



Understanding the Registry

Creating and Editing Transporters

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

CREATING A TRANSPORTER

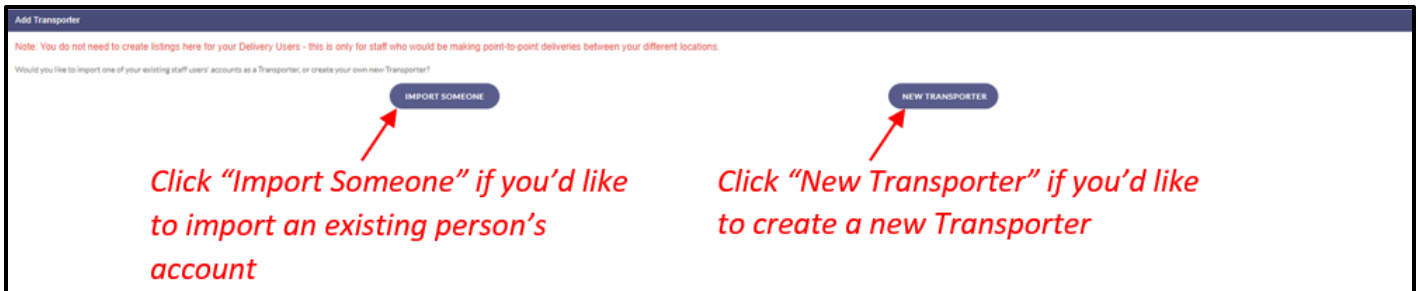
Step 1: Click "Transporters" to be navigated to the Transporter Dashboard.



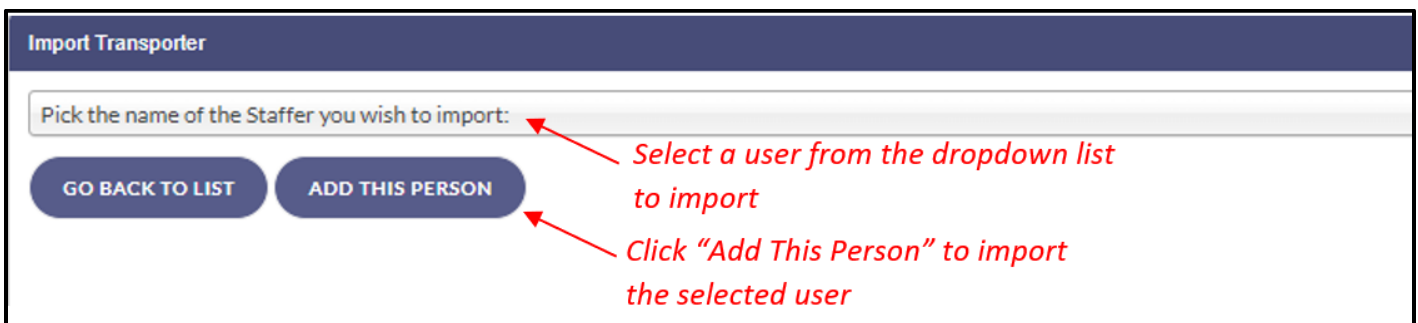
Step 2: Click "Add New Transporter."



Step 3: Click "Import Someone" if you would like to import one of your existing staff's user account, or click "New Transporter" if you would like to create a new Transporter.



Step 3a: If you selected "Import Someone," select an existing staff user from the dropdown list and click "Add this Person" to import them as a transporter user.



Step 3b: If you selected “New Transporter,” input the appropriate information into the data fields and click “Save Changes.”

Transporter Details

Last Name

First Name

Date of Birth

SSN

Medical Marijuana Treatment Center

Is Onboarded? - NA

[GO BACK TO LIST](#) [SAVE CHANGES](#)

Input Transporter's information

Click "Save Changes"

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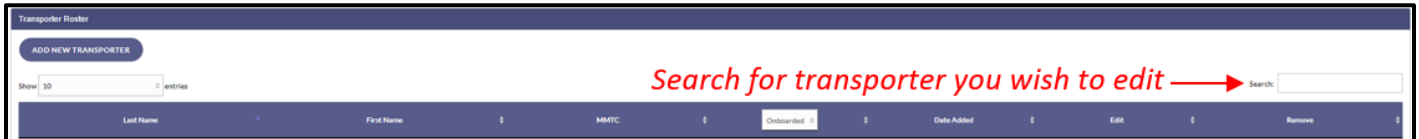
Please continue to next page for user editing instructions**

EDITING A TRANSPORTER

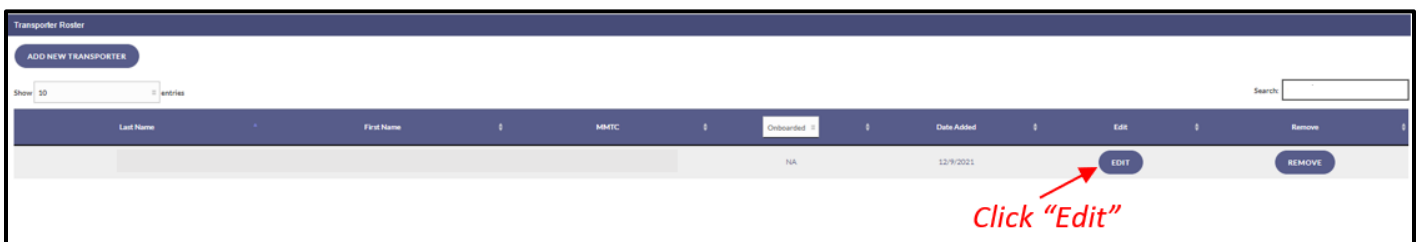
Step 1: Click "Transporters" to be navigated to the Transporter Dashboard.



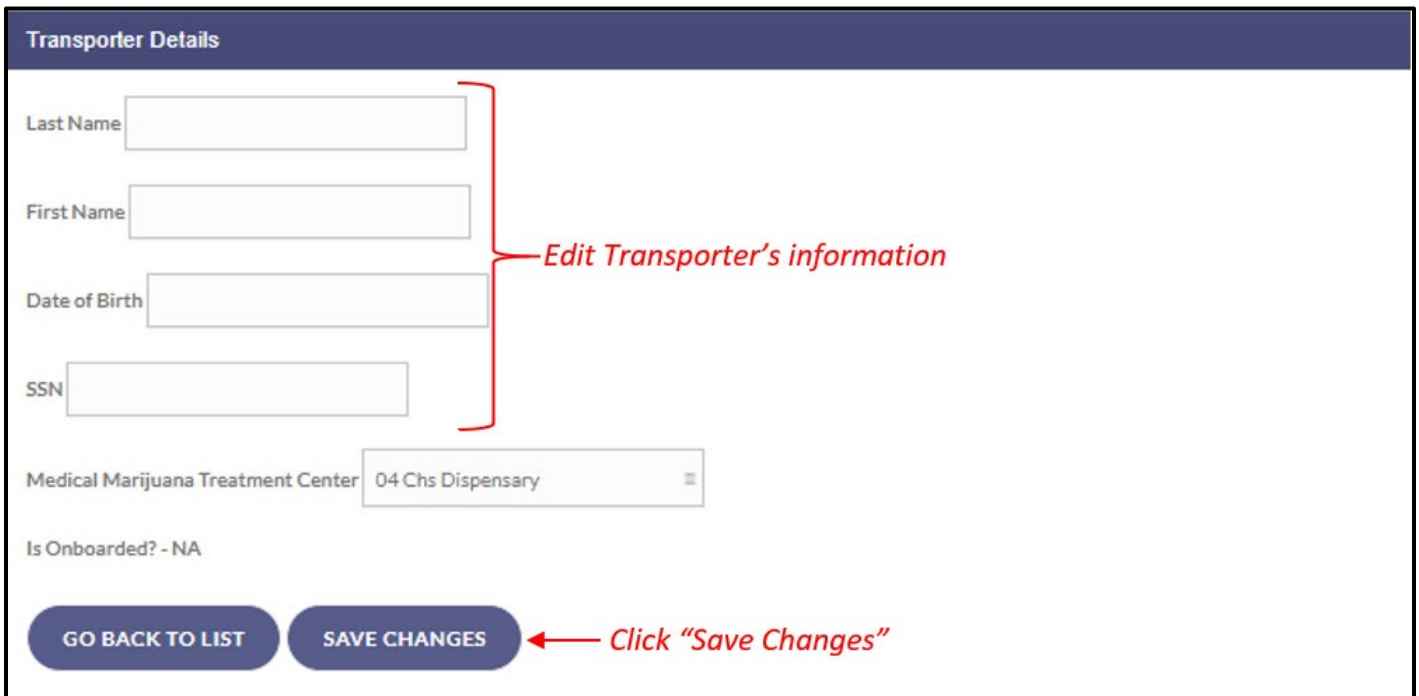
Step 2: Search for the transporter user you wish to edit in the "Search" field.



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



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



Step 4b: If the transporter is also another user (MMTC Manager, MMTC, or Deliverer) for your organization, you must edit their Transporter information on their user profile. Select the “click here to navigate to the edit user screen” link at the top of their transporter profile to navigate to their user profile.

Transporter Details

This person is associated to a registry user, to change their information, [click here to navigate to the edit user screen.](#)

Last Name

First Name

Date of Birth

SSN

Medical Marijuana Treatment Center

Is Onboarded? - NA

[GO BACK TO LIST](#)

Click here to edit the user profile for this transporter

Step 5: Follow the steps outlined in the [Creating and Editing MMTC Users](#) guide to edit the profiles.