

Registration Quick Start Guide & FAQ

MN RX REPORTING PORTAL

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Quick Start

Whether you are a single, independent company or one part of a large, segmented corporation, getting the initial registration with the MN Rx Reporting Portal set up correctly is important.

Your registration and account setup will determine how reports are submitted, who can submit reports for your Organization, and who is able to access your information. Once established, Contacts may manage the Organization account without MDH review.

Step 1: Answer these questions before proceeding

1. Has anyone from your Organization already registered?
 - a. Yes – Reach out to the Primary Contact with your Organization to determine if an additional registration is needed. Existing Contacts may enter additional Contacts to the existing account. They may also add Affiliated Organizations and Third-Party Affiliates (TPAs) to the existing account.
 - b. No – Proceed to next question.
2. Are you/your Organization going to function as the parent company or as an individual (no subsidiaries) company for reporting purposes?
 - a. Yes – Proceed to next question.
 - b. No – Unless you know you will be registering and reporting separately, reach out to the Primary Contact of your Organization to determine if an additional registration is needed.
3. Are you using one of the following browsers: Google Chrome, Microsoft Edge, or Mozilla Firefox?
 - a. Yes – Proceed with registration.

Step 2: Registration

See Page 2 of the [Registration and Account Management Guide \(PDF\)](#) for a step-by-step explanation of the registration process.

For an Individual or Parent Organization

1. **Request registration** using the Register button at [Rx Data Portal - Log In or Register](#).
2. **MDH Approval** - MDH Reviews all requests to ensure authenticity and prevent duplicates. Personal emails and emails from TPAs should not be used to register Organization accounts.
3. **Activate Account** - Once MDH approves the registration, you should receive an email to set up your password. See Page 6 of the [Registration and Account Management Guide \(PDF\)](#) for details.

4. **Add and manage Contacts and Affiliates** - See Page 10 of the [Registration and Account Management Guide \(PDF\)](#):
 - a. Once registered, a Contact may add new Contacts and Affiliates in the portal.
 - b. Each Organization Contact must have their own unique company email address and email addresses may only be used once.
 - c. Organizations with several entities have two options for how to add multiple Organizations to the online reporting system:
 - i. Register a Primary Organization account, and once approved, add each Organization as an “Affiliate” within the system.
 - ii. Register each Organization independently with distinct email addresses for each.

For an Affiliate/Child Organization

1. If your Parent Organization will be reporting on your behalf and you do not need access, you do not need to do anything.
2. If you want to be registered as a Contact:
 - a. Work with your Primary Contact to add you as a Contact.
 - b. Watch for the account set up email from noreply_prod@identity.mn.gov. Depending on your email client, this email may display sender as “State” or “State of MN.”
 - c. Follow the email link to create a password and activate your Account.

For an Affiliate/TPA Organization

1. If your TPA Organization has already registered, reach out to your Primary Contact to be added as a Contact to the existing TPA account.
2. **Request Registration** to register your TPA Organization for the first time using the Register button at [Rx Data Portal - Log In or Register](#).
3. **MDH Approval** - MDH Reviews all TPA registration requests to ensure authenticity and prevent duplicates. Personal emails and emails from client Organizations should not be used to register TPA accounts.
4. **Activate Account** - Once MDH approves the registration, you should receive an email to set up your password. See Page 6 of the [Registration and Account Management Guide \(PDF\)](#) for details.
5. **Add and manage Contacts** - See Page 13 of the [Registration and Account Management Guide \(PDF\)](#):
 - a. Once registered, a TPA Contact may add new TPA Contacts within the portal.
 - b. Each TPA Contact must have their own unique company email address and email addresses may only be used once.

6. **Note, do not attempt to register your clients directly.** Each client Organization must register separately using an email associated with that Organization. Personal emails and emails from Third-Party Affiliates may not be used to register Organization accounts.
7. Once a client Organization is registered, the client may link a registered TPA account to their account by navigating to their Affiliates tab and selecting Add TPA. See Page 10 of the [Registration and Account Management Guide \(PDF\)](#) for details.

Step 3: Manage Account

Once you are registered and have activated your account, you may manage Contacts, Affiliates, and submit reports. For more details on what each Organization type is able to do in the portal, see *Portal functionality features by Organization type* on page 5.

Introduction to the MN Rx Data Portal Registration

Each reporting entity needs to have an Organization established in the MN Rx Reporting Portal, either as a Parent Organization or as an Affiliate/Child Organization. However, not every reporting entity needs to set up a registration and have a Contact. There are several options for a single Organization or Contact to set up the registration for Affiliated Organizations, and report on their behalf.

Note, TPAs may not establish a registration for Organizations. Only representatives from Organizations may establish registration for their Organization. Once affiliated, a TPA may report on behalf of a reporting entity.

Terminology for MN Rx Data Portal Registration

Affiliate Organization—Organizations associated with a Parent Organization; there are two types:

- **Child Organization**—A reporting entity affiliated to a Parent Organization whose registration and reporting responsibilities may be managed by the Parent Organization. Note: Child Organizations are referred to as “Affiliates” in the MN Rx Data Portal.
- **Third-Party Affiliate (TPA)**—independent companies hired by Organizations to manage and coordinate reporting obligations, and may be added by an Organization’s Contact(s). Note, TPAs should register independently prior to being affiliated.

Contact—An individual person associated with an Organization with a unique Organization email address and password. The email address serves as the login ID and may be used for only one account.

Individual Organization—An Organization with no subsidiaries or Affiliates. For the purposes of the MN Rx Data Portal, Individual Organizations are considered “Parent Organizations.”

MN Rx Data Portal—A secure, password protected website administered by the Minnesota Department of Health (MDH) and the MDH Prescription Drug Price Transparency Program where regulated Organizations must register and report under the Prescription Drug Price Transparency Act [MS 62J.84](#), subdivisions 3 and 4 and [MS 62J.84](#), subdivisions 10-14 or for the 340B Covered Entity Report, [MS 62J.312](#), subdivision 6.

Organization—Entities required to report prescription drug pricing data to MDH—including prescription drug manufacturers, pharmacies, wholesalers, Pharmacy Benefit Managers (PBMs), and 340B covered entities.

Parent Organization—is the originating or umbrella Organization; it could be either:

- An Organization coordinating, supervising, or exercising control over one or more Affiliated Organizations.
- The first among equal Affiliated Organizations to register in the portal and take the lead on reporting for all Affiliates.

Primary Contact—A Contact who registers a Parent Organization and manages the administration of Affiliates and other Contacts in the portal.

TPA—See TPA under *Affiliate Organization* above.

Portal functionality features by Organization type

Parent Organization features

Once a Contact has registered the Parent Organization and has activated their account, they may:

1. Add additional Contacts.
2. Add Child/Affiliate Organizations.
3. Add TPAs.
4. Report for self and/or any Child/Affiliate Organizations.

Child/Affiliate Organization features

1. Child/Affiliate Organization(s) established by the Parent Organization may have their own Contacts, but this is not required.

2. Contacts for the Child/Affiliate Organization can see reporting for their Organization, but not the Parent Organization or any other Child/Affiliated Organizations of the Parent Organization.
3. Contacts for the Child/Affiliate Organization may report for their own Organization, or their Parent Organization and/or an affiliated TPA may report on their behalf.

TPA features

1. TPAs are their own entity type.
2. TPAs must register separately from the reporting entity.
3. Once a reporting entity and a TPA are both separately registered, the reporting entity may affiliate a TPA.
4. Once affiliated, the TPA may report on behalf of the reporting entity—both the Parent Organization and any Child/Affiliate Organizations of the Parent Organization.
5. A TPA may be affiliated to multiple Parent Organizations.
6. The TPA may not:
 - a. Register a client Organization.
 - b. Modify reporting entity Contacts.

Example Registrations

1. **Example 1:** Acme LLC is an independent reporting entity with no Affiliates. Acme's Primary Contact may register the Organization in the portal using a company email address and assume all reporting responsibilities. Once the Primary Contact's account is set up, they should add additional Contacts.
2. **Example 2:** ABC Inc. is an Organization that is affiliated with DEF Inc. and GHI Inc. In this example, there are two options as follows:
 - a. Option 1 - One Organization Contact will manage registration and/or reporting for all three.
 - i. ABC may register and, once approved, may add DEF Inc. and GHI Inc. as Affiliates/Child Organizations.
 - b. Option 2 - Each Organization wishes to register and report independently.
 - i. Each Organization will register separately using unique company email addresses for each location.

Note, if ABC Inc, DEF Inc. and/or GHI Inc. want the option to submit consolidated reports (when available), then they should choose Option 1 above.
3. **Example 3:** Alpha Ltd. is a retail chain that intends to manage reporting for five of its member locations.

- a. One Alpha Ltd. Contact will register as the Primary Contact.
- b. Once approved, the Primary Contact will register the five additional member locations as Affiliates/Child Organizations.
- c. If desired, Alpha Ltd. may hire a TPA Organization to handle some or all of the reporting responsibilities for the chain. The Primary Contact may select the 'Add TPA' button in the Organization details section to allow the TPA to access their account.

Frequently Asked Questions (FAQ)

How do I start the registration process on the MDH Rx Portal?

Review the instructions in this Quick Start Guide (starting on page 2) and reference the [Registration and Account Management Guide \(PDF\)](#). When ready, go to the web page [Rx Data Portal - Log In or Register](#) and select the 'Register' button.

What should I do if I am not the Primary Contact?

Stop the registration process and consult the Primary Contact for your Organization. Once they are registered, the Primary Contact can add you and other necessary Contacts or Affiliates. You will receive an email invite to set up an account instead of going through the registration process.

Can the Parent Organization of a pharmacy chain register on the portal?

Yes, the parent Organization can register and when the registration is approved the Parent Organization can add each branch as an Affiliate for centralized reporting and management.

What if I'm not a Parent Organization, but I/my Organization will be responsible for reporting?

Both Parent Organizations and Child/Affiliate Organizations may report via the MDH Rx Data Portal. If you will be reporting for your Child/Affiliate Organization, work with the Primary Contact for your Parent Organization to be added as a Contact so that you may access the Portal and report for your Child/Affiliate Organization.

Is there a benefit to registering a Parent Organization with Affiliates?

If you are reporting for multiple affiliated entities or locations, registering as a Parent Organization with Affiliates would save you from needing to manage multiple emails and accounts. Depending on the reporting type, you may also have the option to submit consolidated reports or report separately for each Affiliate.

Is there a benefit to each branch registering separately?

Registering separately allows each branch to manage their login credentials and reporting independently.

What if a new Primary Contact needs to be added to an Organization that is already registered?

Contacts for the Organization are able to add or remove contacts of the organization. MDH strongly encourages Organizations to have *at least* two contacts for each Organization. However, if all contacts are no longer with your Organization, then contact the MDH Rx Email at health.rx@state.mn.us for guidance, as duplicate registrations are not approved.

Can different branches or locations of the same Organization register separately?

Yes, but each Organization must use distinct email addresses as login credentials for each registration to be approved.

How do I add a new Affiliate company?

After you have registered your Parent Organization, click the 'Add Affiliate' button in the Organization details section to link your Affiliate companies to the main Organization. See Page 10 of the [Registration and Account Management Guide \(PDF\)](#) for details.

How do I add a Third-Party Affiliate (TPA)?

TPAs must independently register prior to affiliating them to your Organization. Once you have ensured that they are registered, use the 'Add TPA' button in the Organization details section of the portal to bring a Third-Party Affiliate on board to help with reporting. See Page 10 of the [Registration and Account Management Guide \(PDF\)](#) for details.

What if I need to update the Contact information for my organization, an Affiliate, or a TPA?

Once you've registered and activated your account, navigate to the respective tab (Affiliates or TPAs), and use the pencil icon to edit their details. You can also activate or deactivate them using the toggle button. See Pages 14 and 15 of the [Registration and Account Management Guide \(PDF\)](#) for details.

What should I do if I do not receive an activation email?

Once you submit your registration request and MDH has approved, you should receive an email from noreply_prod@identity.mn.gov to activate your account. Check spam/junk folders and add the email to the safe senders list. Should you still not be able to locate the email, please contact our technical team at IAMSupport.MNIT@state.mn.us for support in establishing your access to the system.

How to handle login and password issues?

Use the 'Forgot Your Password?' feature to reset your password. If issues continue, double-check your credentials, or contact IAMSupport.MNIT@state.mn.us for assistance. See Page 7 of the [Registration and Account Management Guide \(PDF\)](#) for details.

As a Parent Organization, do I need to add each reporting entity as an Affiliate/Child Organization?

Yes. Each entity that is required to report must be logged in the portal, either as a Parent Organization or as an Affiliate/Child Organization. This is still required when consolidated reporting is an option. Alternatively, child organizations may register independently.

Links for Reference

- For more detailed guidance, go to the Prescription Drug Price Transparency Information for Reporting entities page [Prescription Drug Price Transparency \(https://www.health.state.mn.us/data/rxtransparency/index.html\)](https://www.health.state.mn.us/data/rxtransparency/index.html) or the 340B Drug Pricing Program Reporting page ([340B Covered Entity Report \(https://www.health.state.mn.us/data/340b/index.html\)](https://www.health.state.mn.us/data/340b/index.html)).
- To access the Registration and Account Management Guide, go to [Registration and Account Management Guide \(PDF\) \(https://www.health.state.mn.us/data/rxtransparency/docs/rxportalregguide.pdf\)](https://www.health.state.mn.us/data/rxtransparency/docs/rxportalregguide.pdf)
- To register or sign-in to the MDH Rx Data Portal, go to [MDH Rx Data Portal \(https://rxpt.health.mn.gov/\)](https://rxpt.health.mn.gov/)
- Or reach out to the MDH RxPT Customer Service Team directly at health.rx@state.mn.us
- [MS 62J.84 \(https://www.revisor.mn.gov/statutes/cite/62J.84\)](https://www.revisor.mn.gov/statutes/cite/62J.84)
- [MS 62J.84 \(https://www.revisor.mn.gov/statutes/cite/62J.84\)](https://www.revisor.mn.gov/statutes/cite/62J.84)
- [MS 62J.312 \(https://www.revisor.mn.gov/statutes/cite/62J/full#stat.62J.312\)](https://www.revisor.mn.gov/statutes/cite/62J/full#stat.62J.312)

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