OMMU Office of **MEDICAL MARIJUANA** Use

Florida's Official Source for Medical Use.

Understanding the Registry
## Patient Application Instructions

Once your qualified physician has entered your information into the Medical Marijuana Use Registry (Registry), you will be able to apply for your Registry Identification Card. The quickest and easiest way to apply for your ID card is online through the Registry. Follow the steps below to complete your online application.
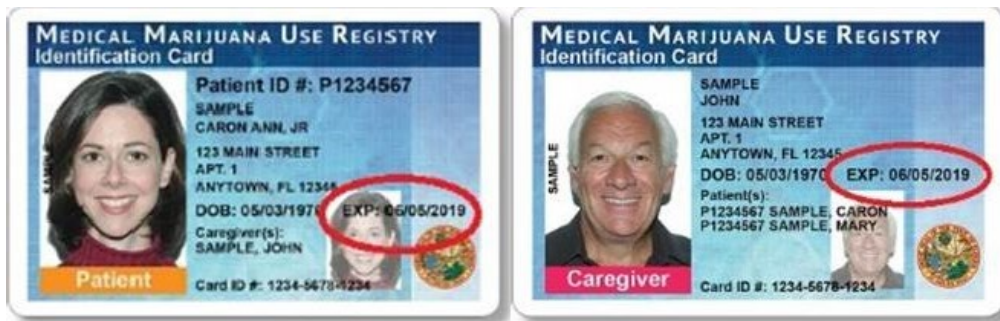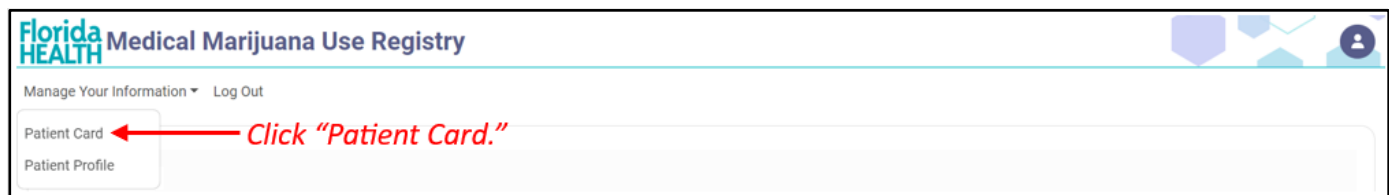

Step 1: Log into the Medical Marijuana Use Registry, MMURegistry.FLHealth.gov.
If you do not remember your password, learn how to reset it by clicking here.

Step 2: Click the "Manage Your Information" drop-down menu option.
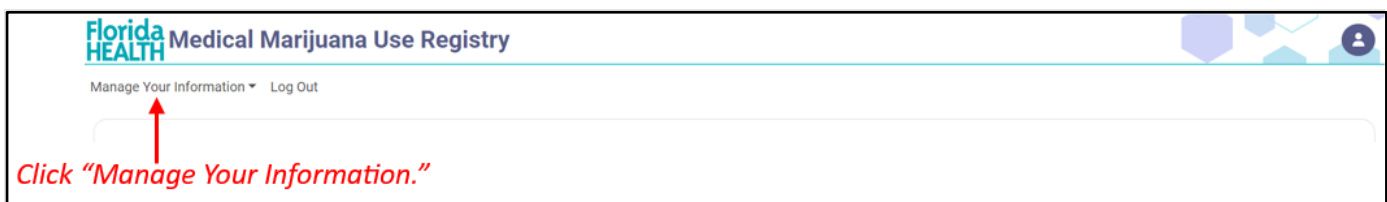
Step 3: Click "Patient Card" from the drop-down menu.

Step 4:

If you are beginning your **Initial Application**, click "Begin Initial Application." You may begin your initial application immediately after becoming a qualified patient in the Registry.

Click "Begin Initial Application."

If you are beginning your **Renewal Application**, click "Begin Renewal." You may start a renewal application *45 days prior* to your 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.

Click "Begin Renewal."

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

Click "Update Address."

Step 5:

If you are completing an **Initial Application**, a pop-up appears for you to confirm starting your application. Click "Continue." **For Initial Application instructions, skip to Step 7 on this guide.**

Begin Initial Application for your Medical Marijuana ID Card ✕

Click continue if you wish to create your initial online application for your Medical Marijuana ID Card. Note: if you click continue, you will need to supply a passport - style photo, a Proof of Residence, an electronic signature, and a payment totaling $77.75.

Click "Continue." ⟶ [Continue] [Close]

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.

Manage Card Application ✕

You indicated you wish to manage your Card Application. The first step is verifying your information.

Click "Proceed." ⟶ [Proceed] [Abandon]

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.

Patient Profile for: TYPICAL PATIENT   Patient Number: P1TK7189

The Registry has imported your information from FLHSMV and listed it here. Please review and confirm the information is correct or click "Go Back" to stop managing your application.

Since there is a match, your application photo and Proof of Residence submission can be automatically approved, and your card application processing time may be shortened. If you click "Apply" below, you will not be able to change your demographic information in the Registry moving forward– what is on your Florida driver's license / state ID must be what is on your Registry profile and ID card.

Current Information		Updated Information	
First Name:	TYPICAL	First Name:	▮
Last Name:	PATIENT	Last Name:	▮
Middle Initial:		Middle Initial:	▮
Date of Birth:	▮	Date of Birth:	▮
SSN:	▮	SSN:	▮
Florida DL or State Id #:	▮	Florida DL or State Id #:	▮
Gender:	Male	Gender:	Male
Address:	123 ANY ROAD	Address:	▮
City:	ANY TOWN	City:	▮
County:	Bradford	County:	▮
Zip Code:	12345	Zip Code:	▮
Permanent Florida Resident?:	Yes	Permanent Florida Resident?:	Yes
Seasonal Florida Resident?:	No	Seasonal Florida Resident?:	No
If Seasonal, Permanent State?:	N/A	If Seasonal, Permanent State?:	N/A

When supplying the rest of your application, you may add this photo from the HSMV to your Application, or manually supply one.

Click "Apply." ⟶ [Apply] [Supply Manually] [Go Back]

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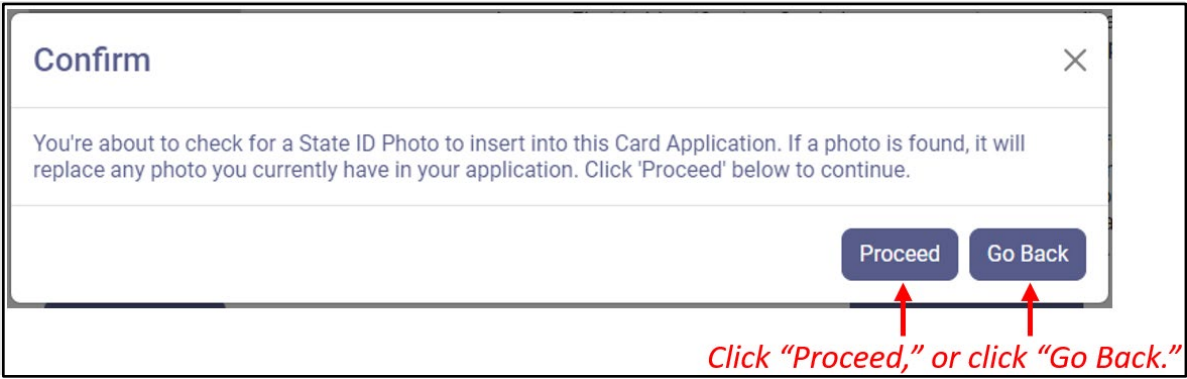
Review the photo pulled from FLHSMV. If you are satisfied with the photo, click "Continue" to move to the next screen.

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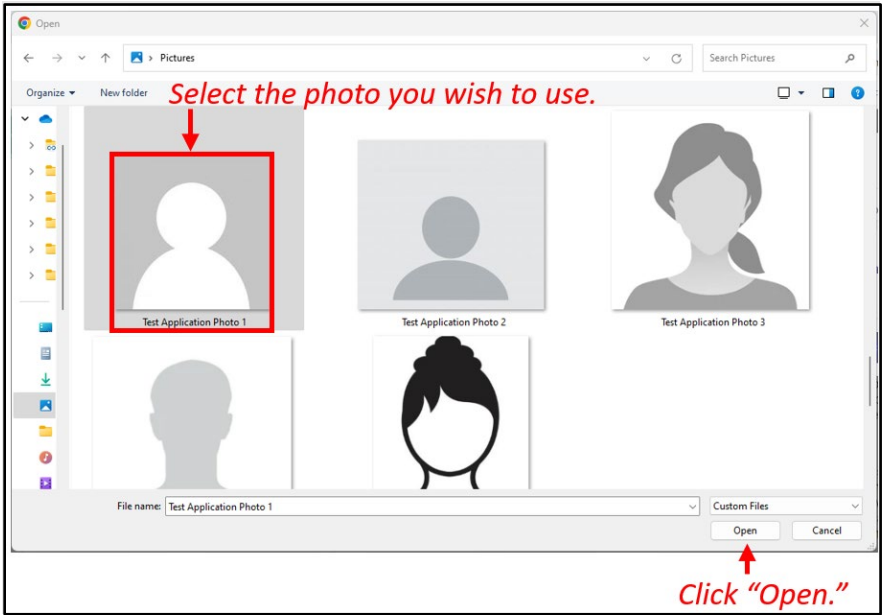
After clicking "Open," you are returned to the Photo screen. Click "Continue" to move to the next section of the application.
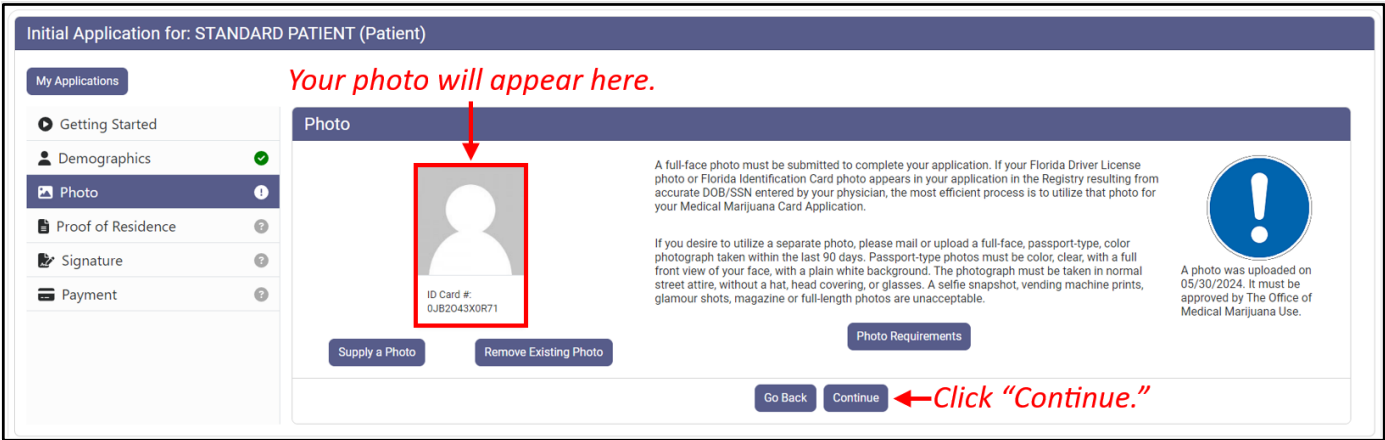
Step 11: You are brought to the Proof of Residency screen. Here, you must provide documentation to prove your Florida residency. Click "Supply Proof" to either pull your State Residency Information from FLHSMV, or manually upload your own proof of residency documents for your application.

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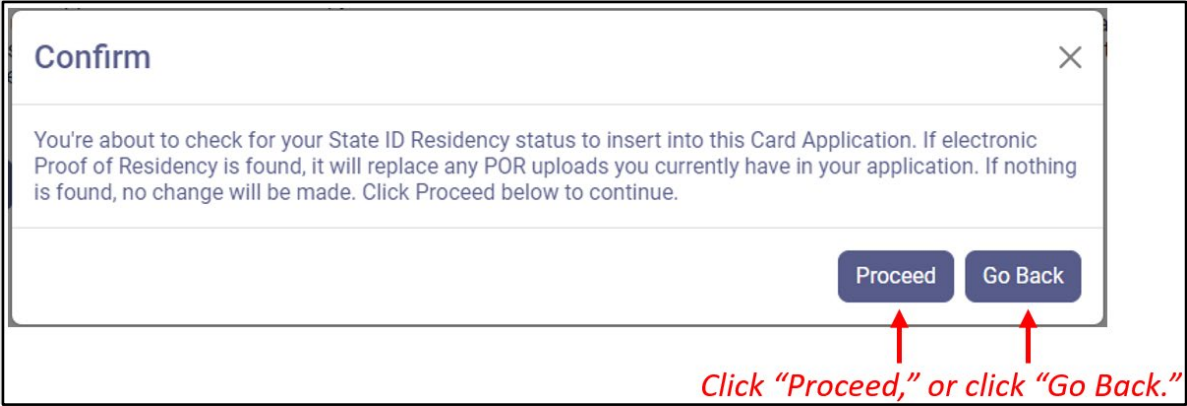
Review the information pulled from FLHSMV. If the information is correct, click "Proceed." If the information is not correct, click "Go Back" to return to the Proof of Residency screen.

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."

Select the document you wish to use.

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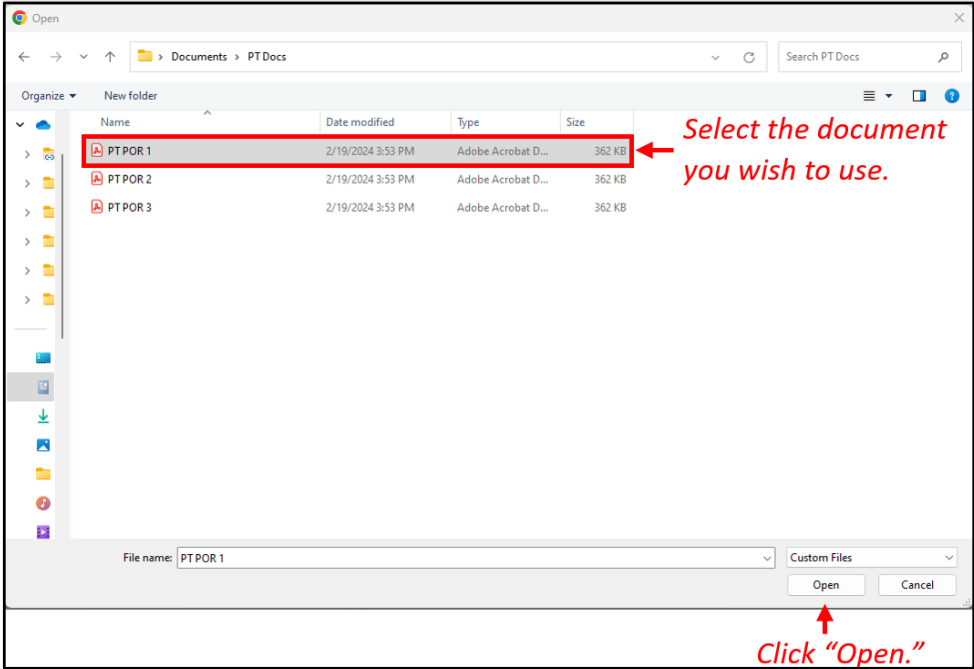
After clicking "Open," you are returned to the Proof of Residency screen. Click "Continue" to move to the next section of the application.

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 to 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 Patient ID Number on the memo line! Cash is not accepted.

Step 18: After clicking "Click Here to Pay Online," a new window will open containing the Bill2Pay interface where you can supply your payment details. Payments by e-check, credit card and debit card are accepted. A $2.75 convenience fee applies to each online payment.

Step 18a: If "Credit Card" was selected, fill out all the credit card information. Click "Continue" when finished.

Step 18b: If "Bank Account" was selected, fill out all the banking information. Click "Continue" when finished.

Step 19: Review the payment details and enter your email address.

Step 20: Review the Terms and Conditions and click the box confirming you agree to them. Then, click "Make a Payment."

Step 21: Click "Print for your Records" to print the confirmation of the payment.

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.
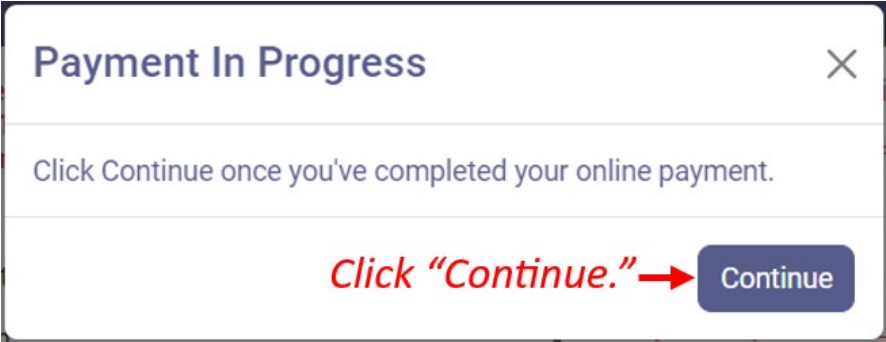
Your application will now show as "Submitted." There is nothing further for you to complete at this time.

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

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

For additional information, visit
KnowTheFactsMMJ.com