**Designee Overview: To add/delete/verify**

1. Click the “My Designee” tile to Add, Remove or Recertify/Verify your Designees



1. **Add Designee:**
* To add a designee, enter their license number and click “Add”. Only 3 designees are allowed at a time.
* To successfully add a designee the given license number should be registered as a designee to ILPMP.
* Designees can only be on one designees list.
* Once a designee is successfully added, supervisor and the designee will receive an email confirmation.





1. **Remove designee**
* To remove a designee from your account, check the “Delete” checkbox that is attributed to their name. Then click on the delete button. Then a pop-up window will be displayed with the message. Please remove individuals who no longer work with you.
* Once designee is successfully deleted, supervisor and the designee will receive an email confirmation.





1. **Verify/Recertify designee:**
* Any searches done by the designee is attributed to their supervisor. For this reason, supervisor is responsible for their designee’s searches.
* To check what has been searched by your designee click the “Verify” button. Designee accounts must have their account verified/recertified every 180 days.



* The next page will show what searches have been made by the designee



* Select the year and month for which you wish to view the search history of your designee. Click the “Search”, it will appear as follow



* If no searches were made during the year and month selected, it will appear as the following:



* After couple of Searches “Verify” button will be displayed. click on “Verify” button to verify/recertify the designee. Then a pop-up window will be displayed with the message.



1. Designees can potentially lose the ability to make Patient Searches on PMP due to:
* The designee in question has not been added as a designee by their supervisor in the PMP.
* PMP listed supervisor has not verified the Designee’s searches in more than 6 months.

**My Supervisors:**

1. Designee’s can check their supervisors by clicking on “My Supervisors” tile on welcome page.



1. Here is how supervisor’s information is displayed.
* Designee’s can only view their supervisor’s information, no changes can be made by designee.



1. A registered Designee is only authorized to make Patient Searches if they have been added and verified as a designee by their Supervisor. If they have not been authorized then the following message will be displayed on designee’s welcome page.



1. Designee’s must contact their supervisors regarding any account changes such as the ability to add a designee, delete a designee or verify a designee.