

Prescription Drug Price Disclosure Program User Guide for Price Change Reporting

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 department name. The main content area is titled 'Online Licensing Services' and includes links for 'Help & Support' and 'Contact Us'. The page is divided into three main sections: 'Check License Status or Search for a License', 'Apply for a New License', and 'Renew Your License'. The 'Check License Status or Search for a License' section contains instructions on how to search for a license. The 'Apply for a New License' section contains instructions on how to apply for a new license. The 'Renew Your License' section contains instructions on how to renew a license. On the right side of the page, there are two login options: 'Returning User' and 'New User'. The 'Returning User' section has fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot user ID?' and 'Forgot password?'. The 'New User' section has a 'Create a new online account as a first time user' button and a link for 'Register as a new user'.

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

The screenshot shows the 'Quick Start Menu' page. The page has a header with the title 'Quick Start Menu' and a paragraph explaining the menu. The main content area is divided into two sections: 'Manage your license information' and 'Start a New Application or Take An Exam'. The 'Manage your license information' section has a table with two rows: 'Prescript Drug Price Disclosure Reporting #PDP1760' and 'Price Change Reporting'. The 'Price Change Reporting' row has a 'Select' button next to it. The 'Start a New Application or Take An Exam' section has a 'What are you applying for?' dropdown menu. On the right side of the page, there is a 'License Information' box with a 'Show Details' button. The box contains the following information: License Number: #PDP1760, License Type: Prescript Drug Price Disclosure Reporting.

Step 3: Click Next to continue.

The screenshot shows the 'Price Change Reporting - Introduction' page. The page has a header with the title 'Price Change Reporting - Introduction'. The main content area is divided into two sections: 'Introduction' and 'Privacy Notification'. The 'Introduction' section has a 'Function Suitability' button and a 'Name and Organizational Details' button. The 'Privacy Notification' section contains a paragraph explaining the privacy policy. At the bottom of the page, there are 'Next' and 'Cancel' buttons.

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

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas Health and Human Services logo and the text 'Texas Department of State Health Services'. Below the header, there is a navigation bar with links: 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Price Change Reporting - Function Suitability'. It contains a sidebar with a list of steps: 'Introduction', 'Function Suitability' (selected), 'Name and Organizational Details', 'Contact Information', 'Price Increase Report', 'Attachments', and 'Application Summary'. The main content area displays instructions: 'Answer the question 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.' Below the instructions is a table with two columns: 'Question' and 'Answer'. The question is 'Are you submitting your Annual Report?'. The answer options are 'Yes' (radio button) and 'No' (radio button, selected). At the bottom right of the table are three buttons: 'Previous', 'Next', and 'Cancel'. The footer contains the text 'DSHS Certifications, Licenses and Permits | Disclaimer'.

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

Prescript Drug Price Disclosure Reporting PDP1009

Contact your licensing board or program | Internet Policy
Logged in as James, Patti

Main Menu | Update Profile | Logoff | Contact Us

Price Change Reporting - Function Suitability

Answer the question 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 submitting your Annual Report?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Previous Next Cancel

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Step 5: Confirm Name and Organization and click Next.

The screenshot shows the Texas Department of State Health Services website. The header includes the Texas Health and Human Services logo and the text 'Texas Department of State Health Services'. Below the header, there is a navigation bar with links: 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Price Change Reporting - Name and Organizational Details'. It contains a sidebar with a list of steps: 'Introduction', 'Function Suitability', 'Name and Organizational Details' (selected), 'Contact Information', 'Price Increase Report', 'Attachments', and 'Application Summary'. The main content area displays instructions: '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.' Below the instructions is a form with four fields: 'Organization Name' (Shari's Drugs), 'Doing Business As Name' (empty), 'Tax Number' (*****), and 'Entity Type' (LLC). At the bottom right of the form are three buttons: 'Previous', 'Next', and 'Cancel'. The footer contains the text 'DSHS Certifications, Licenses and Permits | Disclaimer' and 'Last Updated Mar 27, 2013'.

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

Price Change Reporting - Name and Organizational Details

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.

Organization Name:	Shari's Drugs
Doing Business As Name:	
Tax Number:	*****
Entity Type:	LLC

Previous Next Cancel

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Last Updated Mar 27, 2013

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

E-mail: 123456789@gmail.com

[-] Mailing Address

Street Number: 1234

* Address: Stone ST

Zip Code: 78714

City: AUSTIN

* State: Texas

County: TRAVIS

Country: United States

Phone Number: 444-444-4444 (999-999-9999)

Extension:

* E-mail: 123456789@gmail.com

Previous Next Cancel

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.

Price Increase Report

* Manufactur Name:

* Drug Trade Name:

* Drug Generic Nm:

* NDC11:

* Drug Type:

* Price Incr Date:

(mm/dd/yyyy)

* Price Inc Percn:

* Previous WAC:

* WAC Incr Amount:

Comments:

Remove

Previous

Next

Cancel

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.

Introduction

Function Suitability

Name and Organizational Details

Contact Information

Price Increase Report

Attachments

Application Summary

Price Change Reporting - Attachments

Please attach the Price Change report spreadsheet.

No special characters or symbols such as: ®, ™, ©
Manufacturers must use an Excel template for submitting Price Change 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:

Notes:

Attach

Previous

Next

Cancel

Step 9: Confirm Summary and Submit.


Price Increase Report	<div>Edit</div> <table><tr><td>Manufactur Name:</td><td>Shari's Drugs</td></tr><tr><td>Drug Trade Name:</td><td>Sample Drug</td></tr><tr><td>Drug Generic Nm:</td><td>123456</td></tr><tr><td>NDC11:</td><td>455</td></tr><tr><td>Drug Type:</td><td>Trade</td></tr><tr><td>Price Incr Date: (mm/dd/yyyy)</td><td>01/01/2022</td></tr><tr><td>Price Inc Percn:</td><td>15% increase in price in last calendar year</td></tr><tr><td>Previous WAC:</td><td>350</td></tr><tr><td>WAC Incr Amount:</td><td>50</td></tr><tr><td>Comments:</td><td></td></tr></table>	Manufactur Name:	Shari's Drugs	Drug Trade Name:	Sample Drug	Drug Generic Nm:	123456	NDC11:	455	Drug Type:	Trade	Price Incr Date: (mm/dd/yyyy)	01/01/2022	Price Inc Percn:	15% increase in price in last calendar year	Previous WAC:	350	WAC Incr Amount:	50	Comments:	
Manufactur Name:	Shari's Drugs																				
Drug Trade Name:	Sample Drug																				
Drug Generic Nm:	123456																				
NDC11:	455																				
Drug Type:	Trade																				
Price Incr Date: (mm/dd/yyyy)	01/01/2022																				
Price Inc Percn:	15% increase in price in last calendar year																				
Previous WAC:	350																				
WAC Incr Amount:	50																				
Comments:																					

Previous

Submit

Cancel

Step 10: Click Yes on Attestation and Submit.

**TEXAS**
Health and Human
Services

Texas Department of State
Health Services


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[Prescript Drug Price Disclosure Reporting PDP1009](#)
[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Step 11: Confirm application submission to finish.

Fee and Summary Report

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.

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

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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.