

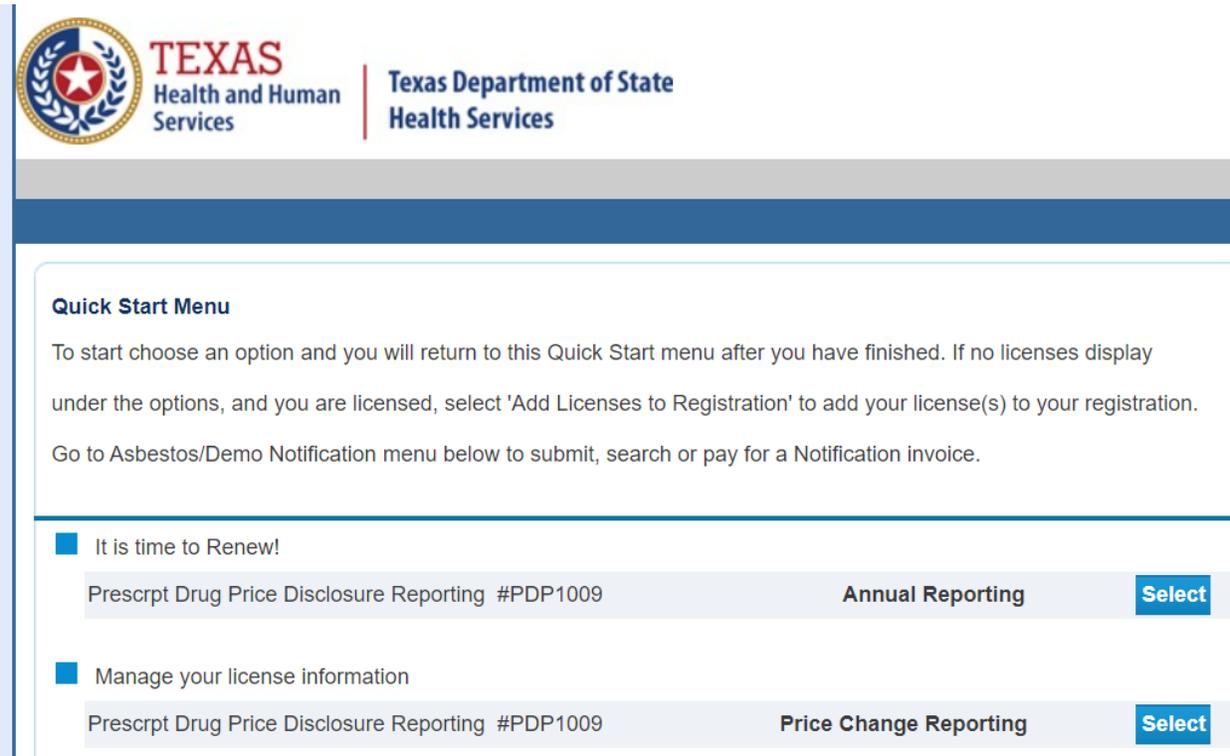
# Prescription Drug Price Disclosure Program User Guide for Annual WAC Reporting Renewal

Step 1: Login under Returning User with the User ID and Password.



The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". Below this is a navigation bar with "Online Licensing Services" and links for "Help & Support" and "Contact Us". The main content area is divided into two columns. The left column has a heading "Check License Status or Search for a License" and a paragraph stating that it is not necessary to register or login to view or search for a license. Below this is a heading "Apply for a New License" and a paragraph explaining how to apply for an initial license. The right column has a heading "Returning User" and a login form with fields for "User ID:" and "Password:", a "Sign In" button, and links for "Forgot user ID?" and "Forgot password?". Below the login form is a heading "New User".

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



The screenshot shows the Texas Department of State Health Services website. At the top left is the Texas Health and Human Services logo. To its right is the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". Below this is a navigation bar with "Quick Start Menu" and links for "Help & Support" and "Contact Us". The main content area has a heading "Quick Start Menu" and a paragraph explaining how to start. Below this is a heading "Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice." The main content area is divided into two sections. The first section has a heading "It is time to Renew!" and a table with two rows. The first row has "Prescript Drug Price Disclosure Reporting #PDP1009" and "Annual Reporting" with a "Select" button. The second row has "Prescript Drug Price Disclosure Reporting #PDP1009" and "Price Change Reporting" with a "Select" button.

Item	Reporting Type	Action
Prescript Drug Price Disclosure Reporting #PDP1009	Annual Reporting	Select
Prescript Drug Price Disclosure Reporting #PDP1009	Price Change Reporting	Select

Step 3: Click Next to continue.

**TEXAS**  
Health and Human Services | Texas Department of State Health Services

Prescript Drug Price Disclosure Reporting PDP1009

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Main Menu | Update Profile | Logoff | Contact Us

**Annual Reporting - Introduction**

Welcome to the Prescription Drug Price Disclosure Program. Please follow the instructions on each screen to submit your annual report which is due January 15th of each calendar year. Your information will not be saved until you submit your request.

Press "Next" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003, and 559.004)

**Next** **Cancel**

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

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**Annual Reporting - Function Suitability**

Answer the questions below to ensure that you have selected the correct online transaction.  
Answer the questions and press "Next".  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Are you applying for this license type or program for the first time (not a license renewal)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have you already submitted your Annual Report?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Previous** **Next** **Cancel**

Step 5: Confirm Name and Organization and click Next.



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Texas Department of State  
Health Services

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Prescript Drug Price Disclosure Reporting PDP1009

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<a href="#">Introduction</a>	<b>Annual Reporting - Name and Organizational Details</b> Please enter your organizational details and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
<a href="#">Function Suitability</a>	
<b>Name and Organizational Details</b>	
<a href="#">Contact Information</a>	Organization Name: Shari's Drugs
<a href="#">Annual Report</a>	Doing Business As Name:
<a href="#">Attachments</a>	Tax Number: .....
<a href="#">Application Summary</a>	Entity Type: LLC

[Previous](#) [Next](#) [Cancel](#)

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

Mailing Address

Street Number:

\* Address:

Zip Code:

City:

\* State:

County:

Country:

Phone Number:  (999-999-9999)

Extension:

\* E-mail:

[Previous](#) [Next](#) [Cancel](#)

**\*Users 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 XLSX template with the same products-this will result in duplicate entries in the system.\*\***

Step 7: Enter information for each prescription drug. Use the Add button for multiple prescription drugs. Click Next when all drug reporting information has been entered.

Add Annual Report [Add](#)

### Annual Report

\* Manufactur Name:

\* Drug Trade Name:

\* Drug Generic Nm:

\* NDC11:

\* Drug Type:

\* FDA approved in the last 3 years?

\* Lost Patent Exclusivity in the last 3 years?

\* Price:

\* Price Increase:

Price Inc Percn:

R&D Cost:

Comments:

[Previous](#) [Next](#) [Cancel](#)

Step 8: Attach Annual WAC 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 cannot change formatting on the XLSX template to prevent data submission errors.** Choose the file (**MUST** be approved Excel xlsx file-the reporting system will not accept other files) and click Attach to upload the file to the application. Double check to make sure the attachment is on the application. Once done, click Next.

The screenshot shows a web application interface for the Texas Department of State Health Services. The header includes the Texas Health and Human Services logo and the text "Texas Department of State Health Services". Navigation links include "Contact your licensing board or program", "Internet Policy", "Main Menu", "Update Profile", "Logoff", and "Contact Us". The user is logged in as "James, Patti". The main content area is titled "Annual Reporting - Attachments" and contains instructions: "Please attach the annual report spreadsheet." and "No special characters or symbols such as: ®, ™, ©. Manufacturers must use an Excel template for submitting Annual WAC reports. Please go to the following link <https://www.dshs.texas.gov/texasrx/Submit-Your-Data/> to download the approved template." Below the instructions, there are three buttons: "Attach", "Previous", and "Next".

TEXAS Health and Human Services | Texas Department of State Health Services

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Prescript Drug Price Disclosure Reporting PDP1015 | Logged in as James, Patti

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Annual Reporting - Attachments

Please attach the annual report spreadsheet.

No special characters or symbols such as: ®, ™, ©  
Manufacturers must use an Excel template for submitting Annual WAC reports. Please go to the following link <https://www.dshs.texas.gov/texasrx/Submit-Your-Data/> to download the approved template.

Press "Next" when there are no more files to attach.  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this application and return to the main menu.

File Name:  No file chosen

Notes:

## Step 9: Confirm Annual Report Summary and Submit.

<b>Annual Report</b>		<a href="#">Edit</a>
Manufactur Name:	Shari's Drugs	
Drug Trade Name:	Sample Drug	
Drug Generic Nm:	7777777	
NDC11:	777	
Drug Type:	Generic	
FDA approved in the last 3 years?		Yes
Lost Patent Exclusivity in the last 3 years?		No
Price:	250	
Price Increase:		Yes
Price Inc Percn:		15% increase in price in last calendar year
R&D Cost:		No
Comments:		

[Previous](#) [Submit](#) [Cancel](#)

## Step 10: Click Yes on Attestation and Submit.



**TEXAS**  
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Texas Department of State  
Health Services

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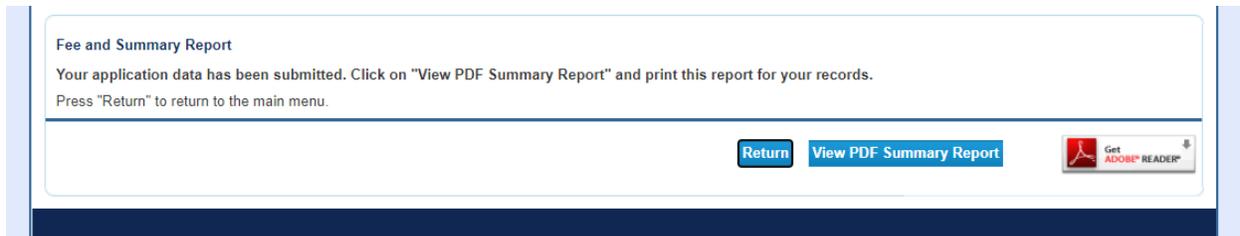
Prescript Drug Price Disclosure Reporting PDP1009

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<b>Introduction</b>	<b>Annual Reporting - Attestation</b> Press "Previous" to return to the previous section. Press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu. <hr/> I swear or affirm that all information in this request is true and correct. <input checked="" type="radio"/> Yes <input type="radio"/> No
Function Suitability	
Name and Organizational Details	
Contact Information	
Annual Report	
Attachments	
<b>Application Summary</b>	

[Previous](#) [Submit](#) [Cancel](#)

Step 11: Confirm application submission to finish.



The screenshot shows a web application interface with a white background and a blue border. At the top left, the text reads "Fee and Summary Report". Below this, a message states: "Your application data has been submitted. Click on 'View PDF Summary Report' and print this report for your records. Press 'Return' to return to the main menu." At the bottom right of the main content area, there are two blue buttons: "Return" and "View PDF Summary Report". To the right of these buttons is a small icon for Adobe Reader with the text "Get ADOBE READER".

Users must check the status of the application(s) once submitted. To check the status of your application(s), log back into the web site, <https://vo.ras.dshs.state.tx.us/>, and click "Check Status of Your Applications" on the Main Menu. Your current application(s) will appear with either a status of "Open" or "Approved". This means that staff will soon begin processing your application unless you still owe a fee or additional documentation or attachments. You will always see an "Open" status if you owe a fee. Please make sure you have submitted the required fee and all documentation or attachments required to complete your application. Once you submit the fee, you will receive an email receipt. Processing times vary by application type and complexity.

***Annual WAC Report Fee Payment applications will not be available online until the Annual WAC Report application has been approved. Fee payments are due immediately upon report submission approval.***