



# 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.

*Input user's information*

<b>User Information</b>
Login Id:
First Name:
Last Name:
Email Address:
Street Address:
Street Address 2:
City:
State:
Florida
ZIP Code:
Primary Phone:
Country:
Select a Country
User Status:
Pending Training
User Role:
Select Role
Medical Marijuana Treatment Center:
04 Cha Dispensary
Social Security Number:
Date of Birth (mm/dd/yyyy)

**Step 4: Sign the application and click “Save.”**

You must sign for this application

To sign below, supply [redacted] in the First Name text box, and [redacted] 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 381.964, 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.

*← Click “Save”*

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

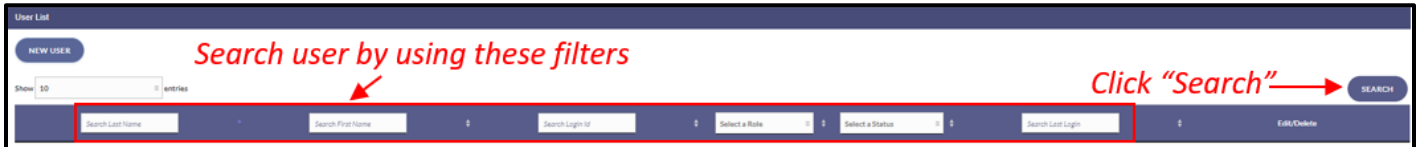
**Please continue to next page for user editing instructions\*\***

## EDITING AN MMTC USER

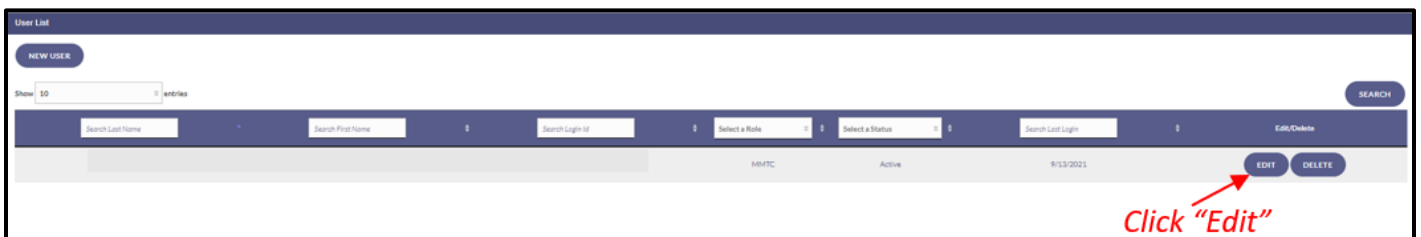
**Step 1:** Click “Users” to be navigated to the User Roster Dashboard.



**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.”

The screenshot shows the 'User Information' form. A red arrow points to the 'State' field, which is set to 'Florida'. The text 'Edit user's information' is written in red. The form includes fields for Login Id, First Name, Last Name, Email Address, Street Address, Street Address 2, City, State, ZIP Code, Primary Phone, Country, User Status, User Role, Medical Marijuana Treatment Center, Social Security Number, and Date of Birth.