



# Medical Marijuana Use Registry

## *Law Enforcement User Guide*

### What's in this User Guide?

Logging in and Managing your Registry Account.....	1
Searching for a Person in the Registry.....	2
Creating and Managing New Users.....	8

### Logging in and Managing your Registry Account

#### Initial Login

Visit the Medical Marijuana Use Registry (Registry) at [MMURegistry.FLHealth.gov](http://MMURegistry.FLHealth.gov).

Log in using the username and temporary password that was emailed to you when your account was created. You will be prompted to change your password once you log in.

#### Password Requirements

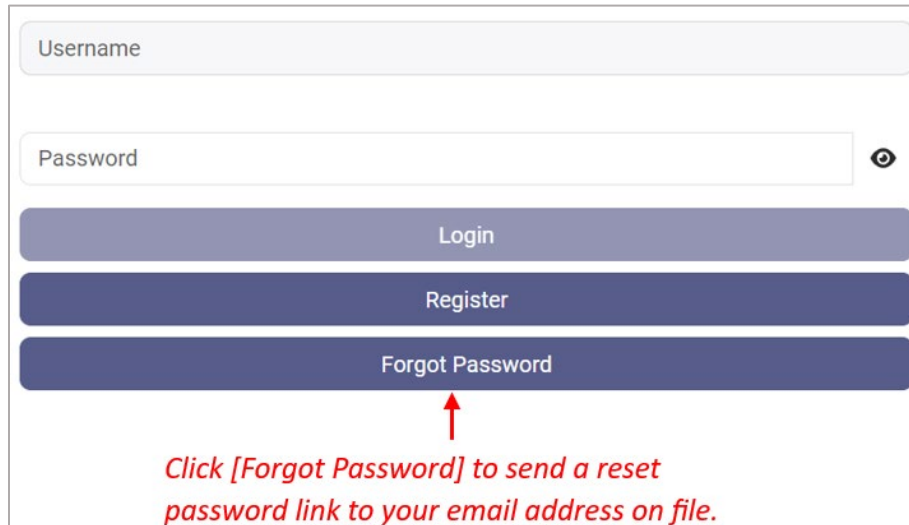
You must use a secure password to protect the confidential information in the Registry. Passwords must:

- Be at least 12 characters long;
- Have at least one uppercase letter;
- Have at least one lowercase letter;
- Have at least one "special character" (e.g., !@#\$%^&\*?/');
- Have at least one number; and
- Must not be identical to your previous 5 passwords.

Information contained in the Medical Marijuana Use Registry is confidential pursuant to section 381.987, Florida Statutes.

## Forgot Password

If you need to reset your password, click the “Forgot Password” link on the login page. Enter your username and click “Submit.” The Registry will email you a temporary link to change your password. The temporary link is only good for one hour and one login.



The image shows a login form with three input fields: 'Username', 'Password', and a 'Forgot Password' button. Below the buttons are 'Login' and 'Register' buttons. A red arrow points to the 'Forgot Password' button, and red text below it reads: 'Click [Forgot Password] to send a reset password link to your email address on file.'

## Searching for a Person in the Registry

### Patient Product Authorization Verification

To verify that a patient or caregiver is authorized to be in possession of medical marijuana products, you'll need to search for them in the Registry, and check for the following:

- They have a profile in the Registry;
- They have obtained a Registry ID Card and it is valid; and
- They have an order that is currently open, and the product(s) they're in possession of are listed in the order's dispensation history (*Review pages 6 & 7 for instructions on viewing a patient's dispensation history*).

### How to Search

Click the “People Search” menu option in the upper right-hand corner of the screen.


You can indicate if you would like to search for a patient, caregiver, or transporter.


You can search by entering the patient or caregiver's name and date of birth (DOB), patient or caregiver ID number and DOB, or by only the patient or caregiver ID number. If there's a match, you will be automatically redirected to the person's profile.


The DOB is not required when searching for a deliverer or transporter of products for an authorized Medical Marijuana Treatment Center.

**People Search**

Patient Search

  
 Patient Search

  
 Caregiver Search

  
 Transporter Search

Supply the information below to search the Registry

Choose how you wish to search:

Name + DOB
Patient ID + DOB
Patient ID
Patient SSN

Patient First Name

Patient Last Name

Patient DOB

**Search**

*Choose which role to search for.*

*Choose your search method.*

*Enter person's information.*

*Click [Search].*


### The Person I Searched for was Not Found


If you search for someone that the Registry does not recognize, the Registry will provide you with this result:


⊗ Returned 0 results ⊗

**People Search**

Patient Search

  
 Patient Search

  
 Caregiver Search

  
 Transporter Search

Supply the information below to search the Registry

Choose how you wish to search:

Name + DOB
Patient ID + DOB
Patient ID
Patient SSN

Patient ID

Patient DOB

**Search**

## Patient/Caregiver Valid ID Card Verification


If the patient or caregiver does not have possession of their Registry ID Card when they are stopped with products, you can verify if they have a valid ID Card in their profile.

Profiles for patients and caregivers who do not currently possess a valid Registry ID card will:

- Have a 'blank' placeholder image for their profile photo;
- Be missing an ID Card number just below their photo; and
- Depict a red "X" next to "Carries Valid OMMU Card" in the "Authorized to Possess" section.

If a patient's profile *does* have a photo and an ID card number but in the "Authorized to Possess" section, there is a red "X" indicator next to "Carries Valid OMMU Card," they may not possess products or delivery devices.

**PATIENT 05, TEST**  
Patient ID: P7MR8759



Card #: N/A

[Show Order History](#) [Show Open Order Details](#) [Show Dispensable Amounts](#)  
[Report 893 Violation](#)

Current Physician [DOCTOR, TYPICAL](#)

Is this person a Florida Resident? Yes

Is this person a Seasonal Resident? No

Caregiver(s) [CAREGIVER 05, TEST](#)

Patient is authorized to have more than one caregiver per 381.986, F.S.? No

**Authorized to Possess ?**


Low-THC Products	✗	No
Medical Marijuana Products	✗	No
Marijuana for Smoking	✗	No
Delivery Devices	✗	No
Carries Valid OMMU Card	✗	No

## What a Valid Profile Looks Like

If the person was found, you'll be navigated to the patient or caregiver's Registry profile.

The left-hand section contains a photo of the person, along with their basic demographics. Each patient has a unique "Patient ID" number (8 alpha-numeric characters) and each ID card also has a unique identifying number, referred to as the "Card #" (12 alpha-numeric characters). These identifiers can help you ascertain the validity of any card an individual may be presenting to you.

**PATIENT, TYPICAL**  
Patient ID: P7RK4235



Card #: P0QUI4V8JQ3A

[Show Order History](#) [Show Open Order Details](#) [Show Dispensable Amounts](#)  
[Report 893 Violation](#)

Current Physician [DOCTOR, TYPICAL](#)  
Is this person a Florida Resident? Yes  
Is this person a Seasonal Resident? No  
Caregiver(s) [CAREGIVER, TYPICAL](#)  
Patient is authorized to have more than one caregiver per 381.986, F.S.? No

**Authorized to Possess** ?

Low-THC Products	✓ Yes
Medical Marijuana Products	✓ Yes
Marijuana for Smoking	✓ Yes
Delivery Devices	✓ Yes
Carries Valid OMMU Card	✓ Yes

The right-hand section contains any relevant order information placed by the patient's physician. To toggle between the different order views and information, you may click any of the buttons located below the patient's profile picture and ID card #.

"Order History" will display all of the patient's order history since they were created in the Registry. These tables also contain all dispensations the patient or patient's caregiver has ever received.

"Show Open Order Details" will display only the details relevant to the patient's current, open orders for each type. It does not include details about "Expired" or "Closed" orders.

"Show Dispensable Amounts" will display all information related to the patient's current, dispensable amount as permitted by Florida Law, with respect to any current Request for Exception requests.



## What an Order Looks Like

When you first arrive at the patient’s profile, you will see the patient’s current orders on the right-hand side of the screen.

Here, in the “Status” column, you can see that this patient has open orders. However, patients may also have some orders that are Cancelled, Expired, or Scheduled. You can also see the date range for which each order is valid.

Order History - TEST PATIENT 04  
[See calculations](#)

	Start Date	End Date	Days	Type	Status	Placed By
	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Filter ▾	No Filter ▾	<input type="text"/>
<b>-</b>	02/21/2024	05/01/2024	70	Medical Marijuana	Open	<a href="#">DOCTOR, TYPICAL</a>
Medical Marijuana Order Beginning 02/21/2024 Order notes: start low go slow						
	Route	Amount Ordered	Mg Per Day	Delivery Device	Amount Remaining	
+	Oral	14,000 mg	200 mg	Yes	13,750 mg	
+	Topical	10,500 mg	150 mg	Yes	10,500 mg	
+	Inhalation	24,500 mg	350 mg	Yes	24,500 mg	
<b>+</b>	02/21/2024	03/27/2024	35	Smoking Marijuana	Open	<a href="#">DOCTOR, TYPICAL</a>

*Click the [-] to collapse the order details.*

*Click the [+] to expand the order details.*

The order also says that this person can purchase a delivery device. Please note when viewing a patients’ order logs, if there *is not* a column for “Delivery Device,” that indicates the patient has not been authorized for delivery devices by their Qualified Physician. Additionally, a patient or caregiver may possess delivery devices from entities other than a Medical Marijuana Treatment Center, which will not be listed in the patient’s order history.

If you click the name of the physician, you’ll be taken to a page where you can see their phone number, address, and other information.

Click the “+” icon on the row of an order, and it will expand to show you more information.

When we expand an order and a route of administration under an open Medical Marijuana order, you will see the 'Amount Ordered' in milligrams, any notes entered for the order, and any dispensation history for the order.

Order History - TEST PATIENT 04  
[See calculations](#)

Start Date	End Date	Days	Type	Status	Placed By
02/21/2024	05/01/2024	70	Medical Marijuana	Open	<a href="#">DOCTOR, TYPICAL</a>

Medical Marijuana Order Beginning 02/21/2024  
Order notes: start low go slow

*Click the [-] to collapse the route details.* →

Route	Amount Ordered	Mg Per Day	Delivery Device	Amount Remaining
- Oral	14,000 mg	200 mg	Yes	13,750 mg
Dispensations - Oral				
Date	MMTC	Amount Dispensed	Status	
3/19/2024	CB MMTC	250 mg	Given To Patient TEST PATIENT 04	
3/19/2024	CB MMTC	2 Oral Delivery Device	Given To Patient TEST PATIENT 04	
+ Topical	10,500 mg	150 mg	Yes	10,500 mg
+ Inhalation	24,500 mg	350 mg	Yes	24,500 mg

*Click the [+] to expand the route details.* →

You can expand each record on the table to view the different routes for which the doctor has placed an order. In each one, you will see:

- The route of administration;
- The total amount ordered;
- The amount remaining for that route of administration; and
- A history of all the dispensations the patient has ever received for this part of the order.

### What Product has been Ordered or Dispensed to the Patient

Expand the patient's orders and click through the tabs to browse what the physician has ordered, and what, if anything, has been dispensed to the patient.

**This concludes the user guide for regular 'Law Enforcement' users. If your role in the Registry is either 'Executive Law Enforcement Manager' or 'Law Enforcement Manger,' the remaining part of this document is for you.**

## Creating and Managing New Users

If you have an ‘Executive’ or ‘Manager’ account, you have the ability to create accounts for other Law Enforcement users within your organization. Please note, after creating a new user account, the new user must log in and complete the required steps before you may approve their online application.

### Create a New User

To create a new user, click on the “Users” tab in the main menu bar. From there, click the “Manage Users” option from the drop-down menu. Then click “+ Add New User.”



The screenshot shows a web interface titled "User List of Law Enforcement Organization". At the top left, there is a button labeled "+ Add New User" which is circled in red. To the right of this button are two buttons: "Export PDF" and "Export Excel". Below the button is a table with the following columns: "First Name", "Last Name", "Login ID", "Role", "Status", "Last Login", and "Actions". The first row of the table contains the following data: "Master", "LEO", "master.leo", "Executive LEO Manager", "Active", "03/14/2024", and a "View" button. A red arrow points from the text "Click [+ Add New User]." below the screenshot to the "+ Add New User" button.

*Click [+ Add New User].*

You’ll be navigated to a blank User Information form, where you’ll supply the following information about the user:

- The ‘LoginId’ is the username that the new user will enter when logging into the Registry.
- The user’s first and last name will appear in various on-screen elements, along with their street address, city, state, postal code, phone number, and county. Make sure all information entered is correct.
- An email address is needed to allow the user to be able to reset their password on their own.
- When you initially create a user, their status will be “Pending Training.”
- For the User Role, you have the choice between ‘Law Enforcement’ or ‘Law Enforcement Manager.’
  - ‘Law Enforcement’ users can only perform searches.
  - ‘Managers’ can perform searches and create/manage users.





### New User Account for the The Sheriff

#### User Details

User Role

A User Role is required

Login ID

Login Id is required

First Name

First Name is required

Last Name

Last Name is required

Email Address

Email Address is required

Street Address 1

Street Address is required

Street Address 2

City

City is required

County

A County is required

State

A State is required

Zip Code

Zip Code is required

Phone

Phone number is required

Select Status

A User Status is required  
User Status must be Active.

When you create a new user, you'll need to electronically sign your name, attesting that this user account information is true and correct as required for lawful access. Enter your name exactly as it is stored in the Registry and click "Sign."

**You Must Sign for this Person's Account Access**

To sign below, supply **Master** in the First Name textbox and **LEO** in the Last Name textbox.

Type in your First Name

Type in your 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.

Sign

The new user will then be emailed their username and a temporary password. The new user will need to:

- Log into their account and create a new password;
- Electronically sign for their account; and
- Complete the requisite online training.

Once the above requirements have been completed, the user's application must be reviewed by the *Executive Law Enforcement Manager* if it was created by a Manager user.

Finally, after all required steps have been completed, the OMMU will review/approve the user's account.

## Track Pending User Accounts

Click the “New Applicants” tab under the “Users” drop-down menu to view a list of the user access requests that are not complete. Whether the user has completed their online signature and training will be denoted by a green checkmark indicating yes, or a red “X” indicating no.

New Applicant Dashboard					
+ Add New User					
First Name	Last Name	Role	User Signed	User Trained	Actions
		No Filter	No Filter	No Filter	
Test	Test	Law Enforcement Manager	✗ No	✗ No	<a href="#">View</a>

Clicking “View” next to a new user profile will pull it up and, at the bottom of the application, you’ll see the dates each step was completed, and those that are not yet completed.

For example, this user has not started the process:

### Application Information

Manager Signed  
11/08/2023

User Signed  
Not yet signed

Executive Approved  
11/08/2023

OMMU Approved  
Not yet approved

Last Training Date  
Not yet trained

This user has completed all required steps and has access to the Registry:

### Application Information

Manager Signed  
08/06/2021

User Signed  
08/06/2021

Executive Approved  
08/06/2021

OMMU Approved  
08/09/2021

Last Training Date  
08/06/2021

## Edit Users

Click the “Manage Users” option under the “Users” drop-down menu, then click the “View” button next to the user you need to edit. The User List lets you perform a text search for names, or you can filter the list by user role. From the User List, you can choose to view or delete a user.

User List of Law Enforcement Organization							Export PDF	Export Excel
First Name	Last Name	Login ID	Role	Status	Last Login	Actions		
			Select Role	Select Status	mm/dd/yyyy			
LEO	Manager	leo.manager	Law Enforcement Manager	Active	10/13/2023	<a href="#">View</a> <a href="#">Delete</a>		

*Click [View].*

To edit a user, click “View” to pull up the User Information page for the specified user. From there, you can edit the user’s details, such as their LoginID, first and last names, email address, etc.

You can also change the user's status. As the maintainer of the system for your organization, this is how you manage the user's access:

- Active = Normal use. The user can log in normally.
- Inactive = The user must reset their password to continue using the Registry.
- Locked = The user is forbidden from using the system. They cannot log in with this status.

If you wish to send a new temporary password to the user's email address, click [Reset Password].

## Delete Users

To delete a user, click "Delete" next to the user.

After clicking "Delete," the system will check to make sure this was intentional – click "Cancel" to go back or click "Delete" to remove the user.

After deleting a user, they will still appear in the User List; however, their status will be "Deleted."

**Note:** *Deleting a user does not permanently remove their identity from the system's record of past events. All search requests are logged internally by the Registry. Deleting a user here does not remove this audit information.*

For additional information, visit  
**KnowTheFactsMMJ.com**