

# Prescription Drug Monitoring Program (PDMP) Delegate\* Registration Instructions

\*Individuals must hold a license, registration, or certification under AS 08 to register as a Delegate. Only support staff working with the Veterans Administration (VA) are exempt from this license requirement.

Step 1: Go to <https://alaska.pmpaware.net> "AWARxE" to access the PDMP database.

Step 2: Click "Create an Account"

Step 3: You will be brought to the Log In screen; enter and confirm your email and password. Click "Continue".

- Email = your login ID
- Password = must be at least 8 characters and must include one uppercase, one lowercase, and one symbol, e.g.: !, @, \$, #

Step 4: Select "a Healthcare Professional or Delegate" and click on the appropriate delegate User Role. Delegates can only conduct patient requests and report on behalf of a supervisor who has successfully registered with the PDMP.

Step 5: Enter your Professional Details, Personal Information, and Employer information

- Full Name
- Professional License Number
- License Type
- Date of Birth
- Last 4 digits of SSN
- Contact number

Step 6: Identify Supervisor(s) by entering their PDMP email in the space provided. **Once one supervisor has approved you as a delegate through their AWARxE account, the PDMP manager can grant you access to the database.**

Step 7: Click "Submit Your Registration". Recall that your account will not be activated until at least one supervisor and the PDMP manager have approved your account.

Step 8: You will receive a notice asking you to verify your email. The link will expire after 20 minutes. If you do not receive one, contact support (see Step 9).

Step 9: Once your account has been approved, you will receive a notification email. If you experience any difficulties with registration, contact your licensing board for assistance. For technical difficulties with registration or use, contact support at:

Bamboo Support (Alaska's PDMP Vendor)  
**Phone: 1-855-525-4767**