

Quick Reference Guide – How to Register with AL PMP AWARxE

Registration Overview

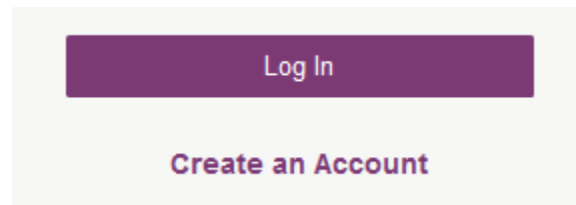
PMP AWARxE requires that every individual register as a separate user, using their email address as their username within the system.

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 AWARxE after completing the registration screens.

Registration Process

1. To request a new account in PMP AWARxE, the user must first access the login screen for the application. The login screen is located at <https://alabama.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 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.
 - a. If you receive an “email is invalid” error, please reach out to the Help Desk in the [Technical Assistance](#) section of this document.
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 are a licensed Nurse Practitioner, Midwife, or Physician Assistant with no DEA number, please register under the Prescriber Delegate – Licensed role. If you are in the process of registering and have selected the wrong role, you may hit your browser’s back button to re-select the appropriate role.
 - b. **Limited License Prescribers:** If you have your own DEA number, please select the Medical Resident with Prescriptive Authority role. If you do not have your own DEA number and use an entity DEA, please select the Medical Resident role. You will be required to enter a suffix.
 - c. 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_xE. The role definitions may be different than those previously used in a prior PDMP.

Registration Process

Select your User Roles

-  **Healthcare Professional**
-  **Law Enforcement**
-  **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
- Veterinarian
- Medical Resident with Prescriptive Authority
- Prescriber Delegate - Unlicensed
- Prescriber Delegate - Licensed

+ Law Enforcement

+ 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, 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

Registration Process Tutorial



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All fields with an asterisk (*) are required.

Personal

DEA Number(s) *

 + Add

DEA Numbers Added

National Provider ID *

 AutoFill Form

Professional License Number *

License Type *

Controlled Substance ID *

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 *

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 of the status of their account:
 - a. **Access Granted:** Certain user roles will be will be immediately granted access to the application provided their personal DEA numbers and Professional License Numbers as entered are valid and found within the registry. Users will land on the [Dashboard](#) and can immediately access the application.
 - b. **Pending Approval:** Your account is awaiting manual approval by an administrator. You will receive an email notification to your registered email once your account is acted upon by an administrator.



Your Account is Pending Approval

Welcome

[Registration Process Tutorial](#) [Get Adobe Acrobat Reader](#)

Based on the User Roles you've chosen, you may be required to submit additional documentation. You will receive an email with instructions and the necessary forms to be submitted. Once all validation documents are met, your registration will be reviewed for approval. Watch your email or log in for status updates.

Your User Roles

Healthcare Professional	Validation Documents Required
Physician (MD, DO)	None Required

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. *Nurse Practitioner/Clinical Nurse Specialist, Physician Assistant, Midwife with Prescriptive Authority, Prescriber Delegate – Unlicensed or Pharmacist Delegate – Unlicensed*) and enter any required information on the demographics screen.

If you are a licensed Nurse Practitioner, Midwife, or Physician Assistant with no DEA number, please register under the Prescriber Delegate – Licensed role. If you are in the process of registering and have selected the wrong role, you may hit your browser's back button to re-select the appropriate role.

The final section of the demographics screen requires the delegate to enter their supervisor's registered email address. **The supervisor must already have a registered account with the PMP AWAR_xE.** 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.

Delegate

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

Email

Add

Email Verification

1. After the user submits their registration, PMP AWAR_xE 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.
 - b. If you are not able to receive HTML formatted emails/emails with hyperlinks and it is impeding your account approval, please contact the Help Desk with the contact information located in the [Technical Assistance](#) section of this document.
 - c. If you registered with the wrong email address, please login to the account and navigate to Menu > User Profile (under the My Profile Section) to update your email address. For further instructions see the [My Profile](#) section of this document.
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://alabama.pmpaware.net/> and clicking the Reset Password link, or by navigating to: https://alabama.pmpaware.net/identity/forgot_password