

APPRISS[®]
HEALTH

AWARxE Registration Workflow

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1 Document Overview

This document describes the updated AWAxE registration process.

2 Account Registration

This chapter provides an overview of the PMP AWARxE registration process as well as detailed instructions for registering for an account.

2.1 Registration Overview

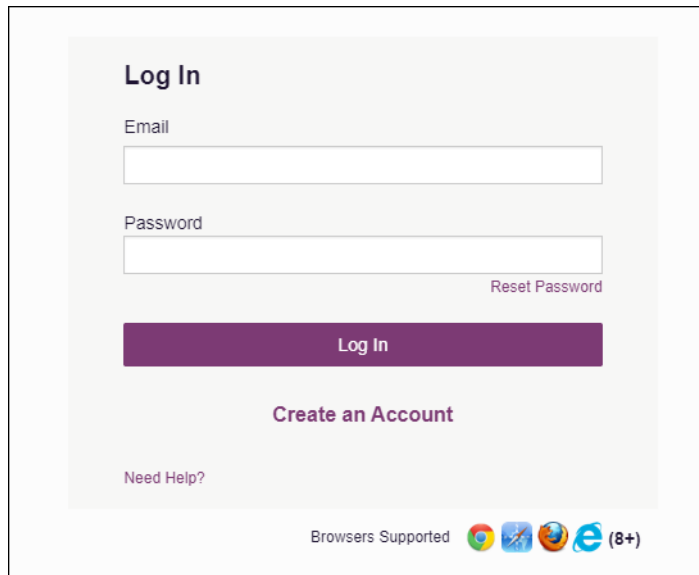
PMP AWARxE requires that every individual register as a separate user, using their email address as their username within the system. A user can register as a delegate, a role that is designed to allow the user to generate reports on behalf of another, current user. All queries run by the delegate are attributed to the prescriber for whom they run the report.

The registration process is comprised of four pages: Register for an Account, User Role Selection, User Demographics, and Review Profile Details. All pages must be completed before your registration is successfully submitted for processing.

2.2 Registering for an Account

1. Navigate to the [MN Prescription Monitoring Program \(minnesota.pmpaware.net/login\)](https://minnesota.pmpaware.net/login)..

The Log In page is displayed.



Log In

Email




Password

[Reset Password](#)

Log In

[Create an Account](#)

[Need Help?](#)

Browsers Supported    (8+)

2. Click **Create an Account**.

The Register for an Account page is displayed.

Register for an Account

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

Email Confirm Email

Password Confirm Password

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?](#)

3. Enter your current, valid email address in the **Email** field, then re-enter it in the **Confirm Email** field. The email address you provide will be your username for logging in to the system.

Note: If the email addresses you entered do not match, an error message is displayed.

Email Confirm Email

The email addresses you entered do not match.

4. Create your password in the **Password** field, using the guidelines provided below, then re-enter it in the **Confirm Password** field.

Passwords must contain the following:

- A minimum of eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) special character such as !, @, #, \$, etc.
- No more than 72 characters

A checkmark displays next to each requirement as it is met.

Password

.....

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

Note: If the passwords you entered do not match, an error message is displayed.

Password:

Confirm Password:

The passwords you entered do not match.

5. Click **Continue**.

The Account Registration: User Role Selection page is displayed.

Registration Process Tutorial
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Account Registration

Tell us about your role

I am:

a Healthcare Professional or Delegate

an Other Professional

Log out, Complete Later

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 <https://minnesota.pmpaware.net>, then enter the username and password you established in the previous steps.


6. Click to select the user role category that best describes your user role type (e.g., Healthcare Professional, Delegate, or Other Healthcare Professional).

The list of available user roles in that category is displayed.


Account Registration

Tell us about your role

I am:



a Healthcare Professional
or Delegate



an Other Professional

Select a specific role from below

Notes:

- *The roles displayed on this page may vary depending on your state's configurations.*
- *If you are registering as a delegate, please ensure that you select the appropriate delegate user role (e.g., Prescriber Delegate, Pharmacist Delegate, etc.).*
- *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 AWARxE. Please contact your State Administrator for more information.*

Notes:

- *You can only select one role.*
- *The roles displayed on this page may vary depending on your state's configurations.*
- *If you are registering as a delegate, please ensure that you select the appropriate delegate user role (e.g., Prescriber Delegate, Pharmacist Delegate, etc.).*
- *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 AWARxE.*

7. Click to select your user role, then click **Continue**.

The Account Registration: User Demographics page is displayed.

Account Registration

Role category: **Healthcare Professional**
 Role: **Physician (MD, DO)** | [Change](#)

Professional Details * Indicates Required Field

DEA Number *

[Add](#)

Notes:

- If you selected the wrong user role, you may click **Change**, located at the top of the page next to the user role you selected, at any time to return to the previous page and select the correct user role. Please be aware that changing your user role will cause you to lose any information you entered on the registration form.
- The information you are required to enter on this page may vary by state. Required fields for your state are marked with a red asterisk (*). You may use the information provided below as a guideline; however, the same fields will not be displayed or required for every user role.
 - The Professional Details section of this page allows you to enter such information as your DEA number, professional license number, license type, and healthcare specialty.

Professional Details * Indicates Required Field

DEA Number *

[Add](#)

Professional License Number * License Type *

Add a Healthcare Specialty * [Browse All](#)

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

★ Designates Primary Specialty

- To add your DEA number, enter it in the **DEA Number** field, and then click **Add**. You may add multiple DEA numbers, if permitted by your state, by

repeating this process for each DEA number you wish to add. Once you click **Add**, the DEA number is displayed beneath the **DEA Number** field. If necessary, you may click **Remove** next to a DEA number to remove it.

Note: Please enter all active DEA numbers, if applicable. Do not use a Data 2000 waiver number (or “X” number) in this field.

- To search for your specialty, begin typing it in the **Add a Healthcare Specialty** field. A list of specialties matching your search criteria is displayed. Click to select your specialty from the list. You may repeat this process to select multiple specialties.

Once you have selected your specialty from the list, it is displayed beneath the **Add a Healthcare Specialty** field. If necessary, you may click the “x” to remove it.

The Personal Information section of this page allows you to enter your personal contact information such as first and last name, date of birth, last four digits of your Social Security Number (SSN), and mobile phone number.

Note: If you would like to use the mobile phone password reset functionality, you must enter your mobile phone number in the Mobile Phone Number field; otherwise, you will only be able to reset your password via email.

Personal Information

First Name * Middle Name Last Name *

Date of Birth * Last 4 digits of SSN ⓘ *

Mobile Phone Number ⓘ
(###) ###-####
This may be used for password reset

- The Employer Information section of this page allows you to enter information about your employer, such as, Primary Work Location, Address, and Phone Number.

Employer Information

Primary Work Location

Address Address Line 2

City State Zip Code

Phone
(###) ###-####

- If you selected a delegate user role (e.g., Prescriber Delegate, Pharmacist Delegate, etc.), you must add your supervisor(s) in the Delegate section of this page. *Note that this section is only displayed if you selected a delegate user role.*
 - To add a supervisor, enter their current, valid email address in the **Email** field, and then click **Add**. You may add multiple supervisors by repeating this process. Once you click **Add**, the supervisor’s email address is displayed beneath the **Email** field. If necessary, you may click the “x” to remove it.

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

Email **Add**

Selected Supervisors

Email: rweaver@appriss.com **x**

Notes:

- *The supervisor must already have a registered account with your state’s PMP.*
- *Ensure that you enter the supervisor’s email address correctly and that it is a valid email address.*
- *You will not be able to perform Patient Requests on behalf of a supervisor until that supervisor has approved you as a delegate.*

8. Once you have entered all required information, 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 state’s PMP AWARxE URL, then enter the username and password you established in the previous steps.*

The Account Registration: Review Profile Details page is displayed.

Registration Process Tutorial
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← Back

Account Registration

Review Profile Details

Please take a moment to review the information below before submitting.

Role category: **Healthcare Professional**
Role: **Physician (MD, DO)** | [Change](#)

DEA Number(s): MD1234567
Professional License Number: 12345 License Type: MD
Healthcare Specialty: Allopathic & Osteopathic Physicians(Family Medicine)

Personal Information [Edit](#)

First Name: TEST
Middle Name:
Last Name: USER
Date of Birth: 02/03/1983
Last 4 digits of SSN: 1234
Mobile Phone Number: (555) 555-5555

Primary Work Location:
Address:
Address Line 2:
City:
State:
Zip Code:
Phone:

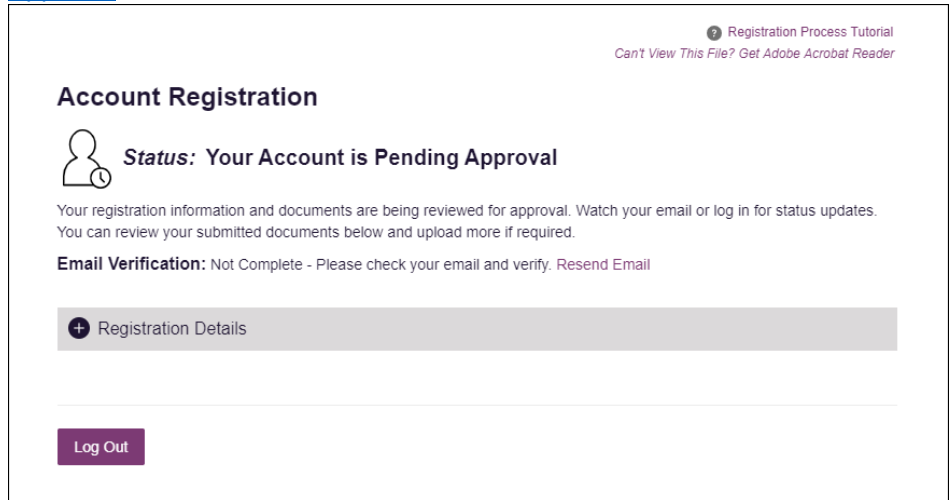
[Log out, Complete Later](#) [Submit & Continue](#)

9. Review your information to ensure it is correct before submitting your registration.
 - If you need to change your user role, click **Change**, located at the top of the page next to the role you selected. *Note that changing your user role will cause you to lose any information you entered previously on the registration form.*
 - If you need to edit your personal information, click **Edit** next to the **Personal Information** section header.
10. If all information is correct, click **Submit & Continue**.

Once you have submitted your registration, you will be notified of your account status ([Access Granted](#) or [Pending Approval](#)) and instructed to [verify your email address](#).

- **Access Granted:** Certain user roles will be immediately granted access to the application provided their personal DEA numbers and professional license numbers entered are valid and found within the registry. If you are approved, you will be presented with the End User License Agreement that you must review and accept.

- **Pending Approval:** If your account requires manual approval to complete your registration, your registration status will be “Pending Approval.” You may click the plus sign (+) next to **Registration Details** to view the information you submitted. *Note that your information may not be edited at this time.* Refer to [Account Approval](#) for more information.



- If your application was denied, check your email for notification. Details will be included. **(You will still receive an email verification message, regardless of application status.)**

3 Document Information

3.1 Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

3.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0	03/07/2019	N/A	N/A; initial publication
1.1	07/19/2021	N/A	Updated Registration Quick Tip Reference Guide to be ADA compliant and specific to newly enabled enhanced registration workflow.