

Prescription Drug Price Disclosure Program User Guide for Annual WAC and Price Change Report Fee Payments

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

The screenshot shows the Texas Department of State Health Services Online Licensing Services page. The header includes the Texas Health and Human Services logo and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". The main content area is titled "Online Licensing Services" and includes links for "Help & Support" and "Contact Us". There are three main sections: "Check License Status or Search for a License", "Apply for a New License", and "Renew Your License". On the right side, there is a "Returning User" section with input fields for "User ID:" and "Password:", a "Sign In" button, and links for "Forgot user ID?" and "Forgot password?". Below that is a "New User" section with a blue information icon and text: "Create a new online account as a first time user. Log in with the password emailed to you to access online services. Register as a new user".

Step 2: From the drop-down menu under 'Manage your license information' choose which (or both) fee payment(s) to make-Annual Report/and or Price Change Report.

The screenshot shows the "Quick Start Menu" for license management. It includes instructions: "To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration. Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice." There are two main sections: "Manage your license information" and "Start a New Application or Take An Exam". Under "Manage your license information", there is a dropdown menu showing "Prescript Drug Price Disclosure Reporting #PDP1760" and a "Select" button. Under "Start a New Application or Take An Exam", there is a dropdown menu for "What are you applying for?" with the option "<Choose Board>". On the right side, there is a "License Information" box with a "Show Details" button, displaying "License Number: #PDP1760" and "License Type: Prescript Drug Price Disclosure Reporting".

Step 3: On Introduction, click Next.

Annual Report Fee Payment - Introduction

You can pay for your 2022 Prescription Drug Price Disclosure annual reporting fee here

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: On Application Summary, click Submit.

Annual Report Fee Payment - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

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

Application	License Type:	Prescript Drug Price Disclosure Reporting
	Application Date:	05/04/2022

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

Step 5: Click Yes on Attestation and Submit.

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Annual Report Fee Payment - Attestation

Press "Previous" to return to the previous section.

Press "Next" to continue.

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

I agree to pay for 2022 Prescription Drug Price Disclosure annual reporting fee.

Yes

No

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

Step 6: Click on Pay Now for fee payment(s).

Fee and Summary Report
Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.
Press "Pay Later" to return to the main menu. Select "Pay for Online Applications" from the main menu when you are ready to pay.

Fees

Total Amount Due:	\$258.00
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Deficiencies

1. Fee Due

[Fix](#) [Pay Now](#) [Pay Later](#) [View PDF Summary Report](#) 

Step 7: Choose credit card or ACH and click Next. **All fee payments must be made online on the payment application. Physical checks are not an acceptable form of payment.**

Online Application Payment
Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee	
1659	Annual Report Fee Payment	PDP1760	Prescription Drug Price Disclosure Program	Larimar LLC	\$258.00	<input checked="" type="checkbox"/> To Third Party
1661	Price Change Report Fee Payment	PDP1760	Prescription Drug Price Disclosure Program	Larimar LLC	\$258.00	<input checked="" type="checkbox"/>

Payment Method Credit Card ACH

[Next](#) [Main Menu](#)

Step 8: Confirm total fee payment(s) and payment method and click Next.

Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
1659	Annual Report Fee Payment	PDP1760	Prescription Drug Price Disclosure Program		\$258.00
1661	Price Change Report Fee Payment	PDP1760	Prescription Drug Price Disclosure Program		\$258.00
Total					\$516.00

Payment Method: Credit Card

Step 9: Complete transaction through NIIC.

NIIC
Contact

1 Payment Type
2 Customer Info
3 Payment
4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country * United States ▼

First Name *

Last Name *

Address *

Transaction Summary

Department of State Health Services Regulatory Licensing Payment	\$516.00
TOTAL	\$516.00

Need Help?

Please complete the Customer Information Section

Step 10: Confirm payment success. All transactions will be sent an email confirmation receipt. Click Next to return to the main menu.

Online Application Payment Success

Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid: \$516.00
Authorization Number: TEST123
Trace Number: 537RG1100761R2

Application Number	Description	Applicant Name	Fee
7700-1659	Annual Report Fee Payment	Larimar LLC	\$258.00
7700-1661	Price Change Report Fee Payment	Larimar LLC	\$258.00

[Next](#) [View PDF Summary Report](#) 

Users should 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.