

## Quick Reference Guide – How to Register with E-FORCSE®

### Registration Overview

E-FORCSE® requires that every individual register as a separate user, using their email address as their username within the system. A user can register as a delegate, a role which is designed to allow the user to generate reports on the behalf of another, current user. An example of a delegate role would be a nurse at a small doctor’s office. The nurse would act as a delegate to the physician to create Patient Rx reports for the patients that the physician would be helping that day. All queries run by the delegate will be attributed to the prescriber for whom they run the report.

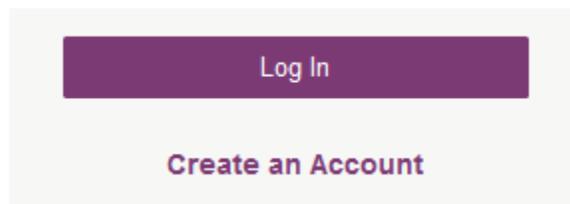
Please note that if you had an account with the previous system, you may already have an account in E-FORCSE®. Please attempt to access your account by following the [Reset Password](#) instructions located in this guide before attempting to create a new account. Please utilize the email address associated with your previous account.

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.

Requestor roles may also require the upload of a copy of a current government-issued photo ID, such as a Driver’s License or a Passport, or notarized validation documents. If required, this documentation must be submitted prior to the user account being approved. The user can submit digital copies through E-FORCSE® after completing the registration screens.

### Registration Process

1. To request a new account in E-FORCSE®, the user must first load the login screen for the application. The login screen is located at <https://florida.pmpaware.net>.
2. Once at the login screen, the user must click the “Create an Account” option to begin the process.



3. The next screen requires the user to enter their current, valid email address and select a password. The password must be entered a second time for validation.
  - a. The password must contain at least 10 characters, including 1 capital letter and 1 special character (such as !, @, #, \$)
  - b. A Registration process tutorial is located to the top right of the screen.

## Registration Process

### Create an Account

Registration Process Tutorial

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Email

Password

Password Confirmation

Save and Continue

4. After the email and desired password have been entered, the user must click the “Save and Continue” button.
5. The second step is the role selection screen. The user can expand the role categories to select the role that fits their profession.
  - a. If you do not see an applicable role for your profession, the State Administrator has not configured a role of that type and potentially may not allow users in that profession access to E-FORCSE®.

## Registration Process

### Select your User Roles

- + Healthcare Professional
- + Agency Administration
- + Law Enforcement
- + Other

Save and Continue

## Registration Process

Select your User Roles

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### Healthcare Professional

- Dentist
- Medical Resident
- Naturopathic Physician
- Nurse Practitioner / Clinical Nurse Specialist
- Optometrist
- Pharmacist
- Physician (MD, DO)
- Podiatrist (DPM)
- Physician Assistant
- Prescriber without DEA
- Pharmacist's Delegate - Unlicensed
- Pharmacist's Delegate - Licensed
- Prescriber Delegate - Unlicensed
- Prescriber Delegate - Licensed

### Agency Administration

### Law Enforcement

### Other

Save and Continue

6. After the role has been selected, the user must click the "Save and Continue" button.
7. The final screen is the demographics screen. Here the user must enter their name, date of birth, employer information, and other information as configured by the State Administrator.
  - a. Required fields are marked with a red asterisk.
  - b. Please enter all active DEA numbers, if applicable.

## Registration Process

Create an Account

Registration Process Tutorial



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

### Personal

DEA Number(s) \*

 [+ Add](#) **DEA Numbers Added**

National Provider ID \*

 [AutoFill Form](#)

Professional License Number \*

License Type \*

First Name \*

Middle Name

Last Name \*

Date of Birth \*

Last 4 digits of SSN \*

Add a Healthcare Specialty \*

[Browse All](#)

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

★ Designates Primary Specialty

Primary Contact Phone \*

### Employer

Name \*

Address \*

Address Line 2

City \*

State \*

Zip Code \*

Phone \*

Fax

Do you dispense prescription medication out of your office instead of sending a prescription to a pharmacy? \*

Yes  No

[Submit Your Registration](#)

8. After all information has been entered into the form, the user must click the “Submit Your Registration” button to complete the process. **Note:** If you are a delegate, please see the [Registering as a Delegate](#) section for an additional step in the registration process.
9. The user will then be taken to a landing page notifying them that their account is either pending approval, or incomplete and requires further action.
  - a. **Access Granted:** Certain user roles will be immediately granted access to the application provided their personal DEA numbers and Professional License Numbers as entered are valid and found within the registry. Users will be presented with the End User License Agreement that they must review and accept. After accepting, the user will be immediately routed to their dashboard and can begin using the application. Please see the [Requester Dashboard](#) section for more information.
 

**Note:** If the user is a delegate, they will still require approval from any supervisors they have selected before they may perform Patient Requests. Please see the [Creating a Patient Request](#) section for more information.
  - b. **Pending Approval:** If a user’s account requires no further action but could not be verified by the process above in section A, or if the user’s role is not a part of this process, the user account will be pending approval by the State Administrators.

Menu
Doctor Jordan ▾

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Home > Dashboard


**STATE**  
 DEPARTMENT OF HEALTH  
Powered by NarxCare™

**Your Account is Pending Approval**

[Registration Process Tutorial](#) 
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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
Physician (MD, DO)	None Required

## Email Verification

1. After the user submits their registration, E-FORCSE® sends an email to the supplied email address asking for verification of an active email address.
2. The user must click the link within the email to verify their email address.
  - a. The link contained within the email is only valid for 20 minutes. In the event the time has expired, clicking the link will result in a new email verification notification being sent to the user. The user must click on the link in the new email to verify their email address.
  - b. If you are not able to receive HTML formatted emails/emails with hyperlinks and it is impeding your account approval, please contact the helpdesk at (877) 719-3120.
  - c. If you registered with the wrong email address, please login to the account and navigate to Menu > User Profile (under the My Profile Section) to update your email address.
3. The user is taken to a screen displaying a message that their email address has been validated.

## Account Approved

1. If the account was pended, after the State Administrator has determined that all requirements have been met for the user account, the account can be approved.
2. The user receives an email stating that their account has been approved and is now active.
3. The user can then log into E-FORCSE® using the email address and password supplied during the account creation process. If the user no longer has the password, it can be reset by navigating to <https://florida.pmpaware.net> and clicking the Reset Password link, or by navigating to [https://florida.pmpaware.net/identity/forgot\\_password](https://florida.pmpaware.net/identity/forgot_password).

## Registering as a Delegate

Registering as a delegate is virtually identical to registering as any of the other healthcare professional roles. The user would select one of the delegate roles (e.g. *Prescriber Delegate – Unlicensed* or *Pharmacist Delegate – Unlicensed*) and enter any required information on the demographics screen.

The final section of the demographics screen requires the delegate to enter their supervisor’s registered email address. **The supervisor must already have a registered account with the E-FORCSE®.** Delegates may enter more than one supervisor. When adding a supervisor, a delegate will want to ensure that they enter the supervisor’s email address correctly and that they are using a valid email address. **Note:** Delegate users will not be able to perform Patient Requests on behalf of a supervisor until the supervisor has approved the delegate.

## Delegate

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

Email