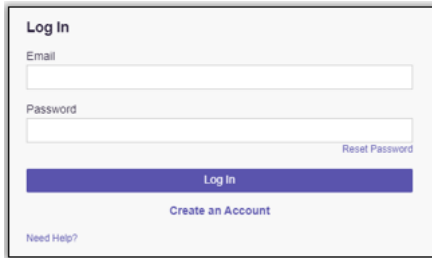


How to Register for a K-TRACS Account

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

A screenshot of the K-TRACS login and registration page. It features a 'Log In' section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Create an Account' button. There is also a 'Reset Password' link and a 'Need Help?' link at the bottom.

Click **Create an Account**.

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

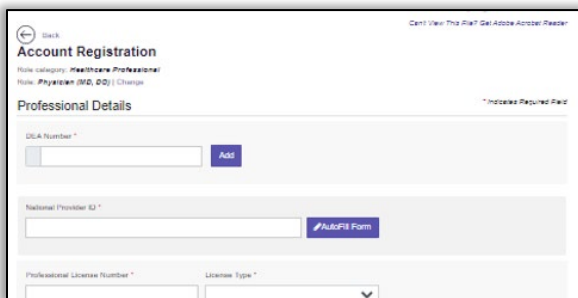
Note: Use an email address that can be accessed for password resets.

- 2.) The next screen will prompt you to choose a role category. Click **Continue**.

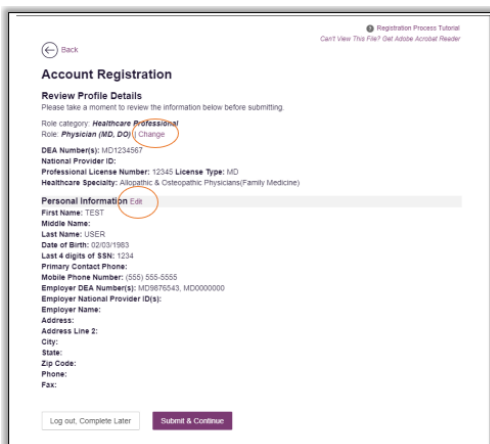
A screenshot of the role selection screen. It displays three buttons: 'Healthcare Professional or Delegate' (with a heart icon), 'Law Enforcement' (with a shield icon), and 'Other Professional' (with a briefcase icon).

Then select one user role from the list displayed. Click **Continue**.

- 3.) Complete the Account Registration page. Click **Continue**. Required fields are indicated with a red asterisk (*).

A screenshot of the 'Account Registration' page. It shows the 'Professional Details' section with fields for 'DEA Number *', 'National Provider ID *', 'Professional License Number *', and 'License Type *'. There are 'Add' and 'AutoFill Form' buttons. A red asterisk indicates required fields.

- 4.) Review your registration information. You can change your role type or edit your personal information.

A screenshot of the 'Review Profile Details' page. It shows the 'Role category: Healthcare Professional' and 'Role: Physician (MD, DO)' with a 'Change' link. Below are 'Personal Information' fields like 'First Name', 'Last Name', 'Date of Birth', etc., with an 'Edit' link. At the bottom are 'Log out, Complete Later' and 'Submit & Continue' buttons. Red circles highlight the 'Change' and 'Edit' links.

Note: Changing your role type will cause you to lose any information you entered on the previous registration page.

If all information is correct, click **Submit & Continue**.

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.