Understanding the Registry
Creating and Editing MMTC Users

This guide shows Executive MMTC Managers and MMTC Managers how to create or edit MMTC users for their organization.

CREATING AN MMTC USER

Step 1: Click "Users" to be navigated to the User Roster Dashboard.

Step 2: Click "New User."

Step 3: Input all user information in the appropriate fields. All fields are required except for Street Address 2. Please note, the address information being requested is for the MMTC, not the user's home address.

Step 4: Sign the application and click "Save."

You must sign for this application

To sign below, supply _____ in the First Name text box, and _____ 'in the Last Name text box.

Type in your First Name:

← *Sign application with your First Name*

Type in your Last Name:

← *and Last Name*

The undersigned persons certify that the requested access to the Medical Marijuana Use Registry is for lawful purpose and is authorized under section 381.986, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this application and in any attached exhibits that serves as a basis for access, is true and correct. I understand that knowingly making a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes.

SAVE ← *Click "Save"*

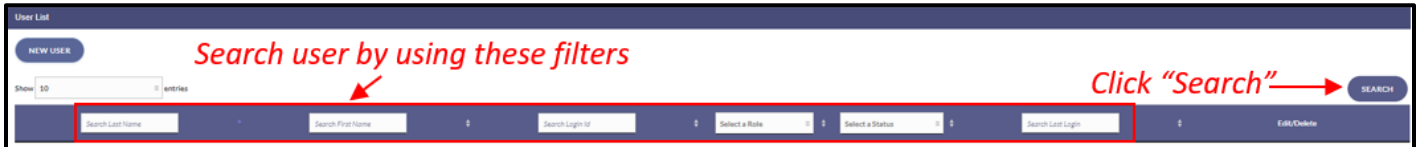***The rest of this page is intentionally left blank.***

Please continue to next page for user editing instructions*
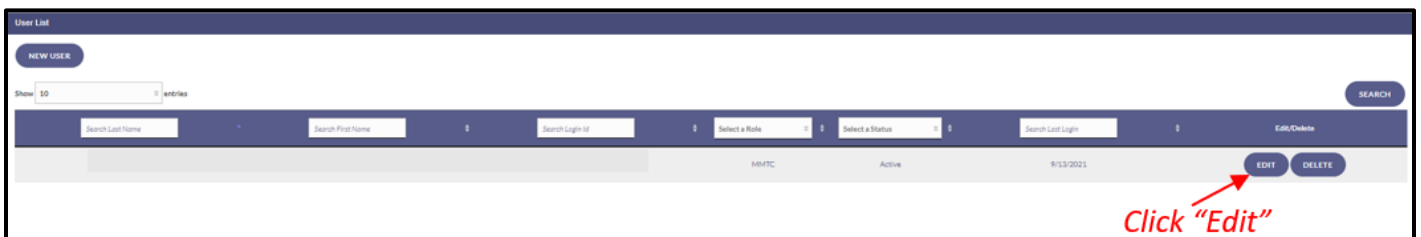
EDITING AN MMTC USER

Step 1: Click "Users" to be navigated to the User Roster Dashboard.

Step 2: Search for the MMTC user you wish to edit using the filters.

Step 3: Click "Edit" next to the MMTC user you wish to change.

Step 4: Edit any of the data fields and click "Save."