



When a User of WENO Online Needs to ePrescribe Controlled Substances ("EPCS)....You Must Follow these DEA Set Up Steps

1. Whoever signs up for WENO Online at online.wenoexchange.com will be the 1st administrator user.
2. The 1st administrator user will go to [home/dashboard](#) -> [Manage Users](#) to add, edit, or delete users.
3. All users that are assigned an Administrator role can control the account.
4. Users with an ePrescribing role, except Test Prescribers, must pay a subscription fee . An administrator user must go to [home/dashboard](#) ->[Manage Account](#) and add a payment method.
5. Users with a ePrescribing role can ePrescribe non-controlled substances right away, but they cannot ePrescribe controlled substances until they are set up properly.

RULE for individual DEA registrants: EPCS roles can only be assigned/managed by an administrator user that is **NOT** the DEA registrant.

RULE for Institutional DEA registrants: EPCS roles must be assigned by 2 administrator users. (Neither can be the DEA registrant getting assigned).

6. Users granted EPCS must follow the instructions emailed to them or they will not be able to EPCS.
7. Administrator users can go to [Home/Dashboard](#) ->[Manage EPCS](#) to see status and resend this important email if needed. If an EPCS user has an Administrator role they cannot see themselves on this page, as they are not allowed to manage their own EPCS settings.

Contact us to help you announce your use of WENO to local pharmacies and to learn why it is important to ask patients for a primary pharmacy; and if their primary pharmacy is not yet WENO connected, then ask for them to select an alternative pharmacy.

If you have any questions, give Kara a call at 877-890-3726 or email kara@wenoexchange.com and thanks for using WENO Online.