Help PMP AWARxE

## Log In

Email

Password Forgot Password

Login Create an Account

# Register for a New Account

This tutorial steps through the process of registering for a new account in PMP AWARxE. You can create an account, but it must be approved by your state PMP Administrator (validation requirements may apply).

## This Tutorial Covers how to:

- Create an Account
- Select your Role
- Complete the Application Process
- Check for Validation Requirements
- Submit Validation Documentation

Tutorial best viewed in Acrobat Reader

Next

Help

PMP AWARxE

## Log In

Email

Password Forgot Password

Login

Create an Account

## Create an Account

To begin the process, click 'Create an Account'.

Back Next

Help PMP AWARxE

# Registration Process

## Create an Account

registration process tutorial

Email

Password

Password Confirmation

Save and Continue

## Create an Account

- **Your Email is Your Username**
- **Password Requirements**

  Must be at least 8 characters

  And include 1 capital letter, 1 symbol and 1 lowercase letter
- **We will verify your Email**

  A verification link will be sent to the email address you enter. You'll need to click the link in the email to verify your email address so that your administrator can approve your account.

Back Next

# Registration Process

## Select your User Roles

Registration Process Tutorial

### Healthcare Professional

- Physician (MD, DO, DPM)
- Dentist
- Nurse Practitioner / Clinical Nurse Specialist
- Physician Assistant
- Podiatric Physician (DPM)
- Optometrist
- Naturopathic Physician
- Pharmacist
- Psychologist
- Veterinarian
- Medical Intern
- Medical Resident
- IHS Prescriber
- IHS Dispenser
- Military Prescriber
- VA Prescriber
- VA Dispenser
- Pharmacy Technician
- Delegate

### Law Enforcement

### Other

Save and Continue

## Select your Role

Select the primary category of your role to expand the list. This will allow you to select your specific role. Click 'Save and Continue' to proceed with the registration process.

Back Next

Help PMP AWARxE

# Registration Process

## Create an Account

Registration Process Tutorial

*All fields with an asterisk (*) are required.*

## Personal

DEA Number(s) *

FW0807000 + Add

**DEA Numbers Added**

✖ FW0807202 AutoFill Form

✖ FW0807000

— or —

National Provider ID *

AutoFill Form

Drivers License Number *

Professional License Number *

License Type *

ADM

Controlled Substance ID *

Badge Number *

First Name *

Middle Name

Last Name *

Date of Birth *

## Complete Application Process

Some personal and employer information is required to gain access to PMP AWARxE.

- Required fields will be indicated by a Red Astrisks *
- In the Personal Section, Multiple DEA numbers can be entered if necessary

### Save Time with AutoFill

Use information from your DEA number to populate the form by clicking 'AutoFill Form'. Information from that DEA number will be automatically filled into the rest of the personal information for you.

Scroll down to continue to the Employer Section.

Back Next

Badge Number

## Employer

DEA Number *

AutoFill Form

National Provider ID *

AutoFill Form

NCPDP/NABP Number *

AutoFill Form

Name *

Address *

City *

State *

Zip Code *

Phone *

Submit Your Registration

## Complete Application Process

- Complete the Employer section, making sure to complete all required fields
- AutoFill will automatically fill in information from the ID number you've provided

Once all information is entered, click 'Submit Your Registration'.

Back Next

Your Registration is Not Complete

## Welcome

Registration Process Tutorial

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, DPM) | rx_search_2015-04-08.pdf | Fill out the required form and upload it |

# Upload validation documents

Physician (MD, DO, DPM)

## Check for Validation Requirements

Once you've submitted your information, a welcome screen will appear that displays the status of your account.

**Account Status** - appears in the upper right corner

- **Not Complete**: Means further documentation is required. Check the validation requirements in 'Your User Roles' section. Information and links to the necessary forms will be provided.
- **Pending Approval**: Means all documentation requirements have been met and the account is awaiting administrator review.

### Validation Requirements

Depending on your role, you may be required to submit additional information. These requirements are displayed under 'Your User Roles' including links to necessary forms. You will also receive an email with instructions and the necessary forms to complete.

Back Next

## Welcome

Registration Process Tutorial

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, DPM) | rx_search_2015-04-08.pdf | Documents Uploaded ✓ |

# Upload validation documents

### Physician (MD, DO, DPM)

2015-05-13_11-44-14.png, 75.3 KB
Uploaded 38 seconds ago

Delete

+ Add File...

## Submitting Validation Documents

Once completed, the forms can be uploaded directly into your PMP AWARxE account or mailed to your state office.

Once Documentation is uploaded, the 'documentation recevied' field will show a green check and state that the documents were uploaded.

Back Next

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Louisville, KY 40299
(502)555-1234

Help PMP AWARxE

— select a menu item —

Your Account is Pending Approval

## Welcome

Registration Process Tutorial

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, DPM) | rx_search_2015-04-08.pdf | Documents Uploaded ✅ |

# Upload validation documents

### Physician (MD, DO, DPM)

2015-05-13_11-44-14.png, 75.3 KB
Uploaded 38 seconds ago

Delete

Restart

## Registration Complete - Pending Approval

Once all documentation requirements are met, the account status will change to a 'Pending Approval' Status until the state PMP administrator approves the account. You will receive an email stating that your account is active. At that time, use your email and password created during this process to log in and begin using PMP AWARxE.

Back End