

myAlaska - MYLICENSE - Prescription Drug Monitoring Program (PDMP) Instructions

This process is available for *Initial Registrations ONLY*. If you have not yet created your account in AWARxE (alaska.pmpaware.net), you will not be able to proceed with the MYLICENSE PDMP application. Renewal applications in MYLICENSE will be available within the coming months.

- Step 1** Visit my.alaska.gov to login to the MYLICENSE service.
- Step 2** Navigate to the bottom of the page and click on the [Professional License](#) services .
- Step 3** Login (and skip to Step 5) or create an account by clicking on "New User: Register for myAlaska Account."
- Step 4** You will receive a confirmation email from noreply@alaska.gov that will request you click on the link provided to verify your email within 24 hours. Clicking on the link will bring you to the account confirmation page within myAlaska.
- Step 5** Click on, *Go to "Professional License"* or (if returning to the site later), navigate to "Services" and scroll down to Professional License as in step 2.
- Step 6** Click on "Apply for a new license" and select *Prescription Drug Monitoring Program* under the program drop-down menu. Select the type of profile, e.g.: PDMP pharmacist.
- Step 7** You will be able to pay the registration fee after submitting your application; however, manual approval of your account is required.

Frequently Asked Registration Questions:

- **How long will it take for me to gain access?** After you submit your application, the processing time can vary between 1 – 4 weeks.
- **Who do I contact if my account hasn't been approved?** Contact your licensing board.
- **Who do I contact for PDMP policy-related questions?** Contact akpdmp@alaska.gov.
- **What do I do after I gain access?** You (or your authorized delegate) must review patient prescription history prior to prescribing, administering, or directly dispensing a federally scheduled II or III controlled substance. If you directly dispense scheduled II – IV controlled substances, you must report to the PDMP directly. Please visit pdmp.alaska.gov for more information on how to review and report and to review exemptions to use.

QUESTIONS? Visit pdmp.alaska.gov

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