



# User Registration Tutorial



# User Registration Tutorial – 1 of 13

## Register for Access to PMP AWARxE

In this tutorial, you will learn:

- How to create an account
- About role selection and the registration form
- About auto approval vs. admin approval
- How delegate supervisor approval works

To begin creating an account, click **Create an account** from the **Log In** page.

*Please note: Individual PMP requirements may vary.*

Log In

MAPS  
Support: 844-364-4767

**Log In**

Email





Password


[Reset Password](#)

**Log In**

[Create an Account](#)

[Need Help?](#)

Browsers Supported     (11+)

Powered By  
 **Bamboo Health**  
PMP AWARxE®

**PMP AWARXE - MAPS**  
Michigan Automated Prescription System  
BPL-MAPS@Michigan.gov  
Lansing, MI  
517-241-0166

©2023 Bamboo Health. All Rights Reserved. [Privacy Policy](#)

# User Registration Tutorial – 2 of 13

## Create Your Account Credentials

1. Enter your email address in the **Email** field, then re-enter it in the **Confirm Email** field.
  - The email address you enter will be used as your login ID and as the primary email address for your account.
2. Create a password in the **Password** field, then re-enter it in the **Confirm Password** field.
  - Passwords require a minimum of 8 characters and must include one uppercase letter, one lowercase letter, and one symbol.
3. Click **Continue** to create your account credentials.

Registration Process Tutorial  
*Can't View This File? 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	Confirm Email
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="text"/>	<input type="text"/>

**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?](#)

# User Registration Tutorial – 3 of 13

## Select Your User Role Category

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

- Healthcare Professionals
- Law Enforcement
- Other


- Click the **Category Name** to expand the category and view the roles in that category.
- Click to select your role, then 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 PMP AWARxE URL, then enter the username and password you established in the previous steps.


Registration Process Tutorial  
[Can't View This File? Get Adobe Acrobat Reader](#)

### Account Registration


Tell us about your role



Healthcare Professional  
or Delegate



Law Enforcement



Other Professional

Select a specific role from below

# User Registration Tutorial – 4 of 13

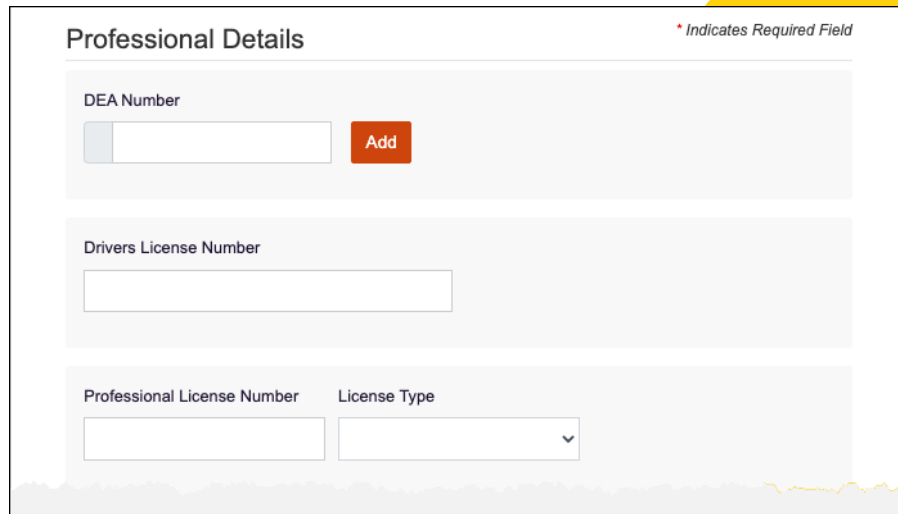
## Complete the Registration Form: Professional Details

Enter your Professional Details. The fields displayed and the required fields vary depending on the role you chose and your PMP's settings.

- ⚙️ Red asterisks (\*) indicate required fields.
- ⚙️ You can add multiple DEA and NPI numbers, if necessary.
- ⚙️ **Healthcare Specialty** is the official Healthcare Taxonomy Code description. (This may not appear for all PMPs.)

### AutoFill Buttons

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



The screenshot shows a form titled "Professional Details" with a red asterisk icon and the text "\* Indicates Required Field" in the top right corner. The form is divided into three sections:

- DEA Number:** A text input field with a small grey button to its left and a red "Add" button to its right.
- Drivers License Number:** A single text input field.
- Professional License Number:** A text input field.
- License Type:** A dropdown menu with a downward arrow.

# User Registration Tutorial – 5 of 13

## Complete the Registration Form: Personal Information

Enter your Personal Information. The fields displayed and the required fields vary depending on the role you chose and your state's settings.

- ⚙️ Red asterisks (\*) indicate required fields.
- ⚙️ If your state utilizes the mobile phone password reset functionality, you must have a mobile phone number on file in the system to reset your password via mobile phone. Otherwise, you can reset your password via email.

### Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth *	Last 4 digits of SSN
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="_____"/>

Primary Contact Phone
<input type="text" value="(###) ###-####"/>

# User Registration Tutorial – 6 of 13

## Complete the Registration Form: Employer Information

Enter your Employer Information. **The fields displayed and the required fields vary depending on the role you chose and your PMP's settings.**

- ⚙️ Red asterisks (\*) indicate required fields.
- ⚙️ You can add multiple employer DEA and NPI numbers, if necessary.

If you do not select a delegate role, click **Continue**. You may skip the next slide and continue to Slide 8.

If you selected a delegate role, you must complete the Delegate section of the registration form, as described on the next slide.

**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 PMP AWARxE URL, then enter the username and password you established in the previous steps.

### Employer Information

Employer DEA Number(s)

Employer National Provider ID(s)

Employer NCPDP/NABP Number(s)

Agency  Agency Head

Employer Name

Primary Work Location

Address  Address Line 2

City  State  Zip Code

Phone  Fax

# User Registration Tutorial – 7 of 13

## Delegate Registration

If you selected a delegate role, an additional Delegate section will appear on the registration form.

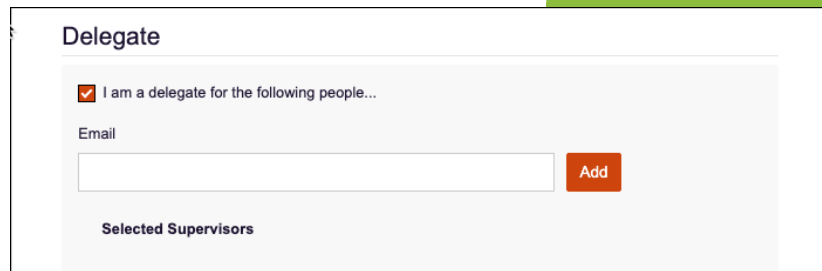
In this section, you must specify the supervisor(s) on whose behalf you will be performing patient requests. Enter the email address your supervisor used to register for PMP AWARxE in the **Email** field, then click **Add**.

**IMPORTANT:** *Your supervisor must be registered and approved before you can register as their delegate.*

If you chose a delegate role, you will only have access to make patient requests on behalf of your supervisor.

Once you have finished entering supervisors, 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 PMP AWARxE URL, then enter the username and password you established in the previous steps.*



The screenshot shows a form titled "Delegate" with a light gray background. At the top, there is a checked checkbox labeled "I am a delegate for the following people...". Below this is an "Email" label followed by a white input field and an orange "Add" button. At the bottom of the form, there is a label "Selected Supervisors" above a list area.



# User Registration Tutorial – 8 of 13

## Review Your Profile Details

1. Review your information to ensure it is accurate before submitting your registration.
  - a) If you need to change your user role, click **Change**, located at the top of the page, next to the role you selected. **Note:** *changing your user role will cause you to lose any information you entered on the registration form.*
  - b) If you need to edit your personal information, click **Edit**, next to the **Personal Information** section header.
2. If all information is correct, click **Submit & 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 PMP AWAxR URL, then enter the username and password you established in the previous steps.*

Registration Process Tutorial  
Can't View This File? Get Adobe Acrobat Reader

[Back](#)

### Account Registration

#### Review Profile Details

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

Role category: **Healthcare Professional**  
Role: **Pharmacy Technician** | [Change](#)

DEA Number(s):  
Driver's License Number:  
Professional License Number: License Type:  
Controlled Substance ID:  
Badge Number:  
Position, Title or Rank:  
Board of Registration/Cert Number:  
Individual Access Code:  
Healthcare Specialty:

**Personal Information** [Edit](#)

First Name: Pharmacy  
Middle Name:  
Last Name: Technician  
Date of Birth: 01/01/1980  
Last 4 digits of SSN:  
Primary Contact Phone: (816) 555-5555  
Employer DEA Number(s):  
Employer National Provider ID(s):  
Employer NCPDP/NABP Number(s):  
Agency:  
Agency Head:  
Employer Name:  
Primary Work Location:  
Address:  
Address Line 2:  
City:  
State:  
Zip Code:  
Phone:  
Fax:

**Delegate** [Edit](#)

I am delegate for:

**Rx Management** [Edit](#)

I am responsible for correcting/maintaining prescription information of the employers selected below for submission to the PMP:

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

# User Registration Tutorial – 9 of 13

## About Auto-Approval

Certain roles do not have to wait for administrator review and approval if they meet specific validation requirements.

If you provide the requested licensing for your role, and it is set up for auto-approval on verification of that licensing, you will be granted instant access upon validation.

*Note: You must validate your email address indicated on Slide 12 before you have full access to PMP AWARxE.*

## About Delegates

If you are a delegate who passes auto-approval, you will gain access to the system. However, you will not be able to request reports until your supervisor approves you.

*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 PMP AWARxE URL, then enter the username and password you established in the previous steps.*

Home > Dashboard

STATE DEPARTMENT OF HEALTH  
Powered by AwarxE

### My Dashboard

- + Patient Alerts
- + Recent Requests
- Supervisors

SUPERVISORS		
Supervisor Email	Status	Request Date
user@example.com	pending	09/13/2017

### PMP Announcements

**NEW** Testing 09/11/2017  
test

[View all Announcements](#)

### Quick Links

# User Registration Tutorial – 10 of 13

## About Manual Admin Approval: “Pending” Status

If your registration requires admin approval, you will be directed to a screen that displays a *Pending Approval* account status.

- If your role requires validation documentation, you will see the screen shown on the following slide. Continue to Slide 11 if your account requires validation documents.

**You will receive a confirmation email when the admin approves your account.**

Log in using the email address and password you created during registration.

**Note:** You must validate your email address as indicated on Slide 12 before you have full access to PMP AWARxE.

### Account Registration



**Status: Your Account is Pending Approval**

Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates. You can review your submitted documents below and upload more if required.

**Email Verification:** Not Complete - Please check your email and verify. [Resend Email](#)

+ Registration Details

Log Out

Registration Process Tutorial  
Can't View This File? Get Adobe Acrobat Reader

# User Registration Tutorial – 11 of 13

## About Manual Admin Approval: Additional Documents Needed

If your registration requires admin approval AND requires you to upload validation documents, you will be directed to a screen indicating that additional documents are required.

The required documents are listed on this screen under **Required Documents**. Your account status will be displayed as *Not Complete* until you submit the required documents.

Click **Submit Documents** to upload the required documents.

You will receive a confirmation email when the admin approves your account.

Login using the email address and password you created during registration.

**Note:** You must validate your email address as indicated on Slide 12 before you have full access to PMP AWARxE.

Registration Process Tutorial  
Can't View This File? Get Adobe Acrobat Reader

### Account Registration

**!** **Status: Registration Not Complete - Additional Documents Needed**

Based on the user role you've chosen, you are required to submit additional documentation. Please review the required document(s) below and upload them for review. You can complete this section now or at a later time by logging back into your account.

Once all required validation documents are received, your registration will be reviewed for approval.

#### Required Documents

Download the required documents if needed and upload below

Required Documents	Uploaded File
Notarized Document	No file uploaded
	<input type="button" value="Choose File"/> [Max File Size: 10MB]

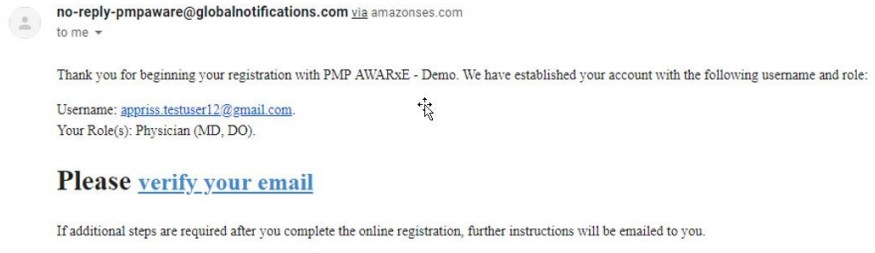
# User Registration Tutorial – 12 of 13

## Verify Your Email Address

Once you have submitted your registration, PMP AWARe sends an email to the supplied email address for verification of an active email account.

When you receive the verification email from PMP AWARe, it will contain a link to verify your email address. Click the **verify your email** link contained within the email.

Once you click the link, you will be redirected to PMP AWARe at which time a message will be displayed indicating your email address has been validated.



no-reply-pmpaware@globalnotifications.com via amazonses.com  
to me ▾

Thank you for beginning your registration with PMP AWARe - Demo. We have established your account with the following username and role:

Username: [apgriss.testuser12@gmail.com](mailto:apgriss.testuser12@gmail.com)

Your Role(s): Physician (MD, DO).

**Please [verify your email](#)**

If additional steps are required after you complete the online registration, further instructions will be emailed to you.

# User Registration Tutorial – 13 of 13

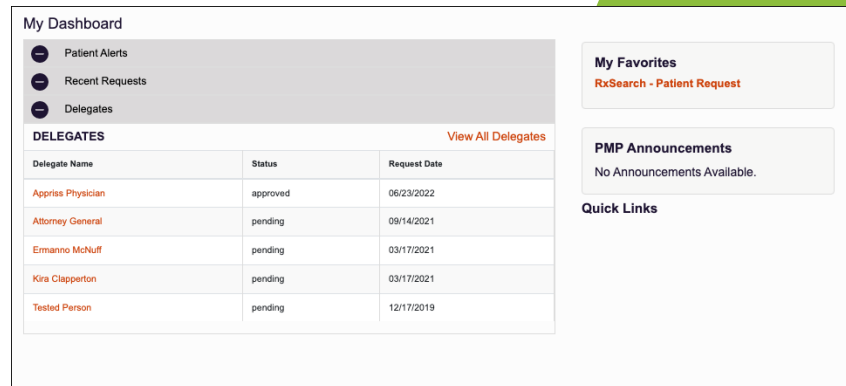
## How Delegate Supervisor Approval Works

If you are a delegate and your account is auto-approved, you will be able to login to your account. However, your supervisor must approve you as their delegate before you can run reports on their behalf.

When you login, your delegate status appears on the dashboard under **Supervisors**. If your supervisor has already approved you, the status will display as *Approved*.

If your status is not displaying as *Approved*, your supervisor's name will appear in the supervisor drop-down menu on the **Patient Request** page.

After your supervisor logs in to their account and approves you, you will see the change on your dashboard, and your supervisor's name will be a selection in the supervisor drop-down menu on the **Patient Request** page.



The screenshot shows a 'My Dashboard' interface. On the left, there is a sidebar with three menu items: 'Patient Alerts', 'Recent Requests', and 'Delegates'. The 'Delegates' section is expanded, showing a table of delegates. To the right of the table is a link 'View All Delegates'. On the far right, there are three panels: 'My Favorites' with a link 'RxSearch - Patient Request', 'PMP Announcements' with the text 'No Announcements Available.', and 'Quick Links'.

Delegate Name	Status	Request Date
Apprius Physician	approved	06/23/2022
Attorney General	pending	09/14/2021
Ermanno McNuff	pending	03/17/2021
Kira Clapperton	pending	03/17/2021
Tested Person	pending	12/17/2019



**Thanks For Joining Us**

