

# **Pennsylvania Prescription Drug Monitoring Program (PA PDMP)**

Delegate Registration Manual

# PA PMP AWAARxE Access link

<https://pennsylvania.pmpaware.net/login>

## Log In

Email

Password

[Reset Password](#)

Login

[Create an Account](#)

### [Register for a New Delegate Account](#)

This tutorial provides you a "step by step" process of registering for a new delegate account in PA PMP AWAR<sub>x</sub>E. Once you create an account and it's validated, an approval email will be sent to you.

This tutorial covers how to:

- 1) Create an account;
- 2) Select your role; and
- 3) Complete the registration process.

# Log In

Step 1

Email

Password

[Reset Password](#)

[Create an Account](#)

Login

[Create an Account](#)

← To begin the process, click on "Create an Account."

# Registration Process

## Step 2

Create an Account

[Registration Process Tutorial](#) ➔



[Get Adobe Acrobat Reader](#)

Email

Password

Password Confirmation

Save and Continue

## Create an Account

Note: Your email is your username.

Passwords must:

- 1) Be at least eight characters; and
- 2) Include one uppercase letter, one symbol (!, @, #, \$, etc.) and one lowercase letter.

\*Please make sure to keep your passwords private and safe. Do not share them. Any intentional and/or unintentional and negligent release of information from the PDMP system is subject to civil penalties of not less than \$2,500 for each offense.

**Step 3**

# Registration Process

Select your User Roles

[Registration Process Tutorial](#)[Get Adobe Acrobat Reader](#)**▼ Healthcare Professional**

- Midwife with Prescriptive Authority
- Pharmacist's Delegate - Unlicensed
- Prescriber Delegate - Unlicensed

**▶ Agency Administration**[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 on "Save and Continue" to proceed with the registration process.

**For example:**

- 1) A licensed nurse working under the direction of a physician would register as a prescriber delegate - licensed.
- 2) An unlicensed pharmacy technician working under the direction of a pharmacist would register as a pharmacist delegate - unlicensed.

### Step 4

A link to verify your email address has been sent.

## Create an Account

[Registration Process Tutorial](#)



[Get Adobe Acrobat Reader](#)

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

### Personal

Drivers License Number

Position, Title, or Rank \*

First Name \*

Middle Name

Last Name \*

Date of Birth \*

Add a Healthcare Specialty

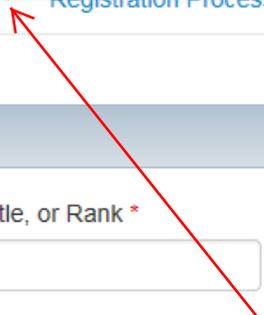
[Browse All](#)



Designates Primary Specialty

Primary Contact Phone \*

A verification link will be sent to the email address you entered. You will need to click on the link in the email to verify your email address so that your account approval process can begin.



**Complete Delegate Registration Process:**

- 1) Complete the employer section making sure to enter information into all required fields.
- 2) Please validate that all information entered into the required fields is correct.
- 3) All fields marked with an asterisk are required.

Primary Work Location

Name \*

Address \*

Address Line 2

City \*

State \*

Zip Code \*

Phone \*

Fax

Once all information is entered, please click on "Submit Your Registration."

A delegate may add multiple supervisor email addresses if he or she serves as a delegate for more than one prescriber or dispenser using the PA PMP AWARxE system.

**Delegate**

I am a delegate for... \*

...the following people

email:

+ Add...

Submit Your Registration

### Account Approval Required

Your registration request requires approval from any supervisors you have selected. The Administrator will review your account request upon receiving the necessary approval.

Continue

Name \*

Test

Harrisburg

State \*

Pennsylvania

Zip Code \*

17120

Phone \*

717-500-5000

Fax

Click on "Continue."

### Delegate

I am a delegate for... \*

...the following people

email:

+ Add...

# My Dashboard

## Recent Requests

No Requests found.

## Supervisors

Supervisor Name	Active	Status	Request Date
UATTEST RUNKBA	true	pending	08/04/2016

This status will remain "pending" until your supervisor approves your account. Once your supervisor approves it, this will change to "approved."

## Announcements

No Announcements Available.

## Quick Links

At this time, you can log out. Your next steps will be:

- 1) Wait until your supervisor approves your account. They can locate "How to Approve a Delegate Account Tutorial" on our PA PDMP website.
- 2) Check your email inbox for confirmation and review the terms and conditions before accessing the PA PMP AWARxE system.



**START LOW. GO SLOW.**

[www.cdc.gov](http://www.cdc.gov)

GUIDELINE FOR PRESCRIBING  
OPIOIDS FOR CHRONIC PAIN

## QUESTIONS?

Technical, log-in or registration assistance

855-572-4767 (855-5PA-4PMP)

24 hours a day/7 days a week/365 days a year

Policy assistance

844-377-7367 (844-377-PDMP)

Mon to Fri - 9 a.m. to 5 p.m.

Email: [RA-DH-PDMP@pa.gov](mailto:RA-DH-PDMP@pa.gov)

Website: [www.doh.pa.gov/PDMP](http://www.doh.pa.gov/PDMP)