MercerRx Passage Instructions

Provider Survey Submission

1. **MercerRx Passage Survey Participation Landing Page**
   1. Click on link provided in survey email.
   2. Select "Submit Online" under Provider Survey section.
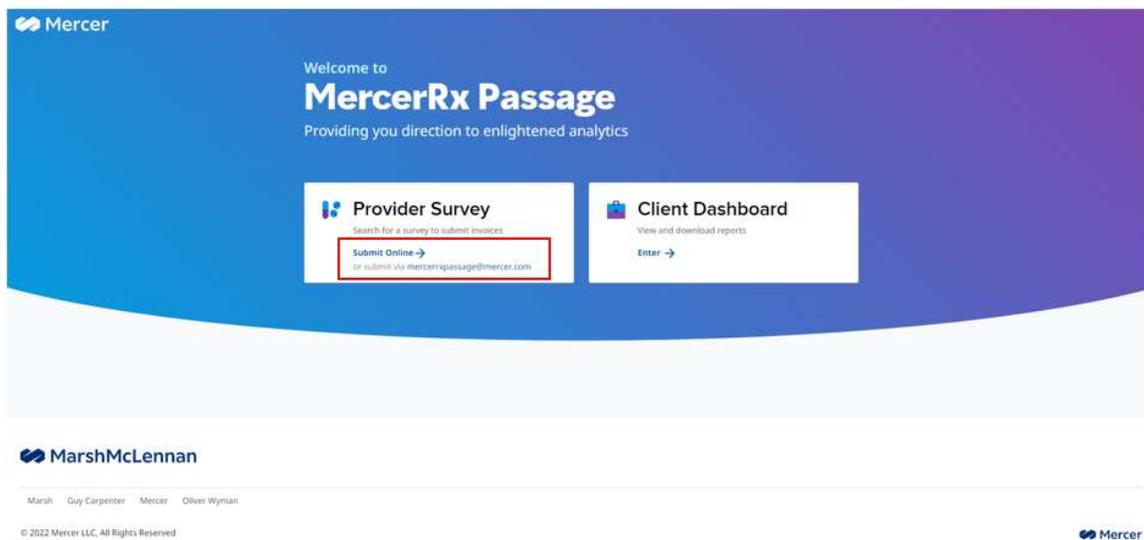
2. **Self-Identification Step**
   1. Enter your pharmacy's NPI number.
   2. Select "Search".
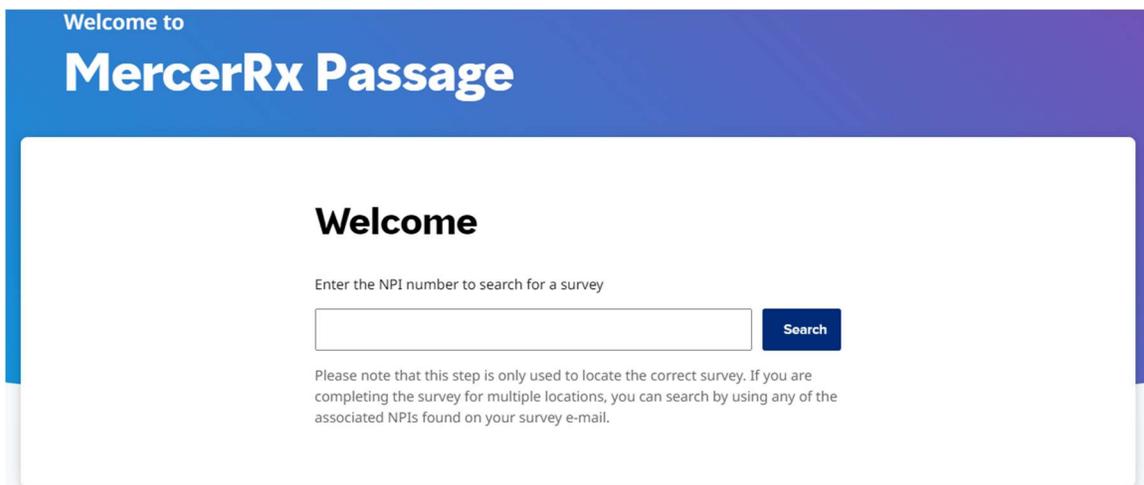
3. Enter Contact Details

1. Enter pharmacy contact information.
2. All fields are required.
3. Once fields are appropriately entered, the Confirm button will highlight blue.
4. Hit "Confirm" when all fields are completed.
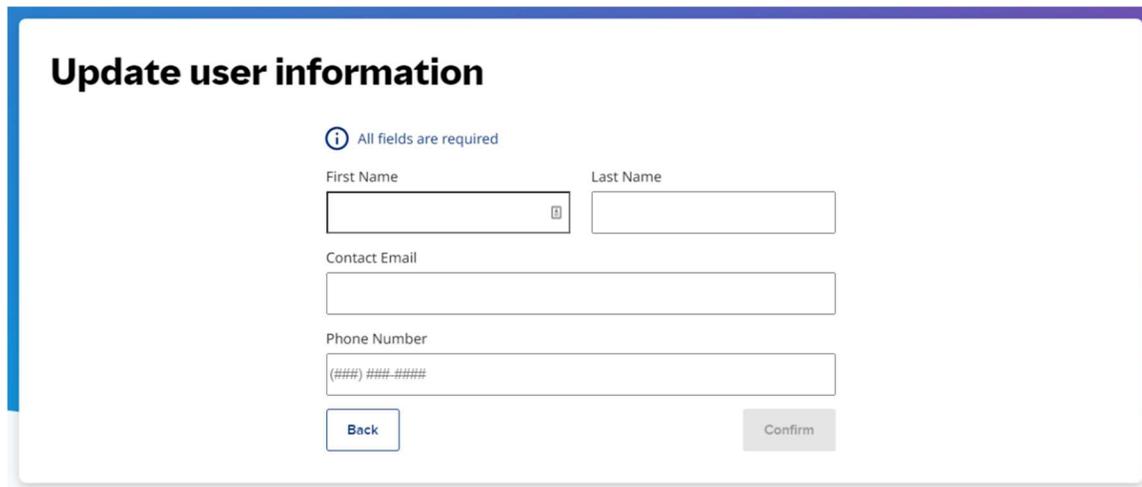
4. Select Active Survey from List

1. Select the survey associated with your NPI.
   a. Once the survey is selected, the Confirm button will highlight blue. Please confirm your selection by clicking on the blue highlighted Confirm button.
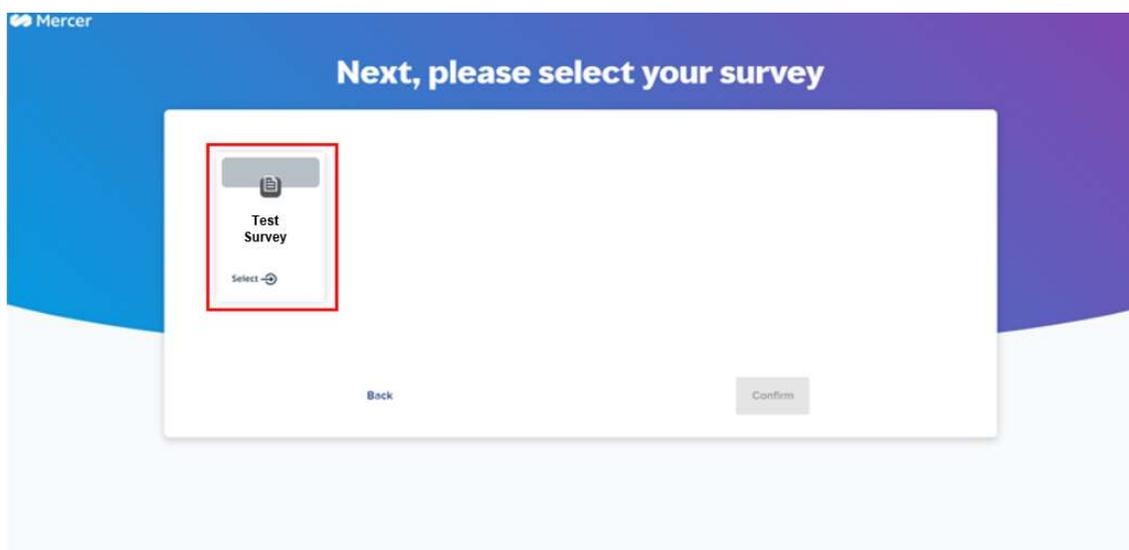
5. Accept Terms & Conditions
1. Please read Legal Agreement and click on the blue highlighted button if you agree.

Test Survey

Legal Agreement

Mercer at all times retains all copyright, patent and other intellectual property rights in the tool and all related data, software, specifications, documentation and other materials created, owned or licensed and used by Mercer or its Affiliates with respect to the tool. Client's right to use this tool and data available on it is non-exclusive and non-transferable and is limited to Client's internal purposes in accordance with Client's agreement with Mercer.

Exit   Agree

6. Confirm Provider Details
1. Ensure the provider details are correct.
2. Confirm by selecting "Next".
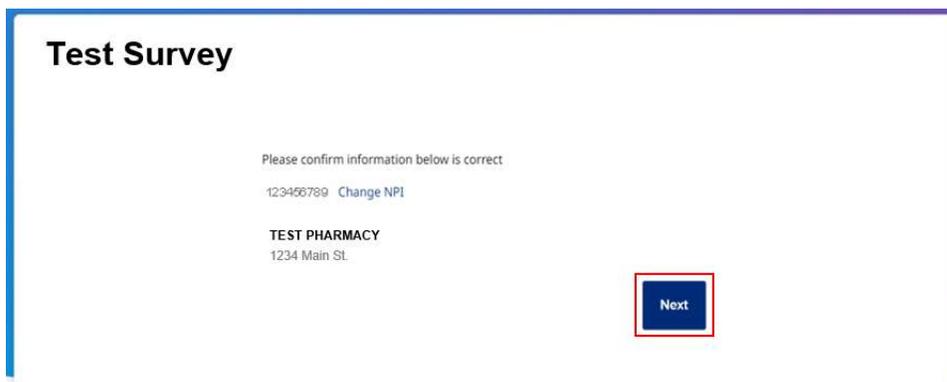
Test Survey

Please confirm information below is correct

123456789 Change NPI

TEST PHARMACY
1234 Main St.

Next

7. Upload Invoice(s) (See following page for illustrations)
1. Select your wholesaler from the drop-down list. If your wholesaler is not listed, please select "Other". If you are uploading more than one file and have multiple wholesalers, please select "Multiple".
2. Upload the file by:
    a. Dragging a file onto the Upload Invoices section.
    b. Selecting the arrow in the Upload Invoices section and navigating to file from File Explorer box.
    c. Expected format is Excel, as outlined in survey notification email.
3. Selected files for upload will be queued in the Your Invoices section.
    a. If wrong file was uploaded, it can be deleted using the trash icon and re-uploaded using Step 2.
4. To finish submission, select "Submit & Finish".
5. Confirm submission from pop-up window.

Test Survey

123456789
TEST PHARMACY
1234 Main St.

Please select the wholesaler.

Select wholesaler

Upload Invoice(s)

Drag and drop to upload file(s)

Preferred file format is XLS or XLSX.

Your invoices

Submit & Finish

↑ File name	Progress	NPI number	Wholesaler

Test Survey

123456789
TEST PHARMACY
1234 Main St.

Please select the wholesaler.

Cardinal

Upload Invoice(s)

Drag and drop to upload file(s)

Preferred file format is XLS or XLSX.

Your invoices

Submit & Finish

↑ File name	Progress	NPI number	Wholesaler	
		123456789		
Test Invoice.xlsx		123456789	Cardinal	🗑

Confirmation   ✕

Clicking submit will send the invoices for processing. This action cannot be undone.

Cancel   Submit

8. Submission Confirmation

1. This page displays the submitted invoice files.
   a. A Mercer representative will review the uploaded files for format and data validity. If there are any issues with submitted files, a Mercer representative will contact the provider using contact details that the Provider entered during the survey submission.
2. Provider can select "Back to Provider Portal," which will get provider back to main MercerRx Passage landing page.