This tutorial walks you through how to register for access to PMP AWARxE.

Learn

- How to create an account
- About role selection and the Registration Form
- How delegate registration and approval works

To register visit: missouri.pmpaware.net

Technical support is available 24 hours a day, 7 days a week by calling AWARxE/Appriss at 1-844-947-8526.
For program related questions, contact the St. Louis County PDMP at PDMP.DPH@stlouisco.com or 314-615-0522.
How to create an account

1. Select Create an Account from the main login screen. Figure 2.1

2. You will be prompted to enter an email address and create a password. Figure 2.2
   - The email address you enter will be used as your login ID and as the primary email address for your account.
   - Password requires a minimum of 8 characters and must include one uppercase, one lowercase, and one symbol.

Click Save and Continue to create your account credentials and move on to the Role Selection screen.
About Role Selection & the Registration Form

Select your role from a predefined, categorized list. There are three primary categories:

- Healthcare Professionals **Full access**
- Law Enforcement **Restricted/Limited access**
- Other **Restricted/Limited access**

1. Click the Category Name to expand it and see the roles.
2. Select only one role and then click **Save and Continue**.

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The Registration Form: Personal & Employer Information

Enter your Personal and Employer information. Required fields vary depending on user role.

• Red asterisks indicate required fields.
• Healthcare Specialty is the official Healthcare Taxonomy Code description.
• You can add multiple DEA numbers, if necessary.

AutoFill Buttons

You can populate the form with information from the NPI number you entered by clicking the AutoFill Form button.

When you complete all required fields on the Registration Form, click Submit Your Registration.
Delegate Registration

If you choose a delegate role, you will only have access to make patient requests on behalf of the supervisory prescriber or dispenser who authorizes you to request reports on their behalf.

You will have an additional Delegate section on the Registration Form.

IMPORTANT: Your supervisor must be registered and approved before you can register as their delegate. If you select a delegate role, you must specify the supervisor for whom you make requests. In the Delegate section, add each supervisor by the email address each used to register. Then click, Submit Your Registration to continue.
Email Verification

When you arrive at the Registration Form, you will see a green banner message that says, “A link to verify your email address has been sent.”

Go to your email account. Open the welcome email from your PMP and click the link that says, “Verify your email.” It should open the login screen and show a message that says, “Your email has been verified.” That completes email verification. You can go back to your Registration Form and finish registering.
Check for Validation Requirements

**Account Status** - appears in the upper right corner

- Not Complete: Means further documentation is required. Check the validation requirements in ‘Your User Roles’ section. Information on required documentation will be provided.

**Validation Requirements**

Each user must upload validation documentation as part of the registration process. Validation documentation requirements vary by role type.

Validation documentation can also be emailed (PDMP.DPH@stlouisco.com) or faxed (314-615-0507) to be uploaded to your account.

These requirements are displayed under ‘Your User Roles’ including instructions. You will also receive an email with instructions.

“Fill out the required form and upload it” is a standard message within the system. You must upload the appropriate validation documentation as outlined in the ‘Validation Documents Required’ file; there is no form to fill out.
How Delegate Approval Works

Supervisory providers must approve a delegate before the St. Louis County PDMP will approve the delegate's account.

Supervisory Providers
To approve a delegate's access:

• Log into the PDMP,
• Delegates and their status are listed under 'Delegates' on the provider dashboard.
• Click the delegate's name to approve (or reject) their request.

Delegates are always displayed in the 'Delegates' section of the provider dashboard. Supervisory providers can update a delegate's access at any time by clicking on the delegate's name.

Delegate Users
When you log in, your delegate status appears on the dashboard under 'Supervisors.' Your status will be "pending" until your supervisor approves your access. Your delegate status will be "approved" once your supervisor has approved your access. Upon account approval, changes to supervisory providers can be made by clicking your name in the top right corner and selecting 'My Profile.'

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Registration Complete - Pending Approval

Once all documentation requirements are met, the account status will change to a ‘Pending Approval’ status until the St. Louis County PDMP approves the account. Upon account approval, you will receive an email stating that your account is active. At that time, use your email and password created during this process to log in and begin using PMP AWARxE.

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