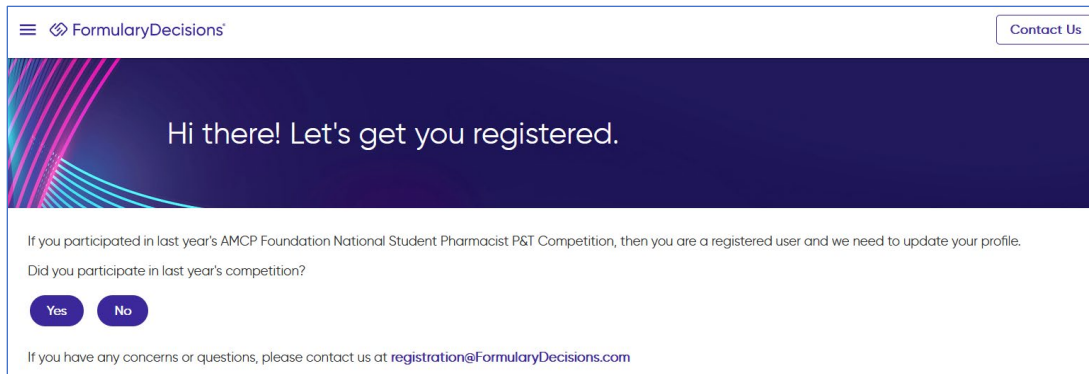


How to Register for eDossier Access (Students and Advisors)

1. Go directly to [this registration page](https://www.formularydecisions.com/individual-registration) on the FormularyDecisions website.

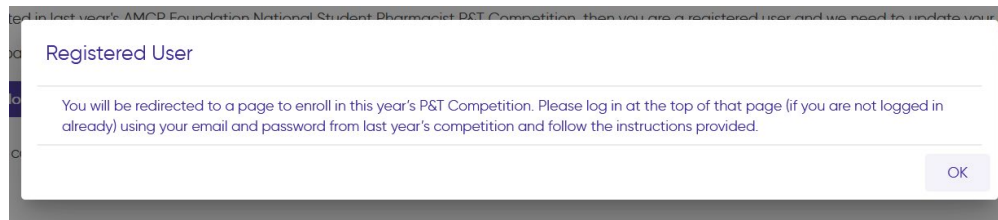
The URL is <https://www.formularydecisions.com/individual-registration>

2. You should be taken to this screen:



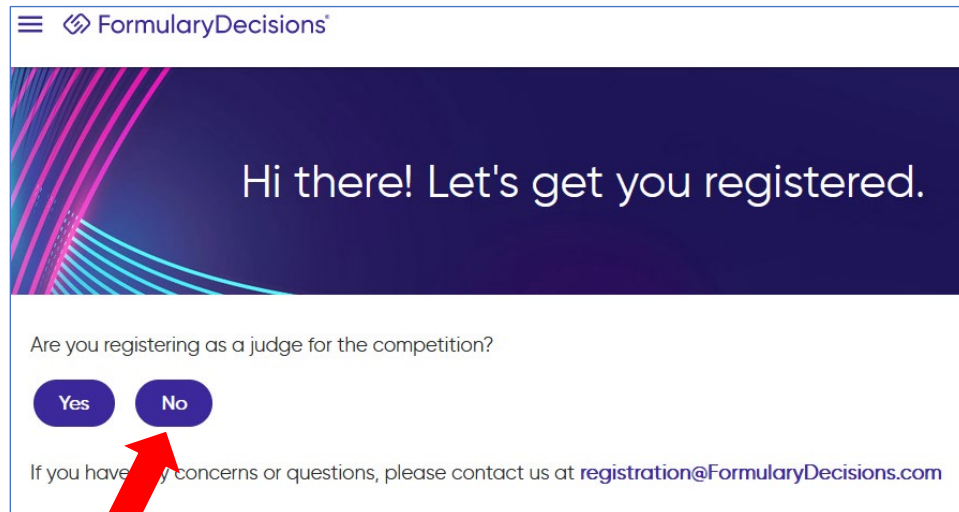
The screenshot shows the FormularyDecisions website registration page. At the top, there is a navigation bar with the FormularyDecisions logo and a 'Contact Us' button. The main heading reads 'Hi there! Let's get you registered.' Below this, a message states: 'If you participated in last year's AMCP 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?' There are two buttons, 'Yes' and 'No', for the user to select. At the bottom, a note says: 'If you have any concerns or questions, please contact us at registration@FormularyDecisions.com'.

- A. **If you participated in last year's P&T Competition**, select "Yes." As a pop-up screen will indicate, you will be redirected to a page that asks you to update your account for the current competition, using your existing login credentials.



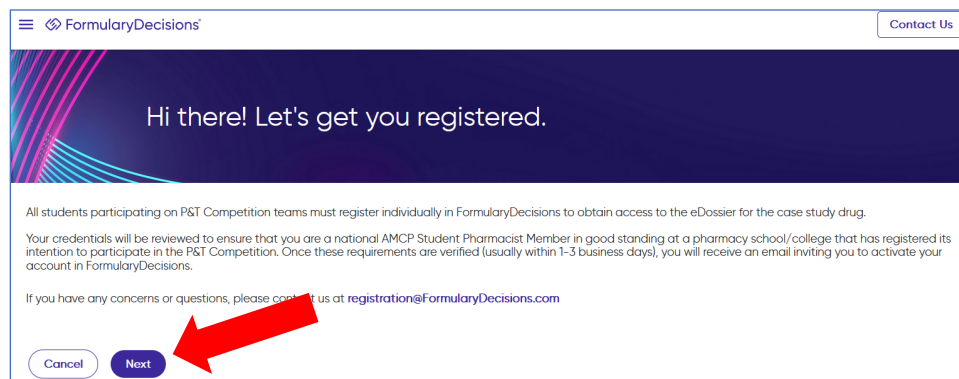
The screenshot shows a pop-up message titled 'Registered User'. The text inside the pop-up reads: 'You will be redirected to a page to enroll in this year's P&T Competition. Please log in at the top of that page (if you are not logged in already) using your email and password from last year's competition and follow the instructions provided.' There is an 'OK' button in the bottom right corner of the pop-up.

- B. If you did *not* participate in last year's P&T Competition, select "No" to begin the registration process. You will be taken to this screen, asking whether you are registering as a judge:



Select "No."

You will be taken to the screen shown below.

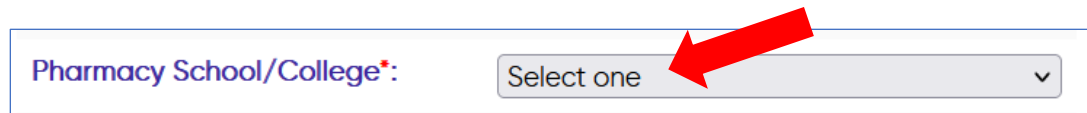


When you select "Next," you are taken to a data entry screen.

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

- A. As indicated, you **must** register using a **school-provided email address** (i.e., a “.edu” address). The email address must be a specific, verifiable address tied to a single person (i.e., not something like studentAMCP@college.edu).
- B. You **must** select a pharmacy school/college from a drop-down list.

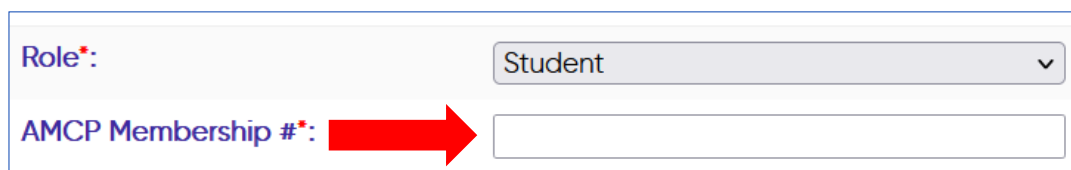
If your school does not appear on this list, your school has not visited the P&T Competition online portal to register its intention to compete (or it registered after the early access deadline). **Schools must register their intention to compete** before anyone associated with the school will be granted access to the eDossier site.



Pharmacy School/College*: Select one ▼

- C. You must specify your role in the P&T Competition.

Select “Student” if you are competing on a P&T Competition team, serving as the Competition Coordinator, or have another official student role. **Be prepared to enter your AMCP Student Member # in the field that will appear.**



Role*: Student ▼

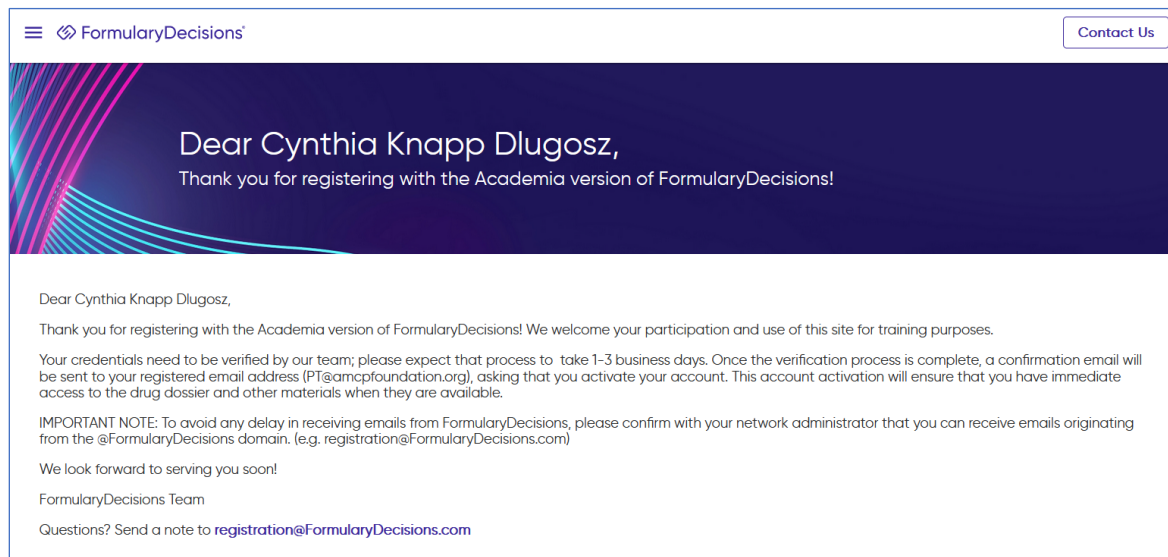
AMCP Membership #*:

Other options are “P&T Competition Advisor” and “Other” (e.g., mentor). Advisors are **not** required to enter an AMCP member #. Anyone who selects the “Other” option must provide some explanatory text regarding their role.

- D. 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):

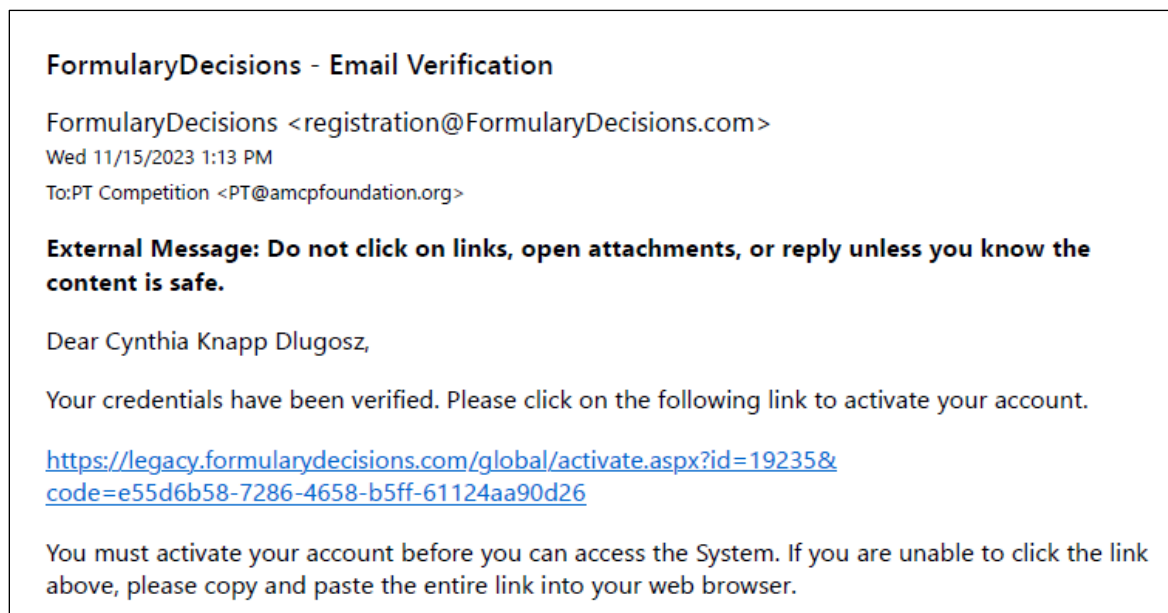
Re-entered password cannot contain the following characters: &
Password cannot contain the following characters: &

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

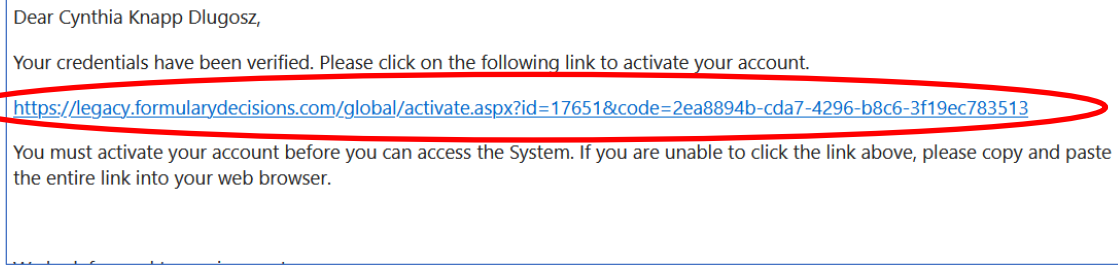


Note that every person’s credentials must be verified to ensure appropriate access to confidential information. Expect that process to **take 1-3 business days**.

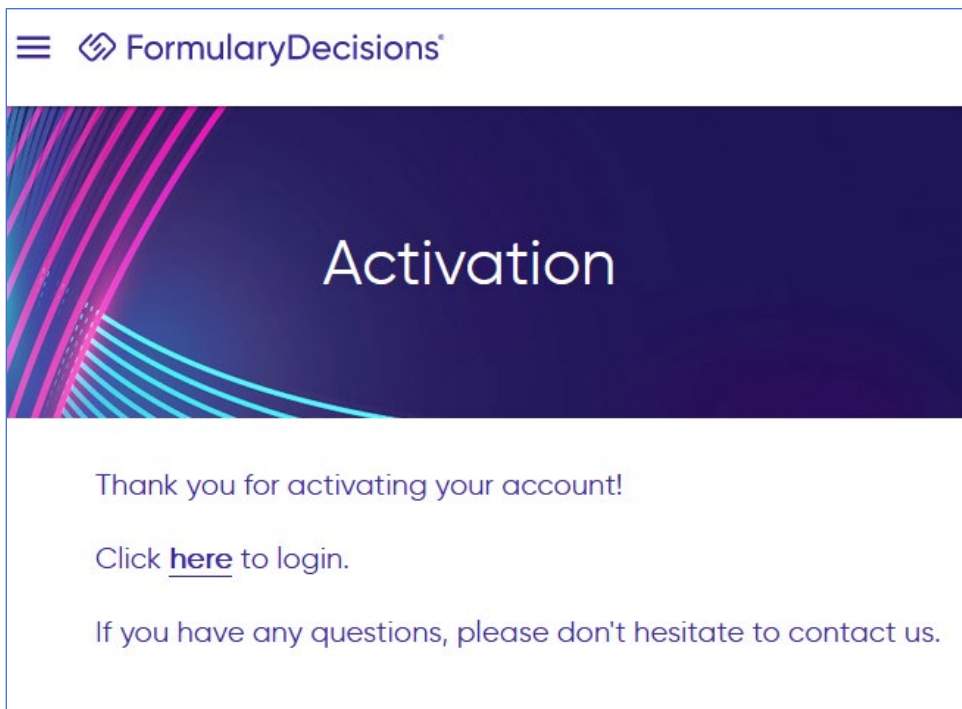
5. After your credentials have been verified, you should receive the confirmation email message that looks like this:



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



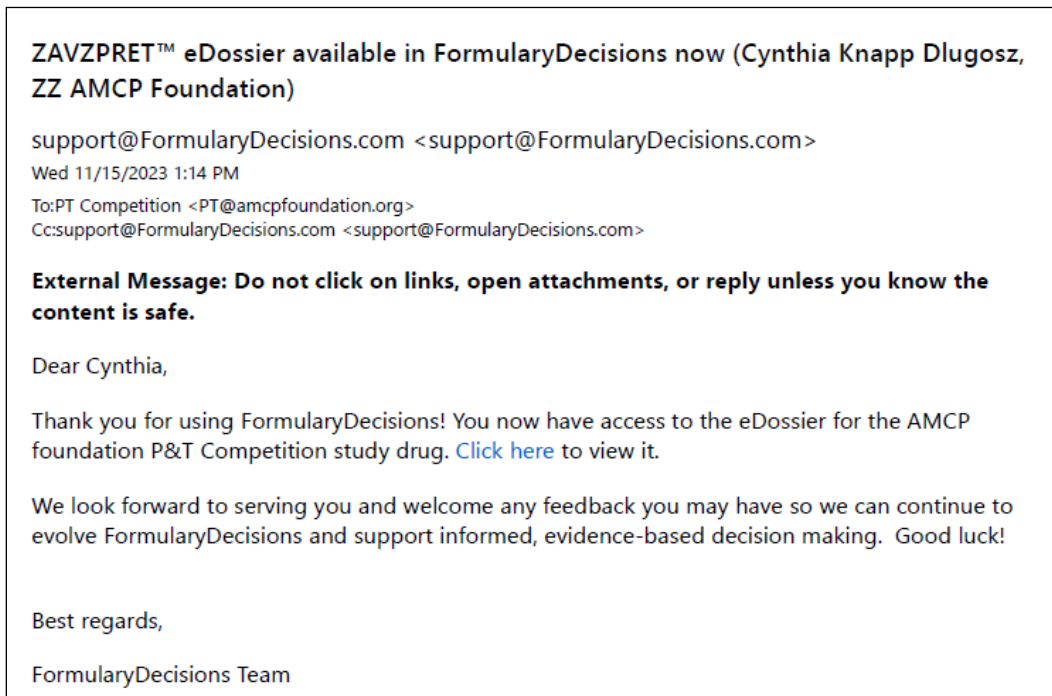
When you click on the link, you will be taken to a screen that looks like this:



6. 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