



REGISTERING AND MANAGING OFFICE STAFF DESIGNEES

As a registered prescriber, you may designate a member of your office staff to perform most patient activities for you in the iPLEDGE system. An Office Staff Designee must be registered in the iPLEDGE Program and receive a unique username and password. You may assign a member of your staff as your Office Staff Designee once the registration process has been completed. A registered and designated Office Staff Designee may perform most patient activities for you in the iPLEDGE system. A registered and designated Office Staff Designee may **NOT** confirm the serious medical reason(s) exemption process in the iPLEDGE system on your behalf, as the confirmation requires the digital signature of a registered prescriber.

The registered prescriber is responsible for all information entered and activities performed in the iPLEDGE system by the Office Staff Designee.

Registering An Office Staff Designee

Go to www.ipledgeprogram.com and log in by entering your username (DEA number or program-generated username) and password. You will be presented with the Prescriber home page. Select the “**Manage Delegates/Designees**” button. The Manage Delegates and Designees page will be displayed. Select the “**Register New Designee**” button. The Office Staff Designee Registration form will be presented. Have the Office Staff Designee follow the registration instructions on the form to complete the registration.

Managing Office Staff Designees

Go to www.ipledgeprogram.com and log in by entering your username (DEA number or program-generated username) and password. You will be presented with the Prescriber home page. Select the “**Manage Delegates/Designees**” button. The Manage Delegates and Designees page will be presented. Select the “**Manage Designees**” button to display the Manage Designees page. On the Manage Designees page, enter the Office Staff Designee’s iPLEDGE username and select “**Add.**”

It is important to note the following:

- Your Office Staff Designee’s access to activities in the iPLEDGE system is dependent on your access to the system. Specifically, if you have not been activated in the system or if your activation has expired, your Office Staff Designee will not be able to perform activities in the iPLEDGE system.
- Although several prescribers may utilize the same Office Staff Designee, the Office Staff Designee only needs to register in the iPLEDGE Program once.