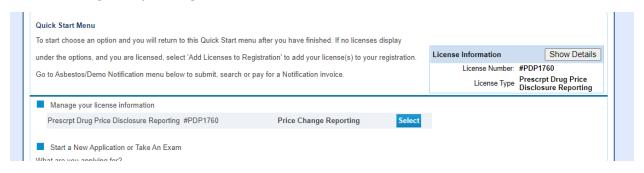
Prescription Drug Price Disclosure Program User Guide for Price Change Reporting

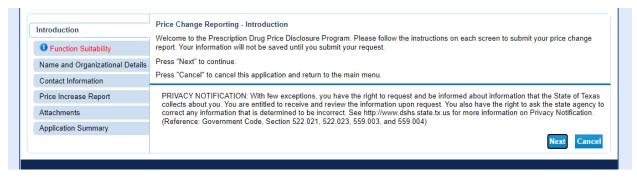
Step 1: Login under Returning User with the User ID and Password.



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



Step 3: Click Next to continue.



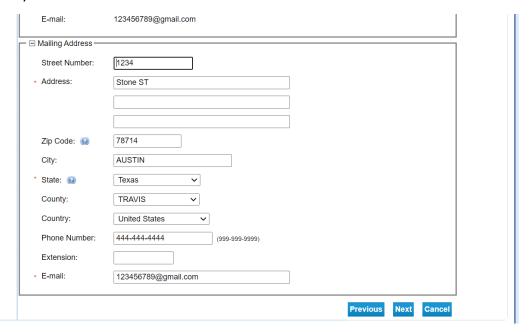
Step 4: Click No for 'Are You Submitting Your Annual Report' and then click Next.



Step 5: Confirm Name and Organization and click Next.



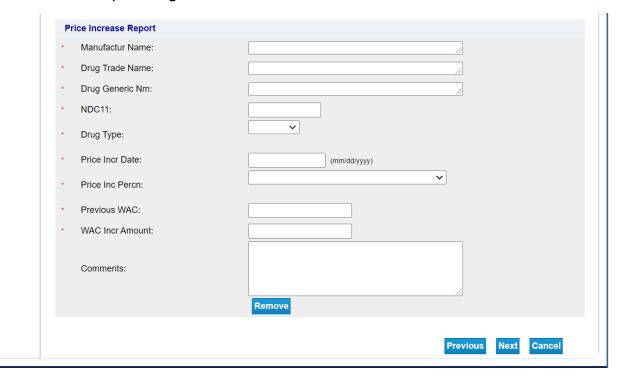
Step 6: Confirm/Enter contact information and click Next.



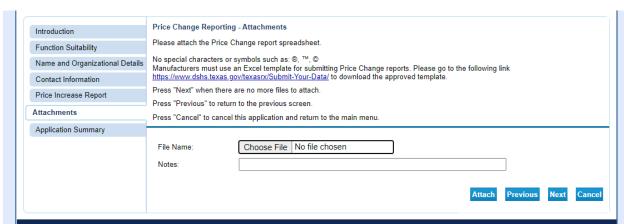
Manufacturers can either individually enter their products on the price increase report page (step 7 in the user guide) OR attach and upload the approved price increase report template on the attachments page (step 8 in the user guide).

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

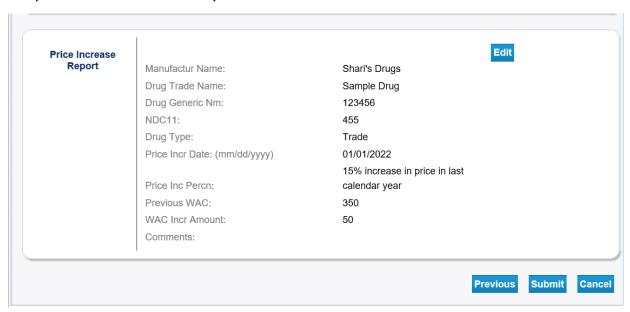
Step 7: Add Price Increase Report for each drug and click Next. Use the Add button for multiple drugs.



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. 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.



Step 9: Confirm Summary and Submit.



Step 10: Click Yes on Attestation and Submit.



Step 11: Confirm application submission to finish.



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.