

How Do I Get Started?

MANUFACTURER DRUG REBATE AREA

OF THE FORWARDHEALTH PORTAL



Now that you know all about the advantages of the manufacturer drug rebate area of the ForwardHealth Portal, how do you get started? For the most benefits, establish a secure Portal account.

Go to www.forwardhealth.wi.gov/ and click .

How do I request access to the secure Portal?

Refer to chapter 2 of the [ForwardHealth Portal Manufacturer Drug Rebate User Guide](#).

How do I set up and maintain a secure account?

- Refer to the Set Up an Account and Maintenance Chapters of the [ForwardHealth Portal Manufacturer Drug Rebate User Guide](#).
- Watch the recorded webcast titled "[Enrolling a Manufacturer on the ForwardHealth Portal](#)."

Notes and reminders

- Once you have established your secure Portal account, all drug rebate processes will be conducted electronically:
 - You will no longer receive paper invoices in the mail.
 - Paper checks and/or paper documents will no longer be accepted for drug rebate processes.
 - PDF versions of Reconciliation of State Invoice (ROSI) and Prior Quarter Adjustment Statement (PQAS) files will no longer be accepted to disposition electronic funds transfer (EFT) payments. The Portal supports two ROSI and/or PQAS file submission options (either a manufacturer-created or Wisconsin Department of Health Services-provided Excel template).
- Provide your financial institution (or staff within your organization who are responsible for initiating electronic payments) with a copy of the [Wisconsin Drug Rebate Automated Clearing House Credit Payment Instructions](#).
- Allow adequate time for the required process to set up your ACH payments.
- Turn off any pop-up blockers in your web browser.
- Multiple labeler codes can be signed up for one secure Portal account. Refer to the Set Up an Account Chapter of the [ForwardHealth Portal Manufacturer Drug Rebate User Guide](#) for more information. All labeler codes must have current completed and signed federal Medicaid rebate agreements in place.
- To receive electronic invoices, all associated labeler codes must have established a secure Portal account prior to the Wisconsin invoice cycle.

Need more help?

- Contact Wisconsin Drug Rebate Program Staff by telephone at 608-224-6087, Monday through Friday, 8:00 a.m.–4:30 p.m. CST or by email at DHSWIMDRP@dhs.wisconsin.gov.
- Review the [Frequently Asked Questions](#).