



## Understanding the Registry

### Qualified Physician Initial Login Instructions

**Step 1:** Open the email account you used when you self-registered.

For assistance self-registering, [click here](#).

**Step 2:** Locate and open the email with “Medical Marijuana Use Registry New User Account” as the subject line. This email contains your temporary password. Remember your temporary password- you will use it to log in, along with the Login ID (Username) you created when you self-registered.

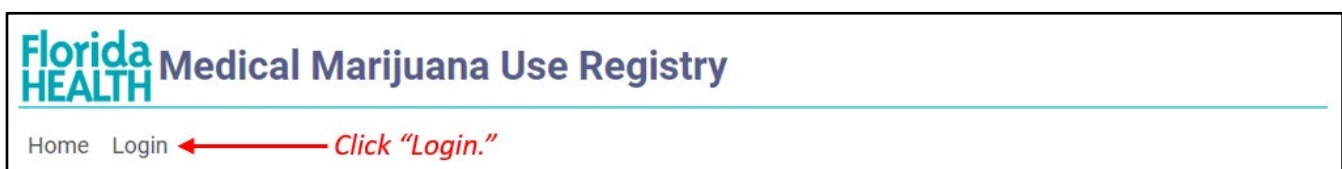
**Important note:** Passwords in the Medical Marijuana Use Registry (Registry) are case sensitive. Temporary passwords are in the following order: 3 capital letters, 2 lower case letters, 5 capital letters, a symbol and/or number(s). For example, ABCdeHIJ#0 (please note that the lower-case L and a capital i look the same).

If you do not find the “Office of Medical Marijuana Use New User Account” email in your inbox, [click here](#) for additional information.

**Step 3:** Click on the Registry link provided in the email. This link takes you to the Registry’s home page.

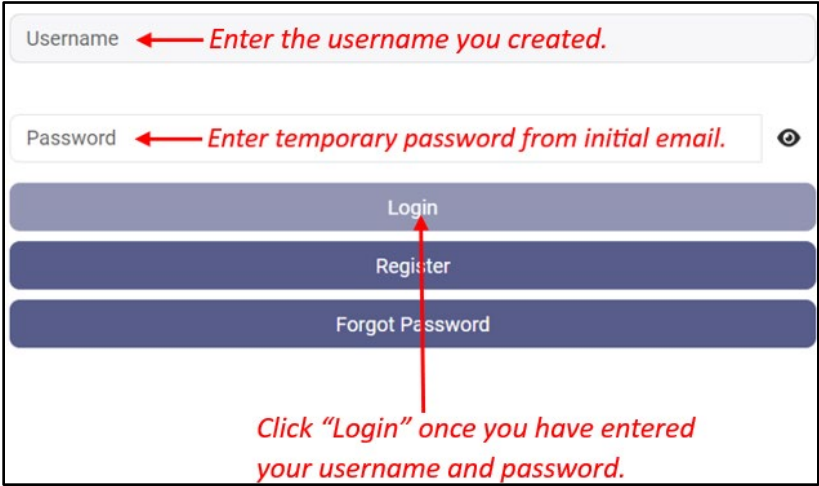


**Step 4:** Click “Login.”



**Step 5:** Type your username and temporary password in the correct boxes on the screen (this is the temporary password that was sent to your email in Step 2). The temporary password is case sensitive, is **only valid for one successful login attempt** and **must be used within 24 hours**.

**Step 6:** Click “Login.” After you log in, you will be instructed to change your password.



A screenshot of a login form. At the top, there are two input fields: 'Username' and 'Password'. Red arrows point to each with the text 'Enter the username you created.' and 'Enter temporary password from initial email.' respectively. Below these fields are three buttons: 'Login', 'Register', and 'Forgot Password'. A red arrow points to the 'Login' button with the text 'Click “Login” once you have entered your username and password.'

**Step 7:** Type your temporary password into the “Current Password” box (this is the temporary password that was sent to your email in Step 2).

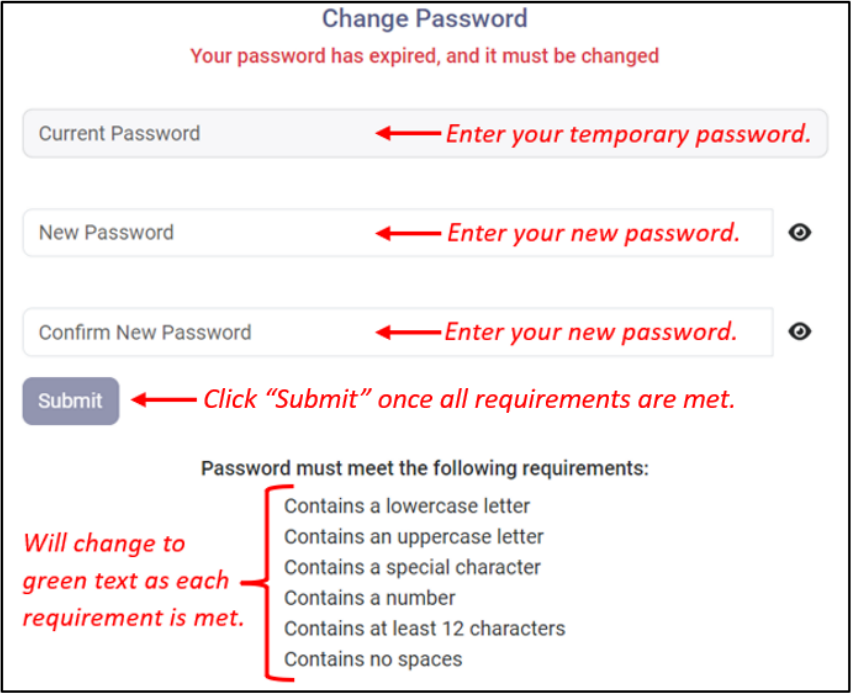
**Step 8:** Create your new password. You need to add a password to your Registry account that is unique to you. It must be at least 12 characters long and include at least one of each of the following:

- a) Lowercase letters (a-z)
- b) Uppercase letters (A-Z)
- c) Numbers (0-9)
- d) Special characters (e.g., !"#\$%&'()\*+>?@)

You can click the eye icon (👁) to see what you are typing.

**Step 9:** Confirm your new password.

**Step 10:** Click “Submit.”



A screenshot of the 'Change Password' page. At the top, it says 'Change Password' and 'Your password has expired, and it must be changed'. Below are three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Red arrows point to each with the text 'Enter your temporary password.', 'Enter your new password.', and 'Enter your new password.' respectively. There are eye icons next to the 'New Password' and 'Confirm New Password' fields. Below the fields is a 'Submit' button with a red arrow pointing to it and the text 'Click “Submit” once all requirements are met.' To the right of the 'Submit' button is a list of requirements: 'Password must meet the following requirements: Contains a lowercase letter, Contains an uppercase letter, Contains a special character, Contains a number, Contains at least 12 characters, Contains no spaces'. A red bracket groups these requirements with the text 'Will change to green text as each requirement is met.'

**Step 11:** You will automatically be redirected to the Registry’s home page. A message box will pop up stating, “Your password has been successfully changed.”



A screenshot of the Florida Medical Marijuana Use Registry home page. At the top, there is a navigation bar with 'People Search', 'Patient Management', and 'Log Out'. A red bracket groups these three items with the text 'Available menu options are visible once successfully logged in.' To the right of the navigation bar is a green message box that says 'Password successfully updated. X'. A red arrow points to this message box with the text 'Appears when your password is successfully changed.'

**Step 12:** At this time, you are successfully logged into the Medical Marijuana Use Registry as a qualified physician. You may now create new patients and enter certifications.

For assistance with creating new patients, [click here](#).

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