

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.

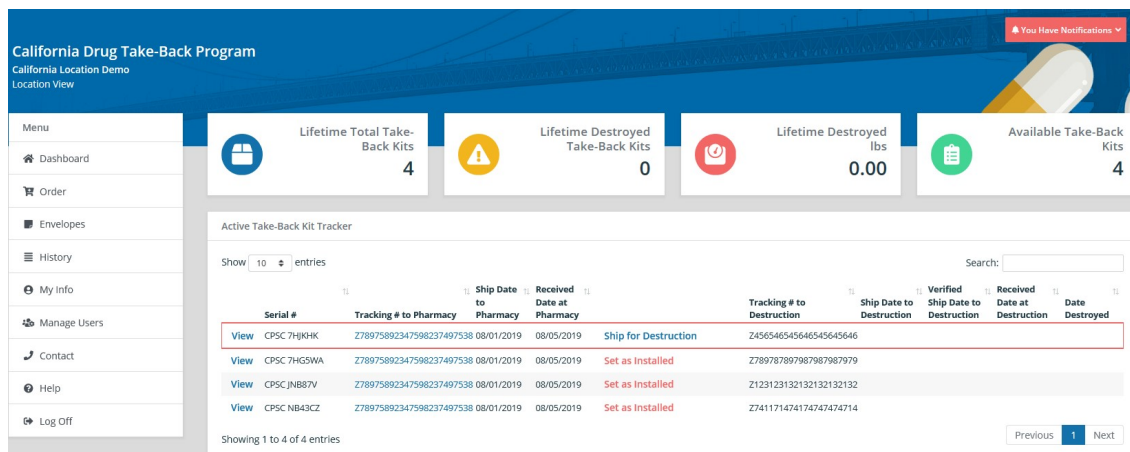
This document will cover the following topics:

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

Summary Statistics:

- 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

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	Ship for Destruction	Z456546545646545645646			
View CPSC 7HG3WA	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

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.

California Drug Take-Back Program
California Location Demo
Location View

Menu

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

My Information

Client Name: California Location Demo

Contact Name: Sally Sample

Contact Email: rrpodasc@ppmi.com

Address 1: 1234 Main Street

Address 2:

City: Sacramento

State: CA

Zip Code: 95827

County:

Phone: (555) 444-3333

Phone Ext:

Reverse Distributor: Covanta

Preferred Kiosk Type: 750-38G

Inner Liner Size: RXD-TB-450-5G Single Pack

Kiosk Installed Date: [Update Kiosk Install Date](#)

To update any greyed-out fields, please contact us.

Alerts

Alerts

Login Alerts

Ready to Ship/Install Kit: On

Add Additional Users: On

[Update Alerts](#)

My Documents

Document	Date Added	Expiration Date	Action
No documents have been uploaded yet			

[Upload Photos or Other Documents](#)

Security

Security

Username: [Update Username](#)

Password: [Update Password](#)

Username/Password last modified on 10/10/2019 12:55:00 PM

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.

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.

Set as Installed

Please verify the serial # you are installing.

CPSC NB43CZ

Reminder: Make sure to complete the log sheet in the kiosk.

☒ This is the correct kit

[Click here to enter optional/kit installation information](#)

Install Date: [text box] Install Time: [text box]

Install Witness 1: [text box] Install Witness 2: [text box]

[Update as Installed](#)

Close

Annotations: verify serial #, check box, click text, fill remaining fields and submit update

- **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.

Ship for Destruction

Please verify the kit serial # you are shipping.

CPSC 7HJKHK

Reminder: Make sure to complete the log sheet in the kiosk.

☒ This is the correct kit

Kit Shipping Information

☒ I verify that the shipment was packed according to the documented instructions.
[View Instruction](#)

Ship To My Destroyer Date: 10/10/2019

Removed/Shipped Kit Witness 1: None Removed/Shipped Kit Witness 2: None

[Ship Complete](#)

Close

Annotations: verify serial #, check box, fill remaining fields and submit