

Quick Reference Guide – How to Register with the new MN PMP

Registration Overview

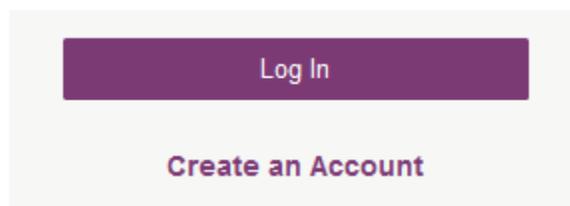
The new MN PMP requires that individuals register as a separate user, using their email address as their username within the system. An applicant can request an account as a delegate, a role designed to allow the individual to generate reports on the behalf of another, current data requestor. All queries 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 RxSentry system, you may already have an account in PMP AWA_{Rx}E. Please attempt to access your account by entering your e-mail into https://minnesota.pmpaware.net/identity/forgot_password. Please utilize the email address associated with your previous RxSentry 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 completed submitting your registration.

Create an Account

1. To request a new account in PMP AWA_{Rx}E, First access the login screen at <https://minnesota.pmpaware.net/>
2. Click the “Create an Account” option to begin the process.



3. Enter a 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 lower case letter and 1 special character (such as !, @, #, \$)

- b. A registration process tutorial is located at the top of the screen.

7 Registration Process Tutorial
Get Adobe Acrobat Reader

Register for an Account

Please create your own account and do not create an account on behalf of someone else.

Email

Password

Password Confirmation

Password Must:

- Minimum of 8 characters
- Contain one upper case letter
- Contain one lower case letter
- Contain one special character (! @ # \$ etc.)
- Maximum of 72 characters

[Continue](#)

[Already have an account? Log In](#)

[Need Help?](#)

4. After the email and desired password have been entered (and confirmed), click the “Continue” button.
5. The second step is the role selection screen. Expand the role categories to select the role that best fits your 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 access to PMP AWA_Rx_E.

Registration Process

Select your User Roles

[+ Healthcare Professional](#)

[+ Other](#)

[Save and Continue](#)

– Healthcare Professional

- APRN
- Dentist
- Medical Resident with Prescriptive Authority
- Optometrist
- Pharmacist
- IHS Dispenser
- VA Dispenser
- Physician (MD, DO)
- IHS Prescriber
- VA Prescriber
- Physician Assistant
- Podiatrist (DPM)
- Veterinarian
- Pharmacist's Delegate - Unlicensed
- Pharmacist's Delegate - Licensed
- Prescriber Delegate - Unlicensed
- Prescriber Delegate - Licensed

– Other

- Medicaid Restricted Recipient Program
- Medicaid Restricted Recipient Program - Delegate
- DHS - Office of the Inspector General
- Medical Examiner/Coroner
- Medical Examiner - Delegate

Save and Continue

6. After the role has been selected, click the “Save and Continue” button.
7. The final screen is the demographics screen. Enter name, date of birth, employer information, and other information as required 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

[Registration Process Tutorial](#)

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All fields with an asterisk (*) are required.

Personal

DEA Number(s) *	First Name *
<input type="text"/> + Add	<input type="text"/>
DEA Numbers Added <input type="text"/>	Middle Name <input type="text"/>
National Provider ID <input type="text"/> AutoFill Form	Last Name *
Professional License Number *	Date of Birth *
<input type="text"/>	<input type="text"/>
License Type *	Last 4 digits of SSN *
<input type="text"/>	<input type="text"/>
	Add a Healthcare Specialty * Browse All
	<input type="text"/> Search by keyword (e.g. Allergy, Internal, Sports, Clinical)
	★ Designates Primary Specialty
	Primary Contact Phone *
	<input type="text"/> (###) ###-####
	Mobile Phone Number
	<input type="text"/> (###) ###-####

Employer

Primary Work Location *
<input type="text"/>
Address *
<input type="text"/>
Address Line 2 <input type="text"/>
City *
<input type="text"/>
State *
<input type="text"/>
Zip Code *
<input type="text"/>

[Submit Your Registration](#)

8. After all information has been entered into the form, click the “Submit Your Registration” button to complete the process.
9. Based on application review one of the following will occur:
 - a. You will be notified your account is “Pending Approval.” If your account is “Pending Approval,” it is complete and is awaiting approval by the State Administrator.
 - b. Your account did not pass automatic verification due to incorrect information, you will receive an e-mail noting that your request for access was denied.
 - c. Your account does pass automatic verification, you will be granted immediate access to the application and will be navigated to the User Dashboard where you will receive a NarxCare Tutorial. You will be notified that a link to verify your email address has been sent.

Registering as a Delegate

Registering as a delegate is virtually identical to registering as any of the other healthcare professional roles. 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 AWA_Rx_E.** The delegate's supervisor must approve the delegate before the delegate will have access to the system.

Delegates may enter more than one supervisor. When adding a supervisor, a delegate must ensure they enter the supervisor's email address correctly and that they are using a valid email address.

Delegate

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

Email

Add

Email Verification

1. After you submit your application for registration, PMP AWA_Rx_E sends an email to the supplied email address asking for verification of that active email address.
2. You must click the link within the email to verify your 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. The link in the new email must be clicked on to verify your email address.
3. A message is displayed that your email address has been validated.

Account Approved

1. After the State Administrator has determined that all requirements have been met, the account can be approved. Depending on your role, your registration may be eligible for automatic, immediate approval by the system.
2. If approved, you will receive an email stating that your account has been approved and is now active.
3. You can then log into PMP AWA_Rx_E using the email address and password supplied during the account creation process. If you no longer have the password, it can be reset by navigating to: https://minnesota.pmpaware.net/identity/forgot_password