



Florida's Prescription Drug Monitoring Program

LAW ENFORCEMENT and OTHER AGENCY DESIGNEE REGISTRATION

E-FORCSE® requires that every individual register as a separate user, using their email address as their username within the system. A designee will not have access to E-FORCSE until the agency administrator affirmatively accepts responsibility for the designee and links the designee to the agency administrator's account. The designee is required to review the "PMP AWAxRE 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 successfully submit their registration for processing.

Registration Process

- 1 To request a new account in PMP AWAxRE, 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 **+Law Enforcement** and select the appropriate role. Click **Save and Continue**.
- 4 Enter the following personal information and employer information.
Note: Required fields are indicated with a red asterisk.

Law Enforcement

- DEA
- FBI
- Local
- HHS
- Medicaid Fraud Units
- Military Police
- State Police
- State Prosecutor (Dist)
- VA Investigator
- Other Federal Agency

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

Employer Information: Select agency name from drop down menu, enter address, and phone number.

Delegate (Designee) Information: All designees should enter the email of their agency administrator as their "Selected Supervisor".

Delegate

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

Email **Add**

Selected Supervisors

Once complete click **Submit Your Registration**.

- 5 To complete registration, the user must provide the completed "Authorized User Certification Form" to their agency administrator to maintain on file. No further action is needed by the user.
- 6 The agency administrator receives an email alerting them a delegate account is pending approval. The agency administrator approves or rejects the request.
- 7 Once your registration is approved by the State Administrator, you will be notified via email.
Registration is complete.

For more information visit www.e-forcse.com.

