

TruZO 101: Setting up your covered entity's account on TruZO

To make your transition to TruZO as easy and successful as possible, follow these instructions to set up a 340B covered entity (CE) account.

Step 1: Claim your initial profile

Only the Authorizing Official (AO), as listed in Health Resources and Services Administration (HRSA) 340B Office of Pharmacy Affairs Information System (OPAIS), may claim the CE's profile. AOs must use their official email addresses.

- If you are registering for the first time, claim your profile at <https://truZO.kalderos.com/request/signup>.
- If you already have a TruZO account and want to add a new manufacturer, proceed to step 4.

Step 2: Set up users

- Once the profile is claimed, the AO will be prompted to designate a Primary Administrator (PA).
- Additional roles can be assigned to your team members as needed. Descriptions of the different user roles and their associated permissions are available in [“TruZO 101: Setting up additional users.”](#)
- If you are the AO for multiple CEs, you will need to set up an account for each one.

Step 3: Attest to the accuracy of your entity records

- The account's PA will be asked to attest whether they have any entity-owned pharmacies and if any child sites or contract pharmacies linked to their CE are accurately reflected in TruZO.
- After completing attestations, the PA should select “Covered Entity Management” from the navigation menu and enter the pharmacy identifiers, which include the National Provider Identifier (NPI) and Health Industry Number (HIN) for your CE as well as any associated entity-owned pharmacies, contract pharmacies, or, if appropriate, child sites.

Step 4: Make pharmacy designations

- **Important:** Before designating pharmacies, add all required pharmacy identifiers. You can find detailed information on adding pharmacy identifiers in [“TruZO 101: Designating Pharmacies.”](#)
- Select “Pharmacy Designation Center” from the navigation menu and choose the manufacturer you wish to update. Review the manufacturer's policy to ensure you designate pharmacies in accordance with their guidelines.
- As specified in the individual 340B policy, add the entity-owned and/or contract pharmacies you intend to use for that manufacturer. Pharmacy designations are made on a manufacturer-by-manufacturer basis.
- When designating pharmacies for an individual manufacturer, **select only the eligible entity-owned and contract pharmacies you intend to use for their products.**

Need help? Visit <https://gotruZO.com/ce-onboarding/>, contact us at gotruZO.com/contact, or email us directly at truZO-support@kalderos.com.