# Registering a new token with Dr. First

1. Go to the Dr First website <https://ui.epcsdrfirst.com/pob/login>
2. The provider will need to sign in with their NPI and passphrase (the passphrase is the password used to send controlled substances)
3. The provider will then need to enter an OTP (One Time Pin) from any already registered token
4. Once signed in, select the Token Management Area
5. Locate the old token and select “Disable/Delete”, you will be prompt to fill out a reason for removal
6. Next, select “Add new token” option
7. Fill out the token information and save

If registering a cell phone, the drop-down answers are:

Token Issuer: Dr. First

Manufacturer: Symantec

Token Type: Soft Token

Credential ID/Serial Number: this is the number at the top of the screen, it should start with the 4 letters, enter the letter followed by the numbers with no spaces.

OTP: this is a One-Time-Passcode, this is the 6-digit code in the middle of screen

If registering a hard token, the drop-down answers are:

Token Issuer: Dr. First

Manufacturer: One Span

Token Type: Hard Token

Credential ID/Serial Number: this is the number on the back of the token, enter the number with out the dashes.

OTP: this is a One-Time-Passcode, push the button on the token to get the 6-digit code