

NURSES & SUPPORTING USERS GETTING STARTED GUIDE:

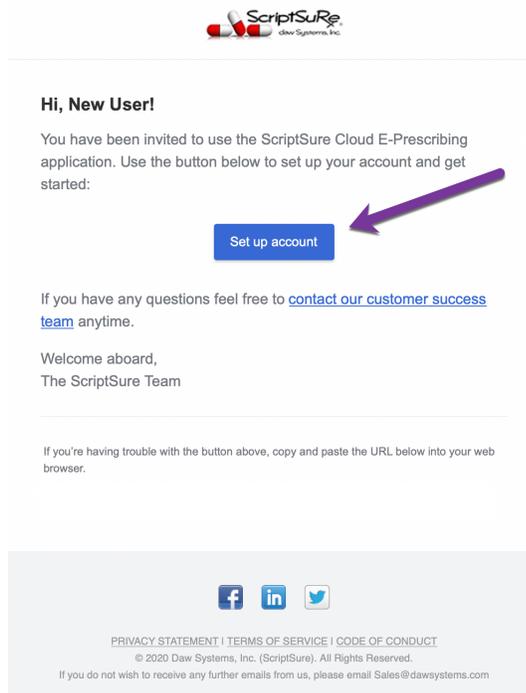
The following steps apply to NURSES AND SUPPORTING USERS (RNs, LVNs, admins, IT, secretaries and general staff only). This ONE-TIME setup takes approximately 3 minutes to complete.

STEP 1: (VERY IMPORTANT) be sure to use GOOGLE CHROME or APPLE SAFARI web browser when signing up. You may encounter issues with advancing through screens if you do not use one of these browsers.

STEP 2: Check your email for an email titled **INVITE TO SCRIPTSURE APPLICATION**. Be sure to check JUNK/SPAM/OTHER mailboxes. The email is from accounts@dawsystems.com

(TIP: If the email link opens in another browser, you can copy of the address line into Chrome and proceed.)

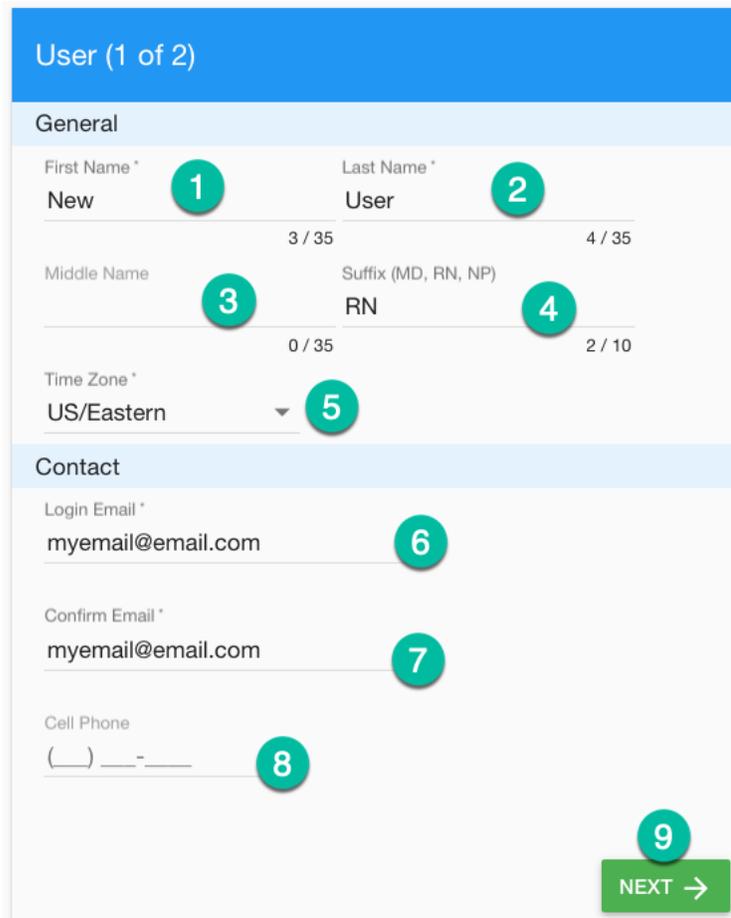
STEP 3: Click SET UP ACCOUNT button in the email:



Rev. 8/2020

STEP 4: A window will open that where you can enter and confirm your user information. Enter the appropriate fields and click Next.

- First name (required)
- Last name (required)
- Middle Name (optional)
- Suffix (optional)
- Time Zone (required)
- Login Email (required – this is your username to login directly to ScriptSure Cloud ERX)
- Confirm Email (required)
- Cell Phone (optional – this is used to receive notices for pending prescription order statuses)



The screenshot shows a registration form titled "User (1 of 2)". It is divided into two sections: "General" and "Contact".

General Section:

- First Name ***: Input field with "New" and a character count of "3 / 35". Callout 1 is on the input field.
- Last Name ***: Input field with "User" and a character count of "4 / 35". Callout 2 is on the input field.
- Middle Name**: Input field with a character count of "0 / 35". Callout 3 is on the input field.
- Suffix (MD, RN, NP)**: Input field with "RN" and a character count of "2 / 10". Callout 4 is on the input field.
- Time Zone ***: Dropdown menu with "US/Eastern" selected. Callout 5 is on the dropdown arrow.

Contact Section:

- Login Email ***: Input field with "myemail@email.com" and a character count of "18 / 35". Callout 6 is on the input field.
- Confirm Email ***: Input field with "myemail@email.com" and a character count of "18 / 35". Callout 7 is on the input field.
- Cell Phone**: Input field with a character count of "10 / 10". Callout 8 is on the input field.

At the bottom right, there is a green button labeled "NEXT →" with a callout 9 on the button.

Rev. 8/2020

STEP 5: Enter a PASSWORD that complies with the password requirements and confirm it. Click Complete SIGNUP when done.

Password (2 of 2)

Create Login Password

New password *

Required

Password Confirm *

Required

- ! An UPPERCASE letter
- ! A lowercase letter
- ! At least one special character (\$@!%#?)
- ! At least one number
- ! Password must be at least 8 characters long

← PREVIOUS

STEP 6: Accept the Terms of Use, Code of Conduct and Privacy Policy:

End User License Agreement and HIPAA Agreements

Terms of Use [VIEW](#)

Code of Conduct [VIEW](#)

Privacy Policy [VIEW](#)

You must agree to all terms and policies above in order to use Scriptsure. Please read each. If you require a specific HIPAA agreement be signed, please accept these terms and then contact us 866-755-1500 or via email sales@dawsystems.com to request additional policies or agreements that you require to be executed.

(If you disagree with the terms, you will not be able to login).

Rev. 8/2020

Step 7: You can now login to ScriptSure at www.scriptsure.com using your username (your email address) and the password you set.

NOTE: YOU MAY NEED TO ENABLE POP-UPS FOR SCRIPTSURE. IN THE TOP WEB ADDRESS BAR, YOU MUST CLICK ON THE RED ALERT  IF IT APPEARS THERE. CLICK IT AND SELECT "ALWAYS ALLOW POP-UPS..." CLICK DONE AND POP-UPS ARE NOW ENABLED.

