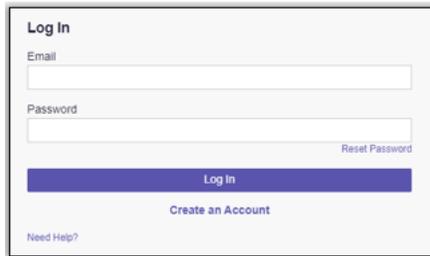


How to Register for a K-TRACS Account

1.) Navigate to the K-TRACS portal at <https://kansas.pmpaware.net/login>.



Click **Create an Account**.

Enter your email address (which will serve as your login name) and create a password. Click **Continue**.

Note: Use an email address that can be accessed for password resets.

2.) Select a role category. Click **Continue**.



3.) Choose a role:

For prescribers with **personal** DEA numbers:

- Choose your role according to your licensure status.

For prescribers without **personal** DEA numbers:

- Select *Institutional Prescriber* if you are prescribing under a hospital DEA. Include your hospital-issued DEA suffix in your registration.
- Select *Prescriber without DEA* if you do not have a personal or institutional DEA number.

For out-of-state prescribers:

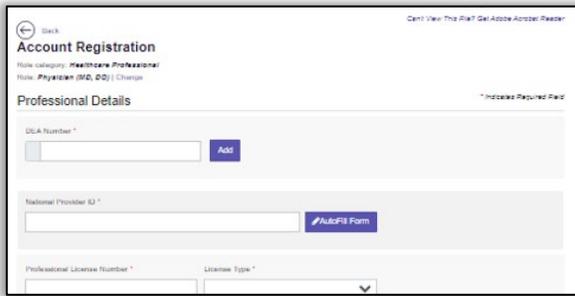
- If you have a Missouri **and** Kansas license, please enter your Kansas license information and choose your role according to your licensure status.
- If you have a Missouri license **only**, choose *Out of State Prescriber*.
- If you are licensed in Kansas but practicing outside the state and are engaged in the practice of telemedicine, please select *Telehealth Prescriber*.

For Post Graduate MD/DO (94-xxxxx):

- If you have a personal DEA number, choose *Medical Resident with Prescriptive Authority*.
- Select *Medical Resident* if you are prescribing under a hospital or clinic DEA. Include your hospital-issued DEA suffix in your registration.

For all other users, please select the role most applicable to your licensure status/credentials.

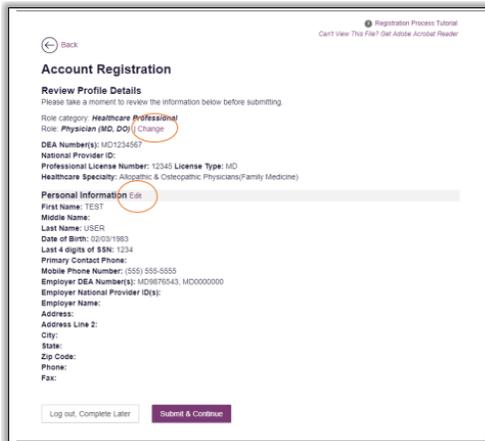
4.) Complete the Account Registration page. Click **Continue**.



The screenshot shows the 'Account Registration' page with the 'Professional Details' section. The page title is 'Account Registration' and the role is 'Physician (MD, DO)'. The 'Professional Details' section includes fields for 'DEA Number', 'National Provider ID', and 'Professional License Number'. The 'DEA Number' and 'Professional License Number' fields are marked with a red asterisk (*). There is an 'Add' button next to the DEA Number field and a '#AaF5 Form' button next to the National Provider ID field. A 'License Type' dropdown menu is also visible.

Required fields are indicated with a red asterisk (*).

5.) Review your registration information. If all information is correct, click **Submit & Continue**.



The screenshot shows the 'Account Registration' page with the 'Review Profile Details' section. The page title is 'Account Registration' and the role is 'Physician (MD, DO)'. The 'Review Profile Details' section includes fields for 'DEA Number(s)', 'National Provider ID', 'Professional License Number', 'License Type', 'Healthcare Specialty', 'Personal Information', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Last 4 digits of SSN', 'Primary Contact Phone', 'Mobile Phone Number', 'Employer DEA Number(s)', 'Employer National Provider ID(s)', 'Employer Name', 'Address', 'Address Line 2', 'City', 'State', 'Zip Code', 'Phone', and 'Fax'. The 'DEA Number(s)' and 'Personal Information' fields are circled in red. There are 'Log out, Complete Later' and 'Submit & Continue' buttons at the bottom.

Your account will be in pending status until the administrator reviews/approves your account. You will receive a confirmation email when your account has been activated.