Welcome to the Maximize Your Member Portal brown bag session! I am Sherri Teille, Director of Member Experience and Sales Operations and I am joined today by Whitney Ellington, NCPDP’s graphic design and multimedia specialist.

We are glad you all have joined us today. By the end of this session we hope you will have learned some tips and tricks that maximize your ability to navigate and locate information on MyNCPDP and other NCPDP websites.

We will take a break midway through the presentation for presentations as well as at the end. If you have any questions, please make a note of it and raise your hand in the participants panel. Whitney, let’s get started!
The NCPDP Website Trio

NCPDP was redesigned to 3 sites, making it easier for you to navigate and access the information you need. First, we have NCPDP.org, containing general information about NCPDP. You can find everything you need to learn about our Standards at standards.ncpdp.org. Access all of your NCPDP member-only benefits at myncpdp.org.
We are going to start with the most important site to our NCPDP members, the MyNCPDP which is designed to be your one-stop shop. Additionally, we’ve enhanced our sites to be mobile friendly. Throughout the presentation, you’ll see a video sampling of what the screens may look like on your cell phone as well as a desktop view. Be sure to Bookmark MyNCPDP.org for the quickest, easiest and most direct access.
You can also access MyNCPDP from NCPDP.org using the blue button in the upper right hand corner on the desktop. Or on your cell phone or tablet – click the Menu button then on the blue MyNCPDP button within the menu.
Similarly, you can access MyNCPDP from the standards site via the menu bar or the quick link on your desktop. On a cell phone or tablet, you’ll find the MyNCPDP login within the menu. Logging into MyNCPDP should be your first step for seamless navigation of the sites and easier access to the member-only sections!
I just want to take a moment to point out this new icon. It appears throughout the three sites and clicking on it will take you to the collaborative workspace login. Here are a few examples of where it is located.
After logging into MyNCPDP, the first thing you see is your dashboard. Highlighted in yellow are current NCPDP Action Items. Stay updated on NCPDP events and webinars that are outlined in purple. You can register for the events shown or see a calendar of scheduled events by clicking Events or Webinars. The dashboard also contains multiple quick link features – outlined in green here – these give you direct access to the most frequently visited pages. You may need to scroll down to view the blue buttons when there are many action items. Login to MyNCPDP frequently to keep up to date on NCPDP news, calls to action, & registrations.
An example of an Action Item is the Member Award Nominations. From your dashboard, click on the link in the Action Item box and you’ll see the award criteria and forms to nominate a member for one of three member-recognition awards. The Deadline is Tomorrow the final day of Work Group Meetings!
Make the most of your NCPDP membership. By clicking the Menu and selecting Member Benefits, you will find the career-enhancing and networking opportunities available to members. You can get on a Path to Leadership, learn about committees, awards and certifications. You can also access the member and staff directories on this page. The NCPDP University is a great place to start for new members as well as those looking for information on how to get involved.
The Subscriptions & Registrations link in the menu takes you to where you can access your purchased subscriptions such as RxReconn and Standards Table Data. Here you can also see the NCPDP events which you’ve registered for.
To make access to the work group lookup tools convenient, they are accessible from either the menu or directly from the permanent action item box on your dashboard. *Newly added* is the work Group Meeting Materials highlighted here in green.
here you can download the zip files that contain all the work group documentation for each work group from one location! However, DERFs and project development forms are still accessed on the work group pages using the work group lookup tool. To access this, click the menu then click work group lookup.
Within the work group lookup tool, select a work group from the drop down box located in the red rectangle and click the search button. The information for that work group will show in the gray box. Here you can scroll down to view all pertinent information including the scope, goals and parliamentary procedure. The Meeting Minutes button, outlined here in purple, will take you to the minutes specific to the work group that is currently showing in the gray box.
Access the standards lookup tools from either the menu or directly from the quick link action item box on your dashboard. Remember, this action item is permanent on your dashboard to provide easier access to these valuable tools and information.
The standards lookup tool, web enabled data dictionary and ECL lookups are located in this section for members to easily access the data they need. Additional standards information and resources are outlined here in yellow.
Visit the My Membership section by clicking on the Menu then My Membership. Here you can Keep your profile updated, access membership invoices and renew your membership online.
Let’s take a moment to answer some questions. If you have a question about MyNCPDP, please raise your hand within the participants panel now.
As mentioned earlier, our website consists of 3 different sites. Here you see the standards site. I want to re-emphasize the value of logging into MyNCPDP. As a member, you can access standards tools from the quick links action item on your dashboard and the resources and certifications from the menu so there is minimal need to navigate to the individual standards site.
NCPDP.org contains general public information, however, it also hosts a robust resources page that is fully searchable! Access this page directly from MyNCPDP by clicking the Menu and selecting Resources
The resource page offers multiple search capabilities. You can search by keyword in the yellow highlighted box. You can filter by date in the blue box or by type and topic in the purple box. These fields are not required, you can leave them blank and scroll through the entirety of the resources without any filters. The most recently added or updated resources will show first.
Filters can be applied to narrow or expand your search. Here, we have searched using keyword “emergency” without applying any filters. we get a long list of results.
If we add one topic filter, such as Guidance Documents, we get a narrowed result list that includes the keyword and also the topic filter.
if we add a second topic filter, such as Emergency Preparedness, we get additional resources added to our results. This is because the topic filters work independently of each other, giving you both filters selected. Let’s look at a few popular searches...
Are you wanting to find the most recent NCPDP published white paper? Simply select the White Papers check box under the TYPE section then click search. The most recent white paper will be the first search result.
Now, let’s say you need to find a white paper that was published in 2020. We will leave the white papers box selected and enter our dates into the date field that is highlighted here in purple. Then click search. Now we have a list of all the white papers published in 2020. Click the title to see more information on that white paper or click download to immediately download.
Once you find the resource you are looking for – click on the title to see a pop up with more information on that resource, as you see here in green or you can click download to download the resource information directly as shown in purple.
Site Searches

When visiting any of the three sites, clicking on the search icon – highlighted here in yellow – will search that individual site in its entirety.
We've published quick start guides and videos that can be accessed from the resources page using the keyword quick start. If you have any questions about the websites or logging in, please send an email to website@ncpdp.org. For questions regarding your membership or member benefits, reach out to Vincent, the Membership Services Manager. Thank you for attending our brown bag today! We have XXXX minutes left for a few more questions. If we aren’t able to get to your question, please email us at website@ncpdp.org. Enjoy the rest of your day at Work Groups.