

California Drug Take-Back Program: Online Portal Process Documentation

The purpose of this document is to provide you with instructions that will help you become familiar with the California Drug Take-Back Program’s (the Program) online portal. The portal allows you to track and store all required information specific to the Program, while eliminating the need for paper forms.

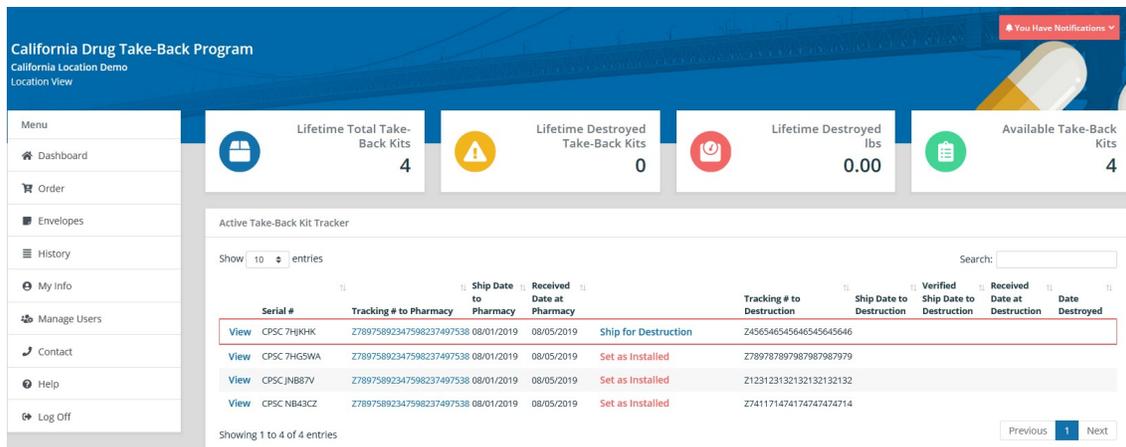
This document will cover the following topics:

1. Logging In
2. User Information
3. Managing Users
4. Ordering Liners
5. Managing Liners
 - Installing Liners
 - Removing Liners & Shipping for Destruction

If you have any questions or issues accessing the portal, please contact the Program’s Project Manager, Nate Pelczar, at nate@calpsc.org or 916.706.3420.

1. Logging In

- After your California Drug Take-Back med bin is installed, you will receive an e-mail providing a hyperlink and login credentials for the portal.
 - If you are unable to find the message, check your spam folder for an e-mail from noreply.amrxgroup@amrxgroup.com.
- Access the portal [here](#), then enter your unique username and password.
- Logging in will bring you to your location’s dashboard.



California Drug Take-Back Program
California Location Demo
Location View

Menu

- Dashboard
- Order
- Envelopes
- History
- My Info
- Manage Users
- Contact
- Help
- Log Off

Lifetime Total Take-Back Kits: 4

Lifetime Destroyed Take-Back Kits: 0

Lifetime Destroyed lbs: 0.00

Available Take-Back Kits: 4

Active Take-Back Kit Tracker

Show 10 entries

Search:

Serial #	Tracking # to Pharmacy	Ship Date to Pharmacy	Received Date at Pharmacy	Tracking # to Destruction	Ship Date to Destruction	Verified Ship Date to Destruction	Received Date at Destruction	Date Destroyed
View CPSC 7HJHK	Z78975892347598237497538	08/01/2019	08/05/2019	Z45654654564545645646				
View CPSC 7HG5WA	Z78975892347598237497538	08/01/2019	08/05/2019	Z789787897897897897979				
View CPSC JNB87V	Z78975892347598237497538	08/01/2019	08/05/2019	Z123123132132132132132				
View CPSC NB43CZ	Z78975892347598237497538	08/01/2019	08/05/2019	Z74117147417474747474				

Showing 1 to 4 of 4 entries

Previous 1 Next

2. User Information

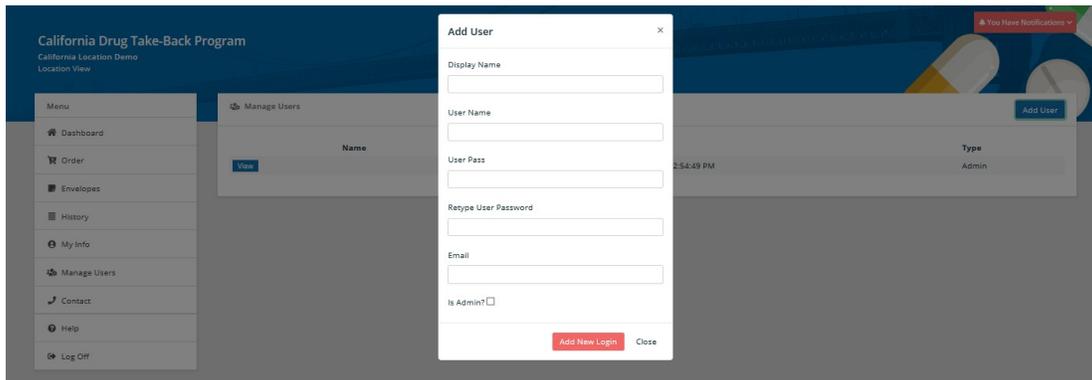
- Once you have logged in, you'll want to verify your user information. Use the menu bar on the left side of the dashboard and navigate to "My Info", which will direct you to the page below.
- **Change Username or Password:** Update your login credentials in the "Security" panel on the lower right.
- **Verify all details in the "My Information" panel. If necessary, update your kiosk installation date by clicking on "Update Kiosk Install Date".**
- Use the "Alerts" panel on the upper right to update your maintenance and/or login notifications.

The screenshot displays the user interface for the California Drug Take-Back Program. It features a blue header with the program name and a notification bell. A left-hand menu lists navigation options. The main content area is split into three panels: 'My Information' (user profile details), 'Alerts' (notification settings), and 'Security' (login credentials). A 'Menu' label is placed over the sidebar, 'My Information' is placed over the profile section, 'Alerts' is placed over the notification section, and 'Security' is placed over the login section.

3. Managing Users

- Under menu, navigate to the "Manage Users" page.
- Click the blue "Add User" button on your right.
- Enter name, username, password, and email address for each employee who will assist with managing the liners. Do not grant administrative controls; leave "Is Admin?" unchecked.
- Click the red "Add New Login" button to save the new user's information.

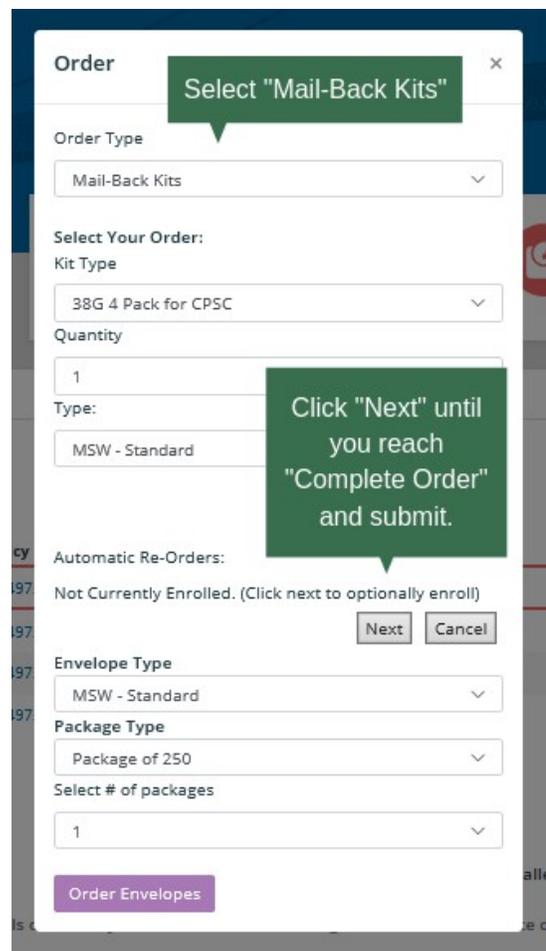
- Ask each user to login using instructions above; your location will need multiple users to serve as witnesses for installation, removal and shipping.



Please Note: Once your bin is installed, your first set of liners will automatically be delivered shortly thereafter. You will receive four liners — one for your bin and three replacements. To install, remove, and order additional liners, follow the instructions below.

4. Ordering Liners

- Click “Order” on the menu bar.
- Under “Order Type” select Mail-Back Kits.
- No other selections are required.
- **Do NOT click the purple “Order Envelopes” button when submitting an order for liners. Use the gray buttons directly below your kit options.**



- To set up automatic re-orders, click “Next” under “Automatic Re-Orders”.
 - Check the box near “Would you like to enroll in Automatic Re-Orders?” Select 1 for the “Re-Order Quantity.” Note: you will receive **one pack of 4 liners**. Set the “Re-Order Trigger Quantity” to your preference. Press the gray “Next” to review your order.
- Once you have reviewed your order, press the gray “Complete Order” button to submit.

Order [X]

Order Type: Mail-Back Kits

Automatic Re-Order Enrollment: Would you like to enroll in Automatic Re-Orders?

Re-Order Kit Type: 38G 4 Pack for CPSC

Re-Order Quantity: 1 [Callout: Leave as is]

Re-Order Trigger Quantity: 1 [Callout: Set to preference]

Buttons: Previous, Next, Cancel

Envelope Type: MSW - Standard

Package Type: Package of 250

Select # of packages: 1

Order Envelopes

5. Managing Liner Delivery, Installation, Removal & Shipping for Destruction

- After your liners have been ordered, you will be able to view each kit on your dashboard.
 - Every kit has a unique serial number. Tracking numbers, shipping dates, and delivery dates can also be seen in the dashboard’s “Active Take-Back Kit” tracker.
- Installation: To install a liner, click the red “Set as Installed” text; see example image below. Once a liner has been installed, its information will be outlined in a red box.

Active Take-Back Kit Tracker

Show 10 entries Search: []

Serial #	Tracking # to Pharmacy	Ship Date to Pharmacy	Received Date at Pharmacy		Tracking # to Destruction	Ship Date to Destruction	Verified Ship Date to Destruction	Received Date at Destruction	Date Destroyed
View CPSC 7HJKHK	Z78975892347598237497538	08/01/2019	08/05/2019	Ship for Destruction	Z456546545646545646				
View CPSC 7HGSWA	Z78975892347598237497538	08/01/2019	08/05/2019	Set as Installed	Z789787897987987987979				
View CPSC JNB87V	Z78975892347598237497538	08/01/2019	08/05/2019	Set as Installed	Z123123132132132132132				
View CPSC NB43CZ	Z78975892347598237497538	08/01/2019	08/05/2019	Set as Installed	Z741171474174747474714				

Showing 1 to 4 of 4 entries [Previous] 1 [Next]

Currently Installed

Please visit the HISTORY page to see more details on destroyed Take-Back kits including Form 41 and Certificate of Destruction documents.

- Verify the serial number you are installing, and check the box labeled “This is the correct kit”.
- Click the blue text to enter the kit installation information.
While this section is denoted in the portal as optional, it is mandatory for this program unless you have elected to maintain hard copy forms.
- Enter install date and time, then select the relevant user for each witness field.
- Click the blue “Update as Installed” button to change this liner’s status.

The screenshot shows the 'Set as Installed' form. At the top, it says 'Set as Installed' in blue. Below that, it asks to 'Please verify the serial # you are installing.' with a dropdown menu showing 'CPSC NB43CZ'. A green callout bubble points to this dropdown with the text 'verify serial #'. Below the dropdown is a reminder: 'Reminder: Make sure to complete the log sheet in the kiosk.' There is a checkbox labeled 'This is the correct kit' with a green callout bubble pointing to it saying 'check box'. Below the checkbox is a blue link: 'Click here to enter optional/kit installation information' with a green callout bubble pointing to it saying 'click text'. There are two input fields for 'Install Date' and 'Install Time'. Below these are two dropdown menus for 'Install Witness 1' and 'Install Witness 2'. At the bottom left is a blue button labeled 'Update as Installed' with a green callout bubble pointing to it saying 'fill remaining fields and submit update'. At the bottom right is a 'Close' button. The footer of the form shows a long alphanumeric string, the date '08/01/2019', another date '08/05/2019', the text 'Set as Installed' in red, and another alphanumeric string.

- **Removal & Shipping for Destruction:** Click the blue “Ship for Destruction” text for your currently installed liner (outlined in red on dashboard; see earlier image).
 - Verify the serial number you are installing, and check the box labeled “This is the correct kit”.
 - Enter shipping date and user data for Witnesses 1 and 2. Click the red “Ship Complete” button to update this kit’s status.
 - Click Close.

The screenshot shows the 'Ship for Destruction' form. At the top, it says 'Ship for Destruction' in blue. Below that, it asks to 'Please verify the kit serial # you are shipping.' with a dropdown menu showing 'CPSC 7HJKHK'. A green callout bubble points to this dropdown with the text 'verify serial #'. Below the dropdown is a reminder: 'Reminder: Make sure to complete the log sheet in the kiosk.' There is a checkbox labeled 'This is the correct kit' with a green callout bubble pointing to it saying 'check box'. Below the checkbox is a section titled 'Kit Shipping Information' with a checkbox labeled 'I verify that the shipment was packed according to the documented instructions.' and a blue link 'View Instruction'. Below that is an input field for 'Ship To My Destroyer Date' with the value '10/10/2019'. There are two dropdown menus for 'Removed/Shipped Kit Witness 1' and 'Removed/Shipped Kit Witness 2', both showing 'None'. At the bottom left is a red button labeled 'Ship Complete' with a green callout bubble pointing to it saying 'fill remaining fields and submit'. At the bottom right is a 'Close' button. The footer of the form shows a long alphanumeric string, the date '08/01/2019', another date '08/05/2019', the text 'Ship for Destruction' in red, and another alphanumeric string.