

Log In

STATE
DEPARTMENT OF HEALTH
Powered by Awarxe™

Log In

Email




Password

[Reset Password](#)

Log In

[Create an Account](#)

[Need Help?](#)

Browsers Supported    (8+)

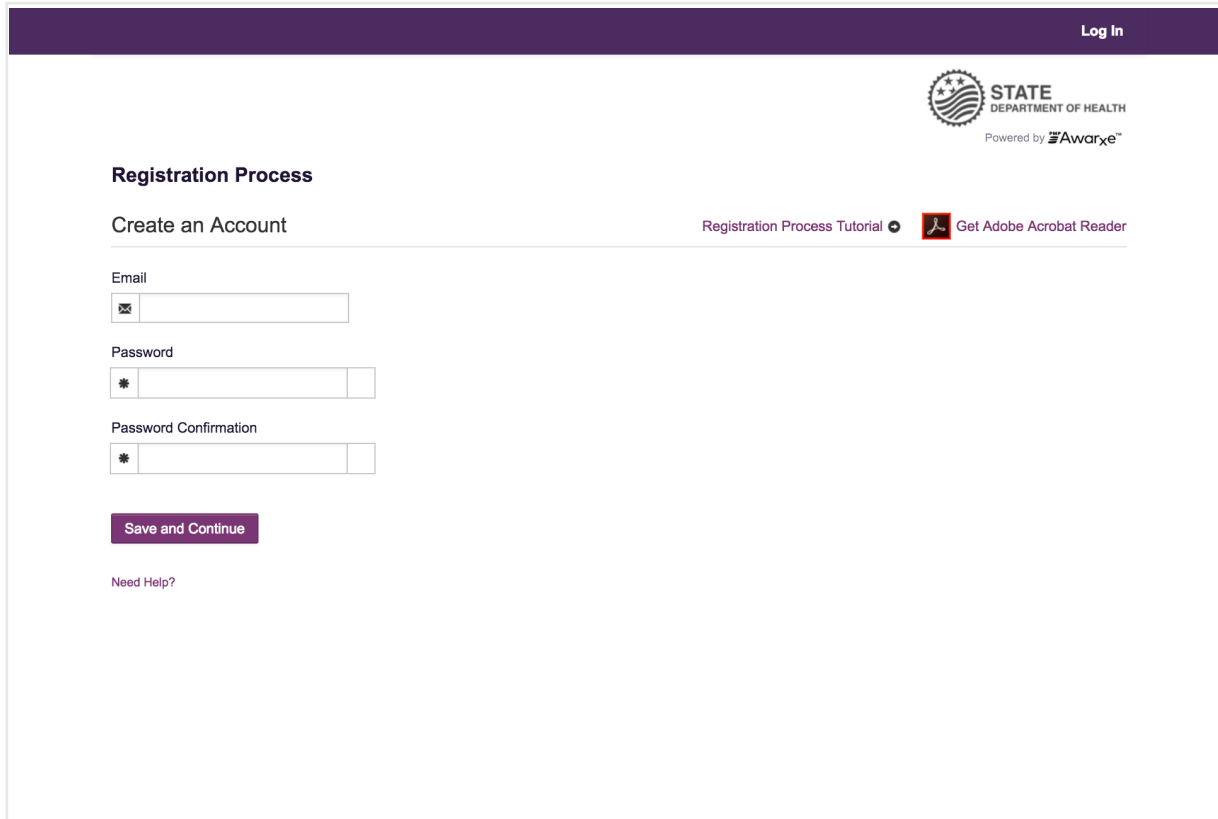
Register for access to PMP AWARxE

In this tutorial you will learn:

- How to create an account
- About Role Selection & the Registry Form
- About Auto Approval vs. Admin Approval
- How Delegate Supervisor Approval works

Select **Create an Account** to begin

Please note: Individual State requirements may vary



The screenshot shows a web page for the "STATE DEPARTMENT OF HEALTH" with the Awarxe logo. The page title is "Registration Process" and the sub-header is "Create an Account". There are three input fields: "Email", "Password", and "Password Confirmation", each with a small icon to its left. A "Save and Continue" button is located below the fields. At the bottom left, there is a "Need Help?" link. In the top right corner, there is a "Log In" link. In the middle right, there are links for "Registration Process Tutorial" and "Get Adobe Acrobat Reader".

How to create an account

1. Select **Create an Account** from the main login screen.
2. You will be prompted to enter an email address and create a password.
 - The email address you enter will be used as your login ID and as the primary email address for your account.
 - Password requires a minimum of 8 characters and must include one uppercase, one lowercase, and one symbol.

Click **Save & Continue** to create your account credentials and move on

Menu Log Out

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Registration Process

Select your User Roles Registration Process Tutorial Get Adobe Acrobat Reader

- Healthcare Professional**
 - Physician (MD, DO)
 - Dentist
 - Nurse Practitioner / Clinical Nurse Specialist
 - Midwife with Prescriptive Authority
 - Physician Assistant
 - Podiatrist (DPM)
 - Optometrist
 - Naturopathic Physician
 - Pharmacist with Prescriptive Authority
 - Pharmacist
 - Pharmacist in Charge
 - Psychologist
 - Veterinarian
 - Medical Intern
 - Military Prescriber
 - VA Prescriber
 - VA Dispenser
 - Pharmacy Technician
 - Pharmacist's Delegate - Unlicensed
 - Pharmacist's Delegate - Licensed
 - Prescriber Delegate - Unlicensed
 - Prescriber Delegate - Licensed
 - Prescriber without DEA
 - Dispensing Physician
- Law Enforcement**
- Other**

About Role Selection & the Registry Form

Select your role from a predefined, categorized list. There are three primary categories:

- Healthcare Professionals
- Law Enforcement
- Other

1. Click the Category Name to expand it and see the roles.
2. Select only one, then click **Save and Continue**.

Email Verification

When you arrive at the Registry Form, you will see a green banner message that says, “A link to verify your email address has been sent.”

Go to your email account. Open the Welcome email from your PMP and click the link that says, “**Verify your email.**” It should open the login screen and show a message that says, “Your email has been verified.” That completes email verification. You can go back to your Registry Form and finish registering.

The Registry Form: Personal & Employer Information

Enter your Personal and Employer information. Required fields vary depending on the role you chose.

- Red asterisks indicate required fields.
- In the Personal section, you can add multiple DEA numbers, if necessary.
- Healthcare Specialty is the official Healthcare Taxonomy Code description. (may not appear in some State PMPs)

AutoFill Buttons

You can populate the form with information from the DEA number you entered by clicking the **AutoFill Form** button.

When you complete all required fields on the Registry Form, click **Submit Your Registration**.

The system will determine what type of review your registration requires, if any.

Delegate Registration

If you choose a delegate role, you will only have access to make patient requests on behalf of your supervisor or someone who authorizes you to request reports on their behalf.

You will have an additional Delegate section on the Registry Form.

IMPORTANT: Your supervisor must be registered and approved before you can register as their delegate.

If you select a delegate role, you must specify the supervisor for whom you make requests. In the Delegate section, add each supervisor by the email address each used to register. Then click, **Submit Your Registration** to continue.

The screenshot shows a registration form with the following fields and sections:

- Name *
- Address *
- Address Line 2
- City *
- State *
- Zip Code *
- Phone *
- Do you dispense prescription medication out of your office instead of sending a prescription to a pharmacy? *
 Yes No
- Delegate section header
- I am a delegate for the following people... *
- Email input field with an Add button
- Selected Supervisors list:
 - Email: john.smith@example.com (with remove icon)
 - Email: john.doe@example.com (with remove icon)
- Submit Your Registration button

Home > Dashboard

Janie Doe

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My Dashboard

- + Patient Alerts
- + Recent Requests
- Supervisors

SUPERVISORS		
Supervisor Email	Status	Request Date
user@example.com	pending	09/13/2017

PMP Announcements

NEW Testing 09/11/2017
test

[View all Announcements](#)

Quick Links

About Auto-Approval

Certain roles do not have to wait for administrator review and approval if they meet specific validation requirements.

If you provide the requested licensing for your role, and it is set up for auto-approval on verification of that licensing, you will be granted instant access upon validation.

About Delegates

If you are a delegate who passes Auto-approval, you will gain access to the system. However, you will not be able to request reports until your supervisor approves you.

Home > Dashboard

Menu Jessica Smith ▾

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Your Registration is Not Complete

Registration Process Tutorial Get Adobe Acrobat Reader

Welcome

Based on the User Roles you've chosen, you may be required to submit additional documentation. You will receive an email with instructions and the necessary forms to be submitted. Once all validation documents are met, your registration will be reviewed for approval. Watch your email or log in for status updates.

Your User Roles

Healthcare Professional	Validation Documents Required	Documentation Received
Physician (MD, DO)	rx_search_2015-11-18_(1).pdf	Fill out the required form and upload it

Upload validation documents

Physician (MD, DO)

+ Add File...

How Manual Admin Approval Works

If your registration requires admin approval, you will be directed to a Welcome screen that displays a *Pending Approval* account status.

If your role requires validation documentation, you will see the requirement listed under **Validation Documents Required**. Your account status will be shown as *Not Complete* until you submit the required documents.

You will receive a confirmation email when the admin approves your account.

Log in using the email address and password you created during registration.

Home > Dashboard

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SUPERVISORS		
Supervisor Email	Status	Request Date
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Quick Links

How Delegate Supervisor Approval Works

If you are a delegate and your account is Auto-Approved, you will be able to log in to your account.

However, your Supervisor still must approve you as their delegate to run reports on their behalf.

When you log in, your delegate status appears on the dashboard under Supervisors. If your supervisor has already approved you, the status will say, *Approved*.

If you are not showing approved, your supervisor's name will not appear in the supervisor drop down on the Patient search screen.

After your supervisor logs into their account and approves you, you will see the change on your dashboard. Your supervisor's name will be a selection in the supervisor drop down menu on the Patient Request.