**Prescription Drug Price Disclosure Program User Guide for Annual WAC Reporting Renewal**

Step 1: Login under Returning User with the User ID and Password (use password provided by DSHS for first login, then change).

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Step 2: Under ‘It is time to Renew’, click Select to the right of Annual Reporting.

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Step 3: Click Next to continue.

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Step 4: Click No for both questions and click Next.

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Step 5: Confirm Name and Organization and click Next.

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

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

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

Step 7: Enter information for each drug reported. Click Add for more than one drug. Click Next when all drug reporting information has been entered.

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Step 8: Attach Annual Reporting Attachments. Manufacturers must use the approved Annual WAC Report Excel template for submitting Annual WAC Reports. Follow the link for the approved template. Users ***should not*** change formatting on the templates. Once done, click Next.

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Step 9: Confirm Annual Report Summary and Submit.

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Step 10: Click Yes on Attestation and Submit.

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Step 11: Confirm application submission to finish.

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