

The screenshot shows the MAPS AWARxE login interface. At the top right, there is a dark blue bar with the text "Log In". Below this, the "MAPS" logo is displayed in large blue letters, with "Powered by Awarxe" and "Support: 844-364-4767" underneath. The main content area features a "Log In" form with the following elements:

- Log In** (Section Header)
- Email** label above a text input field.
- Password** label above a text input field.
- [Reset Password](#) link below the password field.
- Log In** button (dark blue).
- Create an Account** link (dark blue).
- [Need Help?](#) link (dark blue).
- Browsers Supported** text followed by icons for Chrome, Firefox, Safari, and Edge (8+).

## Register for access to MAPS AWARxE

This tutorial explains the approval process as it applies to the role you choose.

In this tutorial you will learn:

- How to create an account
- About Role Selection & the Registry Form
- About Auto Approval and Requirement Levels
- How Auto Approval works
- How Manual Admin Approval works
- How Delegate Supervisor Approval works

This tutorial is specific to Michigan Automated Prescription System (MAPS).

## Helpful Information about Licenses

\* If you are a Medical Resident, you will enter the DEA number of the facility in which you are completing your residency.

\*\* If you do not know your health professional license number and/or your controlled substance number, visit the following site:

[www.michigan.gov/verifylicense](http://www.michigan.gov/verifylicense)

Enter your First and Last Name and the Health Professional License you hold, (i.e. MD, DO, DDS, PA, Pharmacist, etc.), then click enter. Use the license ID Number provided for your MAPS PMP AWARxE Registration.

To verify your controlled substance ID number, go to the verify license site and select Pharmacy (CS licenses are issued under the Board of Pharmacy). The Controlled substance ID number will appear on the screen. Use that number for your MAPS PMP AWARxE Registration.

Some licensees may have either matching health professional license number as their controlled substance license number or two different numbers. About 7 years ago the department changed how license numbers were randomly created for MD, DO, DPM, DDS, and DVM. If you have the same license number for both the professional license and controlled substance licenses that is fine. It is likely both licenses were issued prior to system changes.

Each license number is a 10 digit number with the following prefix of two numbers for each profession:

License Type	2 Digit Prefix
Dentistry (DDS)	29
Medicine (MD)	43
Nursing (Nurse Practitioner)	47
Optometry	49
Osteopathic Medicine/Surgery (DO)	51
Pharmacy/Pharmacist/Controlled Substance (CS)	53
Physician Assistant (PA)	56
Podiatric Medicine/Surgery	59
Veterinary Medicine (DVM)	69

## Before you begin

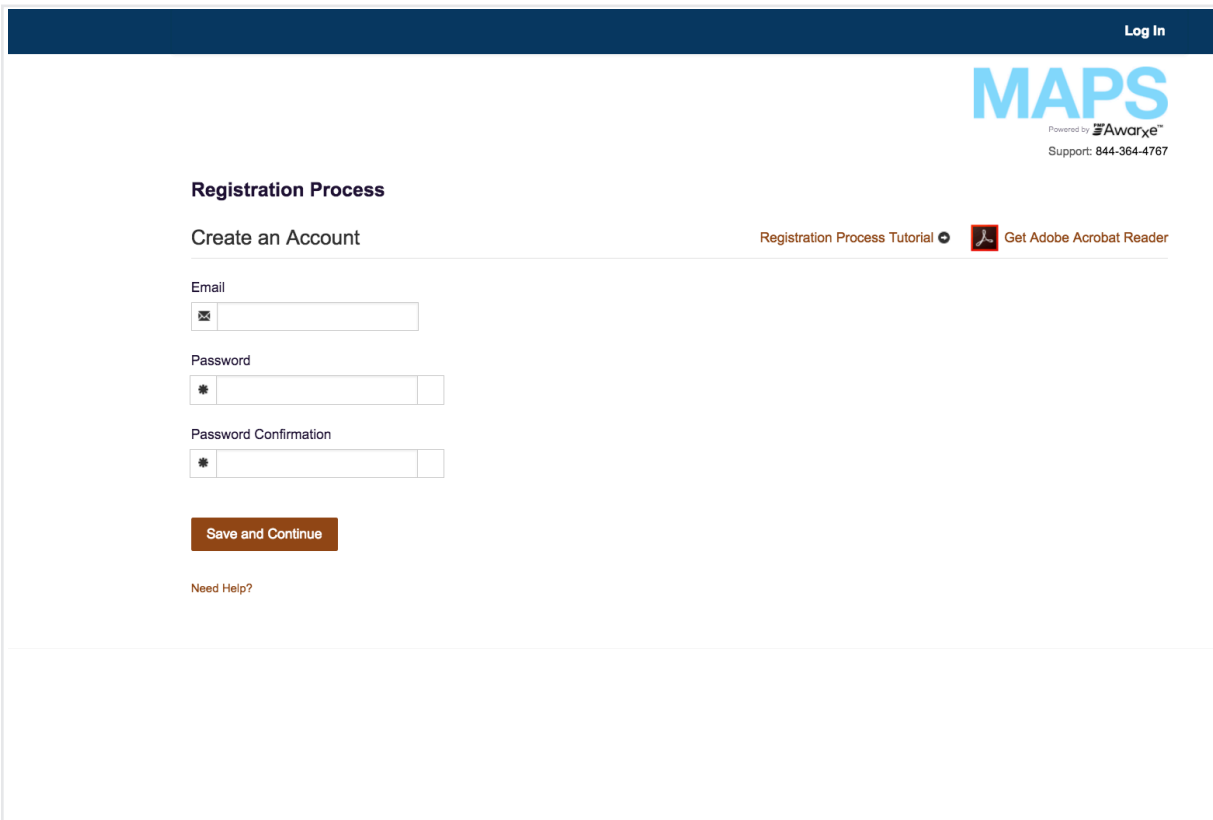
When registering with the new MAPS PMP AWARxE program please have the following information ready:

- **DEA Registration** – If you have more than one, you can provide multiple DEA Registrations\*
- **License #** (health professional license)\*\*
- **Controlled Substance #** (if applicable)\*\*
- **National Provider Identifier (NPI)** – if you do not have an individual NPI this can be your employer NPI
- **Employer Address** – If you work in multiple locations please use the primary employer address

## How to create an account

1. Select **Create an Account** from the main login screen.
2. You will be prompted to enter an email address and create a password.
  - 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 & Continue** to create your account credentials and move on



The screenshot shows a web page for the MAPS registration process. At the top right, there is a "Log In" link. The main heading is "MAPS", with "Powered by Awarxe" and "Support: 844-364-4767" below it. The page is titled "Registration Process" and "Create an Account". There are two links: "Registration Process Tutorial" and "Get Adobe Acrobat Reader". The form includes three input fields: "Email" (with an envelope icon), "Password" (with an asterisk icon), and "Password Confirmation" (with an asterisk icon). Below the fields is a "Save and Continue" button and a "Need Help?" link.

The screenshot shows the 'Registration Process' page. At the top, there is a 'Menu' icon and a 'Log Out' link. The main heading is 'Registration Process' with a sub-heading 'Select your User Roles'. Below this, there are three main categories: 'Healthcare Professional', 'Restricted Admin', 'Law Enforcement', and 'Other'. Each category has a list of roles with checkboxes. The 'Healthcare Professional' category is expanded, showing 20 roles. At the bottom, there is a 'Save and Continue' button.

**Registration Process**

Select your User Roles

Registration Process Tutorial Get Adobe Acrobat Reader

**Healthcare Professional**

- Nurse Practitioner / Clinical Nurse Specialist
- Midwife with Prescriptive Authority
- Physician Assistant
- Podiatrist (DPM)
- Optometrist
- Veterinarian
- Medical Intern
- Medical Resident
- Military Prescriber
- Pharmacy Technician
- Prescriber Delegate - Unlicensed
- Pharmacist in Charge
- Pharmacist
- Physician (MD, DO)
- Dentist
- Dispensing Physician
- Prescriber without DEA
- Pharmacist's Delegate - Unlicensed

**Restricted Admin**

**Law Enforcement**

**Other**

**Save and Continue**

## About Role Selection & the Registry Form

Select your role from a predefined, categorized list. There are three primary categories:

- Healthcare Professionals
- Law Enforcement
- Other

1. Click the Category Name to expand it and see the roles.
2. Select only one, then click **Save and Continue**.

## Email Verification

When you arrive at the Registry 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 Registry Form and finish registering.

**Registration Process**

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

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

**Personal**

DEA Number(s) \*

A95024144 [+ Add](#)

**DEA Numbers Added**

- A95024144
- A95024144

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

- ★  Allopathic & Osteopathic Physicians  
Internal Medicine
- ★  Allopathic & Osteopathic Physicians  
Internal Medicine - Cardiovascular Disease

Primary Contact Phone

## The Registry Form: Personal & Employer Information

Enter your Personal and Employer information. Required fields vary depending on the role you chose.

- Red asterisks indicate required fields.
- In the Personal section, you can add multiple DEA numbers, if necessary.
- Healthcare Specialty is the official Healthcare Taxonomy Code description. (may not appear in some State PMPs)

### AutoFill Buttons

You can populate the form with information from the DEA number you entered by clicking the **AutoFill Form** button.

When you complete all required fields on the Registry Form, click **Submit Your Registration**.

The system will determine what type of review your registration requires, if any.

City \*

State \*

Zip Code \*

Phone \*

Fax

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**Delegate**

I am a delegate for the following people...

Email

**Selected Supervisors**

Email: john.smith@example.com

## Delegate Registration

If you choose a delegate role, you will only have access to make patient requests on behalf of your supervisor or someone who authorizes you to request reports on their behalf.

You will have an additional Delegate section on the Registry 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.

## Auto-Approve Roles

### 1. Auto Approved with (DEA, Professional License Number, & Controlled Substance Number):

- Physician (MD, DO)
- Dentist (DMD, DDS)
- Podiatrist (DPM)
- Optometrist
- Pharmacist
- Pharmacist in Charge
- Veterinarian
- Dispensing Physician
- Medical Resident

### 2. Auto Approved with (DEA, Professional License Number)

- Nurse Practitioner / Clinical Nurse Specialist
- Midwife with Prescriptive Authority
- Pharmacist's Delegate – Licensed
- Physician Assistant

### 3. Auto Approved with (Professional License Number)

- Prescriber Delegate – Licensed

## DELEGATE ROLES

Auto Approved as stated above, but Requires Supervisor Approval to access reports

- Pharmacist's Delegate – Licensed
- Prescriber Delegate – Licensed
- Prescriber Delegate – Unlicensed

**IMPORTANT:** Supervisor's account must be set up before the delegate's account is set up.

## About Approval and Roles

### Auto-Approved Roles

Certain roles do not have to wait for administrator review and approval if they meet specific validation requirements. There are three basic levels of Auto-approval:

#### 1. Auto Approved with:

- DEA,
- Professional License Number
- Controlled Substance Number

#### 2. Auto Approved with:

- DEA,
- Professional License Number

#### 3. Auto Approved with:

- Professional License Number

If you provide the right licensing for your role, you will be granted instant access upon validation.

If you are a delegate who passes Auto-approval, you will gain access to the system. However, you will not be able to request reports until your supervisor approves you.

## Admin Approval Required

Requires manual review and approval by the state administrator

- HS Prescriber
- IHS Dispenser
- VA Prescriber
- VA Dispenser
- All Law Enforcement Roles
- All Other Roles

## Manual Review also referred to as Admin Approval

There are some specific roles that require review by the state administrator before being approved.



## How Auto Approval Works

If your account meets all the requirements to be Auto Approved, you will receive a confirmation email.

Log in using the email address and password you created during registration.

The screenshot shows a user dashboard for MAPS AWARxE. At the top, there is a dark blue navigation bar with a 'Menu' icon on the left and the user's name 'John Doe' on the right. Below the navigation bar, the breadcrumb 'Home > Dashboard' is visible. The main content area is titled 'My Dashboard' and contains several sections: 'Patient Alerts', 'Recent Requests', and 'Supervisors'. The 'Supervisors' section is expanded to show a table with columns for 'Supervisor Email', 'Status', and 'Request Date'. The table contains one entry for 'john.smith@example.com' with a status of 'pending' and a request date of '11/30/2017'. To the right of the dashboard, there are three panels: 'My Favorites' with a link to 'RxSearch - Patient Request', 'PMP Announcements' with a 'NEW' badge and text about system changes coming on 09/20/2017, and 'Quick Links' with a link to 'PMP Support'.

Home > Dashboard

John Doe

### My Dashboard

- + Patient Alerts
- + Recent Requests
- Supervisors

Supervisor Email	Status	Request Date
john.smith@example.com	pending	11/30/2017

### My Favorites

[RxSearch - Patient Request](#)

### PMP Announcements

**NEW** Exciting changes are coming 09/20/2017 to AWARxE!

We are pleased to announce that later this year, we will be performing a systemwide update on AWARxE.

When you log in to AWA... [more](#)

[View all Announcements](#)

### Quick Links

[PMP Support](#)

Home > Dashboard

John Doe ▾

**MAPS**  
Powered by Awarxe™  
Support: 844-364-4767

**Your Registration is Not Complete**

Registration Process Tutorial Get Adobe Acrobat Reader

**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)	Requestor_Notary_Form.pdf	Fill out the required form and upload it

**Upload Requestor Notary Form**

Physician (MD, DO)

+ Add File...

## How Manual Admin Approval Works

If your registration requires admin approval, you will be directed to a Welcome screen that displays a *Pending Approval* account status.

If your role requires validation documentation, you will see the requirement listed under **Validation Documents Required**. Your account status will be shown as *Not Complete* until you submit the required documents.

You will receive a confirmation email when the admin approves your account.

Log in using the email address and password you created during registration.

Menu
John Doe ▾

Home > Dashboard

Powered by Awarxe™  
Support: 844-364-4767

### My Dashboard

- [+ Patient Alerts](#)
- [+ Recent Requests](#)
- [- Supervisors](#)

SUPERVISORS		
Supervisor Email	Status	Request Date
john.smith@example.com	pending	11/30/2017

#### My Favorites

[RxSearch - Patient Request](#)

#### PMP Announcements

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When you log in to AWA... [more](#)

[View all Announcements](#)

#### Quick Links

[PMP Support](#)

## How Delegate Supervisor Approval Works

If you are a delegate and your account is Auto-Approved, you will be able to log in to your account.

However, your Supervisor still must approve you as their delegate to run reports on their behalf.

When you log in, your delegate status appears on the dashboard under Supervisors. If your supervisor has already approved you, the status will say, *Approved*.

If you are not showing approved, your supervisor's name will not appear in the supervisor drop down on the Patient search screen.

After your supervisor logs into their account and approves you, you will see the change on your dashboard. Your supervisor's name will be a selection in the supervisor drop down menu on the Patient Request.