
KMAP Drug Rebate Portal Registration Instructions

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1 Registration Process

The Kansas Drug Rebate team provides the Kansas Drug Rebate Portal to allow designated labeler invoice contacts and their delegates to retrieve certain Kansas Drug Rebate information. Designated Invoice Contacts should follow the instructions in section 2 of this document to register an account. Delegates should follow the instructions in section 3 of this document to register their accounts.

2 Registering as a Drug Rebate Invoice Contact

To gain access to this portal, each invoice contact person will follow these steps.

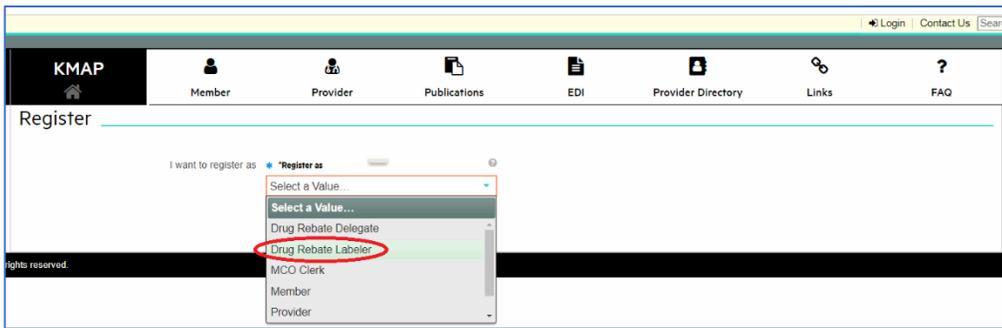
1. The invoice contact person will receive a Kansas web application document from the Kansas Drug Rebate team requesting information.
2. Supply the requested information and return the completed application to the Kansas Drug Rebate team.
3. The invoice contact person will be assigned a Kansas Drug Rebate Trading Partner Id (TPIId).
4. A letter containing the Kansas Drug Rebate TPIId and PIN will be sent to the invoice contact person.
5. Once the letter has been received, visit the Kansas Medical Assistance Program portal page at <https://portal.kmap-state-ks.us/PublicPage>.
6. Using the Kansas Drug Rebate TPIId and PIN from the letter, follow the steps below to register your account.

If you have trouble during the registration process, contact the KMAP Customer Service Center at 1-800-933-6593.

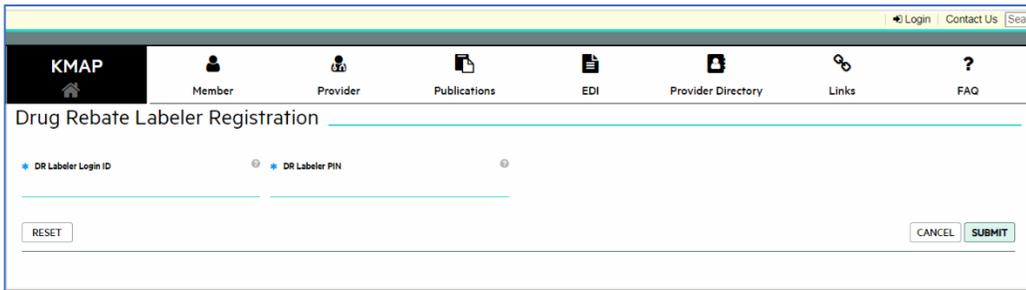
The screenshot shows the KMAP website interface. At the top, there is a navigation bar with the KMAP logo and the text 'Kansas Medical Assistance Program (KMAP)'. To the right of the navigation bar, there is a 'Welcome, Thu Dec 30, 2:19 pm' message and a search bar. Below the navigation bar, there are several menu items: Member, Provider, Publications, EDI, Provider Directory, Links, and FAQ. The 'Login' link is circled in red. Below the navigation bar, there is a 'Home' section with three images: Member, Provider, and Drug Manufacturer. Below the 'Home' section, there is a 'Login' section with a paragraph of text: 'The Kansas Medical Assistance Program (KMAP) provides secure web sites for our member, provider and drug labeler communities. In order to access the secure web site, users must register for a user ID and password. If you have not previously registered, you will receive a letter providing you with an ID and personal identification number (PIN) needed for the registration process upon successful enrollment with the Kansas Department of Health and Environment (KDHE)'. Below this text, there are three columns: Member, Provider/Drug Labeler, and Login. Each column has a 'REGISTER' button, except for the Login column which has a 'LOGIN' button.

From the KMAP Landing Page click Login in the upper right corner.

From the **Login** page, click **Register** under the Provider/Drug Labeler heading.



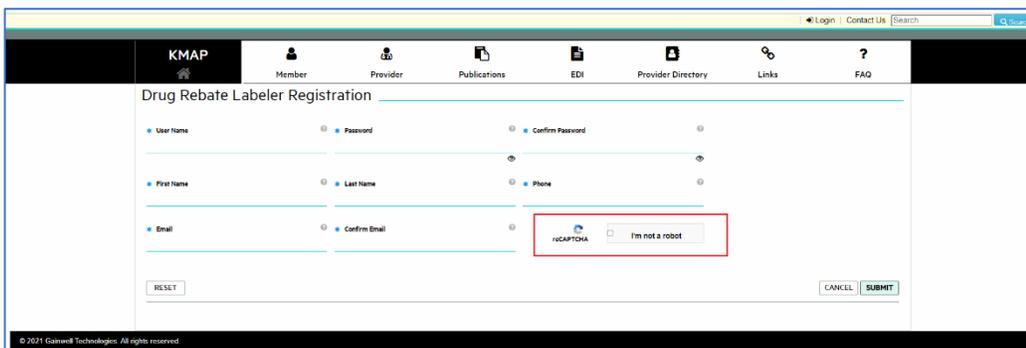
Choose **Drug Rebate Labeler** from the list.



The system returns the **Drug Rebate Labeler Registration** page.

First, enter the TPIID in the **DR Labeler Login ID** box and PIN in the **DR Labeler PIN** box (from the letter).

Click **SUBMIT**.

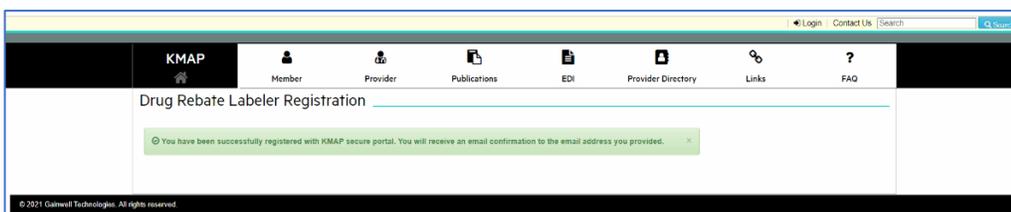


Next, complete the **Drug Rebate Labeler Registration** page.

NOTE: The first time you logon to the KMAP Drug Rebate Portal you will be prompted to change your password.

Check the **“I’m not a robot”** Captcha box.

Click **SUBMIT**.

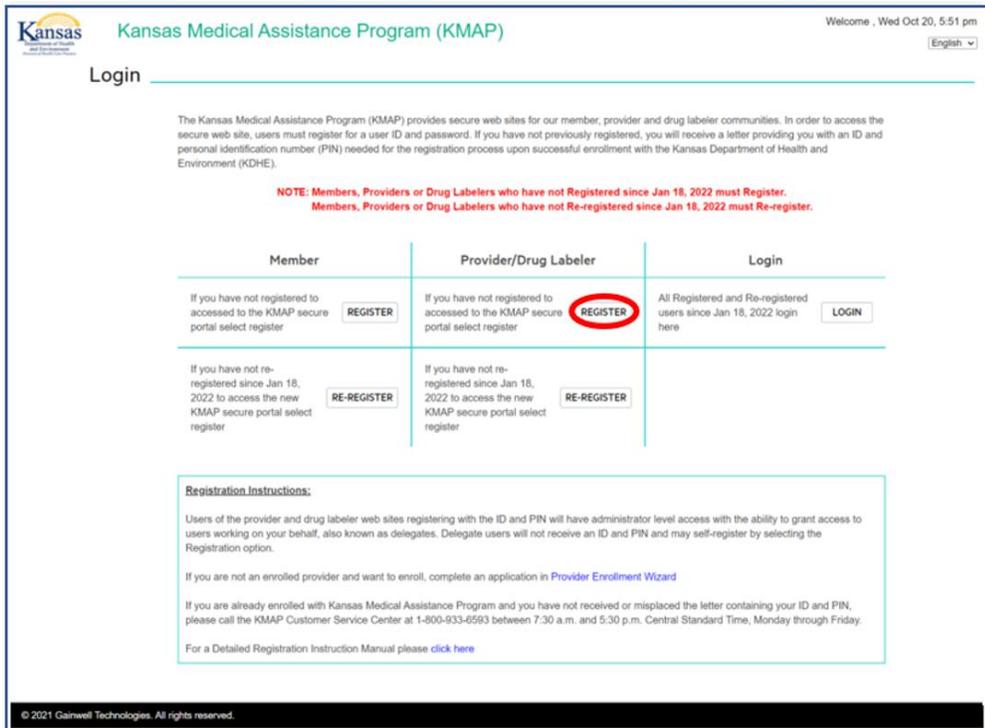


The system displays a message indicating your registration was successful.

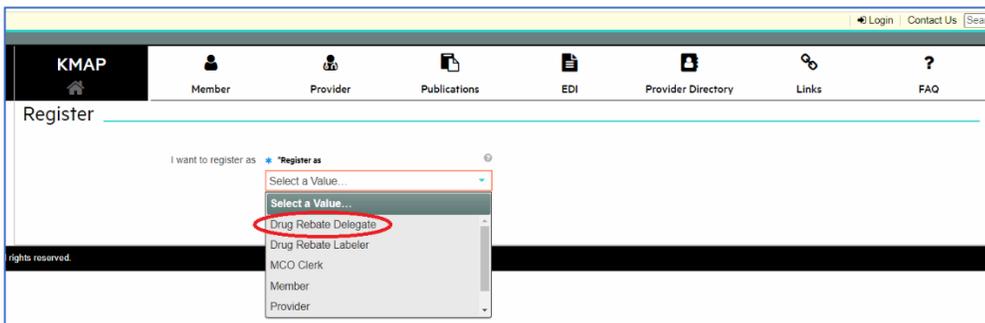
You will receive a Welcome email with a link to the KMAP Drug Rebate Portal logon page.

3 Registering as a Drug Rebate Delegate

Complete these steps to register for the KMAP Drug Rebate Portal: <https://portal.kmap-state-ks.us/PublicPage>



From the **Login** page, click **Register**



Choose **Drug Rebate Delegate** from the list.

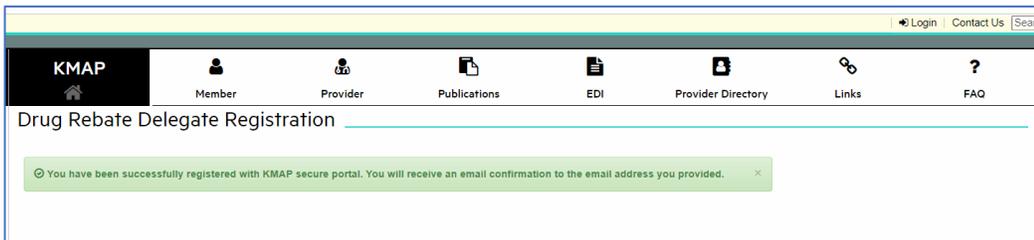
The system returns the **Drug Rebate Delegate Registration** page.

Complete the **Drug Rebate Delegate Registration** page.

NOTE: The first time you logon to the KMAP Drug Rebate Portal you will be prompted to change your password.

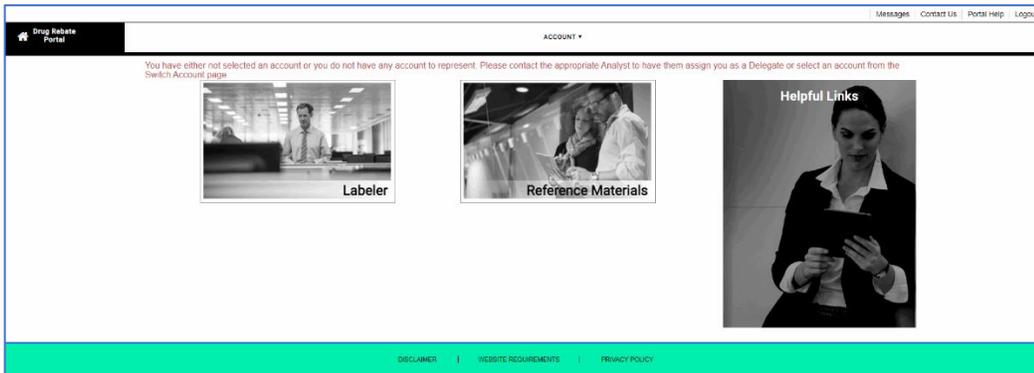
Check the **“I’m not a robot”** Captcha box.

Click **SUBMIT**.



The system displays a message indicating your registration was successful.

You will receive a Welcome email with a link to the KMAP Drug Rebate Portal logon page.



Logon to the KMAP Drug Rebate Portal as described in Section 2 to retrieve your Relationship Code needed for Delegate assignment.

Note: A Message will be displayed at the top of the page indicating you are not assigned to work on behalf of a Drug Labeler. Until you are assigned as a Delegate you will have minimal access with the Secure Portal.

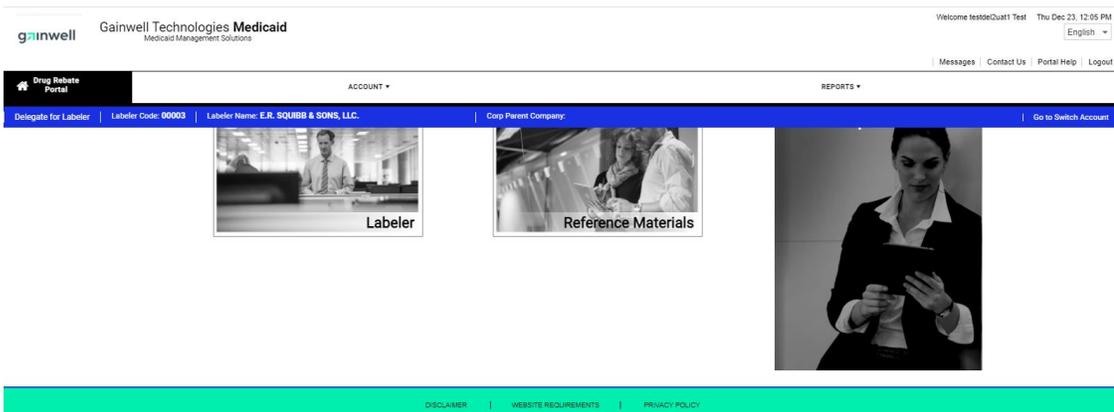


Click **ACCOUNT**.

Click **User Portal Profile Maintenance**.

The **My Account Profile** page will display.

You will need to provide your **Relationship Code** and **Last Name** (exactly as entered during registration) to the appropriate Labeler. This is the person who is administering access to the KMAP Drug Rebate Portal for your organization and registering you as a Drug Rebate Delegate.



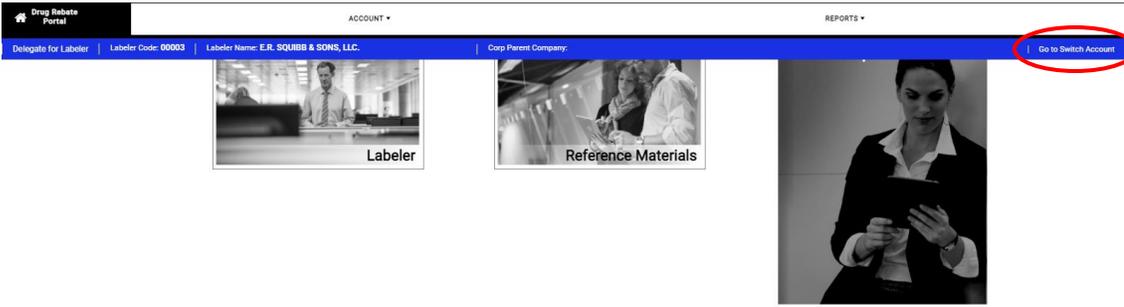
Once you have been notified that you have been assigned as a Delegate, logon to the KMAP Drug Rebate Portal.

The KMAP Drug Rebate Home page will display.

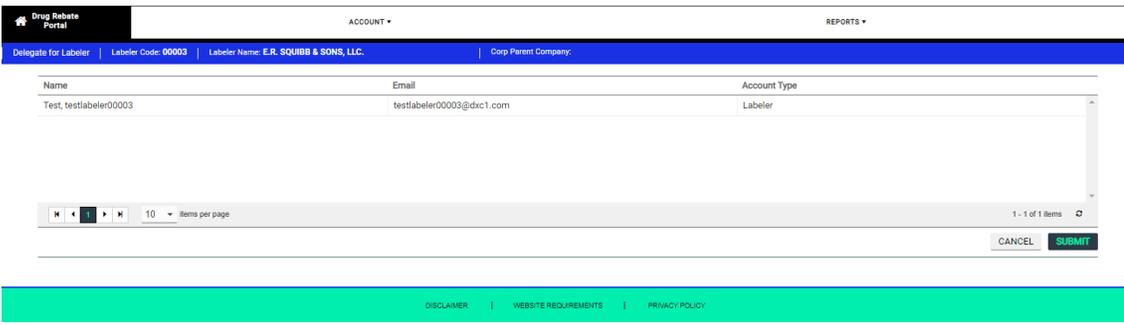
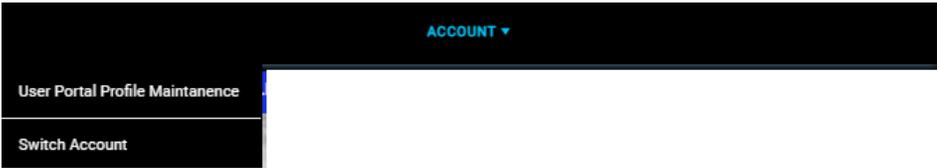
The Menu options available will be based on the functions you have been assigned to perform on behalf of the Labeler.

The blue banner below the menu bar indicates which Labeler you selected.

All functions you perform will default to this Labeler.



If you are assigned to multiple Labelers, you may switch your selection by clicking the **Go to Switch Account** link in the blue banner or from the **Account** menu, click **Switch Account**.

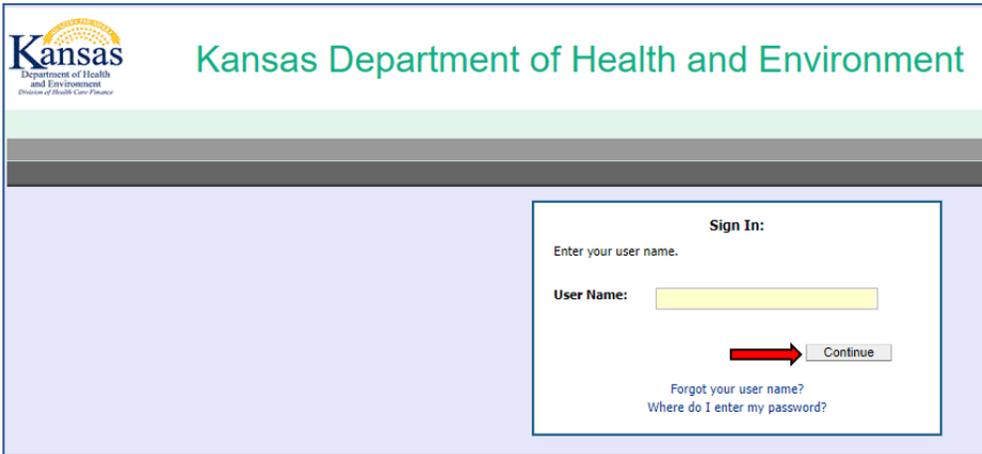


The **Switch Labeler** page will display (as described above).

4 Initial login to the KMAP Drug Rebate Portal

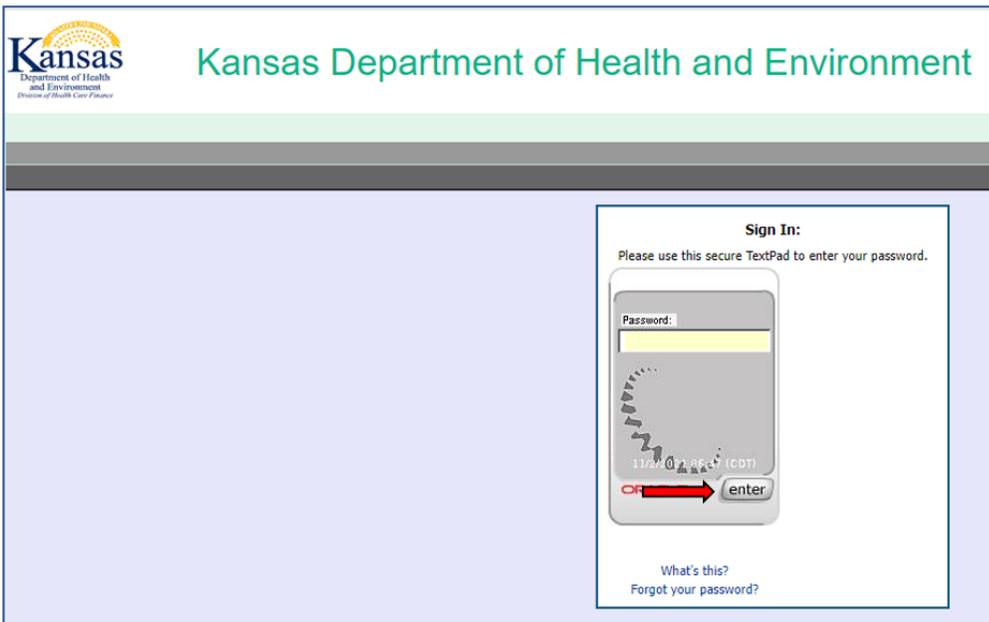
These are the steps to follow for the initial login to the KMAP Drug Rebate Portal. These steps are applicable to all the users of the KMAP Drug Rebate Portal.

<https://portal.kmap-state-ks.us/SecurePage>



From the **KMAP landing** page, enter your **User Name**.

Click **Continue**.



The system returns the Password page.

Enter your **Password**.

Click **enter**.

Reset Your Password

Please enter your old password and new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 6 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must start with an alphabetic character.
- Password must not match or contain user ID.

| | | |
|-----------------------------|----------------|--|
| Old Password | click to enter | |
| New Password | click to enter | |
| Confirm New Password | click to enter | |

The first time you login, you will be prompted to reset your password.

Enter the password you created during registration as the **Old Password**.

Click **Enter**.

Enter a **New Password**.

Click **Enter**.

Enter the password again to **Confirm New Password**.

Click **Enter**.

Your New Security Profile

Setting up your new security profile enhances your online protection. It adds new layers of security to your account by helping us identify you and will help you identify our site.

Security Image and Phrase

Enhanced data security
Your new personalized security devices will help protect you while on KMMS applications. Information you enter is protected from many of the security threats out there today. At the same time the image, phrase and date are proof that you are on official KMMS sites.

Security Questions and Answers

Additional layer of security
You will register three security questions to add another layer of security. During subsequent visits, we will ask you to answer one of these questions correctly using your personalized device if a situation seems risky. These questions and answers should be kept secret just like your password.

Contact Information

One time password (OTP)
We may use your contact information to confirm your identity with a one time password when extra safety is needed.

The system returns the **Security Profile** page, this is displayed the first time you login.

Read each section for details regarding your security profile.

Click **Continue**.

Your Security Device

This is your personalized virtual authentication device.
From now on, never enter your password unless you see this exact device.



← Your personal security image

← Your personal security phrase

Learn more about your device

→ Get a new image and phrase

→ To accept this security device, image and phrase, click >>

The system provides a personal security image and phrase.

To change the image and phrase, click **Get a new image and phrase**, until you find one you want to use.

Click **Continue**.

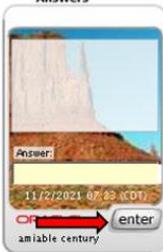
Security Questions

We will use your security questions and answers to confirm your identity at times when extra safety is needed.

Questions (Choose a question from each list below.)

- 1)
- 2)
- 3)

Answers



→

The system asks you to setup your Security Questions:

Select three security questions. For each question selected:

Type the answer into the secure text pad and click **Enter**.

One-Time Password (OTP) Registration

For your protection please enter your email address so we may use it to verify your identity in the future. Please ensure this email address is valid that you receive emails.

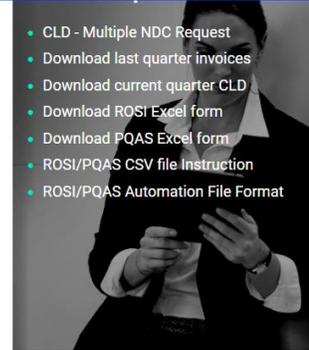
Email Address

→

Once you have entered the third security question, the system takes you to a **One-Time Password (OTP) Registration** page:

Enter your **Email Address**.

Click **Continue**.

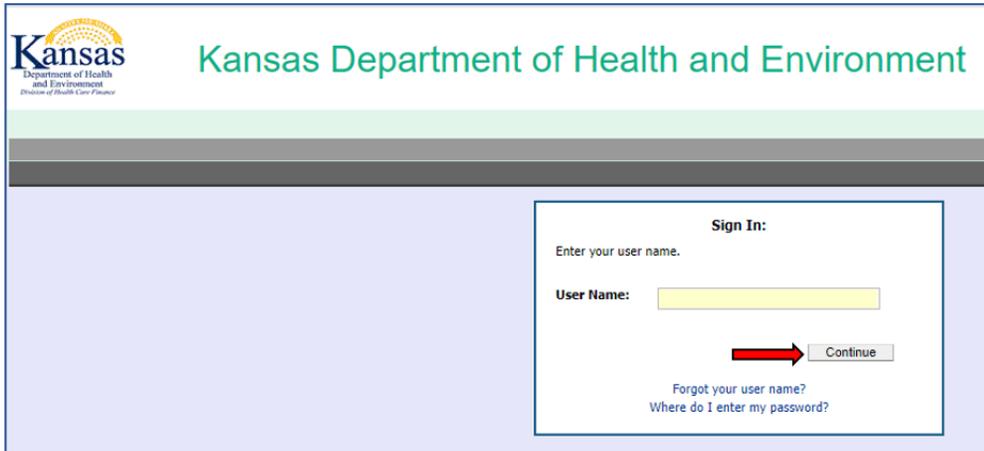


After you have successfully completed the initial login to the KMAP Drug Rebate Portal and you are able to access this landing page, should you then encounter any problems with accessing this portal, please contact the Kansas Drug Rebate team at this email address: ksdrugrebate@gainwelltechnologies.com.

4.1 How to change a password

These are the steps to follow for changing a password for the KMAP Drug Rebate Portal. These steps are applicable to all the users of the KMAP Drug Rebate Portal.

<https://portal.kmap-state-ks.us/SecurePage>



The screenshot shows the top of the Kansas Department of Health and Environment website. Below the header, there is a sign-in form titled "Sign In:". The form contains the text "Enter your user name." followed by a label "User Name:" and a yellow text input field. Below the input field is a "Continue" button with a red arrow pointing to it. At the bottom of the form, there are two links: "Forgot your user name?" and "Where do I enter my password?".

From the **KMAP landing** page, enter your **User Name**.

Click **Continue**.



The screenshot shows the same website header as the previous image. Below it is a security page titled "Sign In:". The text reads "Please use this secure TextPad to enter your password." Below this is a graphic of a mobile device screen displaying a security interface with a text input field and a "ENTER" button. Below the graphic, there are three security questions: "What's this?", "Put your image and phrase?", and "Forgot your password?".

The system returns the Password page.

Click on **Forgot your Password?**

The system returns the confirm your identity page.

Type the answer into the secure text pad and click **Enter**.

Note: The user will need to answer three security questions to confirm the identity.

To confirm your identity, answer the following security question.



What is the name of the highest mountain you've been on top of?

Answer:

1/27/2022 12:45 (CST)

ORACLE
keen chair

enter

Not your image and phrase?
What's this?
Forgot Answer?

Reset Your Password

Please enter your new password twice on the TextPad.

A valid password must meet all of the following conditions:

- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must contain at least 2 alphabetic character(s).
- Password must be at least 5 character(s) long.
- Password must contain at least 1 lowercase letter(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must start with an alphabetic character.
- Password must not match or contain user ID.

New Password click to enter

Confirm New Password click to enter



Password:

1/27/2022 12:48 (CST)

ORACLE
keen chair

enter

To cancel changing your password, click >>

From the **Reset Your Password** page, enter your **New Password**.

Click **Enter**.

Enter the password again to Confirm New Password.

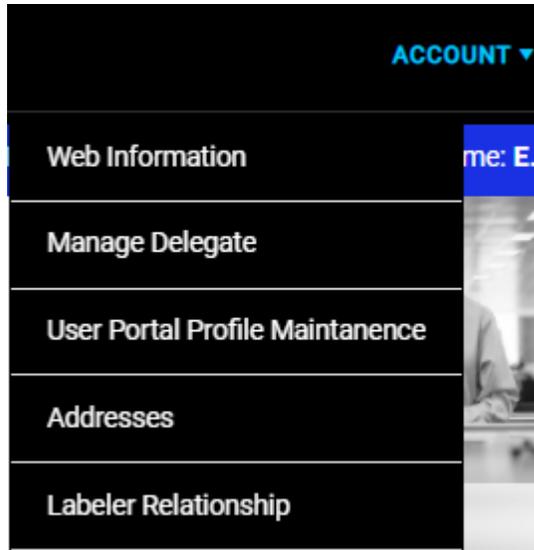
Click **Enter**.

A confirmation message will be displayed that the password was reset successfully.

The system returns the KMAP landing page.

5 Adding Registered Delegates

The KMAP Drug Rebate Portal allows you to set up other users to perform work on your behalf in the portal. These users are referred to as delegates. Instruct your delegates to refer to Section 2 of this document to register and retrieve their Relationship Code. You will need their last name as entered during registration and their Relationship Code to set them up as delegates.



Click **ACCOUNT**.
Click **Manage Delegate**.

Delegates

The maximum number of active delegates allowed is 5.

CREATE NEW

| Name | User Id | Email | Relationship Code | Status |
|-------------------|--------------|---------------------|-------------------|--------|
| Test_testdel3uat1 | testdel3uat1 | testdel3uat1@dx.com | BVLPJPOK | Active |

EXPORT TO EXCEL

The system displays the **Delegates** page.

To assign a Delegate, click **CREATE NEW**.

NOTE: The person you are assigning as a Delegate to work on your behalf must first register and provide you with their Relationship Code and Last Name (exactly as entered during registration).

Add Registered Delegate

* Last Name * Relationship Code Required Fields (*)

CANCEL CONTINUE

Enter **Last Name** and **Relationship Code**.

Click **CONTINUE**.

Add Registered Delegate

First Name: testdel2uat1 Last Name: Test User id: testdel2uat1

Email: testdel2uat1@dxc.com Relationship Code: 3HG2TLNL Is Active

SECURITY FUNCTIONS

Select the function that the delegate is authorized to access.
At least one function must be selected.

| Available Functions | Selected Functions |
|--------------------------------|--------------------|
| Submit PQAS | |
| Download Last Quarter Invoices | |
| Secure Correspondence | |
| Search Invoice | |
| View CLD | |
| CLD - Multiple NDC Request | |
| Reports | |

INVOICE TYPES

CANCEL **SUBMIT**

The delegate's information is auto populated in the **Add Registered Delegate** page.

Under **Available Functions**, select the access you wish to grant to the Delegate, then click the **right facing arrow**. This will move the function to the **Selected Functions** box.

NOTE: You may select multiple functions using the CTRL key on your keyboard and clicking each function. You may remove a function by selecting it under **Selected Functions** and clicking the **left facing arrow**.

CLICK **SUBMIT**.

Scroll down to the **Invoice Types** section.

Under **Invoice Types**, select the Invoice type that the delegate is authorized to access, then click the right facing arrow. This will move the Invoice type to the **Selected Invoice Types** box.

NOTE: You may select multiple Invoice Types using the CTRL key on your keyboard and clicking each Invoice type. You may remove an Invoice type by selecting it under **Selected Invoice Types** and clicking the **left facing arrow**.

Click **Submit**.

NOTE: A successful message will be displayed "Successfully Added new Delegate" and a row is added on the Delegate panel for the delegate that was added.

Add Registered Delegate

CLD - Multiple NDC Request

Reports

INVOICE TYPES

Select the Invoice type that the delegate is authorized to access.
At least one Invoice type must be selected.

| Available Invoice Types | Selected Invoice Types |
|--------------------------|------------------------|
| ADAP | |
| ADAP Supplemental | |
| FFS Federal | |
| MCO ADAP | |
| MCO ADAP Supplemental | |
| MCO Federal | |
| MCO Federal Supplemental | |
| Supplemental | |

CANCEL **SUBMIT**

Successfully Added new Delegate

Delegates

The maximum number of active delegates allowed is 5.

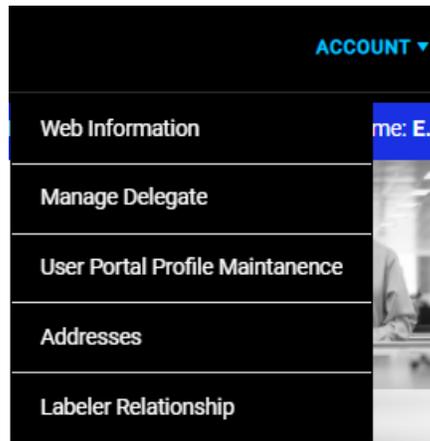
CREATE NEW

| Name | User id | Email | Relationship Code | Status |
|--------------------|--------------|----------------------|-------------------|--------|
| Test, testdel3uat1 | testdel3uat1 | testdel3uat1@dxc.com | BVLPJPOK | Active |
| Test, testdel2uat1 | testdel2uat1 | testdel2uat1@dxc.com | 3HG2TLNL | Active |

EXPORT TO EXCEL

5.1 Managing Delegates

You may also update Delegate access after it has been assigned. The process is basically the same as when adding a new Delegate.



Click **ACCOUNT**.

Click **Manage Delegate**.

Delegates

The maximum number of active delegates allowed is 5.

| Name | User id | Email | Relationship Code | Status |
|--------------------|--------------|----------------------|-------------------|--------|
| Test, testdel3uat1 | testdel3uat1 | testdel3uat1@dxc.com | BVLJPJOK | Active |
| Test, testdel2uat1 | testdel2uat1 | testdel2uat1@dxc.com | 3HG2TLNL | Active |

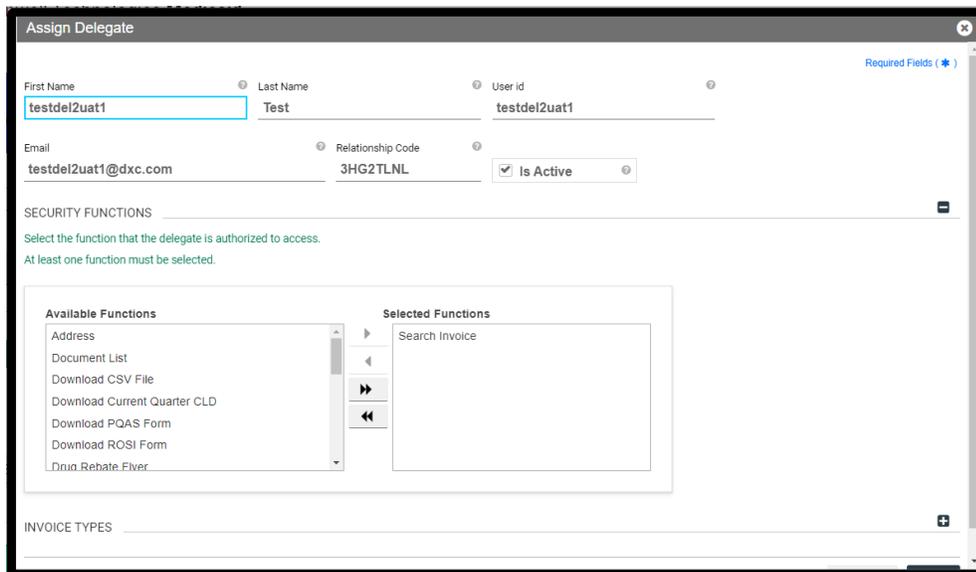
EXPORT TO EXCEL

Double click a row to view/update the Delegate's access.

You can export the data displayed to Excel or PDF by clicking the **EXPORT TO EXCEL** or **EXPORT TO PDF** button.



You can click the filter on the Delegate Status column to include Inactive Delegates in the view.



The Delegate selected will display in the **Assign Delegate** panel.

Assign Delegate

Required Fields (★)

First Name: testdel2uat1 | Last Name: Test | User Id: testdel2uat1

Email: testdel2uat1@dxc.com | Relationship Code: 3HG2TLNL | Is Active

SECURITY FUNCTIONS

Select the function that the delegate is authorized to access.
At least one function must be selected.

| Available Functions | Selected Functions |
|------------------------------|--------------------|
| Address | Search Invoice |
| Document List | |
| Download CSV File | |
| Download Current Quarter CLD | |
| Download PQAS Form | |
| Download ROSI Form | |
| Dirun Rebate Elver | |

INVOICE TYPES

The **Assign Delegate** page opens.

You can inactivate the Delegate by unchecking the **is Active** checkbox in the top Delegate Information section.

SECURITY FUNCTIONS

Select the function that the delegate is authorized to access.
At least one function must be selected.

| Available Functions | Selected Functions |
|------------------------------|--------------------|
| Address | Search Invoice |
| Document List | |
| Download CSV File | |
| Download Current Quarter CLD | |
| Download PQAS Form | |
| Download ROSI Form | |
| Dirun Rebate Elver | |

INVOICE TYPES

CANCEL SAVE

You can update the Security Functions on an existing assignment by selecting the additional functions in the **Available Functions** box and clicking the **right facing arrow** to move the selection to the **Selected Functions** box. You can also remove Security Functions by clicking it in the **Selected Functions** box and clicking the **left facing arrow** to move the function back to the **Available Functions** box.

INVOICE TYPES

Select the invoice type that the delegate is authorized to access.
At least one invoice type must be selected.

| Available Invoice Types | Selected Invoice Types |
|--------------------------|------------------------|
| ADAP Supplemental | ADAP |
| FFS Federal | |
| MCO ADAP | |
| MCO ADAP Supplemental | |
| MCO Federal | |
| MCO Federal Supplemental | |
| Supplemental | |

CANCEL SAVE

You can update the Invoice Types on an existing assignment by selecting the additional Invoice Types in the **Available Invoice Types** box and clicking the **right facing arrow** to move the selection to the **Selected Functions** box. You can remove an Invoice type by selecting it under **Selected Invoice Types** and clicking the **left facing arrow**.

Click **Save** to complete the updates.