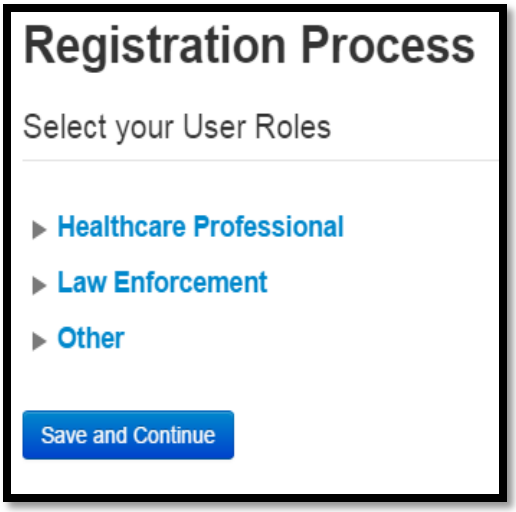
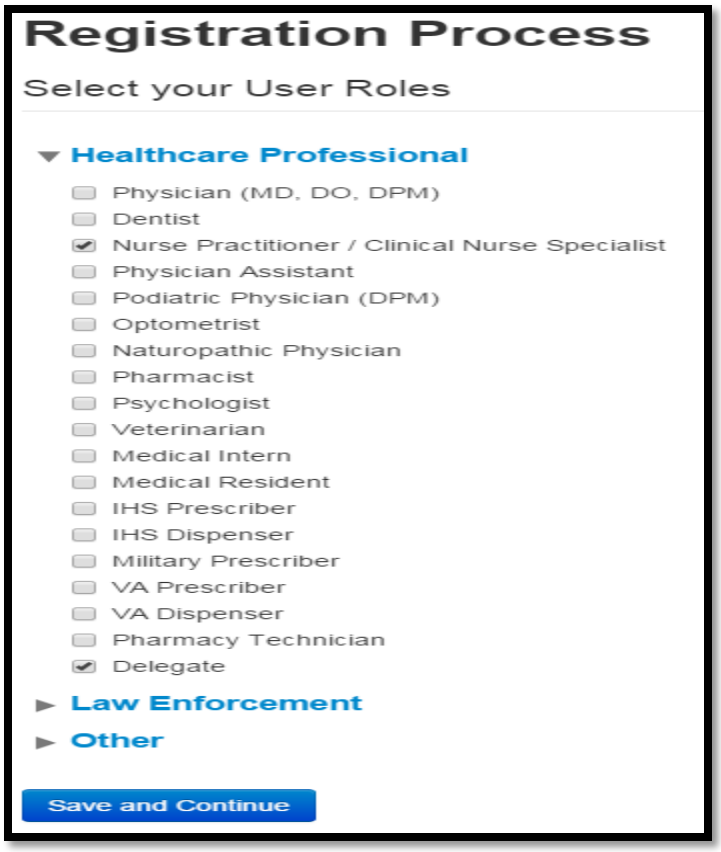
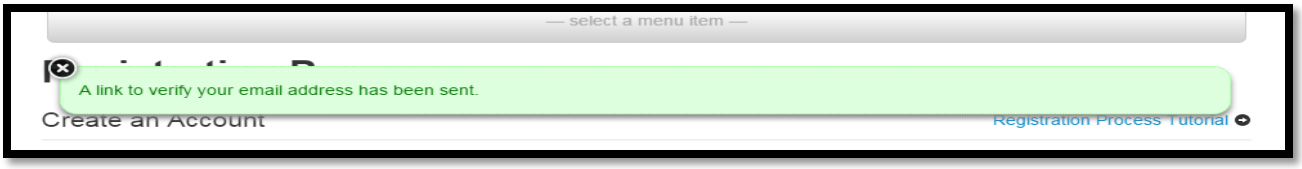
Quick User Guide - For New PMP AWARxE Registration Process

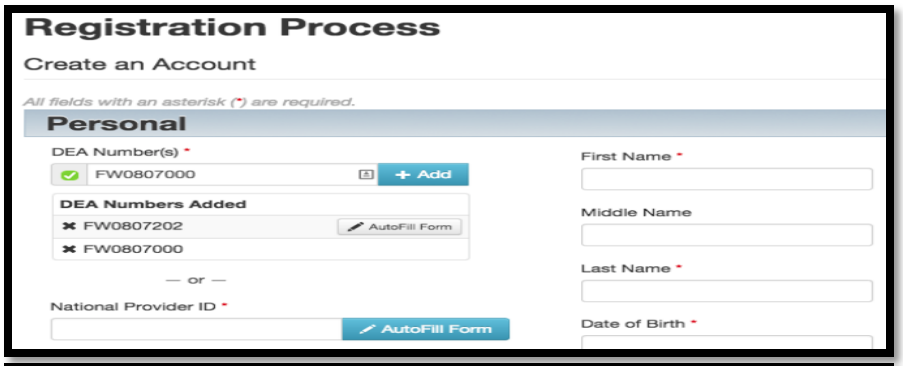
1. To request a new account in PMP AWAR$_X$E, the user must first load the login screen for the application. The login screen is located at https://southdakota.pmpaware.net.
2. Once at the login screen, the user must click the "Create an account" option to begin the process.
3. The first screen displayed 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 8 characters, including 1 capital letter, 1 number, and 1 special character (such as !,@,#,$)
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 user can select more than one role from the same category if necessary.
6. After the role has been selected, the user must click the "Save and Continue" button.

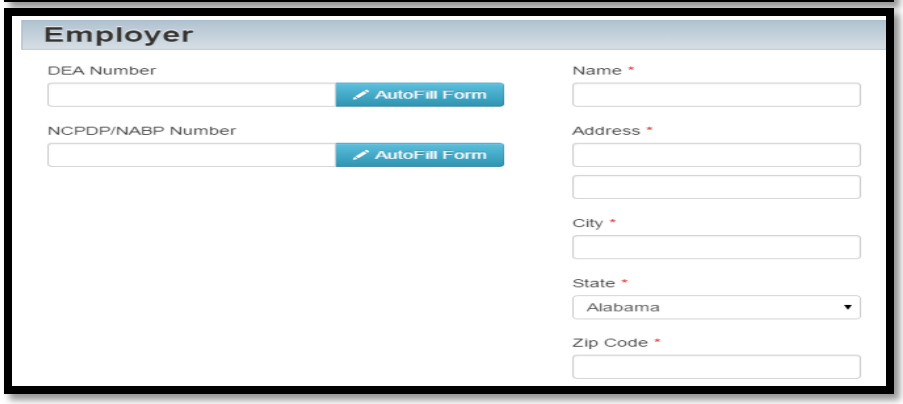




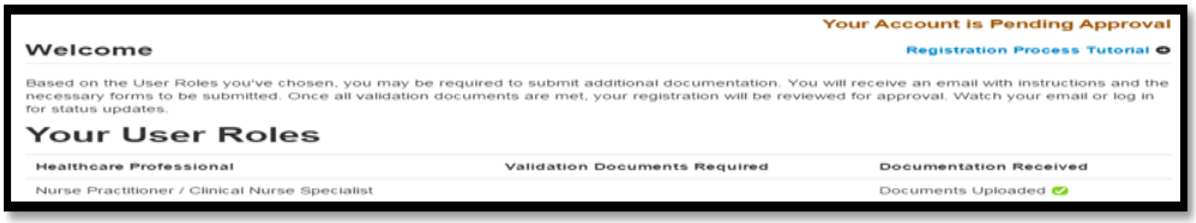


7. A message is temporarily displayed to the user stating that an email has been sent to their email address for verification. The email should arrive in your inbox within a few minutes and will contain a link that the user will click to verify that their email address is valid and current.
8. The final screen is the demographics screen. Here the user must enter their name, date of birth, employer information, and other information as configured by the PMP Administrator.
    a. Required fields are marked with a red asterisk
    b. User may enter more than one DEA number if necessary.
    c. If the user or employer identifier number is located within the system, the user will be able to autofill their information and employer information using the "AutoFill Form" buttons. Searchable identifiers include DEA, NCPDP, or NPI depending on which fields are required by the state administrator.





9. After all information has been submitted, the user must click the "Submit Your Registration" button to complete the process.
10. The user will be taken to a landing page notifying them if any additional documentation is required. It will also indicate the account's current status in the upper-right corner.



11. In the email you receive, you will be asked to upload a signed notarized Requestor Validation Form.
12. Your account will be verified and once you are approved you'll receive an email from the SD PDMP office.
13. Feel free to call Appriss Support at 1-844-573-4767.