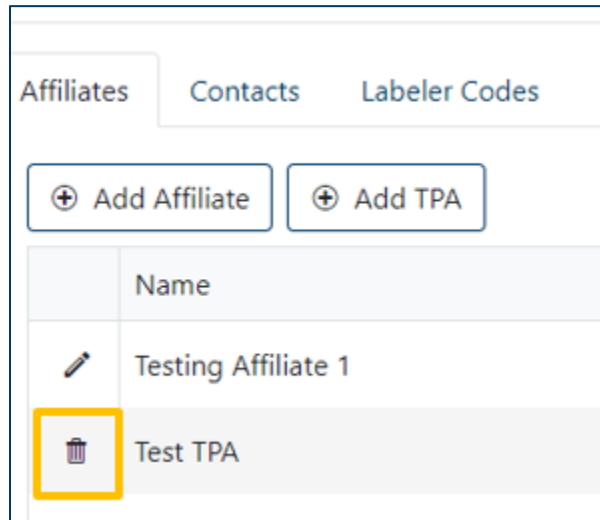


3. Click the “Save” button and the affiliate’s contact information will be saved.

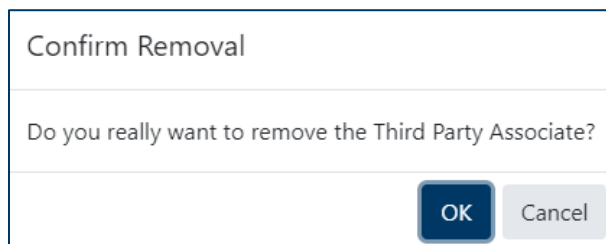
### Remove a TPA Affiliate

By following the steps below, a manufacturer may remove an affiliation with a third-party administrator.

1. On the “My Organization” page, click the “Affiliates” tab, identify the third-party administrator to remove, and click on the garbage-can-shaped icon to the left of the affiliate’s name.



2. In the window that appears, confirm the affiliate’s removal by clicking the “OK” button.



3. The third-party administrator will no longer appear in the list of affiliated organizations on the “Affiliates” tab of the “My Organization” page.

## Add and Manage Contacts (Optional)

Once registered, a reporting entity (a manufacturer or a third-party administrator) has the option to add additional contacts.

### Add a Contact

By following the steps below, a reporting entity may add a contact:

1. On the “My Organization” page, click the “Contacts” tab and click the “Add” button.

**m** DEPARTMENT OF HEALTH Rx Transparency

## Organization Details

Testing Manufacturer

ADDRESS  
 123 Testing Lane  
 St. Paul, MN 55104  
 USA

PHONE  
 (100) 000-0000

Edit

Affiliates | **Contacts** | Labeler Codes

+ Add

Name
Jane Doe

2. In the window that appears, enter the contact information, and click the “Save” button.

Add Contact

\* Required information

Primary Organization \*  
 Testing Manufacturer

Email Address \*

Given Name \*      Surname \*

Job Title \*

Address \*

Address 2

City \*      State \*      Postal Code \*

Country \*

Phone \*

Save    Cancel

**Note:** The “Primary Organization” field allows users to define the level of access a contact has to data and communications within the system based on the affiliate to which they are

primarily assigned. Contacts will have access to submit and review information for the primary organization that is selected and any affiliates (children) of the primary organization; however, contacts will not be able to access information submitted for higher level (parent) organizations of the primary organization that is selected.

3. The newly added contact will appear in the “Contacts” tab. An activation email will be sent to the new contact and no additional approval will be required by MDH. Refer to “Activate Account” instructions.

## Manage Contacts

By following the steps below, a reporting entity may edit the information of, activate, or inactivate contacts.

1. On the “My Organization” page, click the “Contacts” tab, identify the contact to modify, and click on the pencil-shaped icon to the left of the contact’s name.
2. In the window that appears, a user may edit the contact information of the contact, as well as activate or inactivate the contact using the toggle button at the bottom of the window.

**Edit Contact**

*\* Required information*

Primary Organization *\**

Email Address *\**

Given Name *\**      Surname *\**  
     

Job Title *\**

Address *\**

Address 2

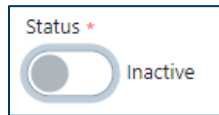
City *\**      State *\**      Postal Code *\**  
           

Country *\**

Phone *\**      Status *\**  
       Inactive







**Note:** If a contact does not appear in the user’s list of contacts, they may be inactive and not displayed by default. To display all active and inactive contacts, use the toggle button on the right side of the page.

3. Click the “Save” button and any modifications to the contact’s information or status will be saved.

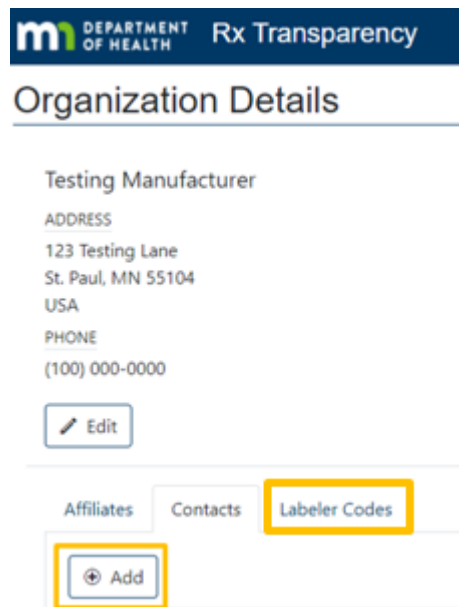
## Add and Manage Labeler Codes (Optional)

Once registered, a reporting entity (a manufacturer or a third-party administrator) has the option to add labeler codes.

### Add a Labeler Code

By following the steps below, a reporting entity may add a contact:

1. On the “My Organization” page, click the “Labeler Codes” tab and click the “Add” button.



2. In the window that appears, enter the Labeler Code information, and click the “Save” button.

### Add Labeler Code

---

**\* Required information**

Organization \*

Code \*

3. The newly added labeler code will appear in the “Labeler code” tab.

## Remove Labeler Codes

By following the steps below, a reporting entity may remove labeler codes.

1. On the “My Organization” page, click the “Labeler Code” tab, identify the Labeler Code to remove, and click on the garbage-can-shaped icon to the left of the labeler code.
2. Click the “Save” button and the labeler code will be removed.

## Submit a Report (In Development)

Minnesota Department of Health  
 Health Economics Program  
 651-201-4250  
[health.Rx@state.mn.us](mailto:health.Rx@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

01/10/22

*To obtain this information in a different format, call: 651-201-4250.*