**Prescription Drug Price Disclosure Program User Guide for Price Change Reporting**

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

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Step 2: Under ‘Manage your license information’, click Select to the right of Price Change Reporting.

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Step 3: Click Next to continue.

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Step 4: Click No for ‘Are You Submitting Your Annual Report’ and then 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 price increase report page (step 7 in the user guide) OR attach and upload the approved price increase 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: Add Price Increase Report for each drug and click Next. Use the Add button for multiple drugs.

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Step 8: Attach Price Change Reporting Attachments. Manufacturers must use the approved Price Increase Report Excel template for submitting Price Change 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 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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