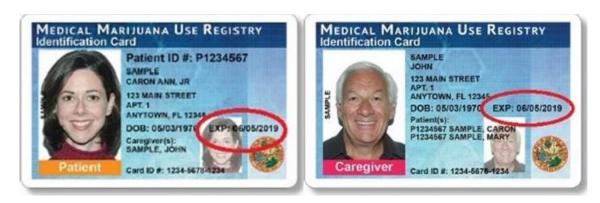




Florida's Official Source for Medical Use.

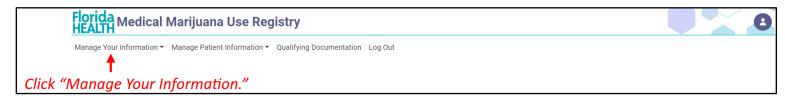
# Understanding the Registry Caregiver Application Instructions

This guide explains the steps for completing applications (Initial, Renewal, and Change of Address) in the Medical Marijuana Use Registry (Registry). To receive or maintain an active Registry Identification Card, caregivers must annually submit a Registry ID Card application. Initial applications may be completed immediately upon becoming a qualified caregiver in the Registry, while renewal applications are available beginning *45 days prior* to the expiration date of the card. The expiration date of the ID Card is printed on the front of the card.



**Step 1:** Log into the Medical Marijuana Use Registry, <u>MMURegistry.FLHealth.gov</u>. \*If you do not remember your password, learn how to reset it by <u>clicking here</u>.

**Step 2**: Click the "Manage Your Information" drop-down menu option.



# Step 3: Click "Caregiver Card" from the drop-down menu.



# Step 4:

If you are beginning your <u>Initial Application</u>, click "Begin Initial Application." You may begin your initial application immediately after becoming a qualified caregiver in the Registry.



If you are beginning your <u>Renewal Application</u>, click "Begin Renewal." You may start a Renewal Application **45 days prior** to your current card's expiration date. The number of days until you can begin a Renewal Application will be listed on this page. If your previous card is still valid, renewing your card will not affect your ability to obtain products.



If you need to submit a <u>Change of Address Application</u>, click "Update Address." You may start a Change of Address Application at any time if you have a current, approved application.



## Step 5:

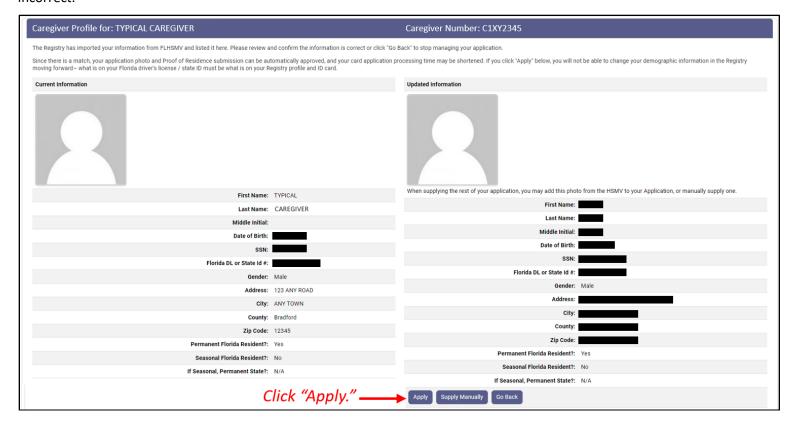
If you are completing an <u>Initial Application</u>, a pop-up will appear for you to confirm that you wish to begin your application. Click "Continue" to proceed to the application. For Initial Application instructions, skip to Step 7 on this guide.



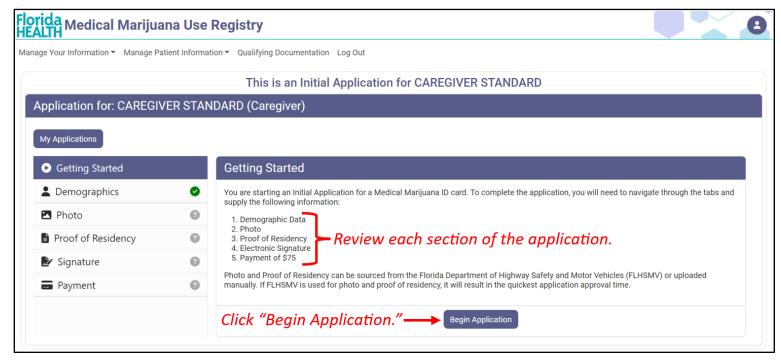
If you are completing a **Renewal or Change of Address Application**, a pop-up appears for you to proceed with managing your card application. Click "Proceed" to begin your Renewal or Change of Address Application.



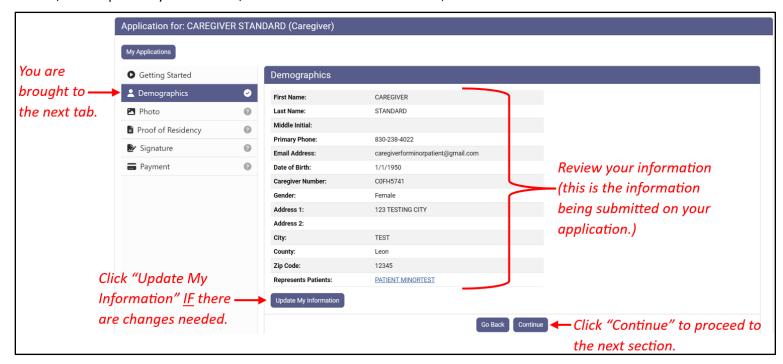
**Step 6:** If you are starting a **Renewal or Change of Address Application**, you must review your current information on file. Review all of the information to make sure it is correct. Click "Apply" if the information is correct, or click "Go Back" if it is incorrect.



**Step 7:** You are brought to the Getting Started screen. The Getting Started screen will go over each section of the application and what is required for each section. When you are ready to proceed, click "Begin Application."



**Step 8:** After clicking "Begin Application," you are brought to the Application Information screen to confirm your information that will be submitted on your application. Review the information shown. If the information is not correct, click "Update my Information," and if the information is correct, click "Continue."



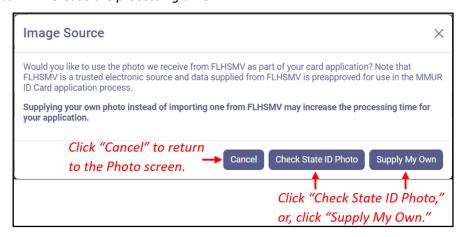
**Step 9:** After clicking "Continue," you are brought to the Photo screen. Here, you must supply a passport-style photo. Click "Supply a Photo" to either pull your State ID photo from Florida Department of Highway Safety and Motor Vehicles (FLHSMV) or manually upload your own passport-style photo for your application.

If you are supplying your own photo, be sure to review the photo requirements. If your photo does not meet the requirements, it will be rejected and your application's processing time will increase.



**Step 10:** A pop-up appears after clicking "Supply a Photo." Click "Check State ID Photo" to automatically pull your photo from FLHSMV, or click "Supply My Own" to manually upload your own photo from your device.

Using the photo from FLHSMV will automatically approve the photo and will cut down on processing time, while supplying your own photo will increase the processing time.



**Step 10a:** If you clicked "Check State ID Photo," a pop-up appears for you to confirm pulling your photo from FLHSMV. Click "Proceed," or click "Go Back" to return to the Photo screen.

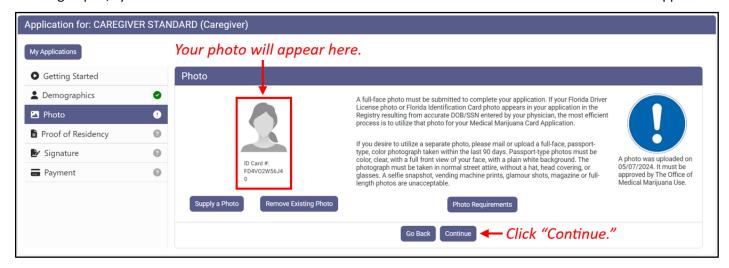


Review the photo pulled from FLHSMV. If you are satisfied with the photo, click "Continue" to move to the next screen.

**Step 10b:** If you clicked "Supply My Own," your computer's File Explorer will open. Select the photo you wish to use, then click "Open."

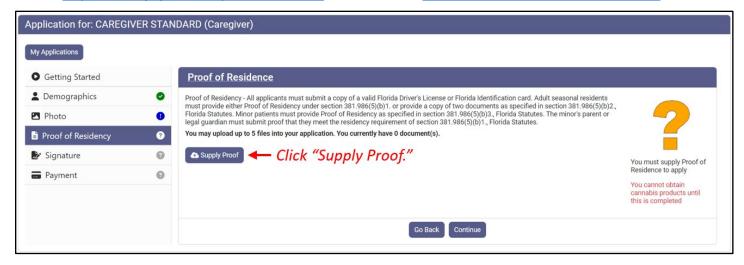


After clicking "Open," you are returned to the Photo screen. Click "Continue" to move to the next section of the application.



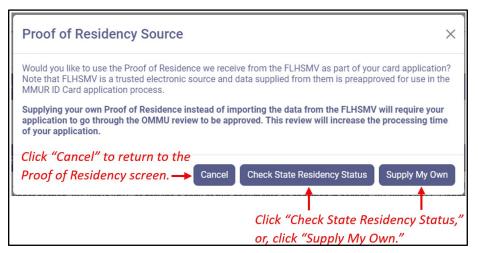
**Step 11:** You are brought to the Proof of Residency screen. Here, you must provide documentation to prove your Florida residency. Click "Supply Proof" to either pull your State Residency Information from FLHSMV or manually upload your own proof of residency documents for your application.

Review the Required Proof of Residency Documentation on our website: KnowTheFactsMMJ.com/Patients/Cards.

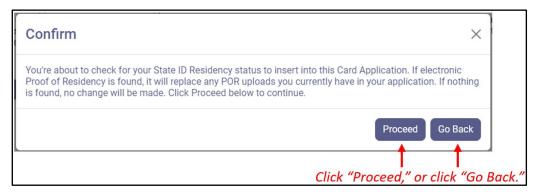


**Step 12:** A pop-up appears after clicking "Supply Proof." Click "Check State Residency Status" to automatically pull your residency status from FLHSMV. Or click "Supply My Own" to manually upload your own proof of residency documents from your device.

Using FLHSMV will automatically approve the proof of residency and will cut down on processing time, while supplying your own proof of residency documents will increase the processing time.

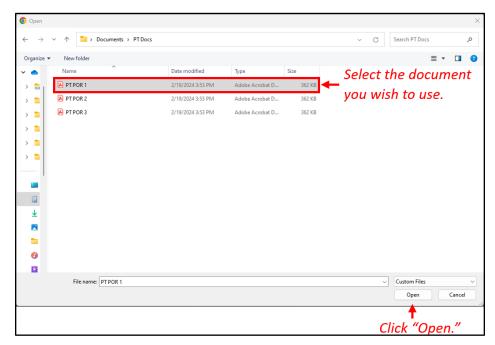


**Step 12a:** If you clicked "Check State Residency Status," a pop-up appears for you to confirm pulling your residency information from FLHSMV. Click "Proceed," or click "Go Back" to return to the Proof of Residency screen.

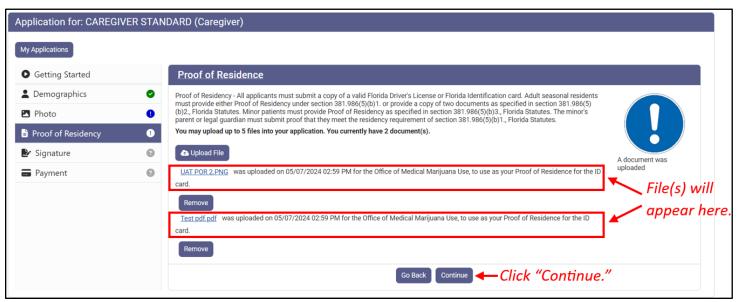


Review the information pulled from FLHSMV. If the information is correct, click "Apply." If the information is not correct, click "Go Back" to return to the Proof of Residency screen.

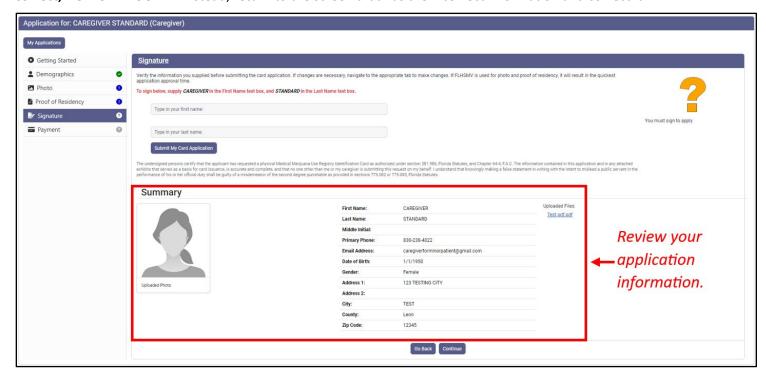
**Step 12b:** If you clicked "Supply My Own," your computer's File Explorer will open. Select the documentation you wish to use, then click "Open."



After clicking "Open," you are returned to the Proof of Residency screen. Click "Continue" to move to the next section of the application.



**Step 13:** After clicking "Continue," you are brought to the Application Review and Signature screen. Review the information being submitted for this application. If the information is correct, proceed to the next step. **If the information is NOT correct, DO NOT PROCEED**. Instead, return to the screen that has the incorrect information and correct it.



Step 14: Electronically sign your application, then click "Submit My Card Application."



**Step 15:** After clicking "Submit My Card Application," a pop-up appears informing you that a payment needs to be submitted. Click "Close."



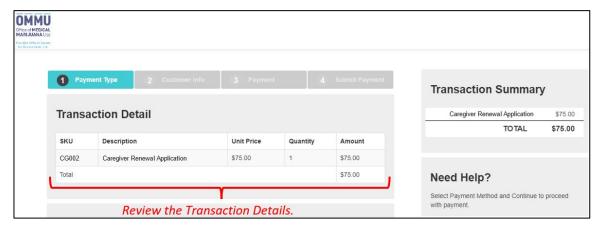
**Step 16:** You are returned to the application. The application now appears as submitted. Click "Continue" at the bottom of the page to proceed to the Payment Record screen.



**Step 17:** You are brought to the Payment Record screen. To pay online, click "Click Here to Pay Online." If you would rather pay by mail, you can mail a check or money order to the address shown. Be sure to include your Caregiver ID # on the memo line! Cash is not accepted.



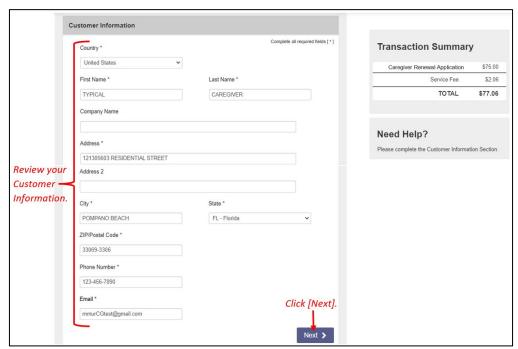
**Step 18:** After clicking "Click Here to Pay Online," a new window will open containing the check-out page. Review your transaction details.



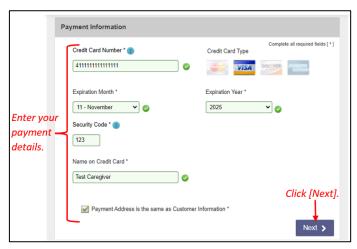
**Step 19:** Select your method of payment. Payments by e-check, credit card, and debit card are accepted. For every debit or credit card payment, a fee of 2.75% of the total transaction cost will be applied. For every e-check payment, a flat-fee of \$0.50 will be applied. Click "Next" after selecting your payment method.



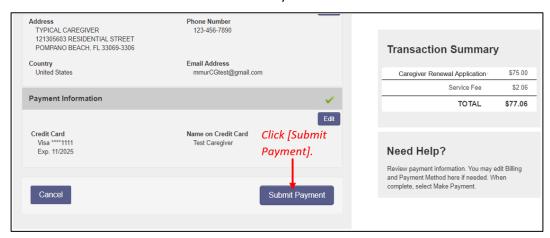
**Step 20:** Review your information in the "Customer Information" section to ensure it is correct. Click "Next" after confirming your information.



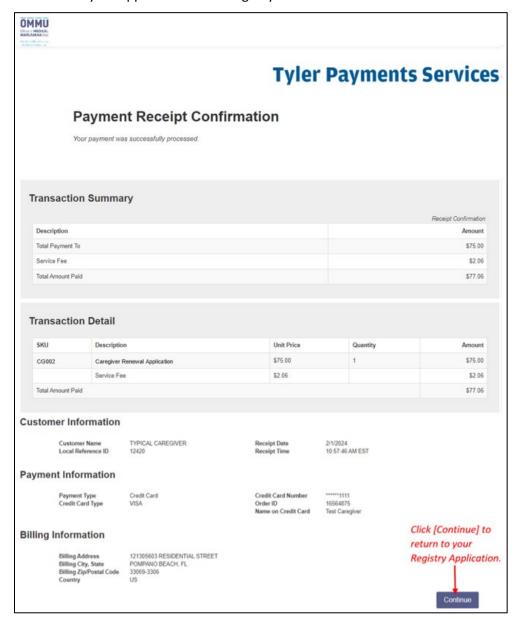
Step 21: Enter your payment details, then click "Next."



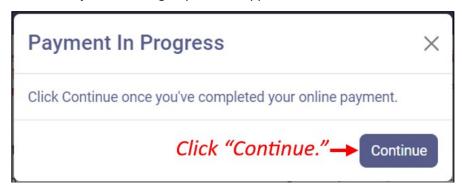
Step 22: Confirm the entered information and click "Submit Payment."



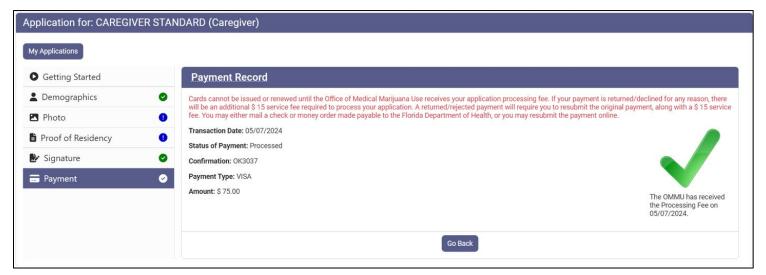
**Step 23:** You will receive confirmation that the payment was successfully processed. Scroll to the bottom of the page and click "Continue" to return to your application in the Registry.



**Step 24:** Once you are returned to the Registry, click "Continue" on the Payment in Progress modal. This will return you to your completed Medical Marijuana Use Registry ID Card Application.



Step 25: You are returned to your application. Your application will now show as "Submitted."



You can check the status of your application as it is being reviewed. To learn what each status icon means, please see our <u>Understanding My Application Status</u> guide on our website: <u>KnowTheFactsMMJ.com/Registry/#Instructional-Guides</u>.

Once your Identification Card application has been approved, you will then be able to contact one of the <u>licensed Medical Marijuana Treatment Centers</u> to fill an order. A complete list of licensed treatment centers and their dispensing locations can be found on our website: <u>KnowTheFactsMMJ.com/MMTC</u>.

For additional information, visit KnowTheFactsMMJ.com