

Log In

Email

Password

[Forgot Password](#)

Login

[Create an Account](#)

Understand the hierarchy of roles for a Law Enforcement Agency in PMP AWARx E and how to Register for an account.

Learn to

- Create an Account
- Understand Role Hierarchy
 - PMP/OBN State Administrator
 - Agency Head/Chief
 - Agency Admin
 - General Users (LE)
- Complete the Registration Process
- Check Registration Status
- Review/Approve Registrations
(for Agency Head/Chief & Agency Admins only)
- Approval of your Account
- Access Insight Reports



Help

PMP AWARE

Log In

Email

Password

[Forgot Password](#)

Login

Create an Account

Registration Process

[Registration Process Tutorial](#)

Create an Account

Email

Password

Password Confirmation

Save & Continue



Create an Account

To begin the process, click **Create an Account** from the Log In screen.

Provide an email address that is unique to you. This email and password will become your account login credentials.

This email address will be the primary communication point for system notifications and reminders.

Password Requirements

- Must be at least 8 characters
- Must include 1 uppercase letter, 1 lowercase letter, and 1 symbol



PMP AWARE

Hierarchy of Roles

PMP Admin (OBN State Admin)

*Approves Agency Heads/Chiefs
 Uploads Agency Information into AWARE
 Controls Role configurations
 Registration Settings*

Agency Head/Chief

*1 Per Agency
 Approves Agency Admins
 Views Activity of
 Agency Admins
 General Users
 Access Insight Reports*

Agency Admin (optional)

*0, 1 or more Per Agency
 Approves General Users
 Views Activity of
 General Users
 Access Insight Reports*

General Users (Officers)

Access Insight Reports

Understand Role Hierarchy

PMP Administrator (OBN State Admin)

- Highest Level Administrator
- Reviews/approves Agency Head/Chief
- Uploads/maintains Agency Lists
- Configures of roles & manages registration settings

Agency Head/Chief

- Reviews/approves Agency Admins
- Can also approve general users

Agency Admins

- Reviews/approves General Users

General Users (LE)

- No approval rights



Registration Process

[Registration Process Tutorial](#)

Select your User Roles

▶ Healthcare Professional

▼ Agency Administration

- Agency Head/Chief
- Agency Admin

▼ Law Enforcement

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

▶ Other

Save and Continue

Understand Role Hierarchy

Agency Head/Chief

If you are in an administrative role, such as Chief of Police or someone who will review/manage user accounts, i.e., your agency's administrator, select your role from the **Agency Administration** section.

Requirements for **Agency Head/Chief**:

- You may be required to submit documentation for validation after submitting your registration. If documentation is required to complete your registration, you will receive an email with instructions.
- Your role will be reviewed/approved by the **State PMP Administrator** and must be set up before others from your agency can begin registering.
- Once your account is approved, you'll want to check for accounts waiting for your review/approval.

See Review/Approve Registrations



Registration Process

[Registration Process Tutorial](#)

Select your User Roles

▶ Healthcare Professional

▼ Agency Administration

- Agency Head/Chief
- Agency Admin

▼ Law Enforcement

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

▶ Other

Save and Continue

Understand Role Hierarchy

Agency Admins

If you are someone who will review/ manage user accounts, i.e., your agency's administrator, select your role from the **Agency Administration** section.

Requirements for **Agency Admins**:

- You may be required to submit documentation for validation after submitting your registration. If documentation is required to complete your registration, you will receive an email with instructions.
- Your role will be reviewed/approved by your **Agency Head/Chief**.
- Once your account is approved, you'll want to check for accounts waiting for your review/approval.
 See Review/Approve Registrations



Registration Process

[Registration Process Tutorial](#)

Select your User Roles

▶ **Healthcare Professional**

▼ **Agency Administration**

- Agency Head/Chief
- Agency Admin

▼ **Law Enforcement**

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

▶ **Other**

Save and Continue

Understand Role Hierarchy

General Users

For all other members of the Law Enforcement agency, select your role from the **Law Enforcement** section.

Requirements for **General Users (Law Enforcement Roles)**:

- All Law Enforcement roles will be reviewed/approved by your **Agency Admins** or **Agency Head/Chief**.
- Once your account is approved, you will have full access to run Insight Reports.



Registration Process

[Registration Process Tutorial](#)

Select your User Roles

▶ **Healthcare Professional**

▼ **Agency Administration**

- Agency Head/Chief
- Agency Admin

▼ **Law Enforcement**

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

▶ **Other**

Save and Continue

Regardless of the role you've chosen, click **Save & Continue** to proceed with the registration process.

Verify your Email

A verification link will be sent to your email address.

Click the link contained in the email to **confirm your email address** so the administrator reviewing your account is not delayed in approving it.



Registration Process

[Registration Process Tutorial](#)

Create an Account

Personal

Drivers License Number *

Badge Number *

First Name *

Middle Name

Last Name *

Date of Birth *

Employer

Agency *

Agency Head *

Address *

City *

State *

ZIP *

Phone *

Submit Your Registration

Complete the Registration Process

For all roles, registration requires certain personal and employer information.

- Required fields are indicated by a Red Asterisk
- This information may vary depending on the requirements of your state's PMP and based on the role you've chosen.
- Under Employer information, select your Agency's name from the drop-down. Selecting your agency from the list will prepopulate most of the fields below it.
- Fill in any required fields left blank.

Once all information is entered, click **Submit Your Registration.**



Welcome

Your account is Pending Approval

[View our Registration Process Tutorial](#)

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 requirements are met, your registration will be reviewed for approval. Watch your email or log in for status updates.

Your User Roles

Law Enforcement	Validation Documents Required	Documentation Received
Local	None Required	

Welcome

Your Registration is Not Complete

[View our Registration Process Tutorial](#)


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 requirements are met, your registration will be reviewed for approval. Watch your email or log in for status updates.

Your User Roles

Agency Administration	Validation Documents Required	Documentation Received
Agency Head/Chief	Sample_Validation_Form.PDF	Fill out the required form and upload it

Upload validation documents

Agency Head/Chief



Check Registration Status

Once submitted, you'll get a welcome screen that displays one of two statuses in the upper right corner:

Your account is Pending Approval

This status means your registration is complete and waiting for review. You'll be notified via email when your account is approved.

Your Registration is Not Complete

This status means your role requires additional documentation before it can be reviewed.

You'll see downloadable links to the required forms as well as a place to upload them once you've completed them. An instructional email is also sent.

When you upload the required forms, your status will change to Pending Approval.



Home Insight **Admin** User Profile Help PMP AWARE^x

Admin User Administration **Registration** Users

Q Find

First	Last	Birthday	Role	Identifier	Email	Validation	Delegate	Registration D
April	Parson	09/30/1970	Agency Admin	✓	✓	...	✗	06/22/2016
Jessica	Wells	02/02/1900	Local	✓	✗	...	✗	06/22/2016

April Parson Agency Admin

Phone (502) 815-0000

Email ✓ aparson.officer@lmpd.com

Address 123 Some Street Somewhere Road
Louisville, KY 40223

Birthday 09/30/1970

✎ Edit Demographics...

Validation ...

Manage...

Delegate ✗

Badge ✓

12333

Drivers license ✓

0001112223

0 Supervisors

0 Delegates

✗ Reject... ✓ **Approve**

Review/Approve Registrations

(for Agency Head/Chief & Agency Admins only)

Agency Head/Chief and Agency Admins, once approved, will want to log in to review and approve Registrations:

- Navigate to: **Admin > User Administration > Registration**
- Only Registrations pending approval are listed on this screen.
- In this example, an Agency Head has logged in. April Parson has been selected from the list above, which populates the address card at the bottom of the screen.
- To approve the registration, click **'Approve'** in the bottom right. A confirmation message will appear across the bottom of the card, "This user was approved". April Parson will then be able to log in to her account.



Home Insight Admin User Profile Help PMP AWARE

Admin User Administration Registration **Users**

Q Find

First	Last	Birthday	Role	Identifier	Email	Validation	Delegate	Registration D
April	Parson	09/30/1970	Agency Admin	✓	✓	...	✗	06/22/2016
Jessica	Wells	02/02/1900	Local	✓	✗	...	✗	06/22/2016

April Parson Agency Admin

Phone (502) 815-0000

Email ✓ **aparson.officer@lmpd.com**

Address 123 Some Street Somewhere Road
Louisville, KY 40223

Birthday 09/30/1970

Validation ...
 Manage...
 Delegate ✗
 Badge ✓
 12333
 Drivers license ✓
 0001112223

0 Supervisors
0 Delegates

Edit Demographics... ✗ Reject... ✓ Approve

Review/Approve Registrations continued

(for Agency Head/Chief & Agency Admins only)

- A checkmark next to the Email address in April Parson's card signifies that she successfully verified her email address during the registration process.
- A red 'X' next to the email address would signify that the registrant has not yet opened the verification email to confirm the email address. If you click Approve, the system will alert you that this email address is "Unverified" but will allow you to continue with the approval process.
- If the registrant is not an authorized user, you can click 'Reject'. This will open a dialog box requesting a rejection reason.
- In either case, once a decision has been acted on the registrations is updated and moved to the **Users** Tab under User Administration.



PMP AWAREx E Reports

Report Name	Description
Prescriber Activity Request	Displays a summary of prescriptions prescribed by specified DEA number and the corresponding patient and pharmacy information.
Dispenser Activity Request	Displays a summary of prescriptions dispensed by specified location and the corresponding patient and prescriber information.
Investigative Patient Request	Allows broader searches for a single or multiple patients by name, identification number, or address.

Approval of your Account

An administrator will review your account registration. When your account is approved, you will receive a confirmation email stating that your account is active.

At that time, when you log in using your email and password you will bypass the welcome screen and instead gain access to the Dashboard and full access to AWAREx E.

Access Insight Reports

Insight houses various reports to suit the needs of a broad ranger of users, from authorized law enforcement professionals to administrators. So access to each report is based on your role. Insight is accessible from the main navigation bar.

