



Prescription Drug Event (PDE) Reports Web Portal

GETTING STARTED GUIDE

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PDE REPORTS
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Revision Log

DATE	REVISION
4/2021	Updated Guide for Enable Account feature.

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Introduction

The Prescription Drug Event (PDE) Reports Web Portal features tools for providing sponsors with reports on the quality, timeliness, and accuracy of their PDE submissions and error resolution efforts.

To familiarize you with these Portal resources, this *PDE Reports Web Portal: Getting Started Guide* contains high-level instructions for:

- accessing the Portal¹ (Web Portal Access);
- using Portal tools to:
 - download confidential initiative documents and general reference documents (File Transfer Tools);
 - discuss initiative-related matters with Acumen, CMS, and other initiative participants online (Discussion Tools); and
- employing user settings tools to manage your account information, including acquiring your download password for the Download Files page (User Settings).

For more detailed Portal instructions, refer to the *PDE Reports Web Portal: User Guide* that you received as part of your Portal welcome materials.

For general Web Portal assistance, contact Website Support at WebAssistance@AcumenLLC.com.

¹ We recommend using Internet Explorer (IE) 11.0 or higher.


WEB PORTAL ACCESS

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
Set up my user account?	<ol style="list-style-type: none"> 1 Click the “One-Time Password” link in your user credentials email, which loads the Account Management Web Portal. 2 Confirm your username. 3 Change your login password. 4 Log in to the Account Management Web Portal. 5 Agree to Acumen’s <i>Security Policy</i>. 6 Verify your identity through phone verification. 7 Establish a security question and answer. 	2
Access the PDE Reports Web Portal?	<ol style="list-style-type: none"> 1 In your web browser, load the PDE Reports URL: https://PartD.ProgramInfo.us/PDE 2 Agree to the Terms and Conditions. 3 In the Login page, enter your username and password. 4 Click the Log On button. 	2 and 3
Re-acquire my username if I forget it?	<ol style="list-style-type: none"> 1 In the Web Portal’s Login page, click Forgot Username? 2 Complete page prompts to request an email containing your username. 	10.1

WEB PORTAL ACCESS

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
Reset my login password if I forget it?	<ol style="list-style-type: none"> 1 In the Web Portal's Login page, click Forgot Password? 2 Enter your username and click Submit Request. The Account Management Web Portal generates a Reset Password email. 3 In the email received, click the Change Login Password link. 4 Complete page prompts to reset your login password. 	10.2
Enable/unlock my account if it has been disabled/locked?	<ol style="list-style-type: none"> 1 In the Web Portal's Login page, click Disabled/Locked Account? 2 Enter your username and click Submit Request. The Account Management Web Portal generates an Enable Account email. 3 In the email received, click the Enable Account link. 4 Complete page prompts to enable your account. 	10.3
Report access issues, such as incorrect or missing user credentials?	Email WebAssistance@AcumenLLC.com .	N/A
Obtain project-related assistance from Acumen staff?	Email PDE@AcumenLLC.com .	N/A

FILE TRANSFER TOOLS

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
<p>Download confidential initiative documents (such as PDE Reports) from the Download Files page?</p>	<p>Note that you need your download password for the Download Files page. For instructions on how to obtain this password, refer to the User Settings section of this document.</p> <ol style="list-style-type: none"> 1 In the Navigation pane, click Download Files. 2 Ensure that the drop-down menu displays the contract you want to download the spreadsheet from, then click the Select Contract button. 3 In the list of current files, select the file(s) you want to download. 4 In the password field, enter your download password. 5 Click the Download File button. 6 Complete the file download prompts. 	<p>5.1</p>
<p>Download general reference files?</p>	<ol style="list-style-type: none"> 1 In the Navigation pane, click Help Documents. The Reference library loads. Tip: You can access files inside a folder by clicking the folder name or icon (). 2 In the table of files, click the file that you want to download. 3 Complete the file download prompts. 	<p>7.1</p>

DISCUSSION TOOL

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
Create a discussion thread ² ?	<ol style="list-style-type: none"> 1 In the Navigation pane, click Discussion Manager. 2 Click the title of the discussion board that you want to add a new discussion thread to. 3 In the board's menu bar, click New. 4 Complete the thread post form. 	6.3
Access an existing discussion thread?	<ol style="list-style-type: none"> 1 In the Navigation pane, click Discussion Manager. 2 Click the title of the discussion board that contains the discussion thread you want to access. 3 In the board's list of threads, click the title of the discussion thread that you want to access. 	6.2
Participate in an existing discussion thread?	<ol style="list-style-type: none"> 1 Access the discussion thread and specific post you want to reply to. 2 In the top-right corner of the discussion post, click Reply. 3 Complete the reply form. 	6.4

² A *discussion thread* is a set of online messages related to a single topic.

DISCUSSION TOOL

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
Monitor the status of discussion posts?	<ol style="list-style-type: none"> 1 In the Navigation pane, click My Notifications. 2 In the Unreviewed Posts section, select your preferred notification frequency option. 3 In the Discussion Topics with New Posts section, select your preferred notification frequency option. 4 Click the Save button. 	6.6

USER SETTINGS

HOW DO I...	ANSWER	USER GUIDE SECTION(S)
Acquire my download password?	<ol style="list-style-type: none"> 1 In the Navigation pane, click My Download Password. 2 Select the I need a new confirmation code tab. 3 Use the page form to request an email containing your confirmation code. 4 In your email, copy your confirmation code. 5 Return to the My Download Password page and ensure the I have a confirmation code tab is selected. 6 In the “Confirmation Code:” field, enter your confirmation code. 7 Click the View Download Password button. 	8.3
Change my login password?	<ol style="list-style-type: none"> 1 In the Navigation pane, click Change Login Password. 2 Complete the change password form. 3 Click the Change Password button. 	8.1