Pennsylvania Prescription Drug Monitoring Program (PA PDMP)

Delegate Registration Manual
PA PMP AWARxE Access link

https://pennsylvania.pmpaware.net/login
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 AWARxE. 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.
To begin the process, click on "Create an Account."
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.
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

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

Search by keyword (e.g. Allergy, Internal, Sports, Clinical, Designates Primary Specialty)

Primary Contact Phone *
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.

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.
Step 6

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.

Click on "Continue."
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.
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
Website: www.doh.pa.gov/PDMP