

Log In



## Log In

Email

Password

[Reset Password](#)

Log In

[Create an Account](#)

[Need Help?](#)

Browsers Supported     (8+)

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

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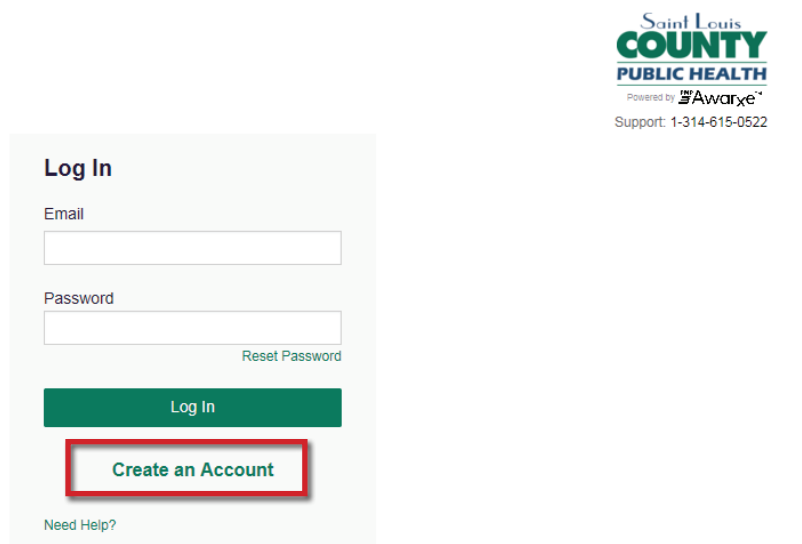
**St. Louis County PDMP**  
Saint Louis County Department of Public Health  
6121 N. Hanley Rd.  
Berkeley, MO 63134  
**1-314-615-0522**



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To register visit:

**[missouri.pmpaware.net](https://missouri.pmpaware.net)**

Figure 2.1



  
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**Log In**

Email

Password  
 [Reset Password](#)

[Log In](#)

**Create an Account**

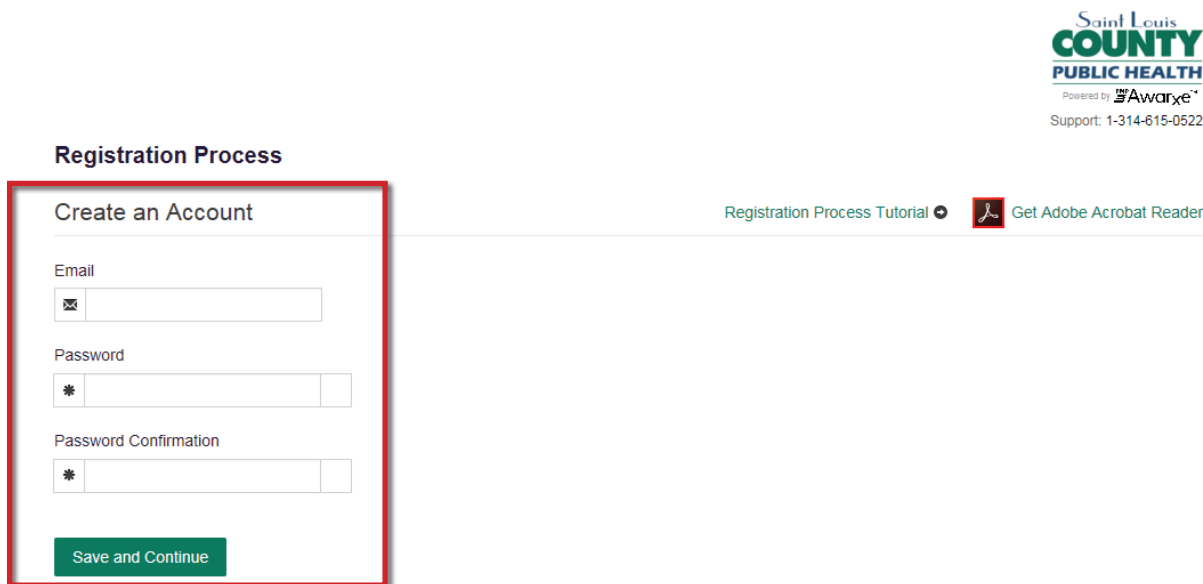
[Need Help?](#)



## 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.

Figure 2.2



  
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**Registration Process**

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

**Create an Account**

Email

Password

Password Confirmation

[Save and Continue](#)

## Registration Process

Select your User Roles

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### ● Healthcare Professional

- Physician Assistant
- Podiatrist (DPM)
- Optometrist
- Pharmacist
- Medical Resident
- Pharmacist's Delegate - Licensed
- Pharmacist's Delegate - Unlicensed
- Prescriber Delegate - Licensed
- Prescriber Delegate - Unlicensed
- Nurse Practitioner / Clinical Nurse Specialist
- Dentist
- Midwife with Prescriptive Authority
- Physician (MD, DO)

### ● Law Enforcement

- ATF
- FBI
- FDA
- Multijurisdictional Task Force
- Corrections
- DEA
- US Attorney
- Drug Court
- Probation
- Local
- Medicaid Fraud Units
- Military Police
- OIG
- Parole
- State Attorney General
- HHS
- Homeland Security
- State Criminal Justice Department
- State Drug Control Agent
- State Police
- State Prosecutor (District or Commonwealth Attorney)
- VA Investigator

### ● Other

- Licensing Board Investigator
- Board of Pharmacy Investigator
- Board of Optometry Investigator
- State Medicaid Program
- Board of Nursing Investigator
- Board of Podiatry Investigator
- Board of Medicine Investigator
- Board of Dentistry Investigator

Save and Continue

## 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*.

## Registration Process

### Create an Account

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All fields with an asterisk (\*) are required.

#### Personal

DEA Number(s) \*

DEA Numbers Added

National Provider ID \*

Professional License Number \*

License Type

First Name \*

Middle Name

Last Name \*

Date of Birth \*

Add a Healthcare Specialty \*

[Browse All](#)

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

★ Designates Primary Specialty

Primary Contact Phone \*

#### Employer

DEA Number(s)

Name \*

## 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*.

## Employer

DEA Number(s)

DEA Numbers Added

National Provider ID

National Provider IDs Added

Name \*

Address \*

Address Line 2

City \*

State \*

 ▼

Zip Code \*

Phone \*

Fax

## Delegate

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

Email

## 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.

Menu
Provider Name ▾

Home > Dashboard





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 **Success**
DISMISS

A link to verify your email address has been sent.

Your Registration is Not Complete

## Welcome

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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	Documentation Received
Physician (MD, DO)	<a href="#">licensed_healthcare_letter.pdf</a>	Fill out the required form and upload it

### Upload validation documents

#### Physician (MD, DO)


+ Add File...


## 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.

Menu
Provider Name ▾

Home > Dashboard





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 **Success**
DISMISS

A link to verify your email address has been sent.

Your Registration is Not Complete

### Welcome

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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	Documentation Received
Physician (MD, DO)	<a href="#">licensed_healthcare_letter.pdf</a>	Fill out the required form and upload it

Upload validation documents

**Physician (MD, DO)**


+ Add File...

## 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.**

Menu
Provider Name ▾

Home > Dashboard

  
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### My Dashboard

⊖ Patient Alerts

**PATIENT ALERTS**

No patient alerts received.

⊖ Recent Requests

**RECENT REQUESTS**

No Requests found. [View Requests History](#)

⊖ Delegates

**DELEGATES**

Delegate Name	Status	Request Date
Delegate Test	pending	12/18/2017

**My Favorites**

[RxSearch - Patient Request](#)

**PMP Announcements**

NEW Upcoming MAT waiver training Monday, December 4th 11/14/2017

The American College of Obstetricians and Gynecologists and the American Society of Addiction Medicine are hosting a women's he... [more](#)

NEW Pharmacist naloxone dispensing webinar 10/26/2017

The Pharmacist Naloxone Dispensing webinar linked below is an excellent resource for learning about naloxone legislative update... [more](#)

NEW UPDATE- St. Louis County PDMP 07/21/2017

## 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.'




Menu
Provider Name ▾

Home > Dashboard



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**Your Account is Pending Approval**

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### Welcome


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	Documentation Received
Physician (MD, DO)	licensed_healthcare_letter.pdf	Documents Uploaded (Complete)

### Upload validation documents

**Physician (MD, DO)**


**Documentation.pdf** 1.75 MB  
Uploaded 10 seconds ago
Delete


+ Add File...

## 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.