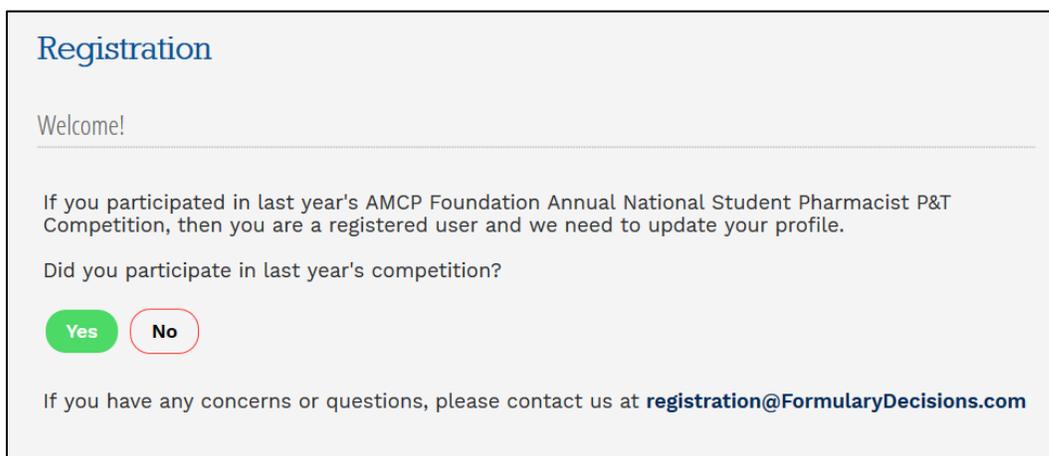


How to Register for eDossier Access

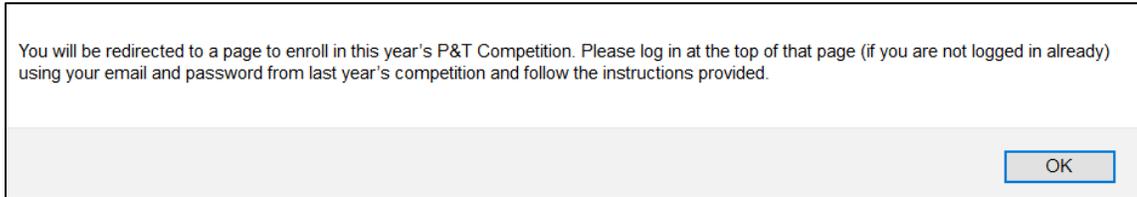
1. Go to the FormularyDecisions website at <https://www.formularydecisions.com/global/dynamic.aspx>.
2. Scroll to the bottom of the page to find this option for “P&T Competition Participants”:



3. After you click on the “Register today!” button, you will be taken to this screen:

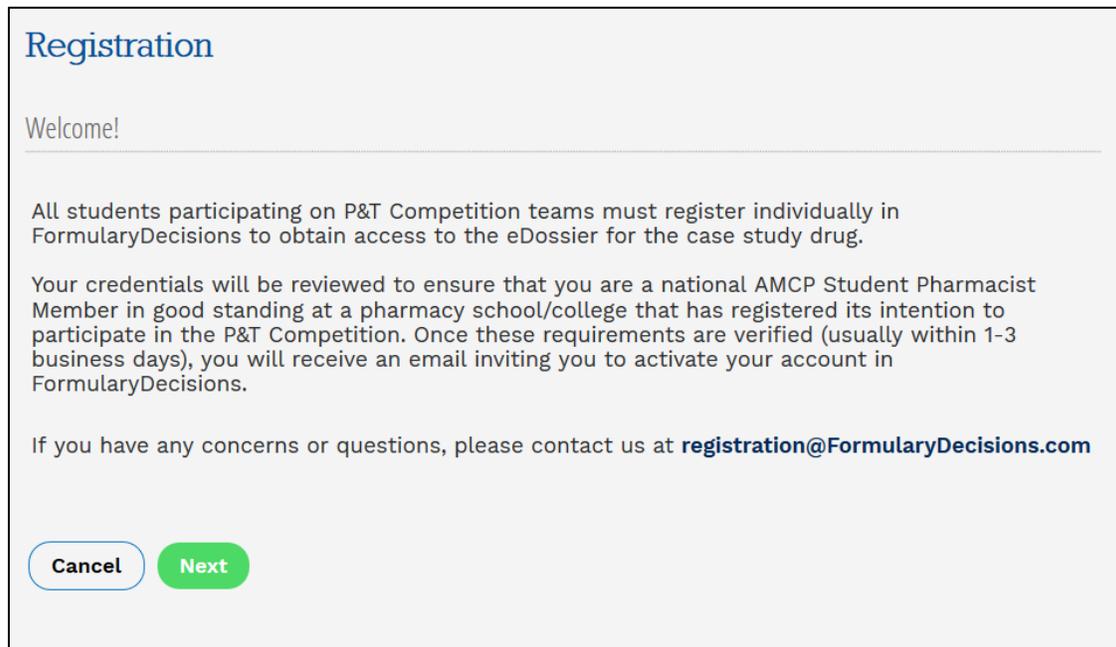
A screenshot of the registration screen on the FormularyDecisions website. The page has a light gray background. At the top left, the word 'Registration' is written in blue. Below it, the text 'Welcome!' is displayed. A horizontal line separates the header from the main content. The main content consists of a paragraph: 'If you participated in last year's AMCP Foundation Annual National Student Pharmacist P&T Competition, then you are a registered user and we need to update your profile.' Below this paragraph is the question 'Did you participate in last year's competition?'. There are two buttons: a green button with the text 'Yes' and a white button with a red border and the text 'No'. At the bottom of the screen, there is a line of text: '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 enables you to update your account for the current competition, using your existing login credentials.



- B. **If you did not participate in last year's P&T Competition**, select "No" to begin the registration process.

4. If you select "No" in Step 3, you will be taken to this screen:



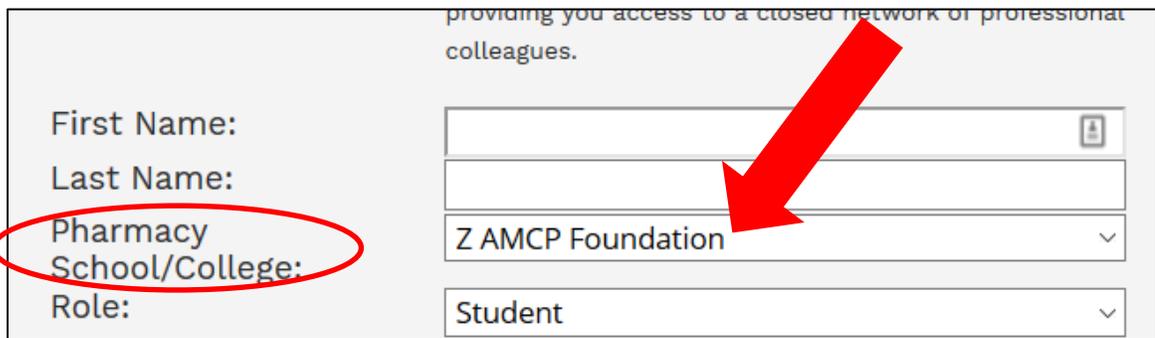
When you select "Next," you are taken to a data entry screen.

5. Most of the information requested on the data entry screen is self-explanatory. However, please pay special attention to these fields.
- A. You **must** select a pharmacy school/college from a drop-down list. (Judges should select the school for which they will serve as a judge.)

If your school does not appear on this list, your school has not created an account in the P&T Competition portal and registered its intention to compete. **These steps must be completed** before individuals will be granted access to the eDossier site.

providing you access to a closed network of professional colleagues.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Pharmacy School/College:	Z AMCP Foundation
Role:	Student



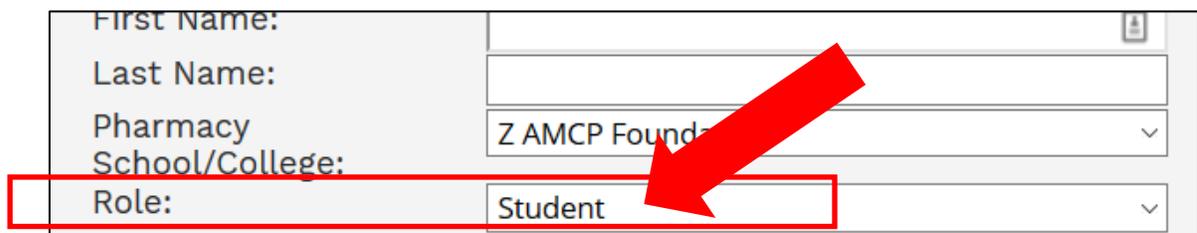
- B. You must specify your role in the P&T Competition.

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 member # in the indicated field.**

Other options are “P&T Competition Advisor” and “Local or National Judge.”

If none of these options is applicable, select “Other” and provide some explanatory text.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Pharmacy School/College:	Z AMCP Founda
Role:	Student



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

Registration

Dear Cynthia Knapp Dlugosz,

Thank you for registering with the Academia version of FormularyDecisions! We welcome your participation and use of this site for training purposes.

Your credentials need to be verified by our team; please expect that process to take 1-3 business days. Once the verification process is complete, a confirmation email will be sent to your registered email address [REDACTED], asking that you activate your account. This account activation will ensure that you have immediate access to the drug dossier and other materials when they are available.

IMPORTANT NOTE: To avoid any delay in receiving emails from FormularyDecisions, please confirm with your network administrator that you can receive emails originating from the @FormularyDecisions domain. (e.g. registration@FormularyDecisions.com)

We look forward to serving you soon!

FormularyDecisions Team

Questions? Send a note to registration@FormularyDecisions.com

Note that credentials must be verified to ensure appropriate access to confidential information. As the text in this box indicates, **watch for a confirmation email** inviting you to activate your account. This message may not arrive immediately and may take a few days.

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