

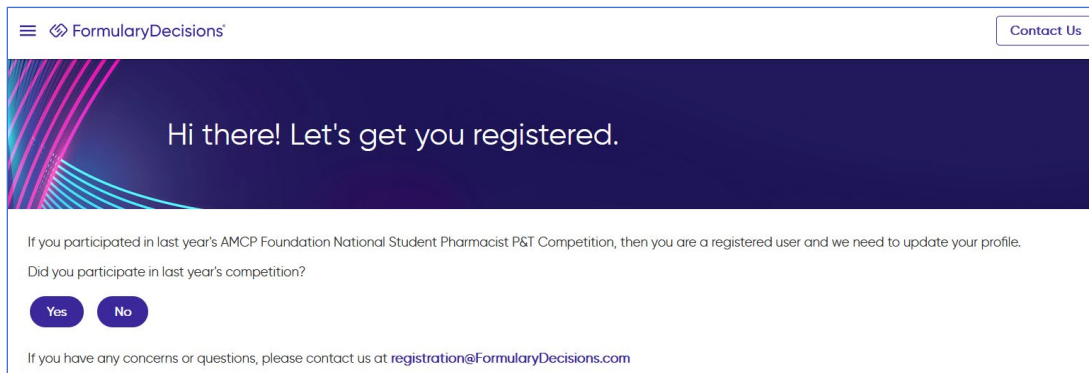
How to Register for eDossier Access (Local and National Judges)

Please note that due to confidentiality considerations, judges employed by biopharmaceutical companies or involved in the preparation of manufacturer dossiers are *not* permitted to register for access to the eDossier for the study drug

1. Go directly to [this registration page](#) on the FormularyDecisions website.

The URL is <https://www.formularydecisions.com/individual-registration>

2. You should be taken to this screen:



FormularyDecisions® Contact Us

Hi there! Let's get you registered.

If you participated in last year's AMCP Foundation National Student Pharmacist P&T Competition, then you are a registered user and we need to update your profile.
Did you participate in last year's competition?

Yes No

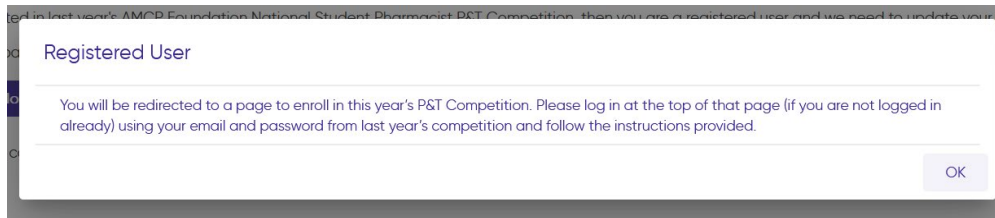
If you have any concerns or questions, please contact us at registration@FormularyDecisions.com

➔ If you served as a judge for last year's P&T Competition...
...answer "Yes" and go to step 3

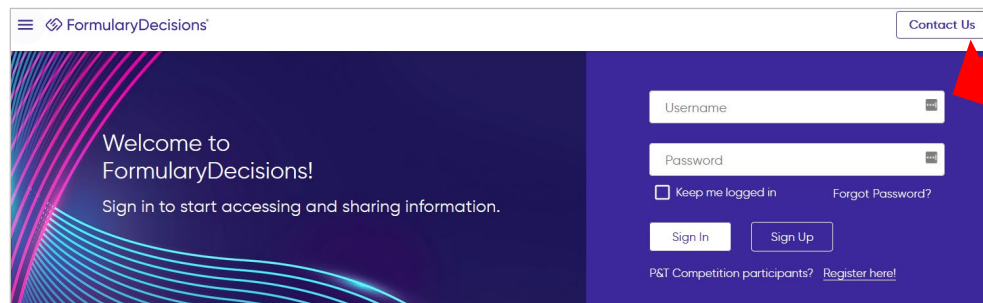
➔ If you are a new judge...
...answer "No" and go to step 4

3. If you served as a judge for last year's P&T Competition...

After you select “Yes” on the screen shown in step 2, you’ll see a pop-up screen like the one below, saying you’ll be redirected to a page to update your account for the current competition, using your existing login credentials.

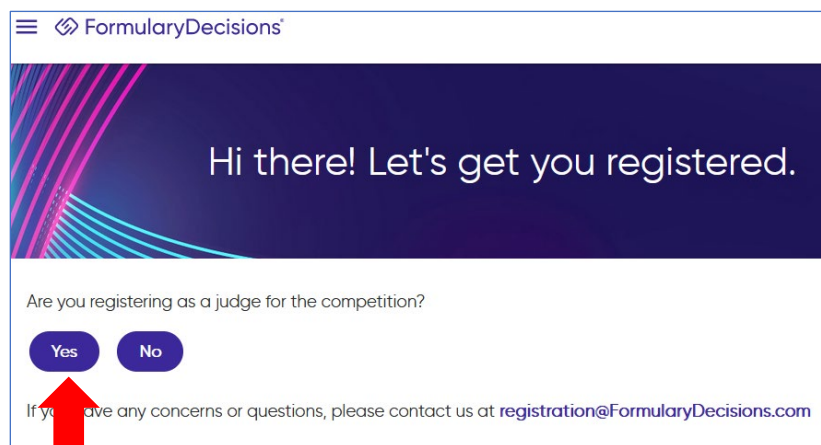


Log in at the top right of that page.



4. If you are a *new* judge....

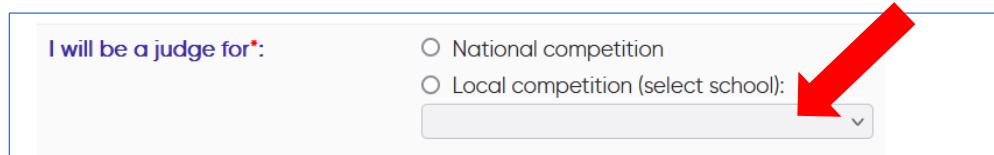
► After you select “No” on the screen shown in step 2, you will be taken to this screen, asking whether you are registering as a judge for this year’s competition:



Select “Yes.” You will be taken to a data entry screen.

5. Most of the information requested on the data entry screen is self-explanatory. However, *please pay special attention to these fields.*

- ▶ In the User ID field, please register using a **work email address**.
- ▶ **Note that if you already have a Healthcare Decision Makers account with FormularyDecisions, you will need to create a new account with a different email address** to access the P&T Competition dossier in the Academia version of the site.
- ▶ If you will serve as a judge for a local P&T Competition (i.e., for a specific pharmacy school), you must select the pharmacy school/college from a drop-down list.



I will be a judge for*:

National competition

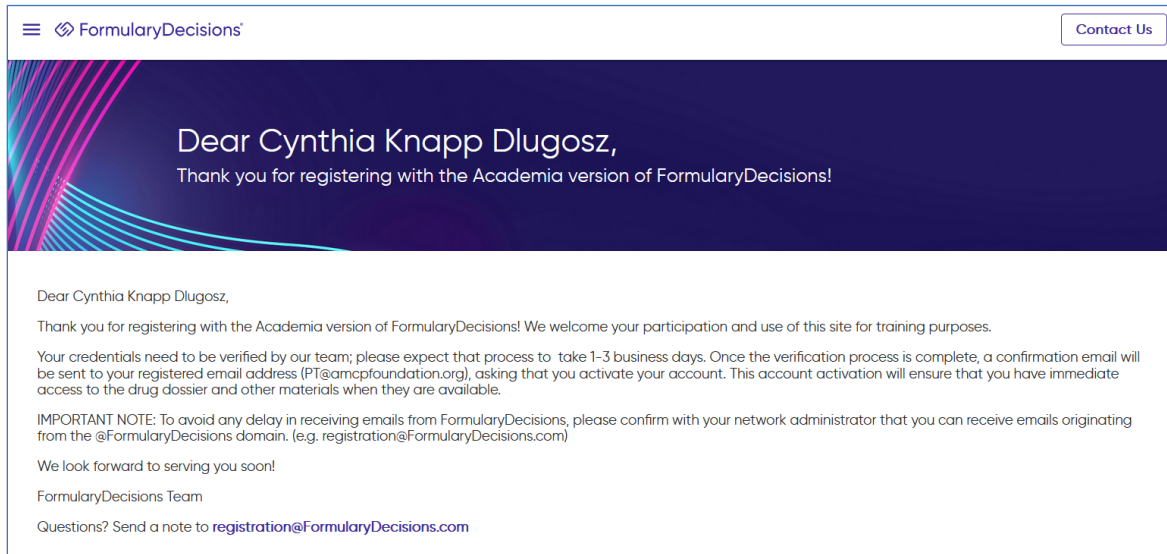
Local competition (select school):

If the school does not appear on this list, the school has not registered its intention to compete. **Schools *must* register their intention to compete** before anyone associated with the school will be granted access to the eDossier site.

- ▶ If you make any errors or do anything the system doesn't like, you will get an error message (likely at the top of the page):

Re-entered password cannot contain the following characters: &
Password cannot contain the following characters: &

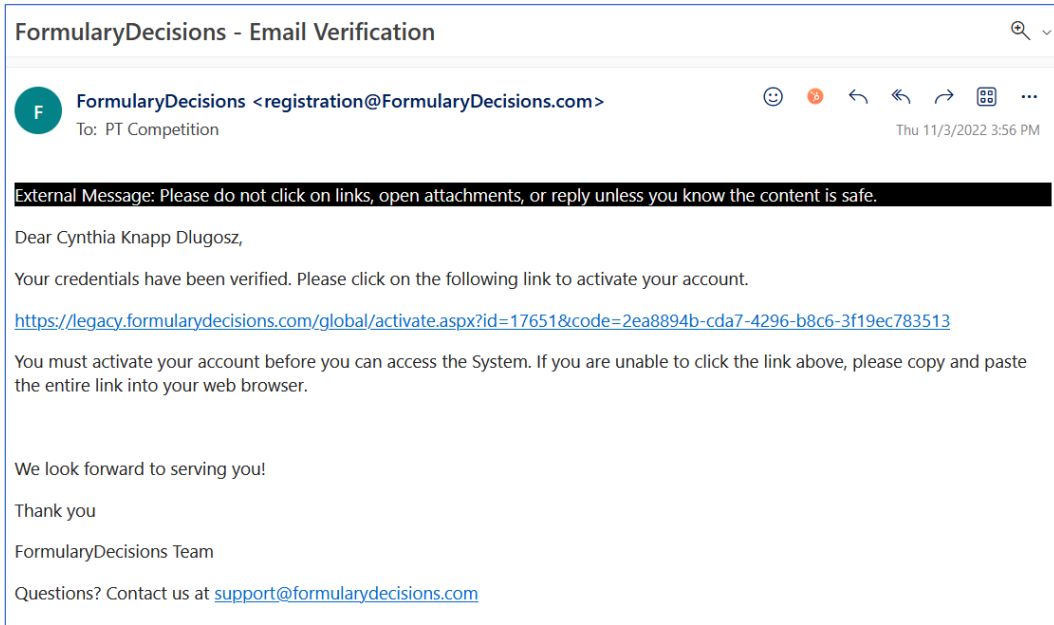
6. When you have entered all information successfully and hit “Next,” you should see this screen:



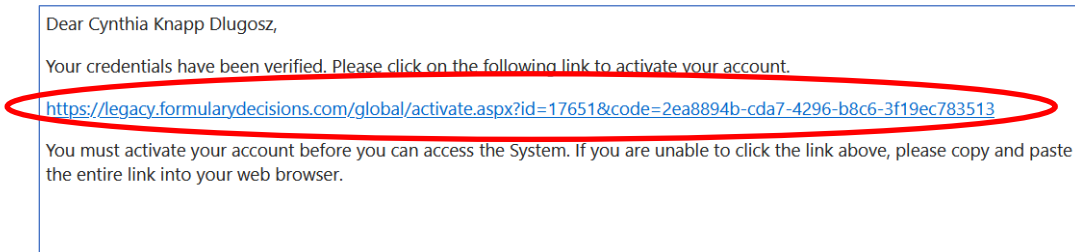
Note that every person’s credentials must be reviewed and verified to ensure eligible access to confidential information.

Expect that process to take *at least 1 to 3 business days*; in some cases it may take a bit longer.

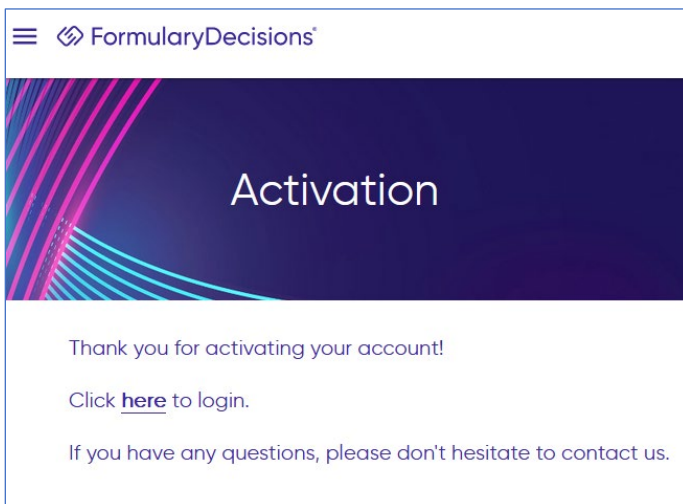
7. After your credentials have been verified, you should receive the confirmation email message that looks like this:



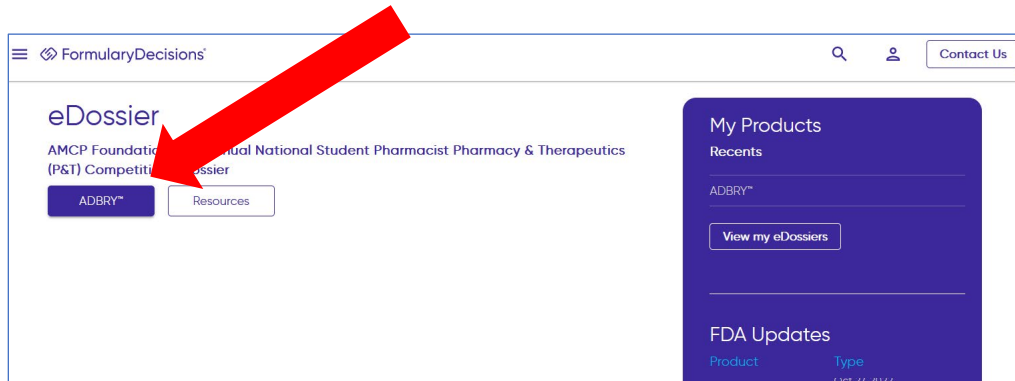
The message asks you to click on a link to activate your account.



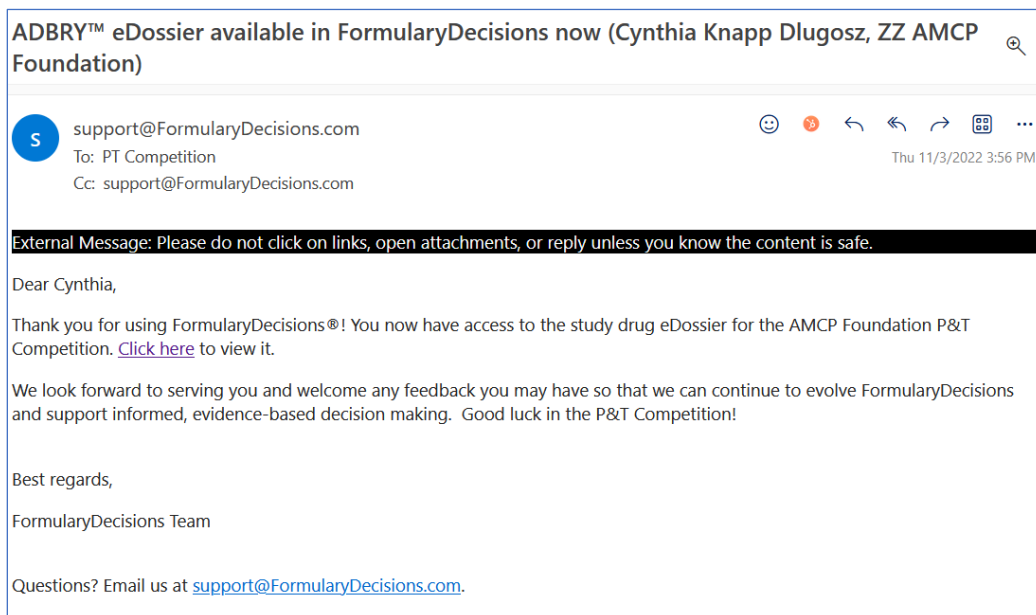
When you click on the link, you will be taken to a screen that looks like this:



8. After you click on the “Click here to login” link and enter your user name and password, you should be taken to the FormularyDecisions home page for the P&T Competition, with immediate access to the eDossier.



You also should receive an email message from “support@FormularyDecisions.com” that looks like this:



**Questions about account creation or activation?
Contact the FormularyDecisions team at
registration@FormularyDecisions.com**