

College of Pharmacists  
of British Columbia

# PRACTICE REVIEW PROGRAM

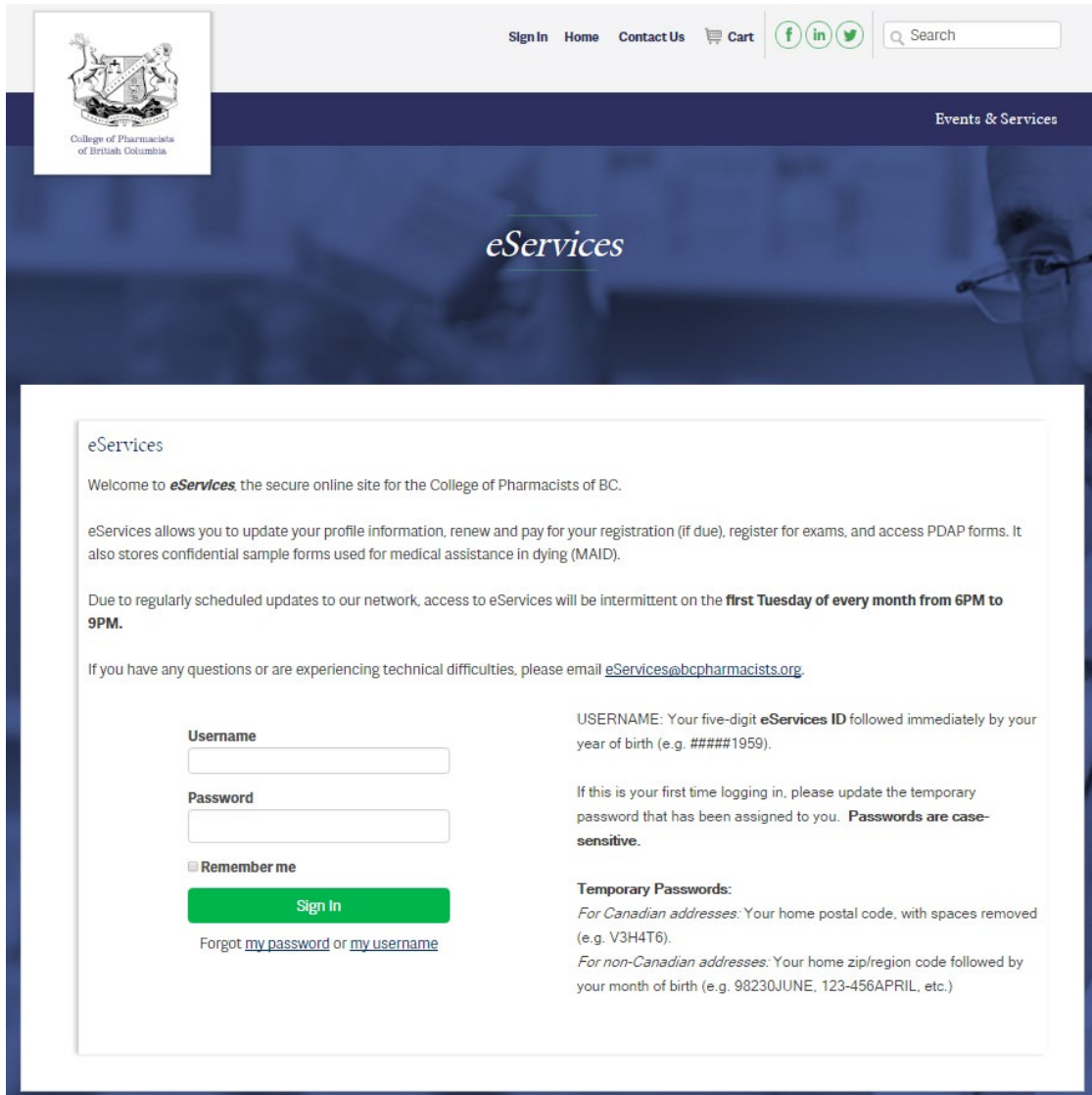





## ACCESSING REPORTS

# How to Access PRP Reports

To access your completed Practice Review Program report(s):

1. Log into [eServices](#).



Sign In Home Contact Us Cart    Search

College of Pharmacists of British Columbia

Events & Services

## eServices

eServices

Welcome to **eServices**, the secure online site for the College of Pharmacists of BC.

eServices allows you to update your profile information, renew and pay for your registration (if due), register for exams, and access PDAP forms. It also stores confidential sample forms used for medical assistance in dying (MAID).

Due to regularly scheduled updates to our network, access to eServices will be intermittent on the **first Tuesday of every month from 6PM to 9PM**.

If you have any questions or are experiencing technical difficulties, please email [eServices@bcpharmacists.org](mailto:eServices@bcpharmacists.org).

**Username**

**Password**

Remember me

Forgot [my password](#) or [my username](#)

**USERNAME:** Your five-digit **eServices ID** followed immediately by your year of birth (e.g. #####1959).

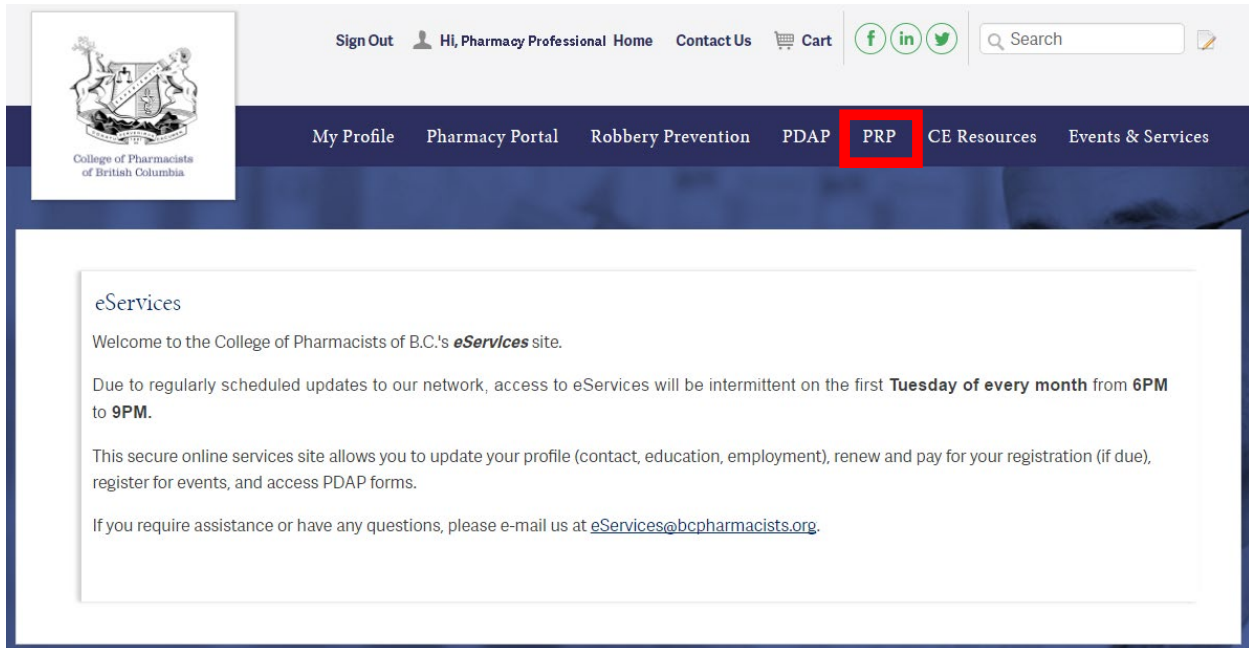
If this is your first time logging in, please update the temporary password that has been assigned to you. **Passwords are case-sensitive.**

**Temporary Passwords:**

*For Canadian addresses:* Your home postal code, with spaces removed (e.g. V3H4T6).

*For non-Canadian addresses:* Your home zip/region code followed by your month of birth (e.g. 98230JUNE, 123-456APRIL, etc.)

2. Click on **“PRP”** on the top of your screen.



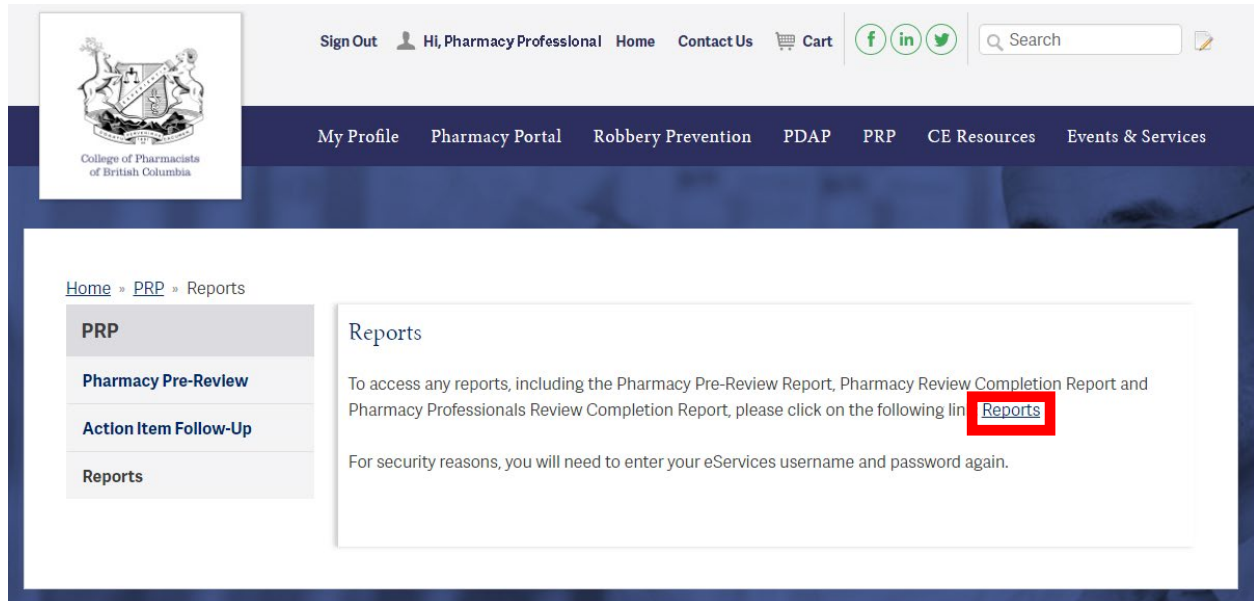
The screenshot shows the top navigation bar of the PRP website. The 'PRP' link is highlighted with a red box. The navigation bar includes links for 'My Profile', 'Pharmacy Portal', 'Robbery Prevention', 'PDAP', 'PRP', 'CE Resources', and 'Events & Services'. The 'PRP' link is the focus of this step.

3. Click on **“Reports”** on the left side of your screen.



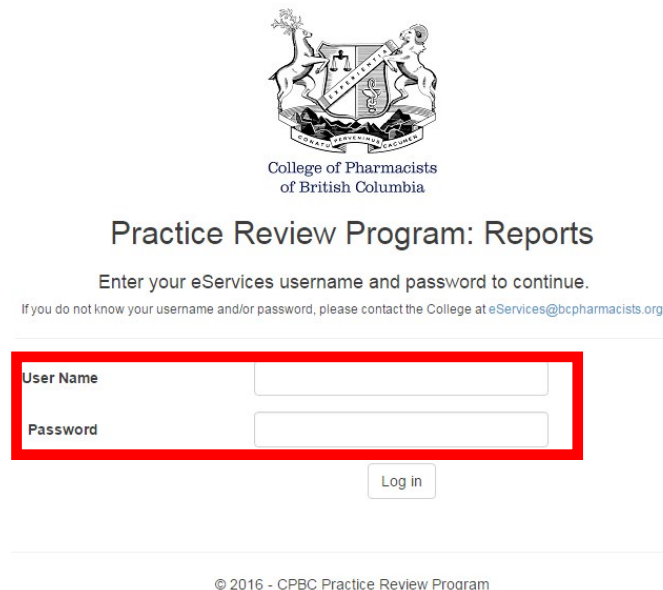
The screenshot shows the PRP website with the 'Reports' link highlighted in a red box in the left sidebar. The sidebar contains links for 'PRP', 'Pharmacy Pre-Review', 'Action Item Follow-Up', and 'Reports'. The main content area displays the 'Practice Review Program' page, which includes a description of the program and its implementation.

4. Click on the **“Reports”** link and a new page will open.



The screenshot shows the PRP website interface. At the top, there is a navigation bar with links for Sign Out, Hi, Pharmacy Professional, Home, Contact Us, and Cart. Social media icons for Facebook, LinkedIn, and Twitter are also present. A search bar is located on the right. Below the navigation bar, there is a dark blue header with links for My Profile, Pharmacy Portal, Robbery Prevention, PDAP, PRP, CE Resources, and Events & Services. The main content area features a sidebar on the left with a menu containing PRP, Pharmacy Pre-Review, Action Item Follow-Up, and Reports. The main content area has a heading 'Reports' and a paragraph of text: 'To access any reports, including the Pharmacy Pre-Review Report, Pharmacy Review Completion Report and Pharmacy Professionals Review Completion Report, please click on the following link [Reports](#)'. The 'Reports' link is highlighted with a red box. Below this, it states: 'For security reasons, you will need to enter your eServices username and password again.'

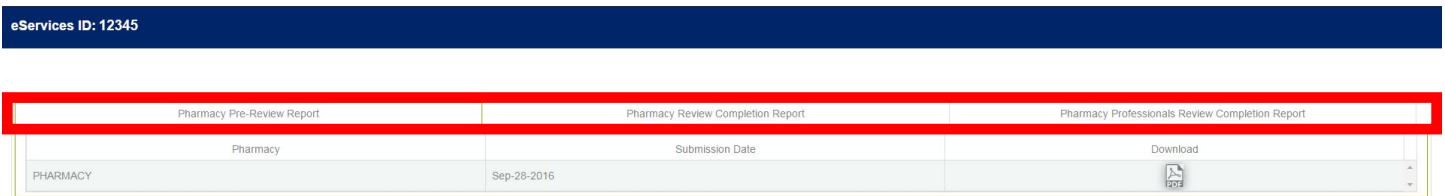
5. Enter your eServices ID and password.



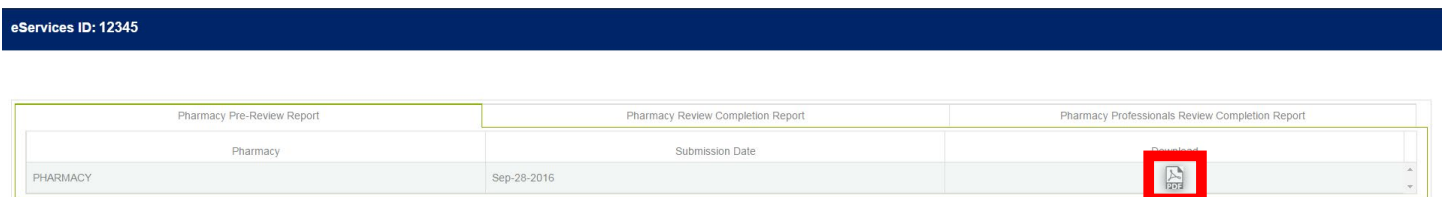
The screenshot shows the login page for the Practice Review Program: Reports. At the top, there is the College of Pharmacists of British Columbia logo and name. Below this, the title 'Practice Review Program: Reports' is displayed. A message reads: 'Enter your eServices username and password to continue.' Below this, a note states: 'If you do not know your username and/or password, please contact the College at [eServices@bcpharmacists.org](mailto:eServices@bcpharmacists.org).' The login form consists of two input fields: 'User Name' and 'Password', both of which are highlighted with a red box. A 'Log in' button is located below the input fields. At the bottom of the page, the copyright notice reads: '© 2016 - CPBC Practice Review Program'.

6. Click on the report you would like to access.

***(Note: Only a pharmacy manager can access the Pharmacy Pre-Review and Pharmacy Review Completion Report tabs)***



7. To download the report click on the “PDF” icon.



8. Open the “PDF” on your device to review your report.

