

REGISTERING FOR THE VERMONT PRESCRIPTION MONITORING SYSTEM

Overview

The Vermont Prescription Monitoring System (VPMS) 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 for 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 physician would be helping that day. All queries run by the delegate will be attributed to the prescriber for whom they run the report.

The registration process is comprised of four screens: the account settings screen, the role selection screen, the demographics screen, and the validation documents upload screen. All four screens must be completed before the user can successfully submit their registration for the application.

The submission of validation documents require the upload of a copy of a current government-issued photo ID, such as a Driver's License or a Passport. The form of ID submitted must include a birthdate and name that match the application registration. This documentation must be submitted prior to the user account being approved. The user can submit digital copies through VPMS after completing the registration screens.

Most applicants find it simplest to use a smartphone or scanner to take a picture or scan the ID and email it to themselves for upload. Faxed copies will not be accepted.

Registration Process

1. To request a new account for VPMS, the user must first load the login screen for the application. The login screen is located at <https://vermont.pmpaware.net/login>

Log In

VERMONT
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Log In

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Browsers Supported (8+)

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Vermont Prescription Monitoring System
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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 and 1 special character (such as !,@,#,\$)

Registration Process

Create an Account

Email

Password

Password Confirmation

[Save and Continue](#)

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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.

Registration Process

Select your User Roles

Healthcare Professional

- Physician (MD, DO)
- Dentist
- Nurse Practitioner / Clinical Nurse Specialist
- Physician Assistant
- Podiatrist (DPM)
- Optometrist
- Naturopathic Physician
- Pharmacist
- Medical Resident with Prescriptive Authority
- Pharmacist's Delegate - Unlicensed
- Prescriber Delegate - Unlicensed

Save and Continue

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 the user’s 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.

— select a menu item —

A link to verify your email address has been sent.

[Create an Account](#) [Registration Process Tutorial](#)

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 VPMS Program Manager.
 - a. Required fields are marked with a red asterisk.
 - b. Please enter all active DEA numbers, if applicable

Registration Process

Create an Account

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All fields with an asterisk (*) are required.

Personal

DEA Number(s) *

DEA Numbers Added

National Provider ID

Professional License Number *

License Type *

First Name *

Middle Name

Last Name *

Date of Birth *

Add a Healthcare Specialty *


[Browse All](#)

★ Designates Primary Specialty

Employer

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 that additional documentation is required. It will also indicate the account's current status in the upper-right corner.
 - a. Users are required to upload a copy of a valid ID. To upload, click "Add File," and select the appropriate document. This will complete your registration and your account will be pending approval.


Menu Hannah M Hauser ▾

Home > Dashboard



 VERMONT DEPARTMENT OF HEALTH


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 **Success**
A link to verify your email address has been sent. DISMISS

Your Registration is Not Complete

Welcome
[Registration Process Tutorial](#) 

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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)	Upload_Verification_Document.pdf	Fill out the required form and upload it

Upload Proof of Identity

Physician (MD, DO)


+ Add File...

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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.

****Please note: All delegates, regardless of certifications or credentials, are assigned the “Delegate – Unlicensed role.”**

The final section of the demographics screen requires the delegate to enter their supervisor’s email address. The supervisor must already be registered with VPMS and the email entered must be the one through which the supervisor has an account. More than one supervisor can be entered.

Email Verification

1. After the user enters their email and password from the registration screen, the VPMS sends an email to the supplied email address asking for verification of an active email address. This email will come from no-reply-pmpaware@globalnotifications.com. If the user does not receive an email from the system, they should check their spam folders and/or contact their IT support to “whitelist” the notification email.
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.
3. The user is taken to a screen displaying a message that their email address has been validated.

Account Approval

1. After the VPMS 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 the VPMS using the email address and password supplied during the account creation process.