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## Site Location and Gaining Access to NPS Online

NPS Online is located at: <https://npsonline.pti-nps.com> or there's a link from our main site [www.pti-nps.com](http://www.pti-nps.com). The screen below is what you will see upon arrival at the site.



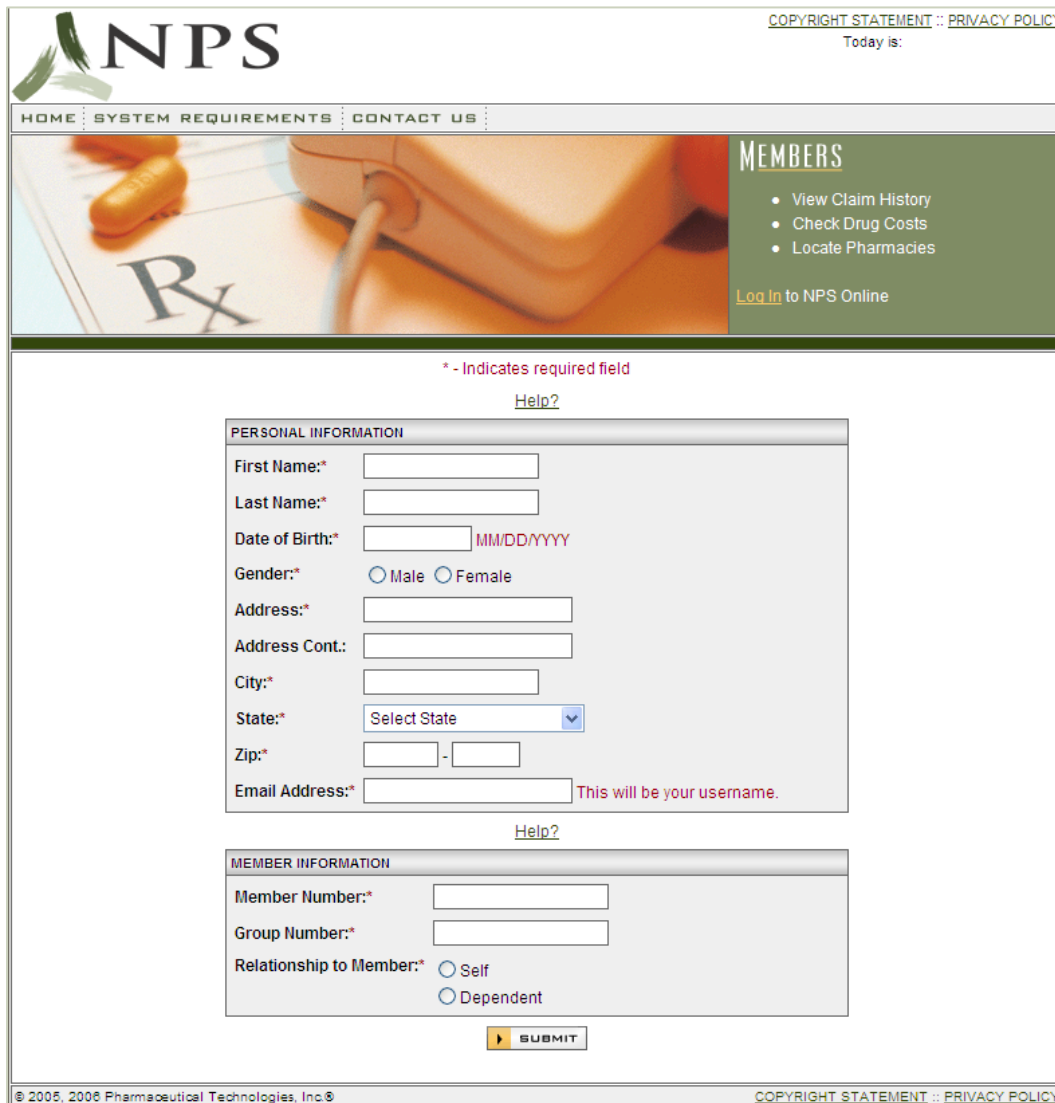
Figure 1

To gain access to NPS Online, click on the "[Sign Up to access your account](#)" in the upper-right hand corner of the screen.

## Gaining Access to NPS Online

This page requests that you provide your First Name, Last Name, Date of Birth, Gender, Address, City, State, Zip, Email Address, along with their Member Number, Group Number, and Relationship to the Member.

*NOTE: Depending on how your group is set up, Spouses and Dependents over the age of 18 may need to register separately using a different email address.*



The screenshot shows the NPS Online registration page. At the top left is the NPS logo. At the top right are links for 'COPYRIGHT STATEMENT' and 'PRIVACY POLICY', and a 'Today is:' field. Below the logo is a navigation bar with 'HOME', 'SYSTEM REQUIREMENTS', and 'CONTACT US'. A banner image shows a pill and a computer mouse. To the right of the banner is a 'MEMBERS' section with links for 'View Claim History', 'Check Drug Costs', and 'Locate Pharmacies', and a 'Log In to NPS Online' link. The main form area has a red asterisk legend: '\* - Indicates required field'. There are two 'Help?' links. The 'PERSONAL INFORMATION' section includes fields for First Name, Last Name, Date of Birth (MM/DD/YYYY), Gender (Male/Female), Address, Address Cont., City, State (dropdown), Zip, and Email Address (with a note 'This will be your username.'). The 'MEMBER INFORMATION' section includes fields for Member Number, Group Number, and Relationship to Member (Self/Dependent). A 'SUBMIT' button is at the bottom. The footer contains copyright information for Pharmaceutical Technologies, Inc. and links for 'COPYRIGHT STATEMENT' and 'PRIVACY POLICY'.

Figure 2

After you fill out and submit your information, you will receive an email with your password.

## Signing In to NPS Online

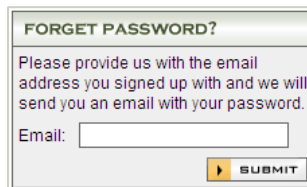
All users can enter the system by entering their username, password and clicking the ► **SUBMIT** button.

## Signing In / Logging In

At the **Sign In** screen (see **Figure 1**) enter your **Username** (which is the email address you used when you registered) and your **Password** and click the ► **SUBMIT** button.

## Retrieving a lost or forgotten password.

If the you have forgotten your password, you can retrieve it by using the "**Forget Password?**" link. After submitting your email address, your password will be emailed to you.



The screenshot shows a web form titled "FORGET PASSWORD?". The form contains the following text: "Please provide us with the email address you signed up with and we will send you an email with your password." Below this text is a text input field labeled "Email:". At the bottom right of the form is a yellow button with a right-pointing arrow and the text "SUBMIT".

Figure 3