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# **Data Submission Guide for Idaho Practitioner Sales Reporting**

Idaho Practitioner Sales Reporting System (ID PSRS)

January 2025  
Version 2.0

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# Document Overview

This document serves as a training guide and support manual for authorized drug distributors with an active Idaho License/Certificate who must report to the Division of Occupational and Professional Licenses (pursuant to [IDAPA 24.36.01.501.03](#)) controlled substance drug sales to Idaho practitioners.

Idaho practitioners are defined under [Idaho Statute 54-1704.47](#) as persons licensed in this state and permitted by such license to dispense or administer drugs in the course of professional practice or research in this state.

This guide includes such topics as:

- Reporting requirements for the Idaho Practitioner Sales Reporting System (ID PSRS)
- Creating an ID PSRS System account
- Uploading your report
- Viewing your report status
- Changing your password
- Error resolution Reporting Requirements

# Reporting Requirements

## Who Must Report?

Any of the following authorized drug distributors that, in the normal course of business, sell controlled substance drugs to Idaho practitioners:

- Manufacturer – includes Virtual
- Wholesale Distributor – includes Virtual
- Resident and Non-Resident Drug Outlet (if selling to Idaho practitioners)
- Outsourcing Drug Outlet (if selling to Idaho practitioners)

## What Data Must Be Reported?

All controlled substance drug sales to Idaho practitioners. Drug samples do not need to be reported. (IDAPA 24.36.01.501.03)

## What is the Frequency of Reporting?

A monthly report must be submitted for the previous month by the 15th of each month.

## Data Collected Shall Include the Following:

Data must be reported in the format defined in the Automation of Reports and Consolidated Orders System (ARCOS).

## Which ARCOS Transaction Codes Should be Included in the Report?

### **ARCOS Transaction Codes:**

- S – Sale, Disposition, or Transfer
- 7 – No ARCOS Activity for the Current Reporting Period (used only for submitting zero reports).

## What File Extensions are Permitted for Reporting and Are There Any File Naming Conventions?

Preferred file extensions include .dat and .txt with a maximum size of 100 MB.

### **Required Naming Conventions:**

The first two characters of the file name should match the state abbreviation of the state to which you are submitting, followed by an underscore, DEA number, followed by an underscore, and the last day of the data reported in MMDDYYYY format.



**Example:**

If submitting data to Idaho, your file name should begin with “ID\_”. You will receive an error if your file name does not adhere to this.

- When submitting multiple files, it is necessary for each file to have a unique file name. When a file name is reused, each subsequent submission replaces the previous one.

**Example:**

A data submitter has two unique files to submit, each containing unique distributions. An acceptable way to name the files is as follows:

- Submission one: ID\_ABI234567\_MMDDYYYY\_1
- Submission two: ID\_ABI234567\_MMDDYYYY\_2

**How Should the Report be Submitted?**

Reports should be uploaded to the ID PSRS Clearinghouse portal.

- For instructions on creating an account, please refer to the [Creating Your Account](#) section of this document.
- For instructions on submitting your report, please refer to the [Submitting Your Report](#) section of this document.

## If an Authorized Drug Distributor Does Not Have Any Practitioner Sales to Report for the Reporting Period, is a Report Required?

If a Drug Distributor does not have any practitioner sales to report for the reporting period (the previous month) a zero report must be submitted.

Users may enter a zero report using either of the following methods:

### Uploading an ARCOS-Formatted Zero Report File:

A zero report transaction file contains a control record identifying the reporting Drug Distributor or Pharmacy and a single transaction record with a transaction code of “7” (per DEA ARCOS coding), which indicates that there were no transactions to report during the previous reporting period.

**Note:** Use this method if your DEA number is not in the format of two letters followed by a 7-digit number.

For instructions on submitting a zero report, please refer to the [Submitting a Zero Report](#) section within this document.

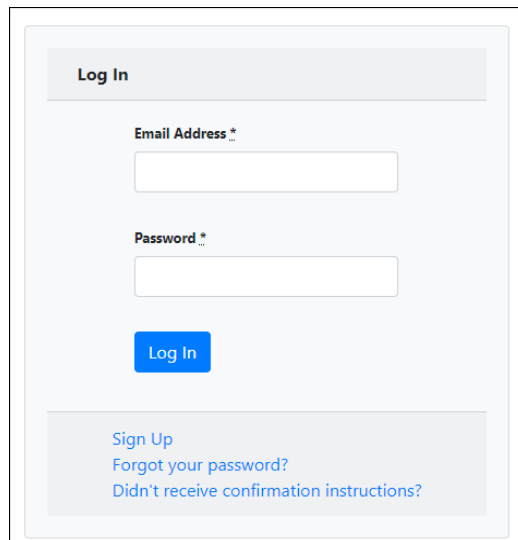
# Accessing Controlled Substance Product Reporting

This chapter describes how to create your ID PSRS account and how to log in to the ID PSRS web portal to upload your opiate product or zero report files.

## Creating Your Account

Prior to submitting your report, you must create an account by performing the following steps:

1. Open an internet browser window and navigate to the ID PSRS product reporting login page located at <https://pmpclearinghouse.net/opiatereporting>.



2. Click *Sign Up*.

The **Product Reporting Registration** page is displayed as shown on the following page.

### Opiate Product Reporting Registration

#### Profile Details

\* Indicates Required Field

Email Address \*

Password \*

Password Confirmation \*

#### Contact Information

First Name \*

Last Name \*

#### Company Information

DEA Number

Name \*

Role \*

Address \*

City \*

State \*

Zip code \*

Phone \*

Submit

3. Complete your Profile Details.

#### Profile Details

\* Indicates Required Field

Email Address \*

Password \*

Password Confirmation

- a. Enter your current, valid email address in the **Email Address** field.

**Note:** The email address you provide here will act as your username when logging into the ID PSRS web portal.

- b. Enter a password for your account in the **Password** field, then re-enter it in the **Password Confirmation** field. The password requirements are provided below.

**Password must contain:**

- At least fourteen (14) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.

4. Complete your **Contact Information** and **Company Information**, noting the following:
- Required fields are marked with a red asterisk (\*).
  - **Reporting** account registration does not require a DEA. You will be able to use the same account for reporting multiple DEA numbers.

**Contact Information**

First Name \*

Last Name \*

**Company Information**

DEA Number

Name \*

Role \*

Address \*

City \*

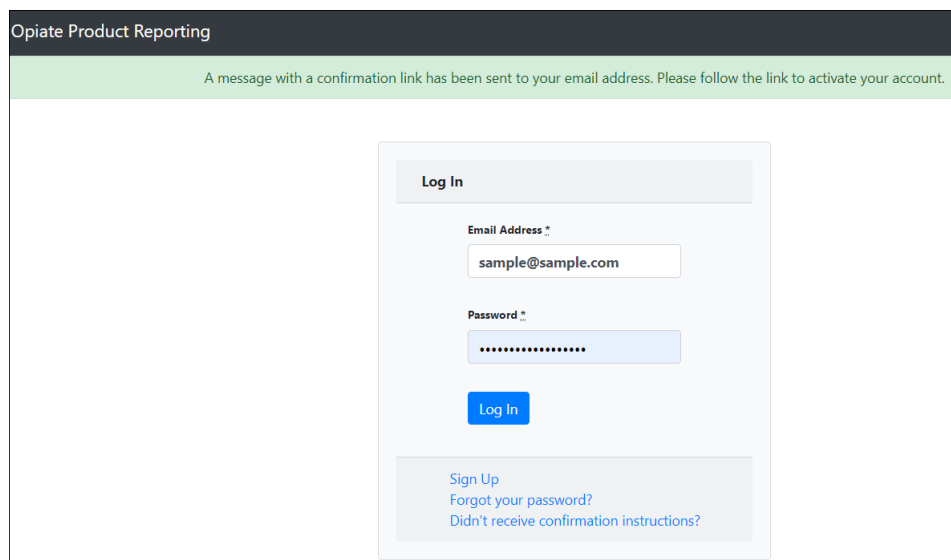
State \*

Zip code \*

Phone \*

**Submit**

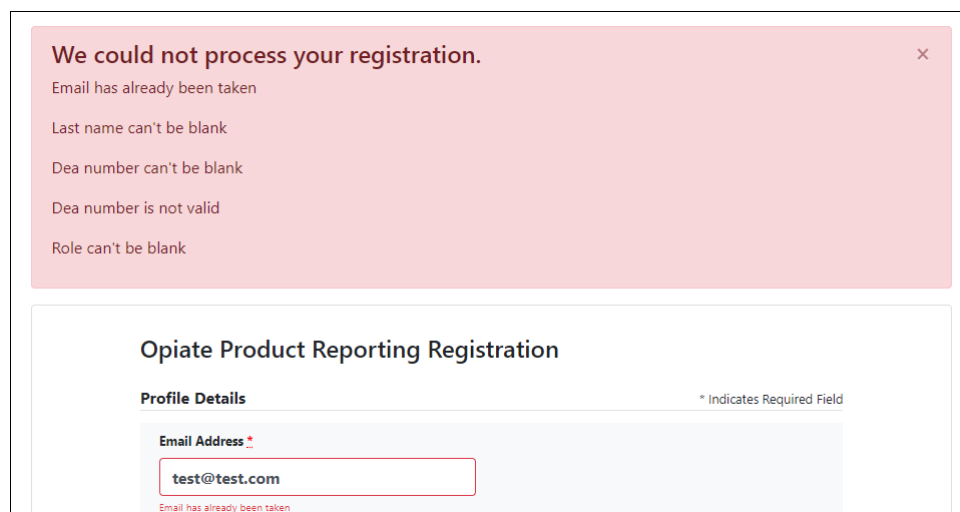
5. Click **Submit**.
- a. If there are no errors upon submission, your account is created, and a message is displayed indicating that you need to confirm your email address to activate your account.



**Note:** You will not be able to log in until you confirm your email address.

- b. If there are errors upon submission, the error message(s) will be displayed at the top of the page.

Correct the indicated errors, then click *Submit* to create your account.



## Logging in to the Reporting Site

1. Open an internet browser window and navigate to the Reporting page located at <https://pmpclearinghouse.net/opiatereporting>.

**Log In**

**Email Address \***

**Password \***

**Log In**

[Sign Up](#)  
[Forgot your password?](#)  
[Didn't receive confirmation instructions?](#)

2. Enter the email address you used to create your account in the **Email Address** field.
3. Enter your password in the **Password** field.  
**Note:** If you have forgotten your password, use the ***Forgot your password?*** link to have a link sent to your email address to assist with resetting your account password.
4. Click **Login**.  
 The **Product Reporting** home page is displayed.

Opiate Product ReportingFile ListingFile UploadMy Profile ▾

Search by file name

File	Submitted	Rejected Count	Status Report	State	Actions
<div><div>&lt;&lt;&lt;1&gt;&gt;&gt;</div></div>					

# Submitting Your Report

## Submission Overview

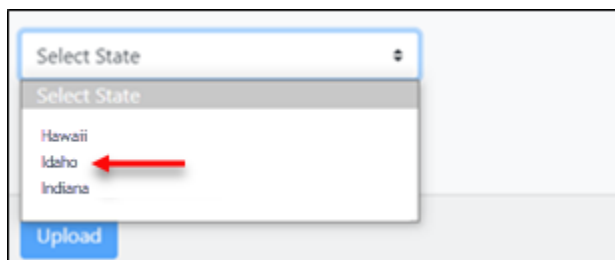
- If you do not have an ID PSRS account, perform the steps outlined in the [Creating Your Account](#) section of this document.

**OR**

- If you have already created an account, log in to the ID PSRS web portal. This will bring you to the ID PSRS **Reporting** home page.

1. Navigate to the **File Upload** page from the menu at the top of the screen.

2. Select *Idaho* from the **Select State** dropdown menu.



3. Click *Browse* and select the report file.

**Notes:**

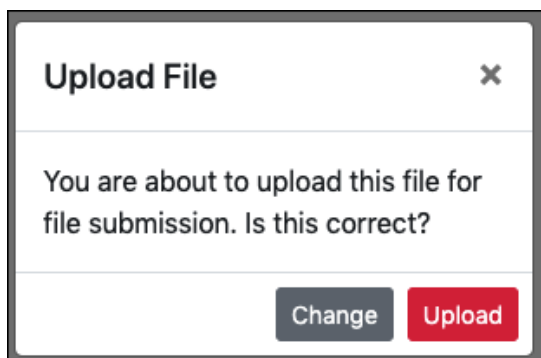
- Please refer to the [Reporting Requirements](#) section of this document for information on what data must be reported and in what format.
- TXT or DAT are the required file format with a maximum size of 100 MB.
- File name must begin with the two-letter state abbreviation, followed by an underscore, then the unique file name consisting of Drug Distributor or Pharmacy DEA number, followed by an underscore, followed by the reporting date, and any suffixes needed to differentiate multiple reports as described in Section 2.6.

**Example:**

- ID\_AB9876543\_MMDDYYYY.txt
- ID\_ABI23457\_MMDDYYYY.dat

4. Click *Upload*.

A message is displayed prompting you to confirm the file submission.



5. If you need to make any changes, click *Change* to return to the **File Upload** page; **OR**
6. Click *Upload* to continue with the report submission.

Once you click *Upload*, your file is submitted, and a message is displayed indicating that your file was successfully submitted. At this point, you will be redirected to the **File Listing** page. If the status displayed as *Processed*, then your file was accepted.

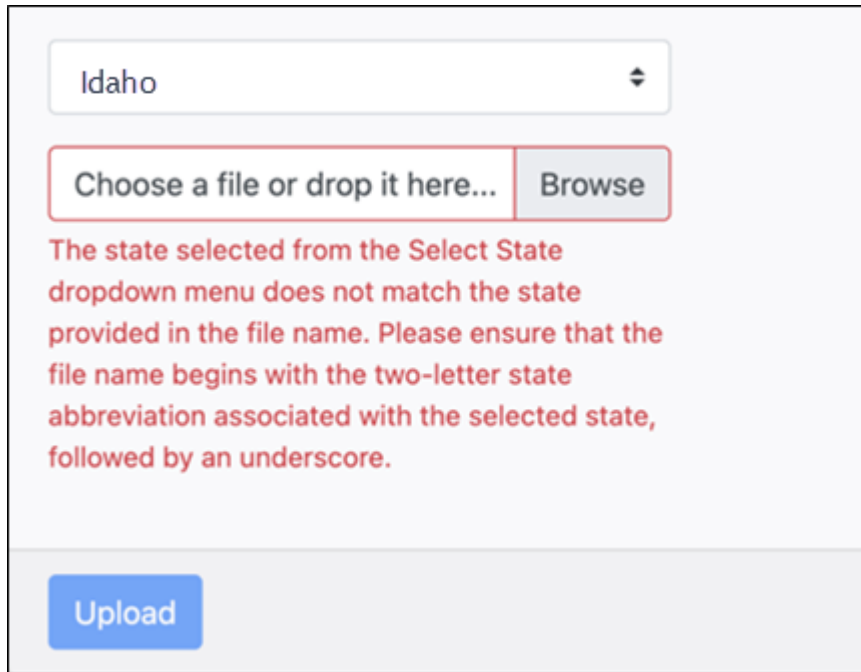
**Note:** Users are able to refresh this page.

A file status of *Deleted* indicates that there were errors with your submission. If this happens, you should review the errors on the **Status Report** for further details.

## Upload Errors

The state abbreviation provided in the file name (ID) will be validated against the state selected from the submission page drop-down menu (Idaho).

If the state selected from the drop-down **does not** match the file name the following error message will be displayed:



The screenshot shows a web interface for file upload. At the top, there is a dropdown menu with 'Idaho' selected. Below it is a file selection area with the text 'Choose a file or drop it here...' and a 'Browse' button. A red error message is displayed below the file selection area, stating: 'The state selected from the Select State dropdown menu does not match the state provided in the file name. Please ensure that the file name begins with the two-letter state abbreviation associated with the selected state, followed by an underscore.' At the bottom of the interface is a blue 'Upload' button.

Files with an incorrect **Control Record** will not upload and will display an error.

Common Control Record errors include:

- Missing/Invalid Reporting Registrant DEA
- Missing Asterisk
- Missing/Invalid Reporting Period Date
- Missing/Invalid Reporting Period

## Examples of Control Record Display Errors:

**Opiate Product Reporting** File Listings File Upload Zero Reports ▾

### File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
  - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore  
For example:
    - i. MA\_ARCOS\_20230911\_0633
    - ii. OH\_BambooHealth\_20231201\_V1
  - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State ▾

Rpg-Period-Blank.txt Browse

Reporting period can't be blank

Upload

**Opiate Product Reporting** File Listings File Upload Zero Reports ▾

### File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
  - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore  
For example:
    - i. MA\_ARCOS\_20230911\_0633
    - ii. OH\_BambooHealth\_20231201\_V1
  - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State ▾

PMPCLEAR\_6567\_Asterisk\_N Browse

Asterisk is missing from control record

Upload

**An example for an appropriate control record can be found below:**

A control record looks like this: [AB9999999\\*01312021QAA9999999](#)

Field Name	Data Field Number	Column Position	Characters	Possible Values	Example
*REPORTING REGISTRANT	1	1-9	9		<a href="#">AB9999999</a>
*ASTERISK	2	10	1		*
*LAST DAY OF REPORTING PERIOD	3	11-18	8		01312021
REPORTING FREQUENCY	4	19	1	M, Q, Y	Q
CENTRAL REPORTER'S NUMBER	5	20-28	9		<a href="#">AA9999999</a>

\* - Required field

For more information regarding the **Control Records** format, please refer to [Appendix A](#).

# Status Reports

Status Reports are used to confirm receipt of files and identify errors in files that have been submitted. After submission of their opiate product report, a user will receive a **Filed Failed Report** or a **File Status Report** via email notification. This is also viewable from the **File Listing** screen within the ID PSRS web portal.

This chapter describes the status reports, status report errors, and how to correct them.

## File Status Report

The **File Status Report** serves as notification that a data file was received by the system. This report will either confirm there were no errors in the file or in the event of errors, identify the specific errors.

Below is an example of a **File Status Report**:

Associate DEA	Transaction Identifier	Column	Value	Error Message
A 3642116		Ndc	0092116037	invalid NDC number
A 3642116		Quantity	000000 4	is not a number
A 3642116		Transaction date		invalid date format
A 3642116		Associate registrant dea	A 3642116	invalid DEA number
A 3642116		Reporting registrant dea	R 0490499	invalid DEA number

Records cannot be corrected individually. To correct the errors:

- Make corrections in the originally submitted file.
- Resubmit the original file with the same file name in its entirety.

\*File Name: ARCOS\_FILE\_I.DAT  
\*Date of Submission: October 15, 2021

The **File Status Report** notifies you of the following scenarios:

- Invalid/Missing Transaction Date
- Invalid/Missing Transaction Identifier
- Invalid/Missing NDC
- Invalid/Missing Quantity
- Invalid/Missing Reporting Registrant DEA
- Invalid/Missing Associate DEA

## Viewing a Status Report

To view a **Status Report**:

1. Log into ID PSRS web portal.
2. Click the blue *Status Report* button.

Opiate Product Reporting File Listings File Upload					
My Profile ▾					
Search by file name					
Clear ↺					
File	Submitted	Rejected Count	Status Report	Status	Actions
ARCOS_FILE_II.DAT	10/15/2021	1	Status Report	Processed	
ARCOS_FILE_I.DAT	10/15/2021	1	Status Report	Processed	

A simplified version of the **Status Report** is also emailed to submitters. Like the status reports viewable within the PSRS web portal, they indicate if a file submission has errors or not. To see the error details, the user must click the *Status Report with errors* link and login to the ID PSRS web portal.

[Status Report with errors](#)  
Your file submission contains 1 errors. Please click on the link above for details.  
  
Records cannot be corrected individually. To correct the errors:

- Make corrections in the originally submitted file.
- Resubmit the original file with the same file name in its entirety.

  
\*File Name: ARCOS\_FILE\_II.DAT  
\*Date of Submission: October 15, 2021

## File Failed Status Report

In most cases, an invalid file cannot be uploaded as describe in [Creating a Zero Report via ID PSRS Website](#). In instances where a file is uploaded but cannot be parsed, a **File Failed Report** is generated. In the event of a failed file, a new file must be submitted with the necessary corrections.

Below is an example of a **File Failed Report**:

\*File Name: future\_date.txt  
\*Date of Submission: February 16, 2021  
  
This file could not be received into the system because the system could not recognize its content as a valid ARCOS format. Action is required to resolve the issues and a subsequent file should be submitted.

## Error Corrections

If a transaction record was misreported to the ID PSRS, you must follow these instructions to correct the record. Corrections must be made within the originally submitted file. You must then resubmit the file with the same file name as when it was originally uploaded. Records cannot be corrected individually. To correct a misreported transaction record :

1. Make all necessary corrections in the originally submitted file, leaving the accurate transaction records unmodified.
2. Submit the corrected file with the exact SAME file name as the file you are correcting.

**Note:** In order to delete a valid entry that was in error, **enter zero for the quantity** and resubmit the file using the **same as the original**. The **Action Indicator** will not be used when deleting a valid entry.

# Submitting a Zero Report

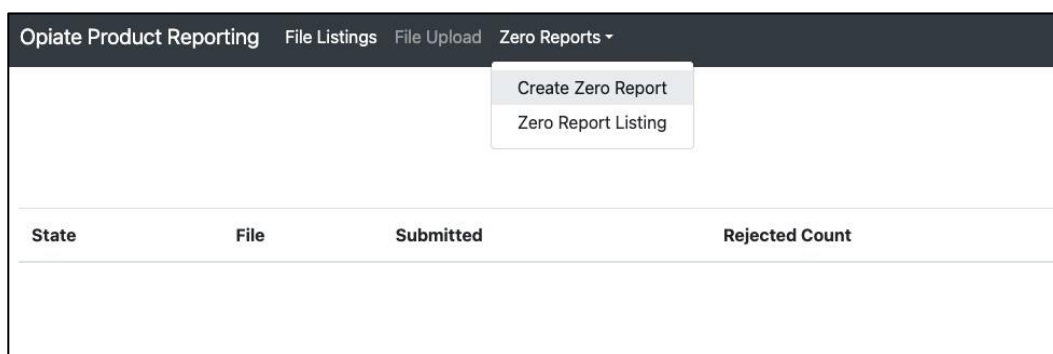
If a Drug Distributor or Pharmacy does not have any transactions to report for the reporting period AND has a DEA number, a zero report may be submitted.

You may enter a zero report using the ID PSRS website or by uploading an ARCOS transaction file.

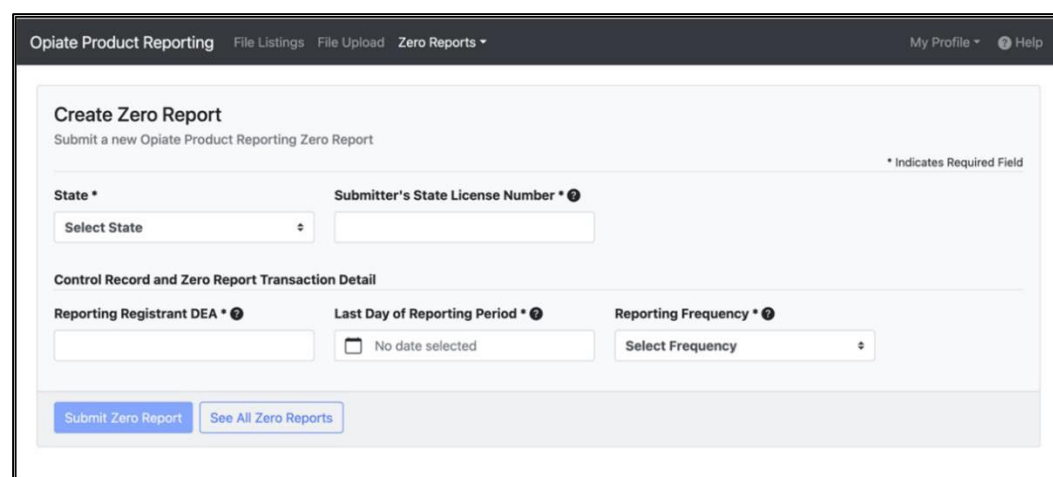
**Note:** A transaction is considered a sale, delivery, or other distribution within or into Idaho of a Schedule II-V controlled substance that is made to any practitioner, pharmacy, hospital, veterinary hospital, or other person who is permitted to possess reportable drugs for administration or dispensing to patients.

## Creating a Zero Report via ID PSRS Website

1. Open an internet browser window and navigate to the **Reporting Portal** page located at <https://pmpclearinghouse.net/opiatereporting>.
2. Navigate to the **Create Zero Report** page by clicking **Zero Reports**.
3. Choose **Create Zero Report** from the dropdown menu.



This screenshot shows the 'Zero Reports' dropdown menu in the Opiate Product Reporting system. The menu is open, showing two options: 'Create Zero Report' and 'Zero Report Listing'. Below the menu is a table with the following headers: State, File, Submitted, and Rejected Count.




This screenshot shows the 'Create Zero Report' form. The form includes the following fields and sections:

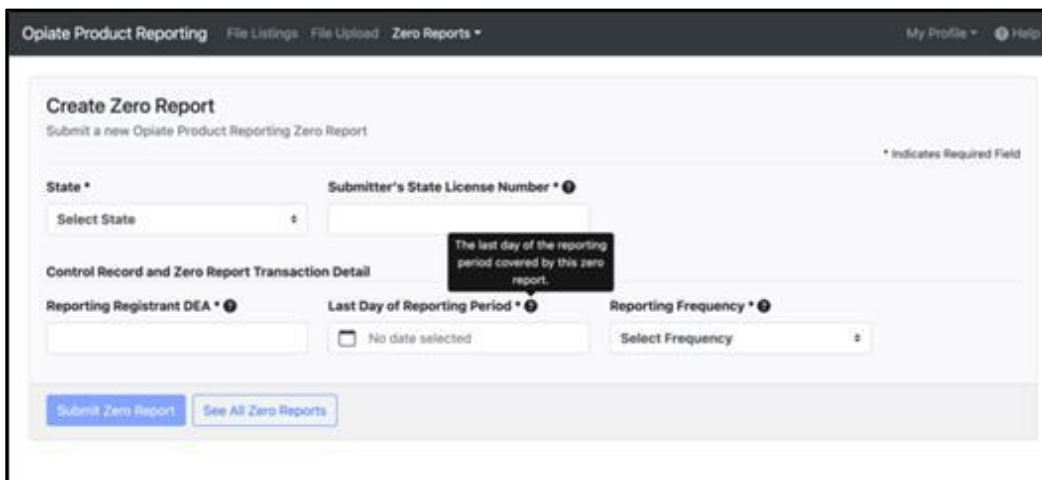
- State \***: A dropdown menu with 'Select State'.
- Submitter's State License Number \***: A text input field.
- Control Record and Zero Report Transaction Detail**: A section containing three fields:
  - Reporting Registrant DEA \***: A text input field.
  - Last Day of Reporting Period \***: A date picker with 'No date selected'.
  - Reporting Frequency \***: A dropdown menu with 'Select Frequency'.
- Buttons**: 'Submit Zero Report' and 'See All Zero Reports'.

4. Populate all required fields noted with an asterisk (\*) as outlined below:

- a) **\*State** – Select the state to which you are submitting the **Zero Report** (Idaho).
- b) **\*Submitter's State License/Certificate Number** – Enter your Idaho Health Professions Bureau/Board of Pharmacy issued license/certificate number(s). The license/certificate number should be the submitter's (aka central reporter) state license/certificate number. If your entity possesses multiple license/certificate numbers from this state, please enter all license/certificate numbers associated with the DEA number entered, separating each license/certificate number with a semicolon and space ("; "). Example: 123456; 987654
- c) **\*Reporting Registrant DEA** – The Reporting Registrant DEA is the DEA registration number for the Drug Distributor or Pharmacy you are indicating had no reportable activity.
- d) **\*Last Day of Reporting Period** – The last day of the reporting period covered by a zero report. For example, when trying to report December 2023 transactions, the last day of reporting period would be 12/31/2023.
- e) **\*Reporting Frequency** – The Reporting Registrant DEA's reporting frequency to the State selected (e.g., monthly).

Descriptions of each field are also available by hovering over the  icons on the **Create Zero Report** page.

Below is an example for **Last Day of Reporting Period**:



- 5. Once all fields are populated, click *Submit Zero Report*.  
Confirm you are submitting the correct information and click *Submit*.

**Create Zero Report**  
Submit a new Opiate Product Reporting Zero Report

State \* Minnesota Submitter's State License Number \* 1234

Control Record and Zero Report Transaction Detail

Reporting Registrant DEA \* BK0121258 Last Day of Reporting Period \* Saturday Reporting Frequency \* Yearly

Submit Zero Report Submit All Zero Reports

**Submit Zero Report**  
You are about to submit a Zero Report to Minnesota. Please confirm.

Change Submit

- Zero reports submitted through the **Create Zero Report** page can be viewed in the **Zero Reports** page. To view the **Zero Reports** page, click on the menu bar and navigate to **Zero Reports > Zero Report Listing**.

**Zero Report Listing**  
Web Submissions

Create Zero Report Zero Report Listing

Search by DEA or State License #

State	Submitted	Submitter's State License Number	Reporting Registrant DEA	Last Day of Reporting Period	Reporting Frequency
Minnesota	2/6/2023	1234	BK0121258	12/31/2020	Yearly
Minnesota	2/6/2023	1234	BK0121258	12/31/2021	Yearly
Minnesota	2/6/2023	1234	BK0121258	12/31/2022	Yearly

Create New Zero Report

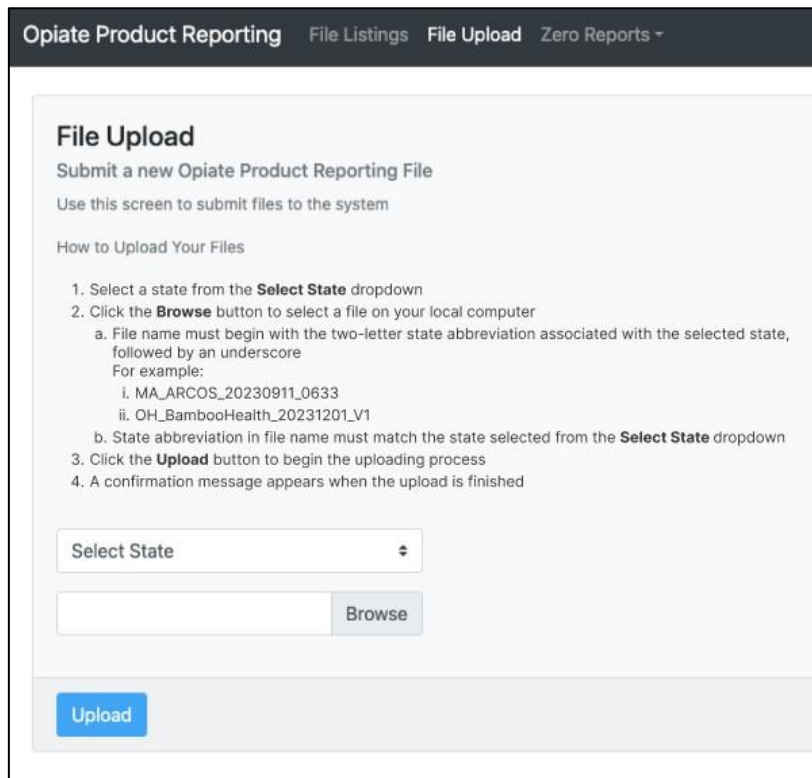
## Uploading a Zero Report via an ARCOS File

- Your file should contain a control record identifying the reporting Drug Distributor or Pharmacy and a single transaction record with a transaction code of "7" (per DEA ARCOS coding), which indicates that there were no transactions to report during the previous calendar year.

Please refer to [Appendix B](#) for additional information on formatting.

- Open an internet browser and navigate to the **Reporting** page located at [https://pmpclearinghouse.net/opiatereporting/users/sign\\_in](https://pmpclearinghouse.net/opiatereporting/users/sign_in).
- Click **File Upload**.

The **File Upload** page is displayed.



The screenshot shows the 'Opiate Product Reporting' interface with a navigation bar containing 'File Listings', 'File Upload', and 'Zero Reports'. The 'File Upload' section is active, displaying instructions for submitting a new report file. It includes a 'Select State' dropdown menu, a file selection area with a 'Browse' button, and an 'Upload' button at the bottom.

**Opiate Product Reporting** File Listings File Upload Zero Reports ▾

### File Upload

Submit a new Opiate Product Reporting File

Use this screen to submit files to the system

How to Upload Your Files

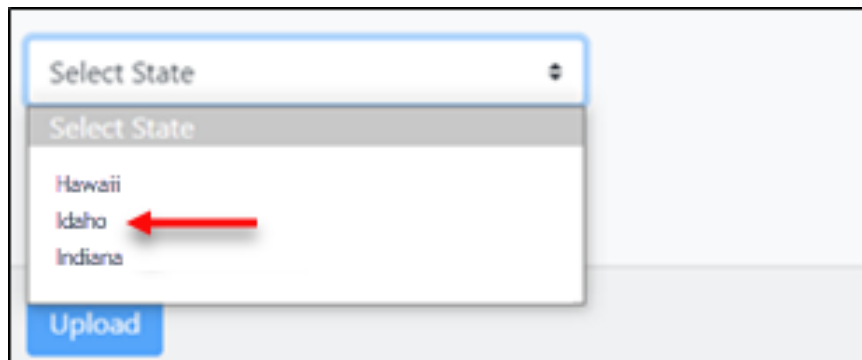
1. Select a state from the **Select State** dropdown
2. Click the **Browse** button to select a file on your local computer
  - a. File name must begin with the two-letter state abbreviation associated with the selected state, followed by an underscore  
For example:
    - i. MA\_ARCOS\_20230911\_0633
    - ii. OH\_BambooHealth\_20231201\_V1
  - b. State abbreviation in file name must match the state selected from the **Select State** dropdown
3. Click the **Upload** button to begin the uploading process
4. A confirmation message appears when the upload is finished

Select State ▾

Browse

Upload

4. Select **Idaho** from the **Select State** dropdown menu.



This close-up shows the 'Select State' dropdown menu open, displaying a list of states: Hawaii, Idaho, and Indiana. A red arrow points to 'Idaho', indicating it should be selected. The 'Upload' button is visible at the bottom of the menu.

Select State ▾

Select State

Hawaii

Idaho ←

Indiana

Upload

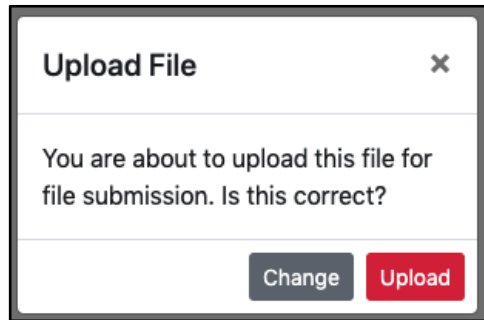
5. Click **Browse** and select the report file.

**Notes:**

- Please refer to [Appendix B](#) within this document for information on zero report requirements for ID PSRS.
- File name **must begin with the two-letter state abbreviation, followed by an underscore, DEA, followed by an underscore and Date format (e.g., ID\_ABI 23456.MMDDYYYY).**

6. Click **Upload**.

A message is displayed prompting you to confirm the file submission.



7. If you need to make any changes, click *Change* to return to the **File Upload** page.

OR

8. Click *Upload* to continue with the report submission.

Once you click *Upload*, your file is submitted. A message will display indicating that your file was successfully submitted. You will then be redirected to the **File Listing** page.

# Changing Your Password

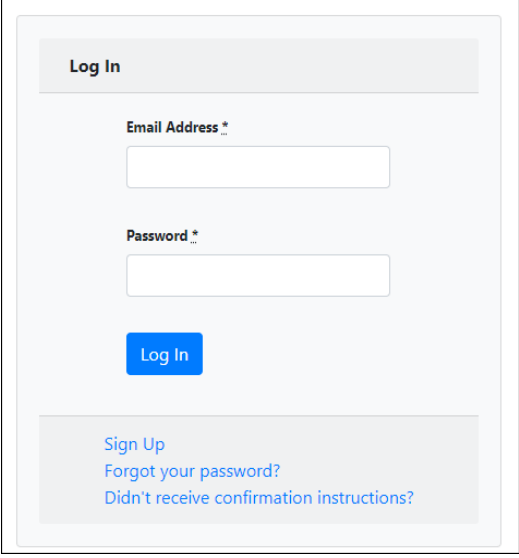
There are two ways you can manage your password:

1. If you have forgotten your password, you can reset your password; or
2. You can proactively change your password within the application before it expires by updating your current password.

## Forgotten Password

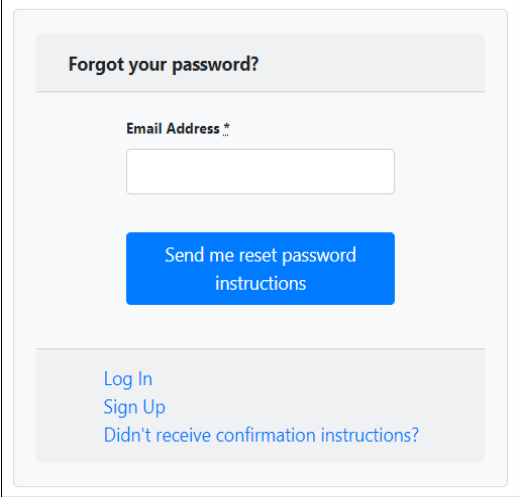
1. Open an internet browser window and navigate to the **Reporting** log in page located at <https://pmpclearinghouse.net/opiatereporting>.

The **Log In** page is displayed.

A screenshot of the 'Log In' page. At the top, there is a header 'Log In' in a light gray box. Below this, there are two input fields: 'Email Address \*' and 'Password \*'. A blue 'Log In' button is positioned below the password field. At the bottom of the form, there are three links: 'Sign Up', 'Forgot your password?', and 'Didn't receive confirmation instructions?'.

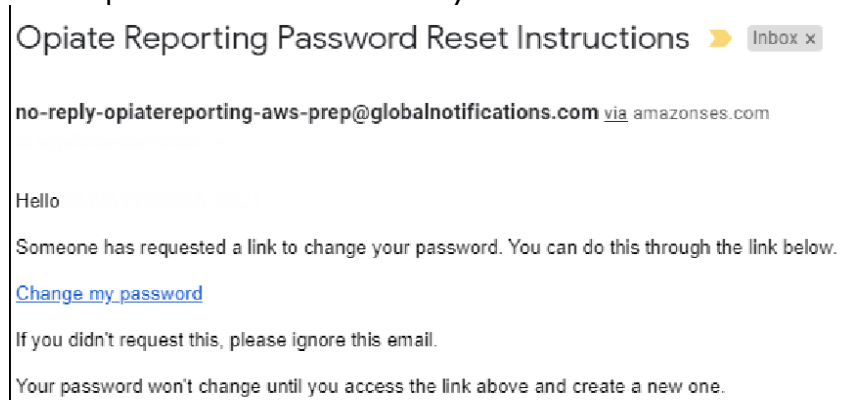
2. Click the **Click your password?** link.

The **Forgot Your Password** page is displayed as shown on the following page.

A screenshot of the 'Forgot your password?' page. At the top, there is a header 'Forgot your password?' in a light gray box. Below this, there is an input field for 'Email Address \*'. A blue button labeled 'Send me reset password instructions' is positioned below the email field. At the bottom of the form, there are three links: 'Log In', 'Sign Up', and 'Didn't receive confirmation instructions?'.

3. Enter the email address for your account in the **Email Address** field, then click Send me reset password instructions.

A reset password link will be sent to your email address.



4. Once you have received the email, click the **Change my password** link. The **Change Your Password** page is displayed as shown on the following page.

A screenshot of a web form titled 'Change your password'. It contains two text input fields: 'New password \*' and 'Confirm new password \*'. Below these fields are two buttons: 'Submit' (blue) and 'Cancel' (gray). At the bottom of the form, there are three links: 'Log In', 'Sign Up', and 'Didn't receive confirmation instructions?'.

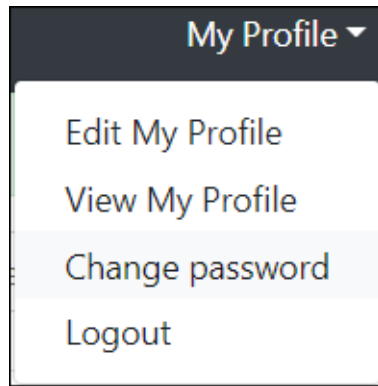
5. Enter a new password in the **New Password** field, then re-enter it in the **Confirm new password** field.
6. Click **Submit**.  
Your password is updated, and you will use the new password the next time you login to the system.

## In Application Password Change

If your password has not expired, but you would like to proactively reset it, you can do so within the application at any time.

**Note:** This functionality requires that you know your current password and are logged in to the application.

1. Click My Profile > Change Password



The **Change Password** page is displayed.

A screenshot of the 'Change password' form. The form has a title 'Change password' at the top. It contains three input fields: 'Current password', 'New password', and 'Password confirmation'. Each field has a red asterisk indicating a required field. The 'Current password' field is filled with dots. Below the fields are two buttons: 'Update' (blue) and 'Cancel' (grey).

2. Enter your current password in the **Current Password** field.
3. Enter a new password in the **New Password** field, then re-enter it in the **New Password Confirmation** field.
4. Click **Update**.  
Your password is updated, and you will use the new password the next time you login to the system.

# Assistance and Support

## Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

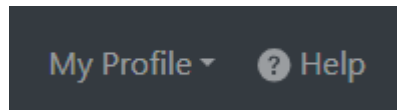
- Contact Bamboo Health at 1-844-966-4767;

**OR**

- Create a support request at the following URL:  
<https://opiateproductreporting.zendesk.com/hc/en-us/>

**OR**

- Help icons are on the top right-hand corner of each ID PSRS web portal page to link directly to Bamboo Health online support.



Technical assistance is available 24/7.

## Administrative Assistance

If you have non-technical questions regarding the Idaho Practitioner Sales Reporting System (PSRS), please contact:

**Address:** ID Board of Pharmacy – Attn. ID PSRS | 1341  
W Chinden Blvd Bldg. 4  
Boise, ID 83714

**Email:** [pdmp@dopl.idaho.gov](mailto:pdmp@dopl.idaho.gov)

**Phone:** 1-208-605-4703

**Website:** <https://dopl.idaho.gov/bop/>

# Document Information

## Disclaimer

Bamboo Health has made every effort to ensure the accuracy of the information in this document at the time of printing. However, information is subject to change.

## Change Log

Version	Date	Chapter/Section	Change Made
1.0	5/29/2024	N/A	Initial implementation draft
2.0	7/10/2024		Final implementation draft
3.0	7/12/2024	Document Overview	Updated rules/links
4.0	01/16/2024	Global	Updated guide to reflect new branding guidelines
		Global	Updated links that were broken
		Appendix A & B	Added Transaction & Zero Report examples per state's request

# Appendix A: ARCOS Report Requirements for ID Practitioner Sales Reporting System (PSRS)

ARCOS using a fixed width file format. Below are the expected columns and their width.  
(R=Required, O=Optional/Situational)

Control Record (first line of file)			
Field Name	Length	Required	Notes
Reporting Registrant DEA	9	R	
Asterisk (*)	1	R	
Last Day of Reporting Period MMDDYYYY	8	R	Should always be last day of previous month reporting period; e.g. 12312021
Reporting Frequency	1	R	"M" for monthly should always be used
Central Reporter's DEA	9	O	

Below is an example of a transaction record. The start of each field is underlined and has the start position number above it.

1                      10 11                      19 20  
AB9876543\*12312021YAA9999999

Transaction Record (second and each subsequent line of file)				
Field Name	Required	Length	Position	Notes
Registrant DEA	R	9	1-9	
Transaction Code	R	1	10	"S" should always be used to represent Sale, Disposition, Transfer

Action Indicator	O	I	II	
NDC Number	R	II	12-22	Compounded medications use NDC of the first controlled drug ingredient
Quantity	R	8	23-30	
Unit	O	I	31	
Associate Registrant DEA	R	9	32-40	
Order Form Number	O	9	41-49	
Transaction Date (MMDDYYYY)	R	8	50-57	
Correction Number	O	8	58-65	
Strength	O	4	66-69	
Transaction Identifier	R	10	70-79	
Blank Space	R	I	80	

Below is an example of a transaction record. The start of each field is underlined and has the start position number above it.

1                      101112                      23                      31 32                      41                      50                      58  
66              70                      80  
AB9876543SI000999999\*\*000000022BC99999990009999991231202099999999100000000000 001

### Transaction Example #1:

AB1234567S 6521908001000000048 CS7654321              08082024              0200000000001

**Note:** The parameters for the above example are, Sale of NDC 6521908001, quantity 48, sold to (DEA#) sold on 08/8/24 and are for reference only.

### Transaction Example #2:

AB1234567S 7632990600000000002 FS7543216              08162024              0030000000002

**Note:** The parameters for the above example are, Sale of NDC 7632990600, quantity 2, sold to (DEA#) on 08/16/2024 and are for reference only.

## Appendix B: Zero Report Requirements for ID PSRS

The following table contains the required definitions for submitting zero reports via ARCOS format to ID PSRS.

Control Record (first line of file)			
Field Name	Length	Required	Notes
Reporting Registrant DEA	9	R	
Asterisk (*)	1	R	
Last Day of Reporting Period MMDDYYYY	8	R	Should always be last day of previous month e.g. 12312021
Reporting Frequency	1	R	"M" for monthly should always be used
Central Reporter's DEA	9	O	

Transaction Record (second line and each subsequent line of file)				
Field Name	Required	Length	Position	Notes
Registrant DEA	R	9	1-9	
Transaction Code	R	1	10	"7" should always be used to represent No ARCOS Activity for the reporting period
Action Indicator		1	11	
NDC Number		11	12-22	
Quantity		8	23-30	
Unit		1	31	

Associate Registrant DEA		9	32-40	
Order Form Number		9	41-49	
Transaction Date (MMDDYYYY)	R	8	50-57	
Correction Number		8	58-65	
Strength		4	66-69	
Transaction Identifier	R	10	70-79	
Blank Space		1	80	

## Sample Zero Report

A sample zero report is illustrated below. The *Control Record* (first line) is required along with a transaction record. The transaction record only needs Registrant DEA, Transaction Code, Transaction Date, and Transaction Identifier.

AA1234567\*12312020Y  
BB12345677 12312020 0000000001



### Zero Report Example

AB1234567\*07312024M  
AB12345677 07312024 0000000001