

New DPT Portal Step-by-Step

Step 1.

All entities will go to the following external portal link

<https://support.hca.wa.gov/>

Step 2.

Click on “Public”

Welcome to the Washington State Health Care Authority support portal.

Please select the option below that best describes you.



Public

I am not an employee of Washington State. I am making a request on behalf of myself or someone else.

[Need instructions?](#)




State Government

I am an employee of Washington State. Note: Employees of some state agencies may need to use the Public link. Please see the instructions below for guidance.

[Need instructions?](#)

Login with your current SAW login in credentials. If you don't have a SAW account please click on “SIGN UP!”



THE SEAL OF THE STATE OF WASHINGTON
1889

Your login for Washington state.

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

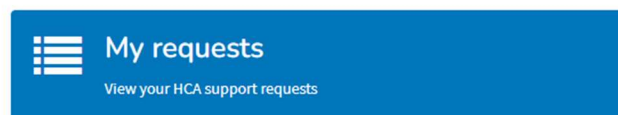
PASSWORD

[SUBMIT](#)

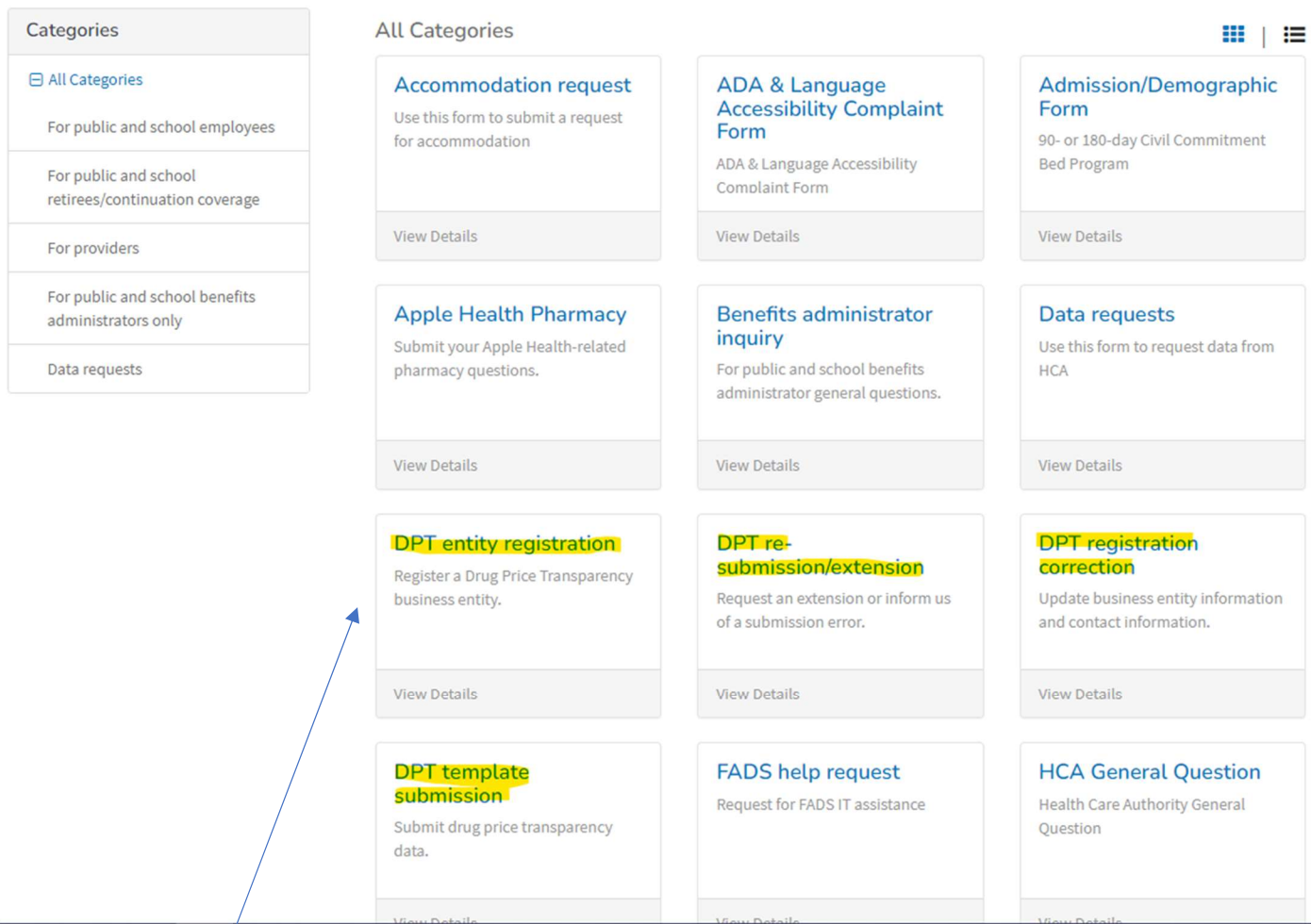
[Forgot your username?](#) | [Forgot your password?](#)

Step 3.

Click on “Make a request”.



You will now have access to all of your entities' SAW accounts.



Step 4.

First time registering – you will see “DPT Entity Registration” only

Important:

Primary and secondary contact emails must be for an individual and not a group or shared email.

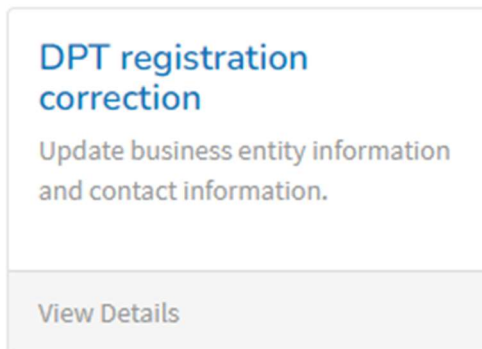
Once registration is completed your entity will be assigned a unique HCA ID.

Once you have registered you will have the additional options of:

- DPT Registration Correction
 - Update contact information
- DPT Template Submission
 - Submit reports
- DPT Re-submission/Extension

- Request an extension for your submission
- Request permission to resubmit a report that has previously been submitted (these reports have previously been accepted for both Technical Validation and Program Validation).

Update contact information click on “DPT Registration Correction Form”



You must know your Tax ID number.

You have the option of updating one or all of the following:

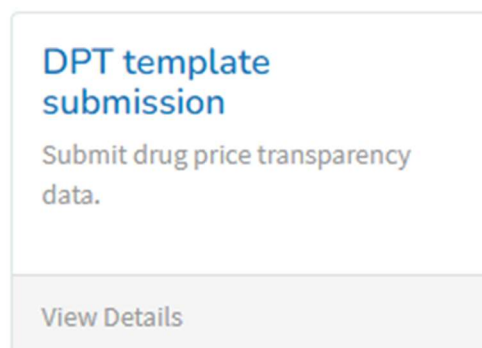
- Organization address
- Primary contact information
- Secondary contact information

Click on the first box you would like to update. When finished with that section click on the next section you would like to update.

Important!

You must click “Submit” when complete.

DPT Template Submission



DPT Template Submission

Organization Type

-- None --

Organization Name

-- None --

Template

-- None --

Reporting Year of Template

-- None --

Once registration is completed your entity was assigned a unique HCA ID and processed internally to provide access to the submission process. Submission guidelines can be found at <https://www.hca.wa.gov/assets/FAQ-data-submission-final.pdf>

If there are any questions about content of the form or next steps please contact drugtransparency@hca.wa.gov

Attachment

Required - Upload

Submit

Required information

Organization Type

Organization Name

Template

Reporting Year of Template

Attachment

Organization Type

- Carrier
- Manufacturer
- PBM
- PSAO

Organization Name – Entity name will appear, click on it.

Template – Entity must choose which report they are uploading.

Reporting year – Entity must choose which year they are reporting for.

Click

Required - Upload

You will navigate to your report.

You will receive immediate feedback on errors, and may resubmit at anytime once you have corrected those errors.

row 1 col 3 (Line of Business): Value is empty/blank
row 1 col 3 (Line of Business): Choice is not one of: Large Group, Small Group, Individual, ERISA, Medicaid, Medicare, Other
row 1 col 4 (Year): Value is empty/blank
row 1 col 4 (Year): Value is not equal to 2021
row 1 col 5 (Member-Months): Value is empty/blank
row 1 col 6 (NDC): Value is empty/blank
row 1 col 6 (NDC): Digit value is not made exclusively of numbers
row 1 col 7 (Drug Name): Value is empty/blank
row 1 col 8 (Drug Product Name): Value is empty/blank
row 1 col 9 (Label Name): Value is empty/blank
row 1 col 10 (Drug Type): Value is empty/blank
row 1 col 10 (Drug Type): Choice is not one of: S, N, I
row 1 col 11 (Specialty Indicator): Value is empty/blank
row 1 col 11 (Specialty Indicator): Choice is not one of: Y, N
row 1 col 15 (WAC Increase Rank Percent): Percent value is too large

You will also receive feedback stating “File successfully validated”.



File successfully validated.

Important!

You must click “Submit” once you receive the file successfully validated in order for the report to be accepted into the Enterprise Data Warehouse (EDW).

DPT Re-submission/Extension

DPT Re-submission form is used when an entity finds an error in a report that has previously been submitted. This report has been accepted by HCA DPT for both technical and program validations. The entity is requested to resubmit this report.

Extension form is used when an entity will not be able to meet the due date of their required reports and is requesting additional time.

DPT re-submission/extension

Request an extension or inform us of a submission error.

[View Details](#)

You first will need to choose the “Action”.

- Resubmit
- Extension

Important!

You must click “Submit” in order to submit your request.