How to register on the AMCP eDossier System

**STEP 1: Registration**
Go to [https://amcp.edossiers.com](https://amcp.edossiers.com)
Click Register Now
Provide contact information, employer-provided email address, professional credentials
Provide a brief description of involvement in formulary and/or benefit design decisions

**STEP 2: Verification**
Each registration is individually evaluated, including verification of credentials
Registrants are notified by email within 3 business days

**STEP 3: Activation**
Look for email from registration@amcp.edossiers.com
Activate account by clicking on email link to complete the registration process

**STEP 4: Login**
Go to [https://amcp.edossiers.com](https://amcp.edossiers.com)
Access System using secure login
Username: Employer-provided email address
Password: Established during registration step

How to use the System’s eRequest Tool

**STEP 1: Generate an eRequest**
Login at [https://amcp.edossiers.com](https://amcp.edossiers.com)
Click Use eRequest Tool
Select manufacturer and product of interest
Specify information needs
Preview request before clicking Send

**STEP 2: Await Response from Manufacturer**
Manufacturer determines most appropriate response upon receipt of eRequest
If request is for a product eDossier that is available on the System, manufacturer notifies AMCP eDossier System whether or not authorization is granted
If request is for other medical information or if the product eDossier is not available on the System, manufacturer will follow up directly (i.e., outside of the System)

**STEP 3: Verify Request for Authorized Product eDossier**
Look for email from verifyrequest@amcp.edossiers.com
Verify request by clicking on email link

**STEP 4: Access Requested, Authorized Product eDossier**
Login at [https://amcp.edossiers.com](https://amcp.edossiers.com)
All requested, authorized product eDossiers are accessible via personalized eDossier Center

Registration is FREE for qualified Health Care Decision Makers
For more information, visit [https://amcp.edossiers.com](https://amcp.edossiers.com) or email support@amcp.edossiers.com

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