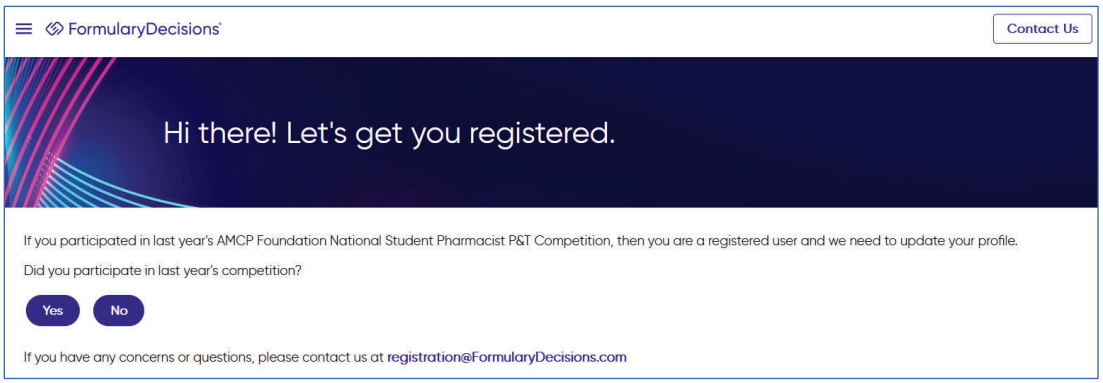
How to Register for eDossier Access (Students and Advisors)

1. Go to the FormularyDecisions URL for P&T Competition sign-up

The URL is https://www.formularydecisions.com/individual-registration.

2. You should be taken to this screen:



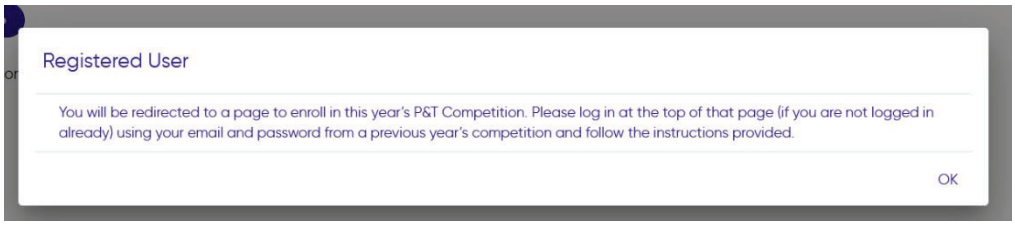
What you do next depends on whether you participated in a previous P&T Competition (go to Step 3) or not (go to Steps 4–6).

Note that eDossier access is *not* immediate. Every person's credentials must be verified to ensure appropriate access to confidential information. Expect that process to take 1-3 *business* days after you create or reactivate your account.

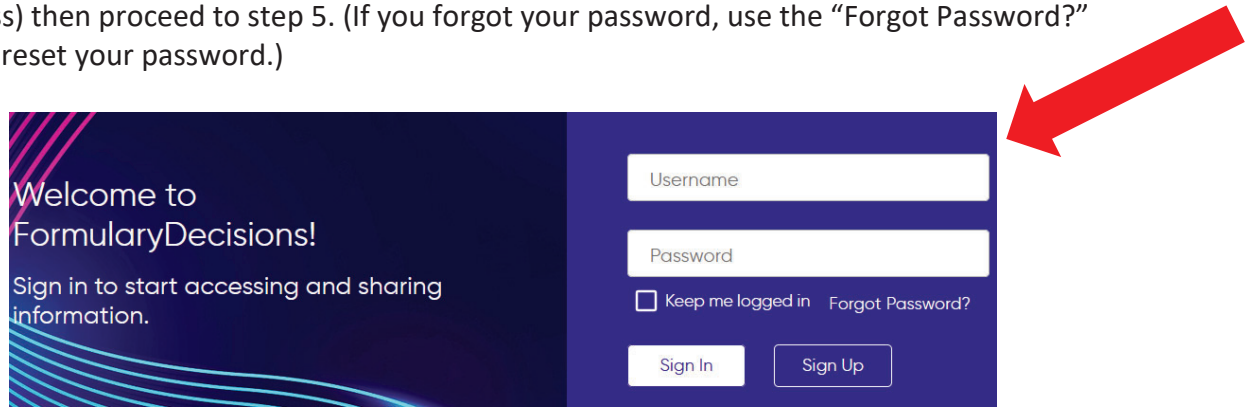
3. If you participated in a previous P&T Competition, follow the steps below. (If not, skip to Steps 4–6.)

Select “Yes” on the “Hi there! Let’s get you registered” screen.

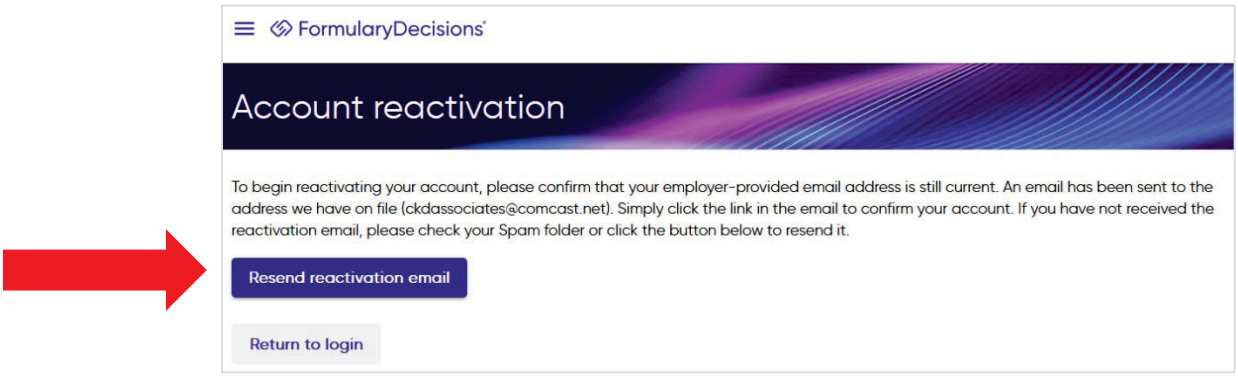
As a pop-up screen will indicate, you will be redirected to a page that asks you to update your account for the current competition, using your existing login credentials.



Log in at the top right of the page using your **school-provided email address** (i.e., a “.edu” address) then proceed to step 5. (If you forgot your password, use the “Forgot Password?” link to reset your password.)

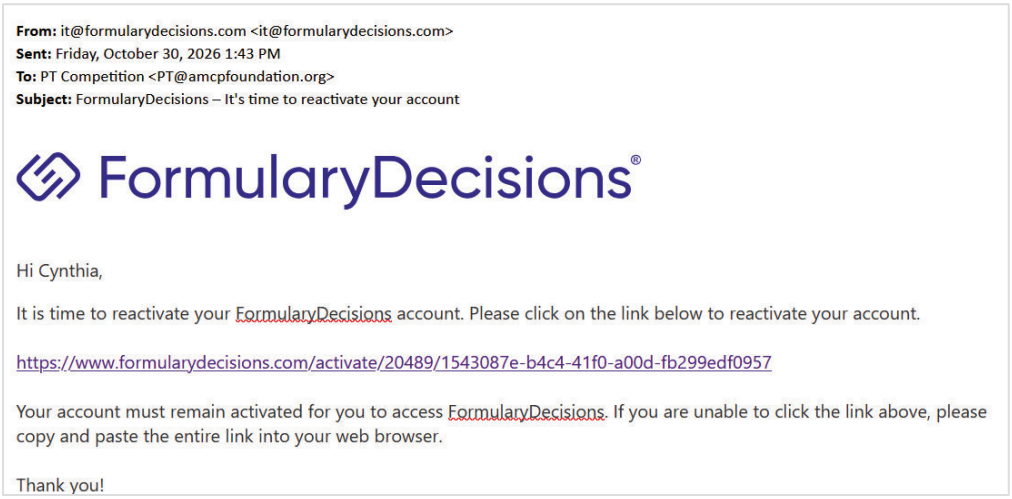


After you’ve logged in successfully (or reset your password and logged back in), you will be directed to reactivate your FormularyDecisions account.



The message asks you to click on a link to reactivate your account. Clicking on that link sends a reactivation email to your account.

Find the email that looks like this, with the subject line “FormularyDecisions – It's time to reactivate your account”:



From: it@formularydecisions.com <it@formularydecisions.com>
Sent: Friday, October 30, 2026 1:43 PM
To: PT Competition <PT@amcpfoundation.org>
Subject: FormularyDecisions – It's time to reactivate your account

FormularyDecisions®

Hi Cynthia,

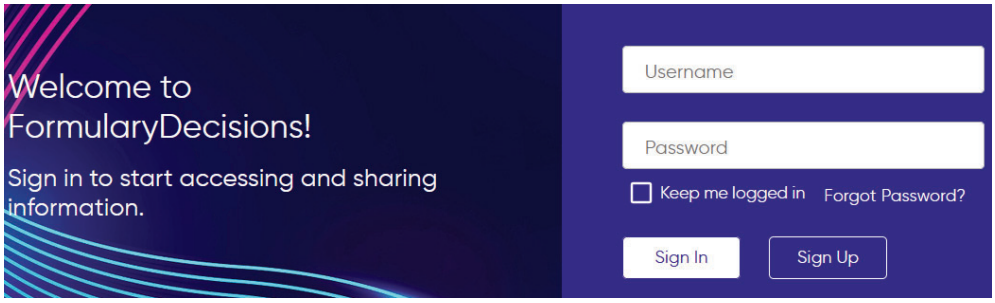
It is time to reactivate your FormularyDecisions account. Please click on the link below to reactivate your account.

https://www.formularydecisions.com/activate/20489/1543087e-b4c4-41f0-a00d-fb299edf0957

Your account must remain activated for you to access FormularyDecisions. If you are unable to click the link above, please copy and paste the entire link into your web browser.

Thank you!

When you click on the reactivation link in the email, you will be returned to the main log in page. Log in with your account email and current password.



Your credentials will be reviewed and verified to ensure that you qualify for eDossier access. Expect that process to take 1-3 *business* days.

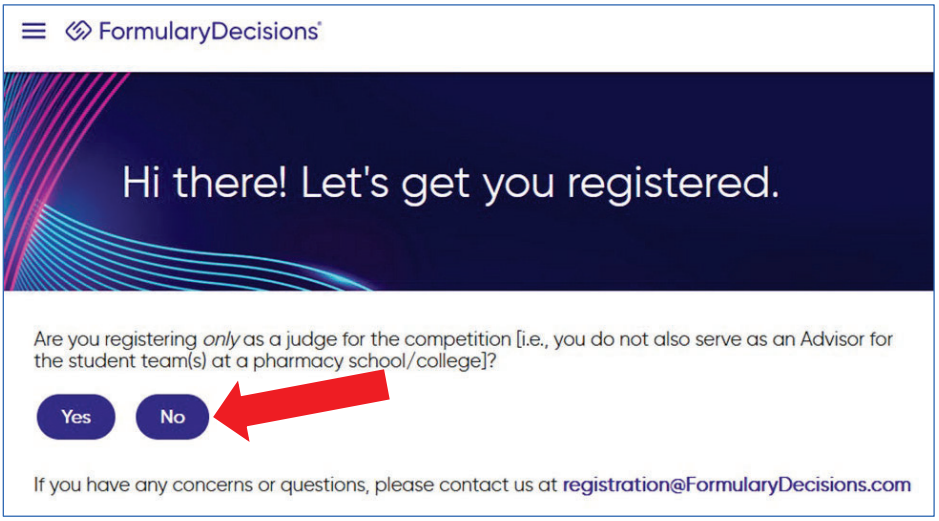
Watch for a confirmation email (see Step 6).

To ensure you receive automated notifications from FormularyDecisions going forward, please add this email domain to your safe sender list: @formularydecisions.com. If you manage your own email settings, add the domain to your Safe Senders list (in Outlook: Settings → Mail → Junk email → Safe senders and domains → + Add).

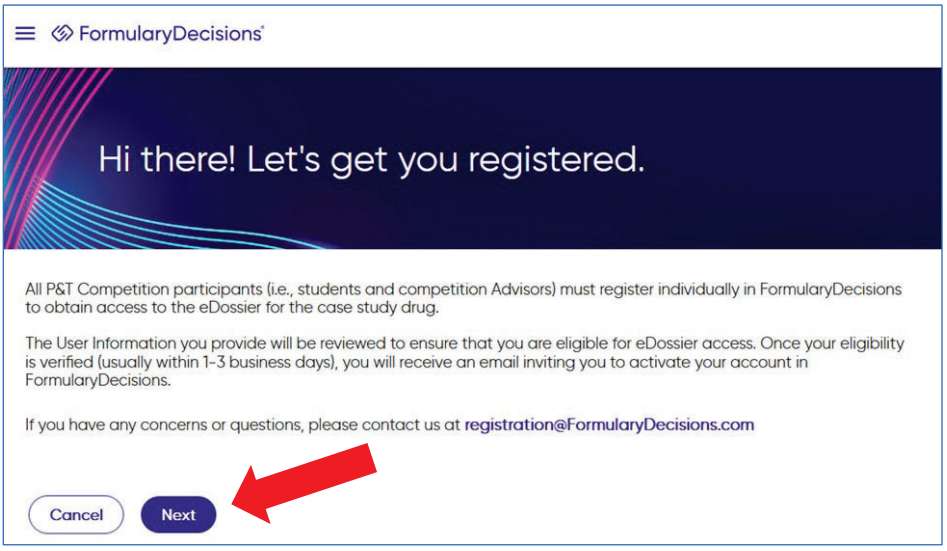
4. If this is your first P&T Competition (i.e., you did not participate in a previous competition), follow the steps below.

Select “No” on the “Hi there! Let’s get you registered” screen.

You will be taken to this screen, asking whether you are registering as a judge. Select “No.”



You will be taken to the screen shown below.

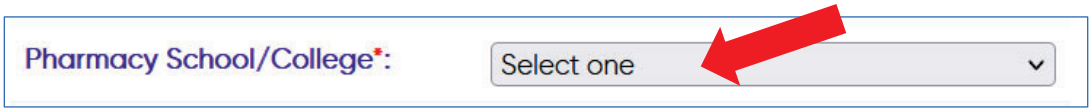


When you select “Next,” you are taken to a data entry screen.

Most of the information requested on the data entry screen is self-explanatory. However, *please pay special attention* to these fields.

A. As indicated, you **must** register using **a school-provided email address** (i.e., a ".edu" address). The email address must be a specific, verifiable address tied to a **single person** (i.e., not something like studentAMCP@college.edu).

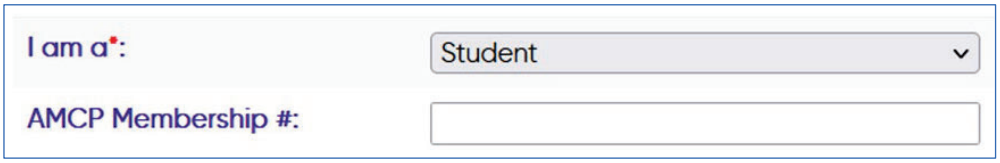
B. You **must** select a pharmacy school/college from a drop-down list.



If your school does not appear on this list, your school either (1) has not visited the P&T Competition online portal to register its intention to compete or (2) registered after the early access deadline (and it is still "early access" time). **Schools *must* register their intention to compete** before anyone associated with the school will be granted access to the eDossier site.

C. You must indicate whether you are a student or non-student Advisor.

Select "Student" if you are competing on a P&T Competition team, serving as the Competition Coordinator, or have another official student role. If you are an AMCP Student Pharmacist Member and know your member #, enter it in the field that will appear.



Select "Non-student Advisor" if you are serving as an Advisor for the P&T Competition. FormularyDecisions has a list of Advisors from the "intention to compete" registration; if your name does not appear on that list, you will be contacted to determine whether you qualify for eDossier access.

Please note that judges for local P&T competitions will be able to create accounts after the final intention to compete registration deadline.

D. If you make an error or take an action the system does not accept, an error message (like the one shown below) likely will appear at the top of the page:

> Re-entered password cannot contain the following characters: &
> Password cannot contain the following characters: &

5. When you have entered all information successfully and hit "Next," you should see this screen:

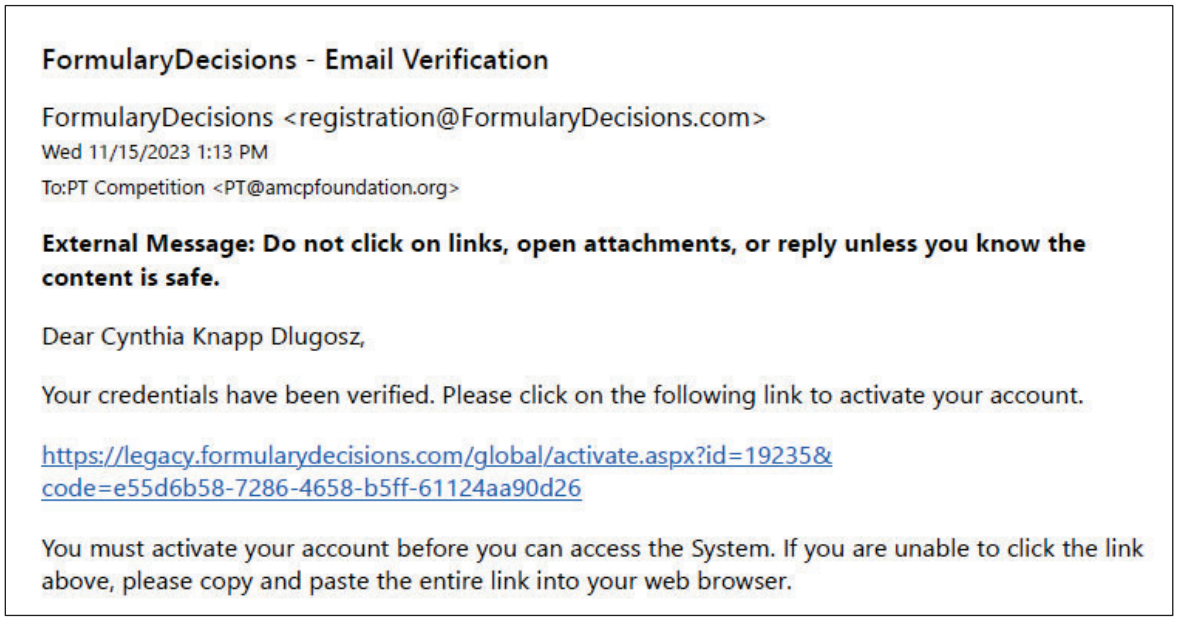


Your credentials will be reviewed and verified to ensure that you qualify for eDossier access. Expect that process to take 1-3 *business* days.

Watch for a confirmation email (see Step 6).

To ensure you receive automated notifications from FormularyDecisions going forward, please add this email domain to your safe sender list: @formularydecisions.com. If you manage your own email settings, add the domain to your Safe Senders list (in Outlook: Settings → Mail → Junk email → Safe senders and domains → + Add).

6. After your credentials have been verified, you should receive the confirmation email message that looks like this:



FormularyDecisions - Email Verification

FormularyDecisions <registration@FormularyDecisions.com>
Wed 11/15/2023 1:13 PM
To:PT Competition <PT@amcpfoundation.org>

External Message: Do not click on links, open attachments, or reply unless you know the content is safe.

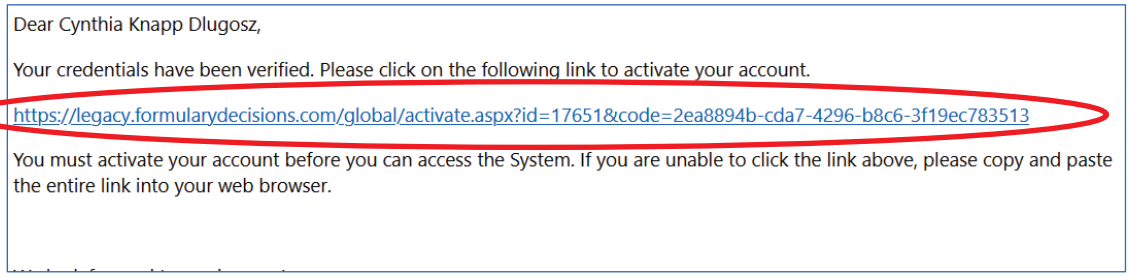
Dear Cynthia Knapp Dlugosz,

Your credentials have been verified. Please click on the following link to activate your account.

https://legacy.formularydecisions.com/global/activate.aspx?id=19235&code=e55d6b58-7286-4658-b5ff-61124aa90d26

You must activate your account before you can access the System. If you are unable to click the link above, please copy and paste the entire link into your web browser.

The message asks you to click on a link to activate your account.



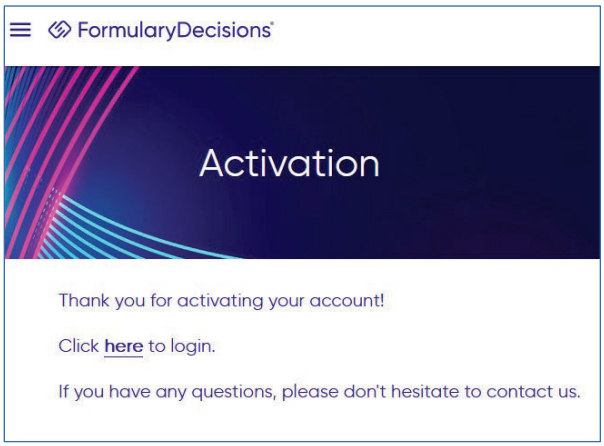
Dear Cynthia Knapp Dlugosz,

Your credentials have been verified. Please click on the following link to activate your account.

https://legacy.formularydecisions.com/global/activate.aspx?id=17651&code=2ea8894b-cda7-4296-b8c6-3f19ec783513

You must activate your account before you can access the System. If you are unable to click the link above, please copy and paste the entire link into your web browser.

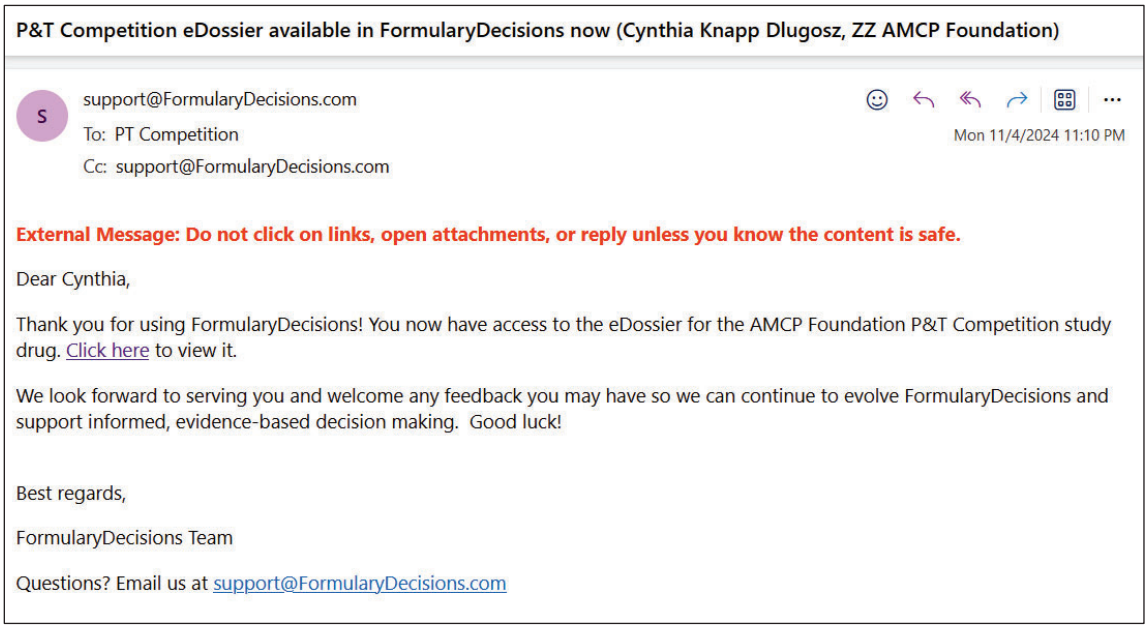
When you click on the link, you will be taken to a screen that looks like this:



7. After you click on the "Click here to login" link and enter your user name and password, you should be taken to the FormularyDecisions home page for the P&T Competition, with immediate access to the eDossier.



You also should receive an email message from "support@FormularyDecisions.com" that looks like this:



Questions about account creation, activation, or accessing the Competition dossier?
Contact the FormularyDecisions team at
registration@FormularyDecisions.com