PMP AWARxE
PRESCRIPTION MONITORING PROGRAM

❓ Help

PMP AWARₓE

Log In

Email

✉

Password   Reset Password

✳

[Login]   Create an Account

browsers supported 🌐 🧭 🦊 e (8+)

This tutorial walks you through how to **Register for access to PMP AWARxE.**

Learn

- How to create an account

- About Role Selection & the Registry Form

- About Auto Approval vs. Admin Approval

- How Delegate Supervisor Approval works

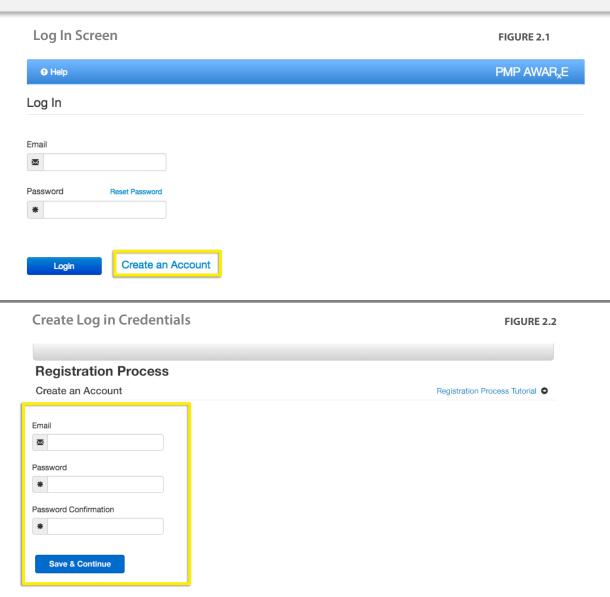*Please note: Individual State requirements may vary.*

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Log In Screen   **FIGURE 2.1**

❓ Help   PMP AWARxE

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[Login] [Create an Account]

Create Log in Credentials   **FIGURE 2.2**

Registration Process

Create an Account   Registration Process Tutorial ●

Email
✉

Password
✳

Password Confirmation
✳

[Save & Continue]

How to create an account

1. Select *Create an Account* from the main login screen. **Figure 2.1**

2. You will be prompted to enter an email address and create a password. **Figure 2.2**

   • 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 to the Role Selection screen.

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
- ☐ Pharmacist
- ☐ Pharmacist in Charge
- ☐ Veterinarian
- ☐ Medical Resident
- ☐ IHS Prescriber
- ☐ IHS Dispenser
- ☐ VA Prescriber
- ☐ VA Dispenser
- ☐ Pharmacist's Delegate - Licensed
- ☐ Prescriber Delegate - Unlicensed
- ☐ Prescriber Delegate - Licensed
- ☐ Dispensing Physician

▼ Law Enforcement

- ☐ Corrections
- ☐ DEA
- ☐ Drug Court
- ☐ FBI
- ☐ Local
- ☐ OIG
- ☐ State Attorney General
- ☐ State Police
- ☐ State Prosecutor (District or Commonwealth Attorney)
- ☐ US Attorney

▼ Other

- ☐ Medical Examiner/Coroner
- ☐ State Medicaid Program
- ☐ Licensing Board Investigator
- ☐ Benefit Plan Manager

Save and Continue

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.

Registration Process

Create an Account

Registration Process Tutorial ⊙

All fields with an asterisk (*) are required.

Personal

DEA Number(s) *

✓ A95024144   **+ Add**

DEA Numbers Added

✖ A95024144   ✏ AutoFill Form

Controlled Substance ID *

Professional License Number *

License Type *

ADM ⬍

First Name *

Middle Name

Last Name *

Date of Birth *

Add a Healthcare Specialty *   Browse All

🔍 Search by keyword (e.g. Allergy, Internal, Sports, Clinical,

👑 *Designates Primary Specialty*

👑 **Allopathic & Osteopathic Physicians**
General Practice   ✖

👑 Allopathic & Osteopathic Physicians
Allergy & Immunology - Allergy   ✖

Employer

DEA Number *

✏ AutoFill Form

Name *

Address *

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.

Employer

DEA Number *

[   ] [✏ AutoFill Form]

Name *

[   ]

Address *

[   ]

[   ]

City *

[   ]

State *

[Alabama   ⬍]

Zip Code *

[   ]

Phone *

[   ]

Fax

[   ]

Delegate

I am a delegate for...

...the following people   email: [   ] [+ Add...]

👤 Paul Forst	Appriss	P: 502-444-4343 F:
⊖ ✉ forst12@specialist.com	10401 Linn Station Rd, ; Louisville, KY 40223	
👤 Neal A Lehman	Appriss Inc	P: 5025551212 F:
✉ nalehman@louisvilledoctor.com	10401 Linn Station Road, Suite 200; Louisville, KY 40223	

[Submit Your Registration]

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.

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🏠 Home | **Dashboard** | Announcements

My Dashboard

Recent Requests

No Requests found.

Supervisors

Supervisor Name	Active	Status	Request Date
Jessica Radcliffe	true	pending	02/20/2017

Announcements

No Announcements Available.

Quick Links

MAPS Website
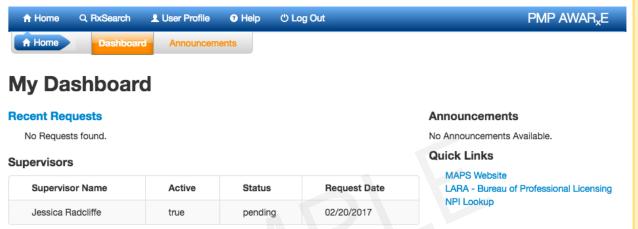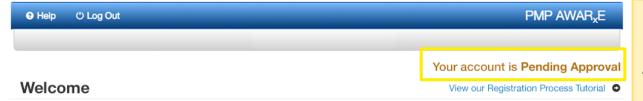LARA - Bureau of Professional Licensing
NPI Lookup

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.

PMP AWARxE

❓ Help   ⏻ Log Out

Your account is **Pending Approval**

View our Registration Process Tutorial ➲

Welcome

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

Your User Roles

Healthcare Professional

Physician (MD, DO, DPM)

Validation Documents Required

None Required

Documentation Received
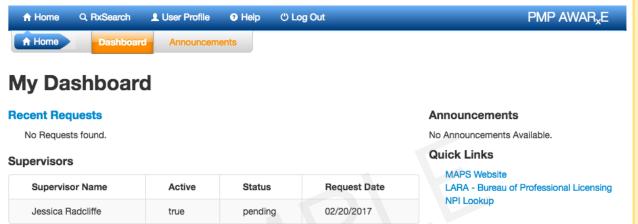
SAMPLE

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 **Incomplete** 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.

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🏠 Home ▸   **Dashboard**   Announcements

My Dashboard

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Supervisor Name	Active	Status	Request Date
Jessica Radcliffe	true	pending	02/20/2017

Announcements

No Announcements Available.

Quick Links

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LARA - Bureau of Professional Licensing

NPI Lookup

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 dropdown 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 dropdown menu on the Patient Request.