

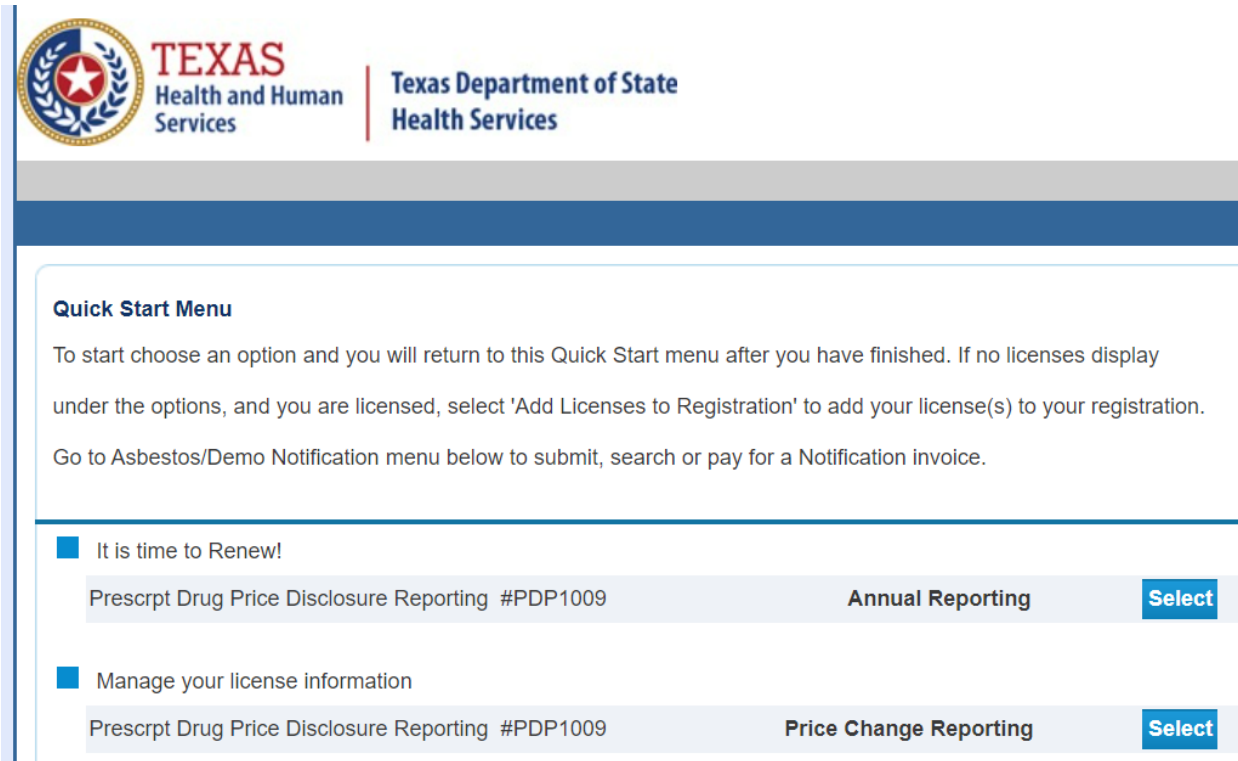
Prescription Drug Price Disclosure Program User Guide for Annual WAC Reporting Renewal

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 the process. 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 the menu options. Below this is a list of options with a "Select" button next to each. The first option is "It is time to Renew!" with a sub-option "Prescript Drug Price Disclosure Reporting #PDP1009" and a "Select" button. The second option is "Manage your license information" with a sub-option "Prescript Drug Price Disclosure Reporting #PDP1009" and a "Select" button.

Step 3: Click Next to continue.

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

Introduction

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.

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

Introduction

Function Suitability

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.

Introduction	Annual 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.	
Function Suitability		
Name and Organizational Details		
Contact Information		Organization Name: CRYSTAL LLC
Annual Report		Doing Business As Name:
Attachments		Tax Number: *****
Application Summary	Entity Type: LLC	
Previous Next Cancel		

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

Introduction	Annual Reporting - Contact Information Press "Previous" to return to previous page. Press "Next" to go to next page. Press "Cancel" to Cancel application and go back to Quick Start Menu. If Return to Summary Button is available. Press "Return to Summary" to return to the summary. If Delete Button is available. Press "Delete" to delete the address. If Copy Button is available. Press "Copy" to copy a previously entered address. Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.
Function Suitability	
Name and Organizational Details	
Contact Information	
Annual Report	
Attachments	
Application Summary	<input type="checkbox"/> Main Address
	Street Number: 1234
	* Address: STONE RIVER
	Zip Code:  78666
	City: SAN MARCOS
	* State:  Texas
	County: HAYS
	Country: United States
	Phone Number:
	Extension:
	E-mail: CRYSTALLLC@GMAIL.COM

☐ Mailing Address

Street Number:

* Address:

Zip Code:

City:

* State:

County:

Country:

Phone Number: (999-999-9999)

Extension:

* E-mail:

****Users are required to enter in at least one product on the annual report page (step 7 in the user guide) BEFORE they can attach and upload the approved Annual WAC 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: Enter information for each prescription drug. Use the Add button to enter multiple prescription drugs. Click Next when all drug reporting information has been entered.

Introduction	Annual Reporting - Information
Function Suitability	Press "Previous" to return to previous page.
Name and Organizational Details	Press "Next" to go to next page.
Contact Information	Press "Cancel" to Cancel application and go back to Quick Start Menu.
Annual Report	If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
Attachments	If Save Button is available. Press "Save" to save the information and return to the summary.
Application Summary	

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:**

If there was a price increase, please state a reason for the increase. If there was no price increase, enter N/A.

[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. **Formatting on the template is PROTECTED and CANNOT be changed 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.

Introduction	Annual Reporting - Attachments
Function Suitability	Please attach the annual report spreadsheet.
Name and Organizational Details	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.
Contact Information	Press "Next" when there are no more files to attach.
Annual Report	Press "Previous" to return to the previous screen.
Attachments	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	

File Name:	<input type="button" value="Choose File"/> Annual WA... Template.xlsx
Notes:	<input type="text"/>

Double check to make sure the attachment is on the application. Once done, click Next.

Introduction	Annual Reporting - Attachments
Function Suitability	Please attach the annual report spreadsheet.
Name and Organizational Details	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.
Contact Information	Press "Next" when there are no more files to attach.
Annual Report	Press "Previous" to return to the previous screen.
Attachments	Press "Cancel" to cancel this application and return to the main menu.
Application Summary	

Files Uploaded	
Annual WAC Report Template.xlsx	View Remove
Total Size of Attached Files:	10711

File Name:	<input type="button" value="Choose File"/> No file chosen
Notes:	<input type="text"/>

Step 9: Confirm Annual Report Summary and Submit. Double check to make sure the Annual Report information is complete and/or Annual WAC Report template is attached. **The Annual WAC Report application will not be approved by the system if information is missing.**

<ul style="list-style-type: none"> Introduction Function Suitability Name and Organizational Details Contact Information Annual Report Attachments Application Summary 	<p>Annual Reporting - Application Summary</p> <p>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.</p>																								
	<table border="1"> <tr> <td style="width: 20%;">Application</td> <td>License Type: Prescript Drug Price Disclosure Reporting Application Date: 12/09/2025</td> </tr> <tr> <td>Organization Detail:</td> <td>Organization Name: CRYSTAL LLC Doing Business As Name: Tax Number: ***** Entity Type: LLC Edit</td> </tr> <tr> <td>General Addresses</td> <td> <table border="1"> <tr> <td>Main Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td>Edit</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> <tr> <td>Mailing Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td></td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> </table> </td> </tr> </table>	Application	License Type: Prescript Drug Price Disclosure Reporting Application Date: 12/09/2025	Organization Detail:	Organization Name: CRYSTAL LLC Doing Business As Name: Tax Number: ***** Entity Type: LLC Edit	General Addresses	<table border="1"> <tr> <td>Main Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td>Edit</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> <tr> <td>Mailing Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td></td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> </table>	Main Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US	Edit	Phone Number:			E-mail:	CRYSTALLC@GMAIL.COM		Mailing Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US		Phone Number:			E-mail:	CRYSTALLC@GMAIL.COM	
Application	License Type: Prescript Drug Price Disclosure Reporting Application Date: 12/09/2025																								
Organization Detail:	Organization Name: CRYSTAL LLC Doing Business As Name: Tax Number: ***** Entity Type: LLC Edit																								
General Addresses	<table border="1"> <tr> <td>Main Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td>Edit</td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> <tr> <td>Mailing Address</td> <td>1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US</td> <td></td> </tr> <tr> <td>Phone Number:</td> <td></td> <td></td> </tr> <tr> <td>E-mail:</td> <td>CRYSTALLC@GMAIL.COM</td> <td></td> </tr> </table>	Main Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US	Edit	Phone Number:			E-mail:	CRYSTALLC@GMAIL.COM		Mailing Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US		Phone Number:			E-mail:	CRYSTALLC@GMAIL.COM							
Main Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US	Edit																							
Phone Number:																									
E-mail:	CRYSTALLC@GMAIL.COM																								
Mailing Address	1234 STONE RIVER SAN MARCOS, Texas HAYS 78666 US																								
Phone Number:																									
E-mail:	CRYSTALLC@GMAIL.COM																								

Annual Report	<table border="1"> <tr> <td>Manufactur Name:</td> <td>CRYSTAL LLC</td> <td>Edit</td> </tr> <tr> <td>Drug Trade Name:</td> <td>SAMPLE DRUG</td> <td></td> </tr> <tr> <td>Drug Generic Nm:</td> <td>SAMPLE DRUG</td> <td></td> </tr> <tr> <td>NDC11:</td> <td>17654389212</td> <td></td> </tr> <tr> <td>Drug Type:</td> <td>Generic</td> <td></td> </tr> <tr> <td>FDA approved in the last 3 years?</td> <td>No</td> <td></td> </tr> <tr> <td>Lost Patent Exclusivity in the last 3 years?</td> <td>No</td> <td></td> </tr> <tr> <td>Price:</td> <td>250.00</td> <td></td> </tr> <tr> <td>Price Increase:</td> <td>No</td> <td></td> </tr> <tr> <td>Price Inc Percn:</td> <td>N/A</td> <td></td> </tr> <tr> <td>R&D Cost:</td> <td>No</td> <td></td> </tr> <tr> <td>If there was a price increase, please state a reason for the increase. If there was no price increase, enter N/A.</td> <td>N/A</td> <td></td> </tr> </table>	Manufactur Name:	CRYSTAL LLC	Edit	Drug Trade Name:	SAMPLE DRUG		Drug Generic Nm:	SAMPLE DRUG		NDC11:	17654389212		Drug Type:	Generic		FDA approved in the last 3 years?	No		Lost Patent Exclusivity in the last 3 years?	No		Price:	250.00		Price Increase:	No		Price Inc Percn:	N/A		R&D Cost:	No		If there was a price increase, please state a reason for the increase. If there was no price increase, enter N/A.	N/A	
Manufactur Name:	CRYSTAL LLC	Edit																																			
Drug Trade Name:	SAMPLE DRUG																																				
Drug Generic Nm:	SAMPLE DRUG																																				
NDC11:	17654389212																																				
Drug Type:	Generic																																				
FDA approved in the last 3 years?	No																																				
Lost Patent Exclusivity in the last 3 years?	No																																				
Price:	250.00																																				
Price Increase:	No																																				
Price Inc Percn:	N/A																																				
R&D Cost:	No																																				
If there was a price increase, please state a reason for the increase. If there was no price increase, enter N/A.	N/A																																				
Attachments	<table border="1"> <tr> <td>File Name:</td> <td>Annual WAC Report Template.xlsx</td> <td>Edit</td> </tr> <tr> <td>Notes:</td> <td></td> <td></td> </tr> </table>	File Name:	Annual WAC Report Template.xlsx	Edit	Notes:																																
File Name:	Annual WAC Report Template.xlsx	Edit																																			
Notes:																																					

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

Step 10: Click Yes on Attestation and Submit.

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

Annual Reporting - 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 swear or affirm that all information in this request is true and correct.

Yes
 No

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

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](#)

Get **ADOBE** READER

If completed correctly, the submitted Annual WAC Report application summary should look like the example below.

	DSHS/HHSC Application Summary
Application summary notes	
12/9/25, 12:18 PM	Page 1 of 2
Application Detail	
License Type:	Prescript Drug Price Disclosure Reporting
License Number:	PDP2026
Application:	Annual Reporting
Application Date:	12/09/2025 (mm/dd/yyyy)
Organization Detail	
Organization Name:	CRYSTAL LLC
Organization Type:	LLC
Tax Number:	*****
Addresses	
Main Address	
Address:	1234 STONE RIVER HAYS SAN MARCOS, TX 78666 United States
E-mail Address:	CRYSTALLLC@GMAIL.COM
Mailing Address	
Address:	1234 STONE RIVER HAYS SAN MARCOS, TX 78666 United States
E-mail Address:	CRYSTALLLC@GMAIL.COM

Annual Report

Manufactur Name:	CRYSTAL LLC
Drug Trade Name:	SAMPLE DRUG
Drug Generic Nm:	SAMPLE DRUG
NDC11:	17654389212
Drug Type:	Generic
FDA approved in the last 3 years?	N

12/9/25, 12:18 PM

Page 2 of 2

Lost Patent Exclusivity in the last 3 years?	N
Price:	250.00
Price Increase:	N
Price Inc Percn:	N/A
R&D Cost:	N
If there was a price increase, please state a reason for the increase. If there was no price increase, enter N/A.	N/A

Attachments

Annual WAC Report Template.xlsx

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.