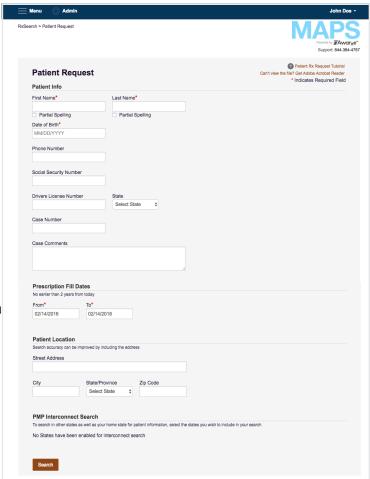# Quick Reference Guide – Making a Patient Request in PMP AWARxE
Admin Approval Required

1. Login to MAPS(https://michigan.pmpaware.net/login). If a password reset is needed, use the "Reset Password" link.

2. Once you're logged in, navigate to the **Patient Request** page in the **RxSearch** section of the navigation menu.

3. Enter required search criteria.

4. Click **Search** at the bottom of the screen to submit your request.

5. You will receive a message letting you know that your request has been sent to the PMP administrator for approval.

6.Once the PMP administrator reviews your request, a notification will be sent via email. If your request was approved, you may then log into MAPS and review your request by navigating to the **Requests History** page under Rx Search.

7. You may print data by clicking on the PDF button or convert the data to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.

Search Tips:

• **Prescription Fill Dates** - The maximum time period for your search is 2 years. If the prescription fill dates are not changed, the time period will default to 2 years.

• In addition to the required fields, include as many details as possible (such as city, state, and/or zip code). This will help to improve the likelihood of finding a specific patient.