

## **Guide to Establishing your Prescriber eKASPER Account**

**This guide provides information to help you prepare and simplify the process of establishing a prescriber eKASPER account. Full instructions can be viewed or printed from the eKASPER Account Request web page when you begin the registration process.**

### **Prior to starting, you will need to have the following**

- A computer with the following (eKASPER will verify the software versions on the computer you are using during the registration process):
  - Internet Explorer version 5.5 or higher (Internet Explorer version 7 or 8 is recommended) or Mozilla Firefox version 12 or higher (other browsers, such as Google Chrome, and Safari are not currently supported by our eKASPER).
  - Adobe Reader version 8.0 or 9.0 (Adobe Reader X, is compatible; however, other products that are simultaneously installed with Adobe X, such as Adobe Air and Google Chrome, are NOT compatible with our application). Adobe Reader versions 8 and 9 are available at the following site: <http://get.adobe.com/reader/otherversions/>
  - Pop-up blockers disabled on your computer (add the domain name <https://ekasper.chfs.ky.gov> to trusted sites and/or to pop-up blocker settings under Internet Options to allow pop-ups from eKASPER).
  - A printer
- Email address
- Photocopy of your Driver's License (to be submitted with the account application)
- Photocopy of your DEA license (to be submitted with the account application)
- Photocopy of your professional license (to be submitted with the account application)
- Mother's maiden name
- The name, address, phone number and fax number of the facility from which you will request eKASPER reports
- Access to a Notary Public to notarize your signed application and eKASPER Terms of Use

**Once the above information is available, you can proceed to the online application to establish your account using the following steps.**

1. Access the eKASPER Account Request web page at:  
<https://ekasper.chfs.ky.gov/accessrequest>.
2. Print and follow the account establishment instructions to enter all required account data through the web site.
3. Enter information in Steps 1-7. Fields with an asterisk are required.
4. Verify the information on the Review page (Step 8 of 9). If corrections need to be made, click the 'No' button for "Is the information above correct?" at the bottom of the screen, then select the hyper-link section at the top of the screen for the area that needs to be corrected. Saved corrections will return you to the Review page.
5. When the application information is correct, click the 'Yes' button.

6. On the Print and Submit page (Step 9 of 9), click the “Print My Application” button. A pop-up window containing the APPLICATION FORM FOR ACCESS TO KASPER DATA, TERMS OF ACCOUNT USE AGREEMENT, and instructions to complete the account request process will open.
7. Print the hard-copy forms from the Adobe window. Sign the Application Form and Terms of Account Use Agreement and have both forms notarized.
8. If the application printed correctly, click the ‘Yes’ button
9. Click the “Submit My Application” button to receive your confirmation number.
10. Mail the application and required documentation within 90 days to the address provided in the application instructions.

For questions regarding the eKASPER account request process, call the eKASPER Administrator at (502) 564-7985. For technical assistance with the Account Request process, call the eKASPER Help Desk at (502) 564-2703.