

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

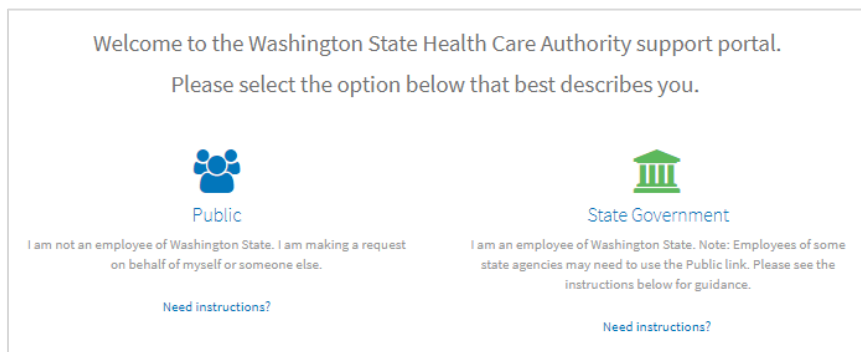
You will need an active Secure Access Washington (SAW) account to log into HCA Support and access the DPT request forms.

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**.



Welcome to the Washington State Health Care Authority support portal.


Please select the option below that best describes you.



Public

I am not an employee of Washington State. I am making a request on behalf of myself or someone else.

[Need instructions?](#)

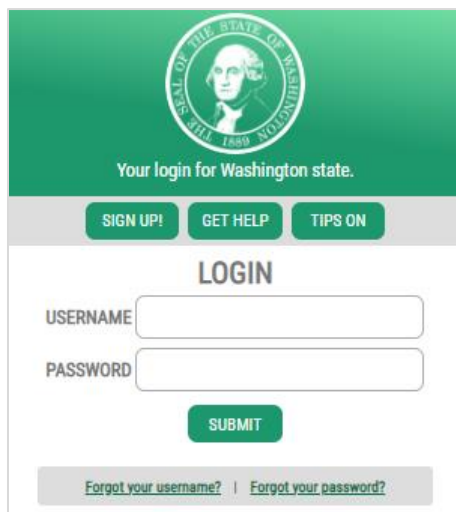


State Government

I am an employee of Washington State. Note: Employees of some state agencies may need to use the Public link. Please see the instructions below for guidance.

[Need instructions?](#)

You will be redirected to SAW.



THE SEAL OF THE STATE OF WASHINGTON
1889

Your login for Washington state.

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

PASSWORD

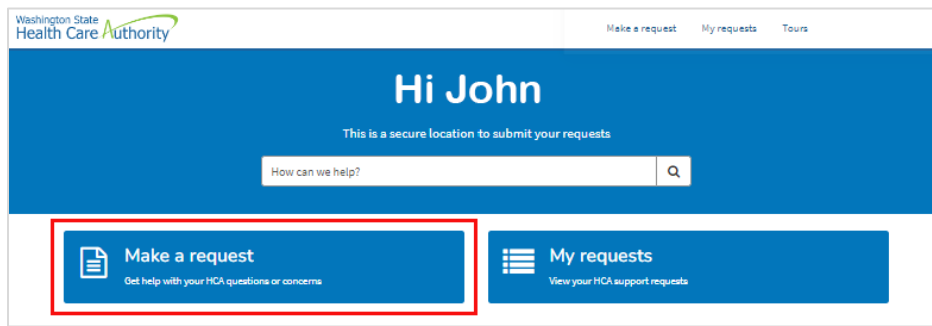
[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

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**.



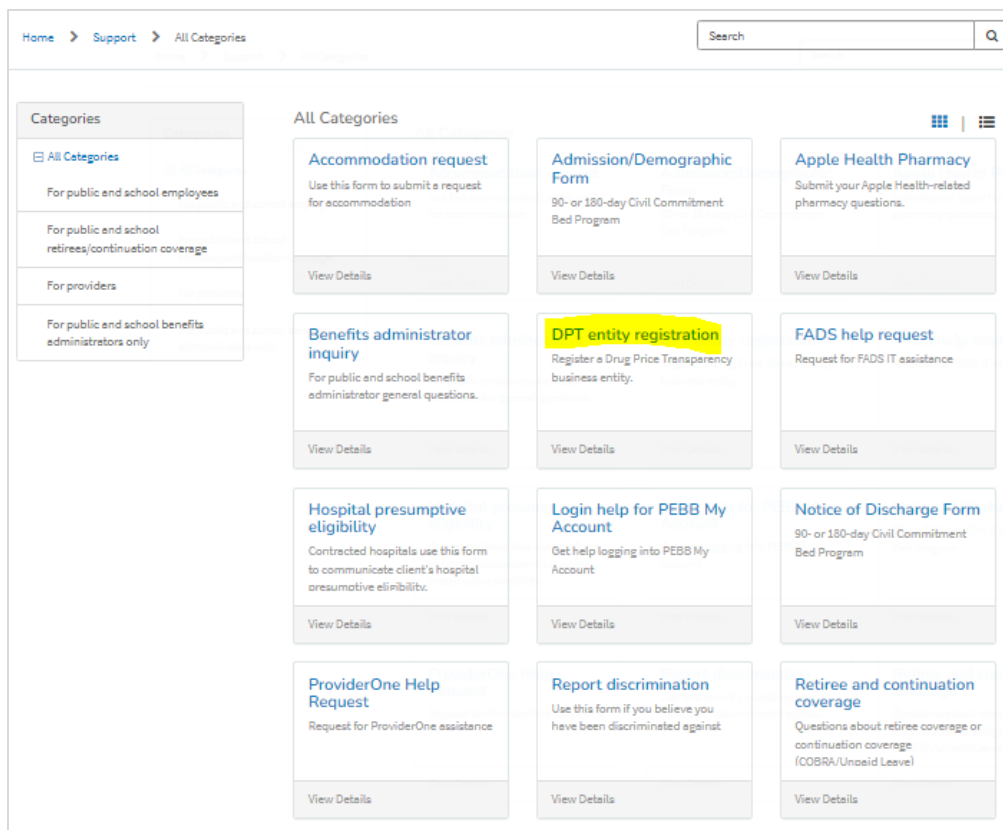
You will see a series of “tiles” for all HCA Support requests.

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:

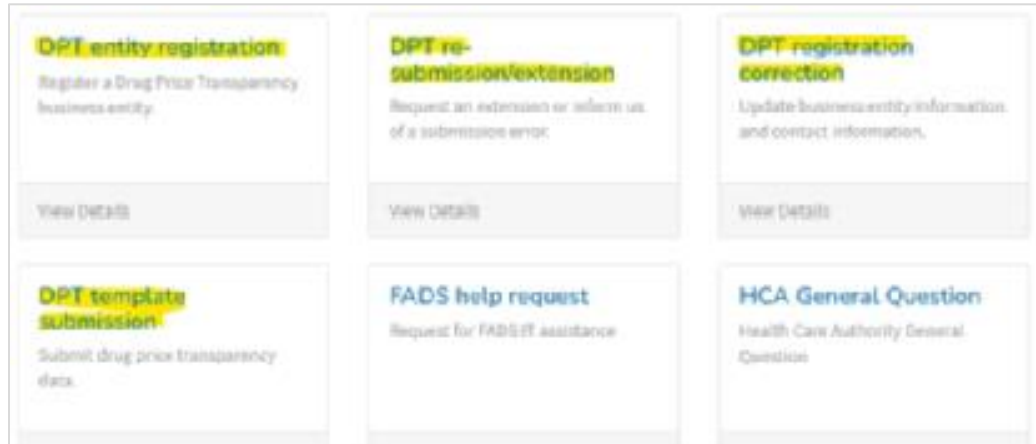
1. Click **DPT entity registration**.



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

A screenshot of the 'DPT Template Submission' form. The form has four dropdown menus: 'Organization Type', 'Organization Name', 'Template', and 'Reporting Year of Template'. Each dropdown menu has a 'None' option. To the right of the form is a 'Submit' button. Below the form, there is a 'Required Information' section with a list of items: 'Organization Type', 'Organization Name', 'Template', 'Reporting Year of Template', and 'Attachment'. At the bottom of the form, there is a note: 'Once registration is completed your entity was assigned a unique HCA ID and processed internally to provide access to the submission process. Submission guidelines can be found at <https://www.hca.wa.gov/assets/FAQ-data-submission-final.pdf>'.

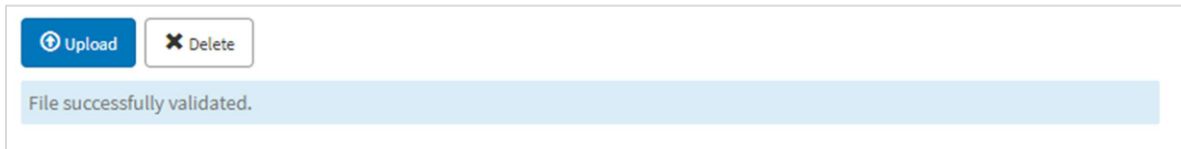
3. Fill in your organization name, template, and reporting year.
4. Click the **Required—Upload** button.



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.

row 1 col 3 (Line of Business): Value is empty/blank
 row 1 col 3 (Line of Business): Choice is not one of: Large Group, Small Group, Individual, ERISA, Medicaid, Medicare, Other
 row 1 col 4 (Year): Value is empty/blank
 row 1 col 4 (Year): Value is not equal to 2021
 row 1 col 5 (Member-Months): Value is empty/blank
 row 1 col 6 (NDC): Value is empty/blank
 row 1 col 6 (NDC): Digit value is not made exclusively of numbers
 row 1 col 7 (Drug Name): Value is empty/blank
 row 1 col 8 (Drug Product Name): Value is empty/blank
 row 1 col 9 (Label Name): Value is empty/blank
 row 1 col 10 (Drug Type): Value is empty/blank
 row 1 col 10 (Drug Type): Choice is not one of: S, N, I
 row 1 col 11 (Specialty Indicator): Value is empty/blank
 row 1 col 11 (Specialty Indicator): Choice is not one of: Y, N
 row 1 col 15 (WAC Increase Rank Percent): Percent value is too large

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.