



# Florida's Prescription Drug Monitoring Program

## LAW ENFORCEMENT and OTHER AGENCIES ADMINISTRATOR REGISTRATION

E-FORCSE® requires that every individual register as a separate user, using their email address as their username within the system. The Agency Administrator is required to review the “PMP AWARe Law Enforcement and Regulatory User Support Manual” and the “E-FORCSE® Information Security and Privacy Training Course ” and complete the “Authorized User Certification Form” prior to registration. The registration process is comprised of three screens: the account settings screen, the role selection screen, and the demographics screen. All three screens must be filled out before the user can submit their registration and upload validation documents.

### Registration Process

- 1 To request a new account in PMP AWARe, open an Internet browser window and navigate to <https://florida.pmpaware.net>.
- 2 Click the **Create Account** link. The next screen requires the user to enter a valid email address and select a password. The password must be entered a second time for validation. Note: the password must contain 10 characters, including 1 capital letter and 1 special character (such as !,@,#,\$). Click **Save and Continue**.
- 3 Click on the **+Agency Administration**. Click **Save and Continue**.
- 4 Enter the following personal information and employer information.  
**Note: Required fields are indicated with a red asterisk.**

*Personal Information:* Enter employee identification number or badge number, position, name, date of birth, and primary contact phone number.

*Employer Information:* Enter agency name, address, and phone number.

Once complete click **Submit Your Registration**.

- 5 To complete registration, the user must submit the “Agency User Agreement” and the “Agency Administrator Appointment Form” into the system. To upload these additional documents, the user logs into the PMP AWARe using the email address and password used to request an account. The user is presented with a file upload screen. The user clicks “add file” and selects the “Agency User Agreement” for upload. To add the second form, the user clicks “add file” and selects the “Agency Administrator Appointment Form.” No further action is needed to submit. The user will receive an email notifying them that an update has been made to their account. Once the validation documents are uploaded, no further action is needed.
- 5 Once your registration is approved, you will be notified via email.
- 7 **Registration is complete.** Agency administrators with designees will need to authorize their designee(s) access. Follow the detailed instructions in the **PMP AWARe Law Enforcement and Regulatory User Support Manual** located on your **Dashboard** to approve their account .

**Log In**

Email

Password  [Reset Password](#)

[Create an Account](#)

**Create an Account**

Email

Password

Password Confirmation

**Registration Process**

Select your User Roles

- Healthcare Professional
- Agency Administration
- Law Enforcement
- Other

For more information visit [www.e-forcse.com](http://www.e-forcse.com).

For technical assistance, please contact our Help Desk at (877) 719-3120.

