How to Register for eDossier Access as a Judge

P&T Competition judges must create an individual account in the FormularyDecisions AMCP eDossier system (student version) to gain access to the manufacturer dossier for the study drug.

Judges use the same registration page as students do. Step-by-step instructions with screenshots are provided on the following pages. These instructions were created primarily for student competitors; the information below explains what to do at certain steps in the registration process where the instructions may not be explicit.

We regret that due to confidentiality considerations regarding the competition drug dossier, judges employed by a pharmaceutical manufacturer will not be granted access to the dossier.

  - On the screen that asks “Did you participate in last year’s competition?”, answer Yes or No based on whether you served as a judge for a previous P&T Competition. If yes, you likely are registered on the system already and will be directed to update your profile.

- If you answer “No” (i.e., if this is your first time registering as a judge), follow these steps:
  - Enter your preferred email address (ignore the “school-provided” instructions). If you already have a Healthcare Decision Makers account, you will need to create a new account with a different email address to access the P&T Competition dossier in the student version of the site.
  - For the “Pharmacy School/College” drop down, select the school for which you will serve as a judge. If you are judging the national semi-finals or finals, select “Z AMCP Foundation.”
  - Select “Local or National Judge” for your Role.

- Watch for a confirmation email from FormularyDecisions within 3 business days.
  - Each registration is evaluated individually to ensure that only individuals affiliated with the P&T Competition are able to access the dossier.
  - Activate your individual account by clicking on the link in the email to complete the registration process.

Concerns or questions about account creation should be directed to registration@FormularyDecisions.com.

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. 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

Welcome!

All students participating on P&T Competition teams must register individually in FormularyDecisions to obtain access to the eDossier for the case study drug.

Your credentials will be reviewed to ensure that you are a national AMCP Student Pharmacist Member in good standing at a pharmacy school/college that has registered its intention to participate in the P&T Competition. Once these requirements are verified (usually within 1-3 business days), you will receive an email inviting you to activate your account in FormularyDecisions.

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

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)

**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**