Quick Reference Guide – How to Register with DE PMP AWAR$_x$E

Registration Overview

PMP AWAR$_x$E requires that every individual register as a separate user, using their email address as their username within the system. A user can register as a delegate, a role which is designed to allow the user to generate reports on the behalf of another, current user. An example of a delegate role would be a nurse at a small doctor's office. The nurse would act as a delegate to the physician to create Patient Rx reports for the patients that the physician would be helping that day. All queries run by the delegate will be attributed to the prescriber for whom they run the report.

Please note that if you had an account with the previous system, you may already have an account in PMP AWAR$_x$E. Please attempt to access your account by following the Reset Password instructions located in this guide before attempting to create a new account. Please utilize the email address associated with your previous account.

The registration process is comprised of three screens: the account settings screen, the role selection screen, and the demographics screen. All three screens must be filled out before the user can successfully submit their registration for processing.

Requestor roles may also require the upload of a copy of a current government-issued photo ID, such as a Driver's License or a Passport, or notarized validation documents. If required, this documentation must be submitted prior to the user account being approved. The user can submit digital copies through PMP AWAR$_x$E after completing the registration screens.

Create an Account

1. To request a new account in PMP AWAR$_x$E, the user must first load the login screen for the application. The login screen is located at https://delaware.pmpaware.net/login
2. Once at the login screen, the user must click the "Create an Account" option to begin the process.
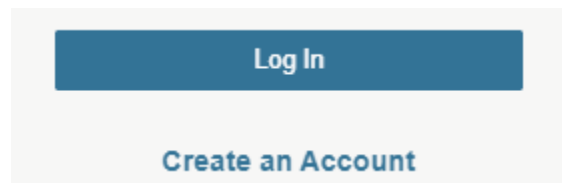
3. The next screen requires the user to enter their current, valid email address and select a password. The password must be entered a second time for validation.
    a. The password must contain at least 8 characters, including 1 capital letter, 1 lowercase letter, and 1 special character (such as !,@,#,$)
    b. A Registration process tutorial is located to the top right of the screen.

Registration Process

Create an Account   Registration Process Tutorial ●   📕 Get Adobe Acrobat Reader

Email

✉ [   ]

Password

✳ [   ]

Password Confirmation

✳ [   ]

[Save and Continue]

4. After the email and desired password have been entered, the user must click the "Save and Continue" button.
5. The second step is the role selection screen. The user can expand the role categories to select the role that fits their profession.
   a. If you do not see an applicable role for your profession, the State Administrator has not configured a role of that type and potentially may not allow users in that profession access to PMP AWAR$_x$E.

Registration Process

Select your User Roles

➕ **Healthcare Professional**

➕ **Other**

[Save and Continue]

Registration Process

Select your User Roles

⊖ Healthcare Professional

- ☐ Physician (MD, DO)
- ☐ Dentist
- ☐ Nurse Practitioner / Clinical Nurse Specialist
- ☐ Midwife with Prescriptive Authority
- ☐ Physician Assistant
- ☐ Podiatrist (DPM)
- ☐ Optometrist
- ☐ Pharmacist
- ☐ Out of State Pharmacist
- ☐ Medical Intern
- ☐ Medical Resident
- ☐ Military Prescriber
- ☐ VA Prescriber
- ☐ VA Dispenser
- ☐ Pharmacy Technician
- ☐ Pharmacist's Delegate - Unlicensed
- ☐ Pharmacist's Delegate - Licensed
- ☐ Prescriber Delegate - Unlicensed
- ☐ Prescriber Delegate - Licensed
- ☐ Prescriber without DEA
- ☐ Out of State Prescriber

⊕ Other

[Save and Continue]

6. After the role has been selected, the user must click the "Save and Continue" button.

7. The final screen is the demographics screen. Here the user must enter their name, date of birth, employer information, and other information as configured by the State Administrator.
   a. Required fields are marked with a red asterisk.
   b. Please enter all active DEA numbers, if applicable.

Registration Process

Create an Account

Get Adobe Acrobat Reader

All fields with an asterisk (*) are required.

Personal

Professional License Number *

License Type *

First Name *

Middle Name

Last Name *

Date of Birth *

Last 4 digits of SSN *

Add a Healthcare Specialty *   Browse All

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

★ Designates Primary Specialty

Primary Contact Phone *

Employer

Name *

Address *

Address Line 2

City *

State *

Zip Code *

Phone *

Fax

Submit Your Registration

8. After all information has been entered into the form, the user must click the "Submit Your Registration" button to complete the process.
9. The user will then be taken to a landing page notifying them that their account is either pending approval, or incomplete and requires further action.
    a. Users will also be notified that a link to verify their email address has been sent.
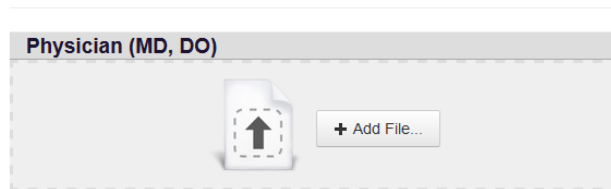

    b. If your account is "Pending Approval," it is complete and is awaiting approval by the State Administrator.

Registering as a Delegate

Registering as a delegate is virtually identical to registering as any of the other healthcare professional roles. The user would select one of the delegate roles (e.g. *Prescriber Delegate – Unlicensed* or *Pharmacist Delegate – Unlicensed*) and enter any required information on the demographics screen.

The final section of the demographics screen requires the delegate to enter their supervisor's email address. **The supervisor must already have a registered account with the PMP AWARₓE.** Delegates may enter more than one supervisor. When adding a supervisor, a delegate will want to ensure that they enter the supervisor's email address correctly and that they are using a valid email address. The supervisor will receive an email advising them that a user has registered as a delegate for their account, with instructions on how to approve the new delegate.

Delegate

I am a delegate for the following people... *

Email

[   ] Add

Selected Supervisors

Email Verification

1. After the user submits their registration, PMP AWARₓE sends an email to the supplied email address asking for verification of an active email address.
2. The user must click the link within the email to verify their email address.
    a. The link contained within the email is only valid for 20 minutes. In the event the time has expired, clicking the link will result in a new email verification notification being sent to the user. The user must click on the link in the new email to verify their email address.
3. The user is taken to a screen displaying a message that their email address has been validated.

Account Approved

1. After the State Administrator has determined that all requirements have been met for the user account, the account can be approved.
2. The user receives an email stating that their account has been approved and is now active.
3. The user can then log into PMP AWARₓE using the email address and password supplied during the account creation process. If the user no longer has the password, it can be reset by navigating to: https://delaware.pmpaware.net/identity/forgot_password.