Washington State Health Care Authority

Accessing Drug Price Transparency (DPT) support

Logging into the HCA Support portal to submit DPT request

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Step-by-step instructions

These instructions will guide you to Drug Price Transparency (DPT) support through the HCA Support portal.

Log into HCA Support using SAW

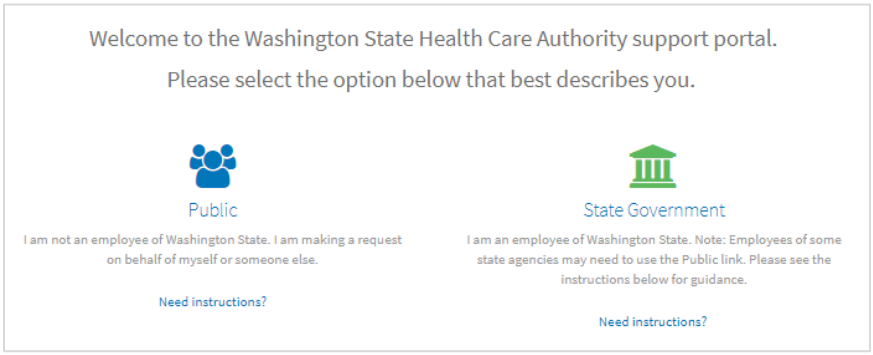
You will need an active Secure Access Washington (SAW) account to log into HCA Support and access the DPT request forms.

If you do not have a SAW account, see detailed instructions on how to set up a SAW account and access HCA Support.

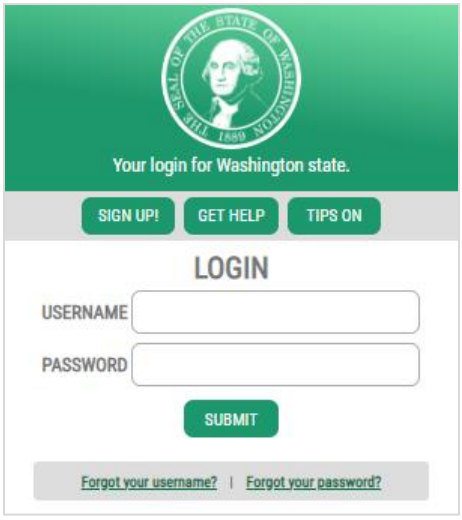
Access DPT request forms

Once you have an active SAW account, you can access HCA Support and the DPT request forms.

1. Go to support.hca.wa.gov/hcasupport.
2. Click **Public**.



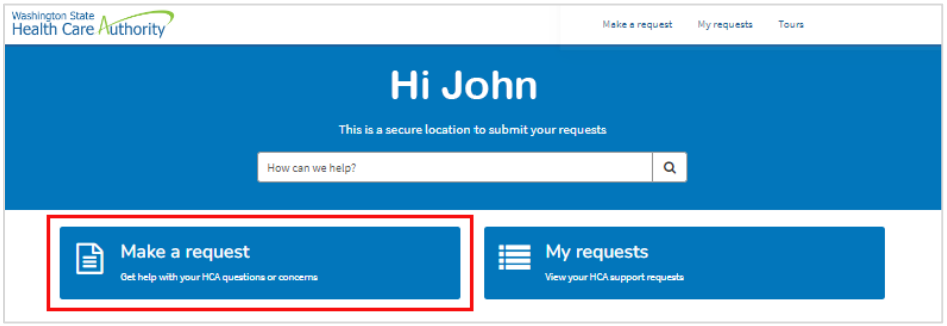
You will be redirected to SAW.



3. Log in with your credentials and complete the multifactor authentication (MFA). Once you have logged into SAW, you will be redirected to HCA Support.

(If you don't have a SAW account, see Logging into HCA Support.)

4. On the HCA Support home page, click **Make a request**.



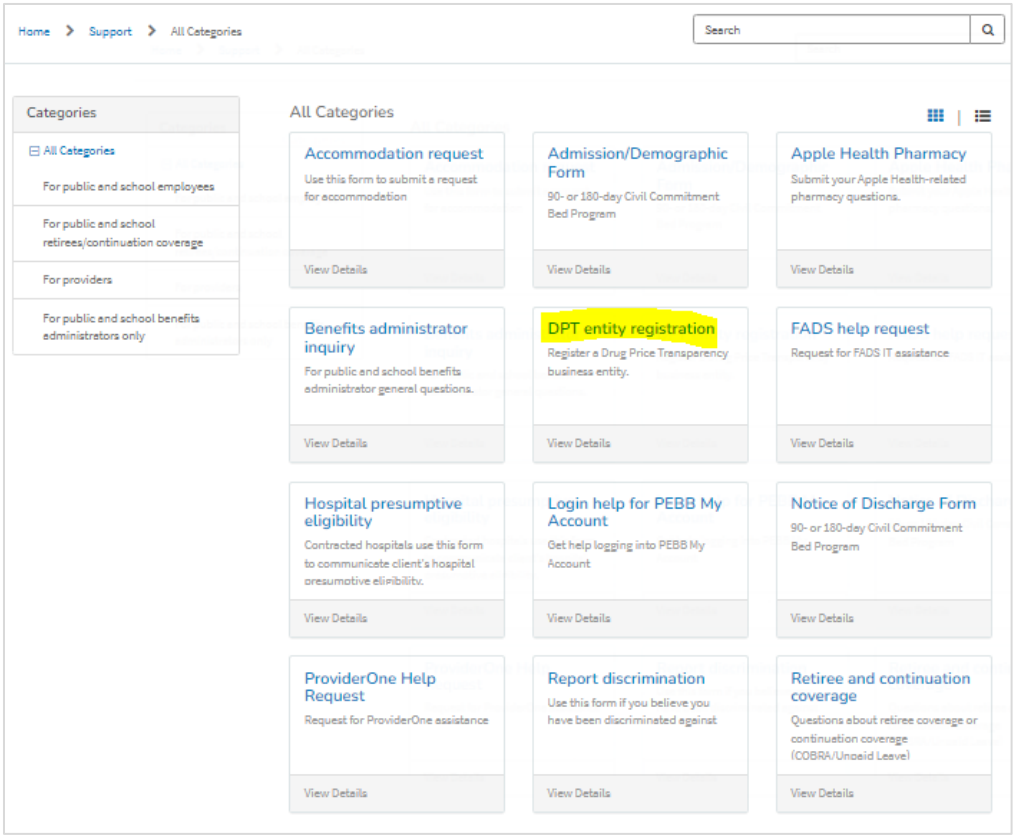
You will see a series of "tiles" for all HCA Support requests.

Register your DPT entity

The first time you access HCA Support you will only see the "DPT entity registration" tile. You will need to register your entity before gaining access to other DPT request forms.

To register for the first time:

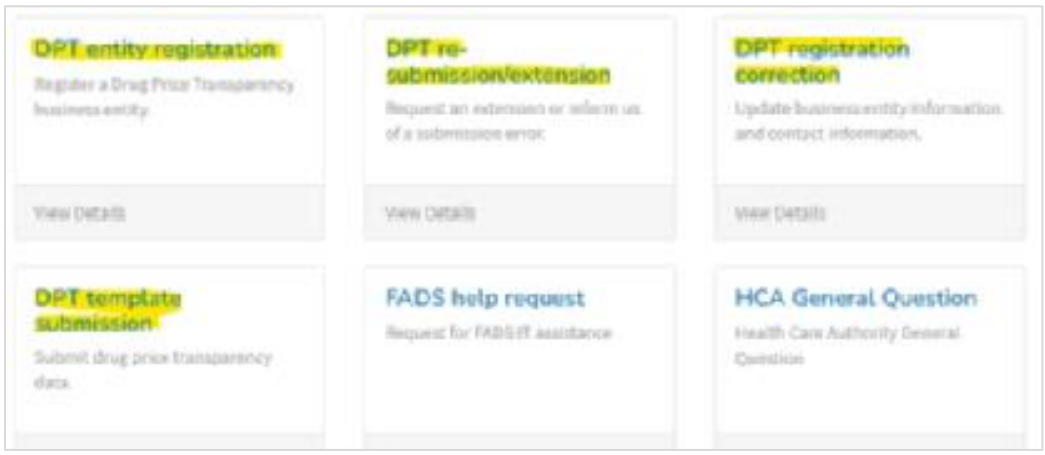
1. Click **DPT entity registration**.



2. Complete the form. Primary and secondary contact emails must be for an individual and not a group or shared email.
3. Click the **Submit** button in the upper right.

Once registration is complete, your entity will be assigned a unique Health Care Authority ID. You will now see the following tiles:

- DPT resubmission/extension
- DPT registration correction
- DPT template submission



Update contact information

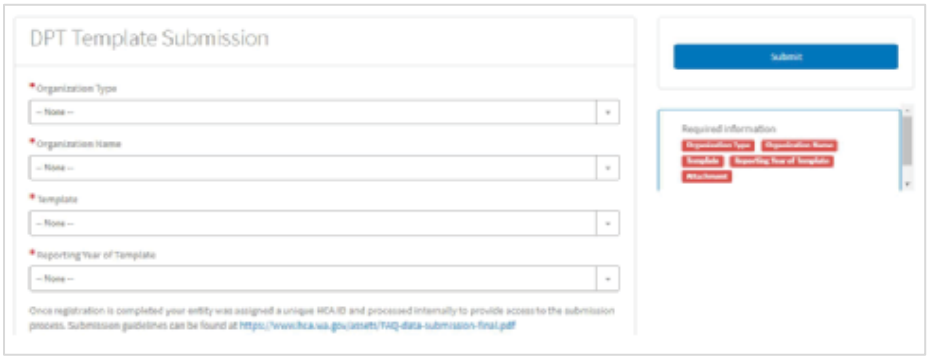
To update contact information:

1. Click **DPT registration correction**.
2. Complete the form. You must know your tax ID number. You can update one or all of the following:
    a. Organization address
    b. Primary contact information
    c. Secondary contact information
3. Click the **Submit** button in the upper right.

Submit a report

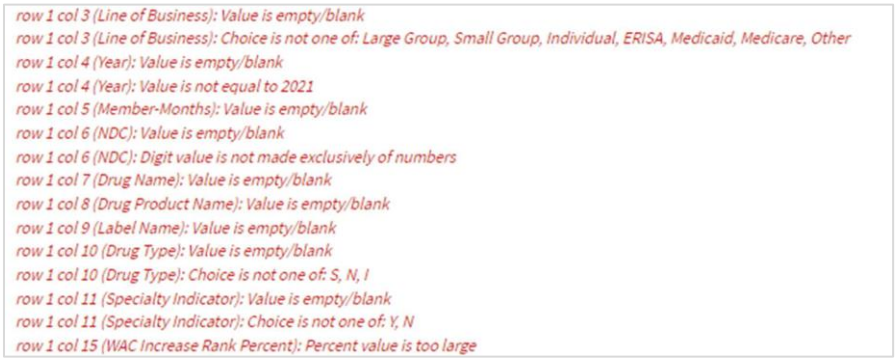
To submit a report:

1. Click **DPT template submission**.
2. Complete the form. You can choose from four organization types:
    a. Carrier
    b. Manufacturer
    c. PBM
    d. PSAO



3. Fill in your organization name, template, and reporting year.
4. Click the **Required—Upload** button.

5. Select your report. You will receive immediate feedback from the system if there are errors. You may resubmit anytime once you have corrected any errors.



6. If there are no errors, you will see a "File successfully validated" message.

7. After the successful validation message, click the **Submit** button. The report will be accepted into the Enterprise Data Warehouse (EDW).

Correct an error on a submitted report

When an error is found on a report that has been submitted and accepted by HCA for both technical and program validations:

1. Click **DPT resubmission/extension**.
2. Complete the resubmission form.
3. Click the **Submit** button in the upper right.

Request an extension

If you are not able to meet the due date of the required report and would like to request additional time.

1. Click **DPT resubmission/extension**.
2. Complete the extension form.
3. Click the **Submit** button in the upper right.