



Florida's Prescription Drug Monitoring Program

A prescriber or dispenser must link a designee to their account so that the designee may have direct access to the information in the database.

Perform the following steps to link a designee to your account:

- 1 Open an Internet browser window and type the following URL in the address bar:
www.hidesigns.com/flpdmp.
- 2 Click the **Quick Access for Practitioner & Pharmacist Query Site** link located on the left menu.
- 3 Enter your user **User Name** and **Password** in the authentication window and click submit.
- 4 Click the **User Management** Tab
- 5 Click **Designee Accounts**.

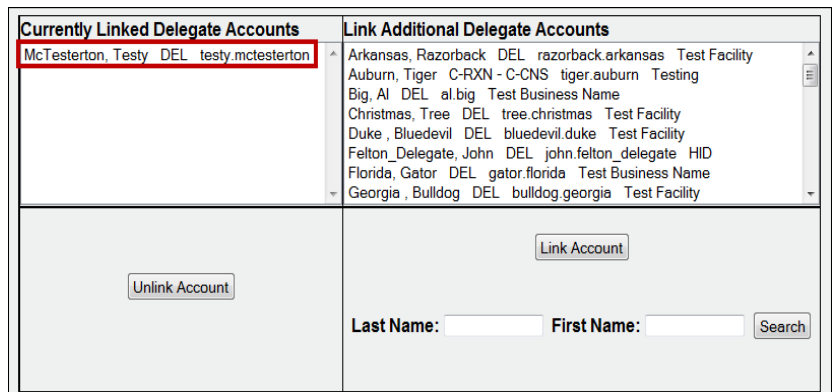
The **Designee Linking** window is displayed:



6 Scroll down or type in **Last Name**, **First Name** to select the name of the designee user you wish to link from the **Link Additional Delegate Accounts** side of the window and click **Link Account**.

NOTE: By clicking “Link Account” you are accepting responsibility for the designee account holder’s activity in the E-FORCSE database and certify that the designee has reviewed the Training Guide for Practitioners and Pharmacists and completed the Information Security and Privacy Training Course for Designees.

The user will now appear in the **Currently Linked Delegate Accounts** side of the window.



7 To unlink an authorized user, select the name from the **Currently Linked Delegate Accounts** side of the window and click **Unlink Account**. The user will now appear in the **Link Additional Delegate Accounts** side of the window.

For technical assistance, please contact our PDMP Help Desk at (877) 719-3120.

For more information visit www.e-forcse.com

