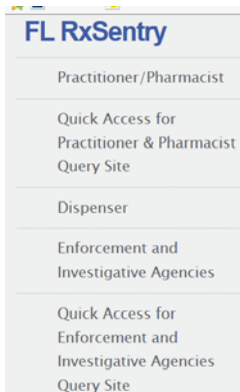




## Florida's Prescription Drug Monitoring Program

Agency administrators must link authorized users of the law enforcement agency to their account so that the authorized user may submit investigative report requests during the course or an active investigation, as provided in section 893.055(7)(c), F.S.



Perform the following steps to link an authorized user:

- 1 Open an Internet browser window and type the following URL in the address bar: [www.hidinc.com/flpdmp](http://www.hidinc.com/flpdmp).
- 2 Click the **Quick Access for Enforcement and Investigative Agencies 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

The **User Management Menu** is displayed:



5 Click **Authorized User Accounts**.

The **Delegate Linking** window is displayed:

Currently Linked Delegate Accounts	Link Additional Delegate Accounts
Test John LE LAW Test_John HID 50	Brett Smith LAW EA998694 Florida Department of Law Enforcement Derrick Stockdreher LAW EA030 University of Central Florida Police Department Duane Johnson LAW EA5572 U.S. Marshals Service Lisa Lignal LAW EA753655 Florida Department of Law Enforcement
<a href="#">Unlink Account</a>	<a href="#">Link Account</a>

6 Select the name of the authorized user you wish to link from the **Link Additional Delegate Accounts** side of the window and click **Link Account**.

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. Follow the prompts to submit your query to E-FORCSE Staff for approval.

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

For more information visit [www.e-forcse.com](http://www.e-forcse.com)

