How to Register for eDossier Access


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:

```
Registration

Welcome!

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.

Did you participate in last year's competition?

[ ] Yes  [ ] No

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:

![Registration](image)

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.

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

![Registration](image)

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 [Censored], 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](mailto: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](mailto:registration@FormularyDecisions.com)