# Pharmacy - Utilizing the Search Tool

1. Login to your account using your NCPDP credentials – **https://pharmacy.medimpact.com**

   Contact PharmacyFocus (portalsupport@pharmacyfocus.com) if you need assistance with your credentials.

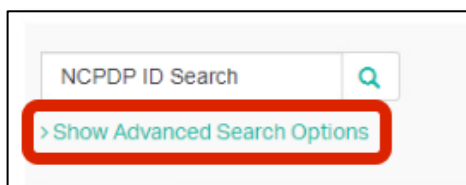2. Click **My Pharmacies** from the home page.
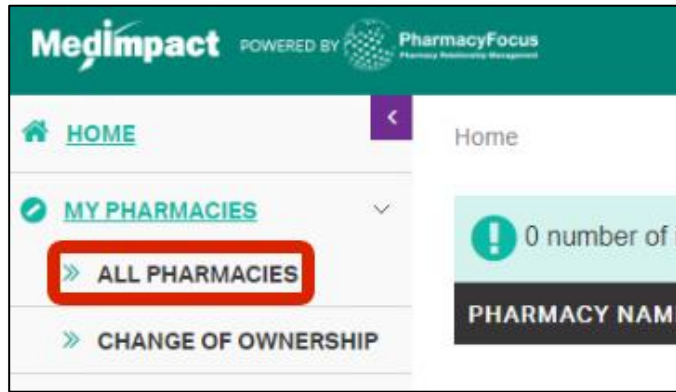


   - All pharmacies you have permission to access through NCPDP will be listed
   - You can search for a specific pharmacy using the **simple** or **advanced** search tools

3. Search for pharmacy based on **NCPDP Number** in collapsed search tool
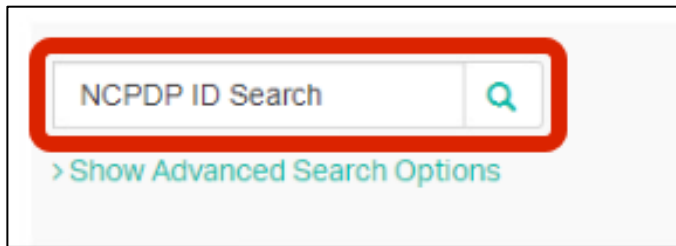


   - Type pharmacy NCPDP number in the **NCPDP ID** field
   - Press the **search button**
   - Pharmacy with searched NCPDP number should populate in table below

4. Click **Show Advanced Search Options** for more search filters



   - Search for pharmacy using search field(s) in advanced search
   - Click **Search** to filter after entering in fields
   - Click **Reset** to clear search fields, and start search over
   - Click **Hide Advanced Search Options** to collapse the advanced search, and just view the original **NCPDP ID Search** feature

PharmacyFocus
Pharmacy Relationship Management