Register for Access to PMP AWARxE

In this tutorial, you will learn:

- How to create an account
- About role selection and the registration form
- About auto approval vs. admin approval
- How delegate supervisor approval works

To begin creating an account, click Create an account from the Log In page.

*Please note: Individual PMP requirements may vary.*
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Create Your Account Credentials

1. Enter your email address in the Email field, then re-enter it in the Confirm Email field.
   - The email address you enter will be used as your login ID and as the primary email address for your account.
2. Create a password in the Password field, then re-enter it in the Confirm Password field.
   - Passwords require a minimum of 8 characters and must include one uppercase letter, one lowercase letter, and one symbol.
3. Click Continue to create your account credentials.
Select Your User Role Category

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

- Healthcare Professionals
- Law Enforcement
- Other

1. Click the Category Name to expand the category and view the roles in that category.
2. Click to select your role, then click Continue.

NOTE: At this point in the registration process, you may click Log Out, Complete Later to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to your PMP AWARxE URL, then enter the username and password you established in the previous steps.
Complete the Registration Form: Professional Details

Enter your Professional Details. The fields displayed and the required fields vary depending on the role you chose and your PMP's settings.

- Red asterisks (*) indicate required fields.
- You can add multiple DEA and NPI numbers, if necessary.
- Healthcare Specialty is the official Healthcare Taxonomy Code description. (This may not appear for all PMPs.)

AutoFill Buttons
You can populate the form with information from the NPI number you entered by clicking the AutoFill Form button.
Complete the Registration Form: Personal Information

Enter your Personal Information. The fields displayed and the required fields vary depending on the role you chose and your state’s settings.

- Red asterisks (*) indicate required fields.
- If your state utilizes the mobile phone password reset functionality, you must have a mobile phone number on file in the system to reset your password via mobile phone. Otherwise, you can reset your password via email.

**Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Last 4 digits of SSN</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

This may be used for password reset.
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Complete the Registration Form: Employer Information

Enter your Employer Information. The fields displayed and the required fields vary depending on the role you chose and your PMP’s settings.

- Red asterisks (*) indicate required fields.
- You can add multiple employer DEA and NPI numbers, if necessary.

If you do not select a delegate role, click **Continue**. You may skip the next slide and continue to Slide 8.

If you selected a delegate role, you must complete the Delegate section of the registration form, as described on the next slide.

**Note:** At this point in the registration process, you may click **Log Out, Complete Later** to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to your PMP AWARxE URL, then enter the username and password you established in the previous steps.
Delegate Registration

If you selected a delegate role, an additional Delegate section will appear on the registration form.

In this section, you must specify the supervisor(s) on whose behalf you will be performing patient requests. Enter the email address your supervisor used to register for PMP AWARxE in the Email field, then click Add.

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

If you chose a delegate role, you will only have access to make patient requests on behalf of your supervisor.

Once you have finished entering supervisors, click Continue.

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**Note:** At this point in the registration process, you may click Log Out, Complete Later to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to your PMP AWARxE URL, then enter the username and password you established in the previous steps.
Review Your Profile Details

1. Review your information to ensure it is accurate before submitting your registration.
   a) If you need to change your user role, click Change, located at the top of the page, next to the role you selected. **Note:** changing your user role will cause you to lose any information you entered on the registration form.
   b) If you need to edit your personal information, click Edit, next to the Personal Information section header.

2. If all information is correct, click Submit & Continue.

**Note:** At this point in the registration process, you may click Log Out, Complete Later to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to your PMP AWARxE URL then enter the username and password you established in the previous steps.
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.

*Note:* You must validate your email address indicated on Slide 12 before you have full access to PMP AWARxE.

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.

*Note:* At this point in the registration process, you may click Log Out, Complete Later to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to your PMP AWARxE URL, then enter the username and password you established in the previous steps.
About Manual Admin Approval: “Pending” Status

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

- If your role requires validation documentation, you will see the screen shown on the following slide. Continue to Slide 11 if your account requires validation 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.

*Note:* You must validate your email address as indicated on Slide 12 before you have full access to PMP AWARxE.
About Manual Admin Approval: Additional Documents Needed

If your registration requires admin approval AND requires you to upload validation documents, you will be directed to a screen indicating that additional documents are required. The required documents are listed on this screen under Required Documents. Your account status will be displayed as Not Complete until you submit the required documents.

Click Submit Documents to upload the required documents. You will receive a confirmation email when the admin approves your account. Login using the email address and password you created during registration.

Note: You must validate your email address as indicated on Slide 12 before you have full access to PMP AWARxE.
Verify Your Email Address

Once you have submitted your registration, PMP AWARxE sends an email to the supplied email address for verification of an active email account.

When you receive the verification email from PMP AWARxE, it will contain a link to verify your email address. Click the **verify your email** link contained within the email.

Once you click the link, you will be redirected to PMP AWARxE at which time a message will be displayed indicating your email address has been validated.
How Delegate Supervisor Approval Works

If you are a delegate and your account is auto-approved, you will be able to login to your account. However, your supervisor must approve you as their delegate before you can run reports on their behalf.

When you login, your delegate status appears on the dashboard under Supervisors. If your supervisor has already approved you, the status will display as Approved.

If your status is not displaying as Approved, your supervisor’s name will appear in the supervisor drop-down menu on the Patient Request page.

After your supervisor logs in to their account and approves you, you will see the change on your dashboard, and your supervisor’s name will be a selection in the supervisor drop-down menu on the Patient Request page.
Thanks For Joining Us