DEPARTMENT OF HEALTH

How to Register in the Medical Cannabis Program

A GUIDE FOR ADULT MEDICAL CANNABIS PATIENTS

07/13/2023

How to Register in the Medical Cannabis Program

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To obtain this information in a different format, call: 651-201-5598.

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Introduction

This reference guide provides instructions for certified adult patients to register in the Medical Cannabis Program and create an account in the Registry.

Getting started

You should have received an email notification from the Minnesota Department of Health after you were certified by your health care practitioner.

A computer is the recommended tool for the application, since the Registry is not compatible on some mobile phones and iPads/tablets.

Please have the following ready:

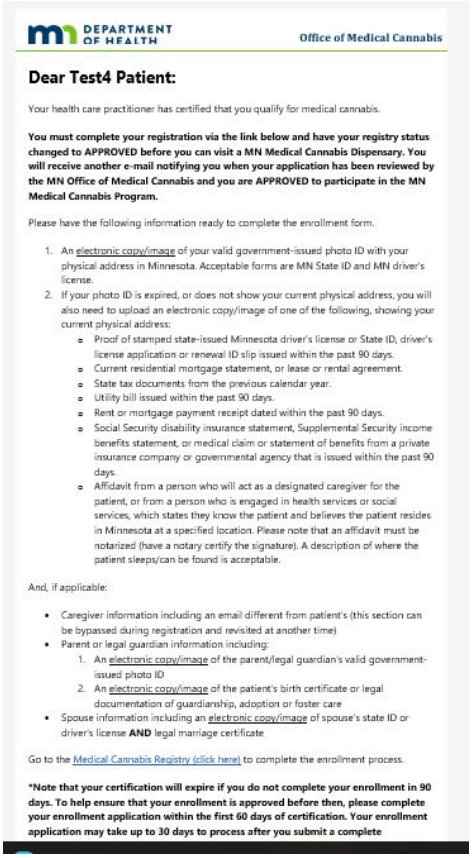
1. A photo or image of your government-issued photo identification, such as a Minnesota identification/driver's license. Image file type must be JPG, GIF, TIF, or PNG and smaller than 4 MB.

Options for picking up your medical cannabis

- If you choose to add a Parent/Legal Guardian to pick up your medical cannabis, you must provide a photo or image of your birth certificate/legal guardianship paperwork AND your Parent/Legal Guardian's government-issued photo identification, such as a Minnesota identification/driver's license.
- If you are adding a spouse to pick up your medical cannabis, you must provide a photo or image of the marriage certificate AND spouse's government-issued photo identification, such as a Minnesota identification/driver's license. If you are adding a caregiver to pick up your medical cannabis, you must include your caregiver's name, email address, and phone number.

Retrieve and access the enrollment link from your email

1. Login to your email account, and open your email notification with the subject line, MN Dept. of Health: Patient Enrollment.
2. Click on the Medical Cannabis Registry (click here) link as shown in the graphic.



DEPARTMENT OF HEALTH — Office of Medical Cannabis

Dear Test4 Patient:

Your health care practitioner has certified that you qualify for medical cannabis.

You must complete your registration via the link below and have your registry status changed to APPROVED before you can visit a MN Medical Cannabis Dispensary. You will receive another e-mail notifying you when your application has been reviewed by the MN Office of Medical Cannabis and you are APPROVED to participate in the MN Medical Cannabis Program.

Please have the following information ready to complete the enrollment form.

1. An electronic copy/image of your valid government-issued photo ID with your physical address in Minnesota. Acceptable forms are MN State ID and MN driver's license.
2. If your photo ID is expired, or does not show your current physical address, you will also need to upload an electronic copy/image of one of the following, showing your current physical address:
   - Proof of stamped state-issued Minnesota driver's license or State ID, driver's license application or renewal ID slip issued within the past 90 days.
   - Current residential mortgage statement, or lease or rental agreement.
   - State tax documents from the previous calendar year.
   - Utility bill issued within the past 90 days.
   - Rent or mortgage payment receipt dated within the past 90 days.
   - Social Security disability insurance statement, Supplemental Security income benefits statement, or medical claim or statement of benefits from a private insurance company or governmental agency that is issued within the past 90 days.
   - Affidavit from a person who will act as a designated caregiver for the patient, or from a person who is engaged in health services or social services, which states they know the patient and believes the patient resides in Minnesota at a specified location. Please note that an affidavit must be notarized (have a notary certify the signature). A description of where the patient sleeps/can be found is acceptable.

And, if applicable:

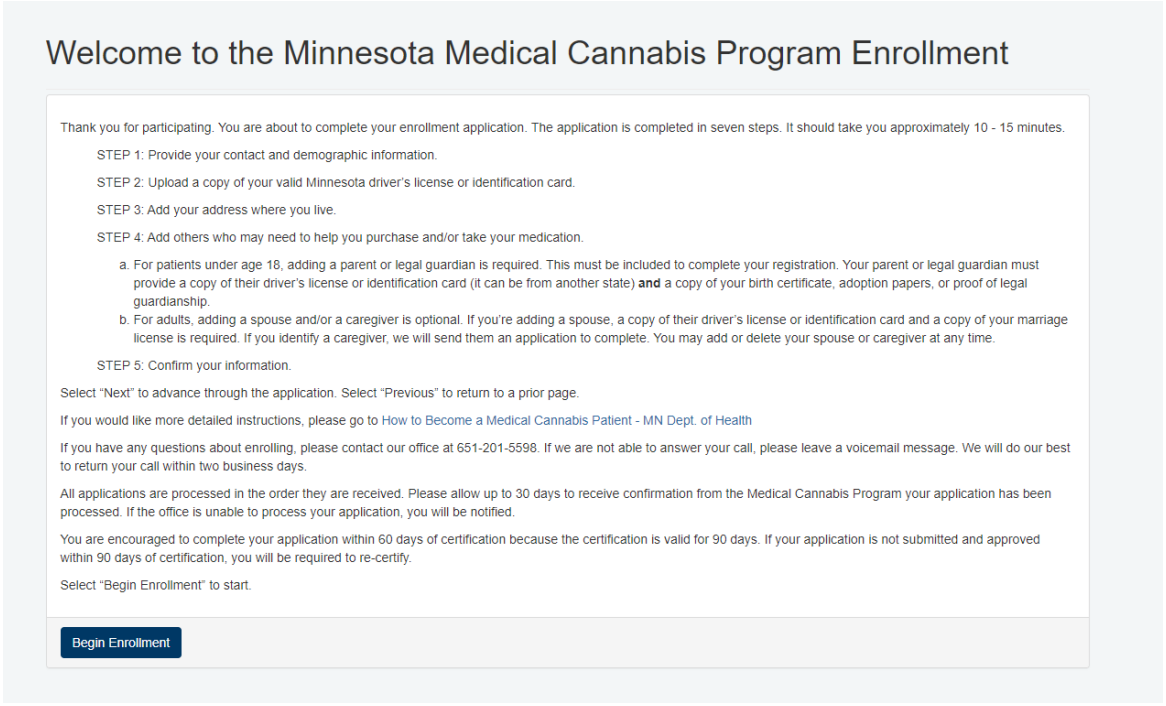
- Caregiver information including an email different from patient's (this section can be bypassed during registration and revisited at another time)
- Parent or legal guardian information including:
  1. An electronic copy/image of the parent/legal guardian's valid government-issued photo ID
  2. An electronic copy/image of the patient's birth certificate or legal documentation of guardianship, adoption or foster care
- Spouse information including an electronic copy/image of spouse's state ID or driver's license **AND** legal marriage certificate

Go to the Medical Cannabis Registry (click here) to complete the enrollment process.

***Note that your certification will expire if you do not complete your enrollment in 90 days. To help ensure that your enrollment is approved before then, please complete your enrollment application within the first 60 days of certification. Your enrollment application may take up to 30 days to process after you submit a complete**

Create your patient account

1. Click on "Begin Enrollment" to start.



Welcome to the Minnesota Medical Cannabis Program Enrollment

Thank you for participating. You are about to complete your enrollment application. The application is completed in seven steps. It should take you approximately 10 - 15 minutes.

STEP 1: Provide your contact and demographic information.

STEP 2: Upload a copy of your valid Minnesota driver's license or identification card.

STEP 3: Add your address where you live.

STEP 4: Add others who may need to help you purchase and/or take your medication.

a. For patients under age 18, adding a parent or legal guardian is required. This must be included to complete your registration. Your parent or legal guardian must provide a copy of their driver's license or identification card (it can be from another state) **and** a copy of your birth certificate, adoption papers, or proof of legal guardianship.
b. For adults, adding a spouse and/or a caregiver is optional. If you're adding a spouse, a copy of their driver's license or identification card and a copy of your marriage license is required. If you identify a caregiver, we will send them an application to complete. You may add or delete your spouse or caregiver at any time.

STEP 5: Confirm your information.

Select "Next" to advance through the application. Select "Previous" to return to a prior page.

If you would like more detailed instructions, please go to How to Become a Medical Cannabis Patient - MN Dept. of Health

If you have any questions about enrolling, please contact our office at 651-201-5598. If we are not able to answer your call, please leave a voicemail message. We will do our best to return your call within two business days.

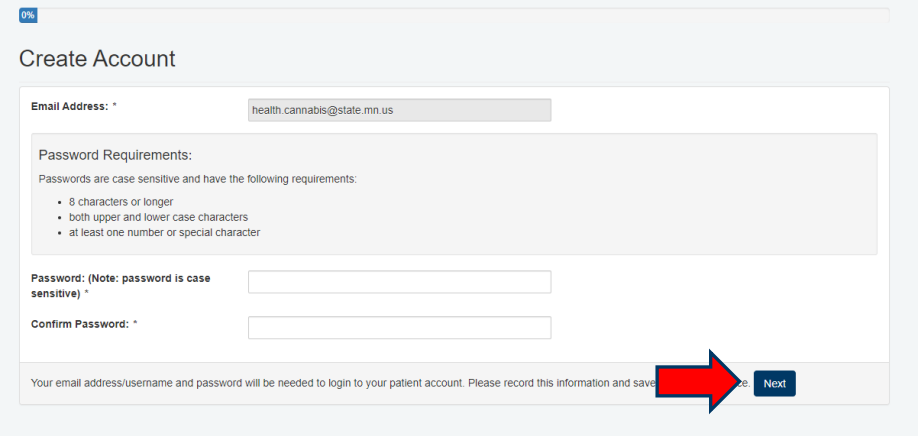
All applications are processed in the order they are received. Please allow up to 30 days to receive confirmation from the Medical Cannabis Program your application has been processed. If the office is unable to process your application, you will be notified.

You are encouraged to complete your application within 60 days of certification because the certification is valid for 90 days. If your application is not submitted and approved within 90 days of certification, you will be required to re-certify.

Select "Begin Enrollment" to start.

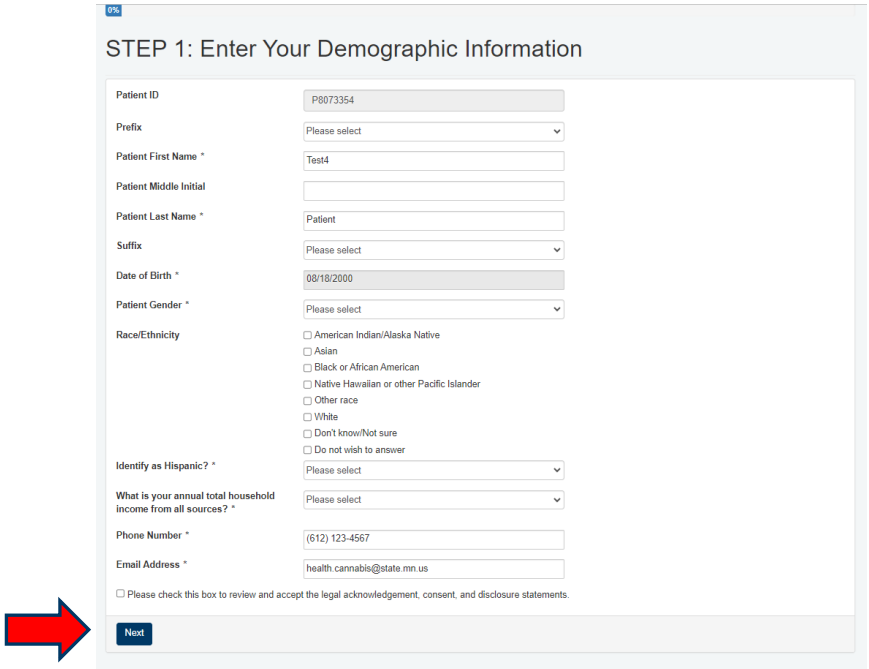
Begin Enrollment

2. Create a password, write it down, and store it in a secured area. Password is case sensitive and must meet the minimum requirements as displayed below. Click on “Next” to continue.



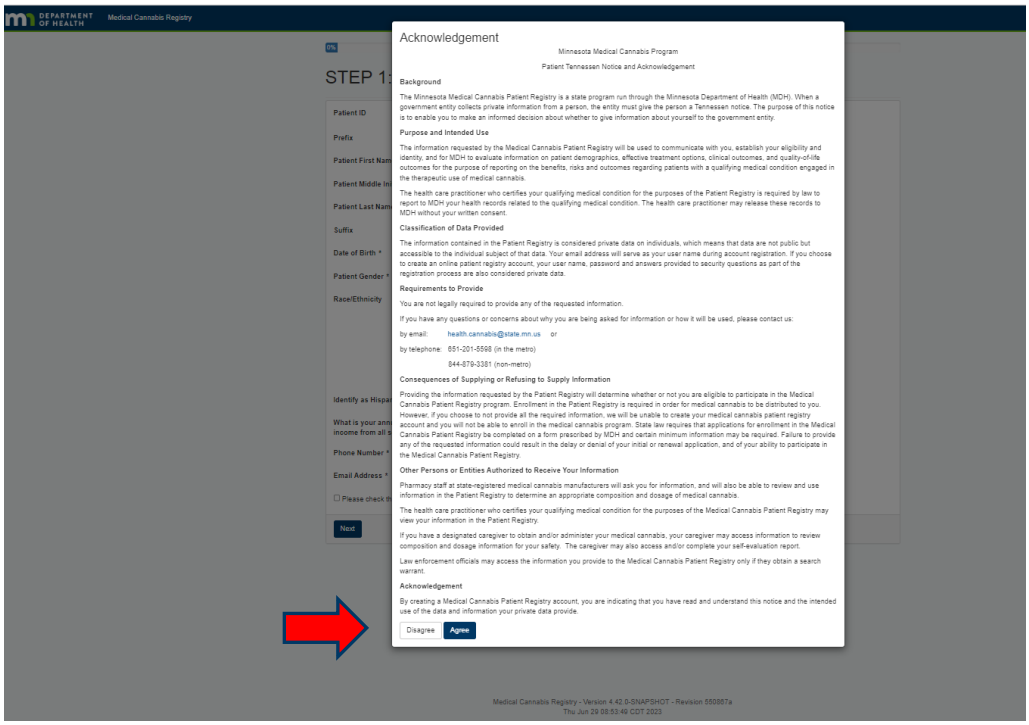
Complete enrollment application

1. On the next screen, type in your answers in the corresponding fields. If your health care practitioner checked the box for a caregiver (during the certification process), this checkmark will automatically appear here. You can add a caregiver later in the enrollment process.
   a. If you do not want to add a caregiver at this time, you must **uncheck** this box.
   b. If you are a parent/legal guardian/spouse for an adult patient, you do **NOT** need to register as a caregiver. Patients can add a parent/legal guardian/spouse later in the enrollment process.

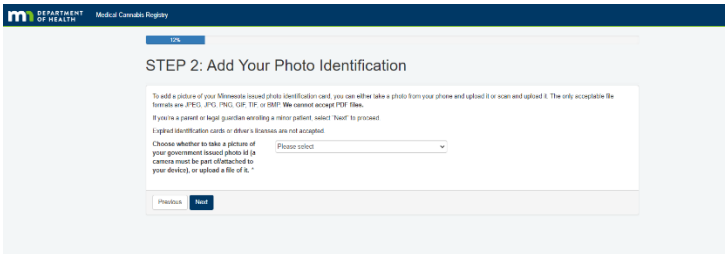


2. Check the Acknowledgment box, read the statements in the pop-up screen then select "Agree." Then click "Next" at the bottom right of the screen to continue.

Please review the legal acknowledgment, consent, and disclosure statements pop-up screen.



3. Clicking on "Please select" will open a drop-down menu; select "Upload a picture of your government-issued photo ID" to upload your identification or "Take a picture of your government-issued photo ID" to take a picture of your photo identification with the camera on your computer.



   a. If "Take a picture with the camera attached to your device" option is selected, the next screen will require you to click on "Take Picture" to capture the identification with the camera. The picture will then appear to the right of the screen. Click "Next" to proceed.

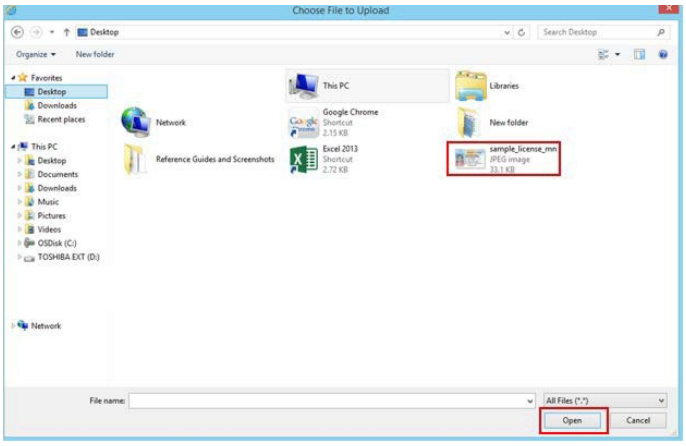
   b. If you selected "Upload a picture of your government-issued photo ID," locate and upload the image file of your government-issued photo identification. If you saved your image file on the computer desktop (computer screen), click on "Desktop" on the far left bar to locate items stored on your desktop, as shown below.

If you saved the image file in a different folder, make sure to locate it on the far left bar and open it.

Then select the appropriate device on the far left bar to view.

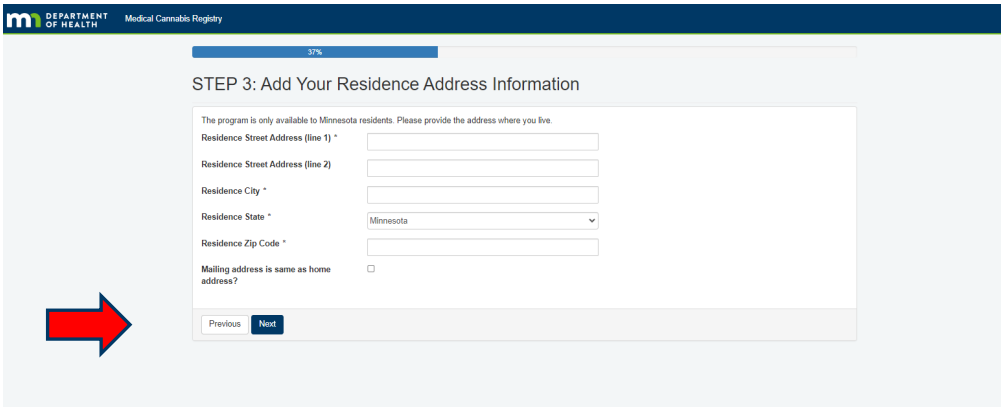
Next, select the image file to attach. Image file type must be JPG, GIF, TIF, or PNG AND smaller than 4 MB.

Click on “Open” to continue. Then, select “Next” to continue.

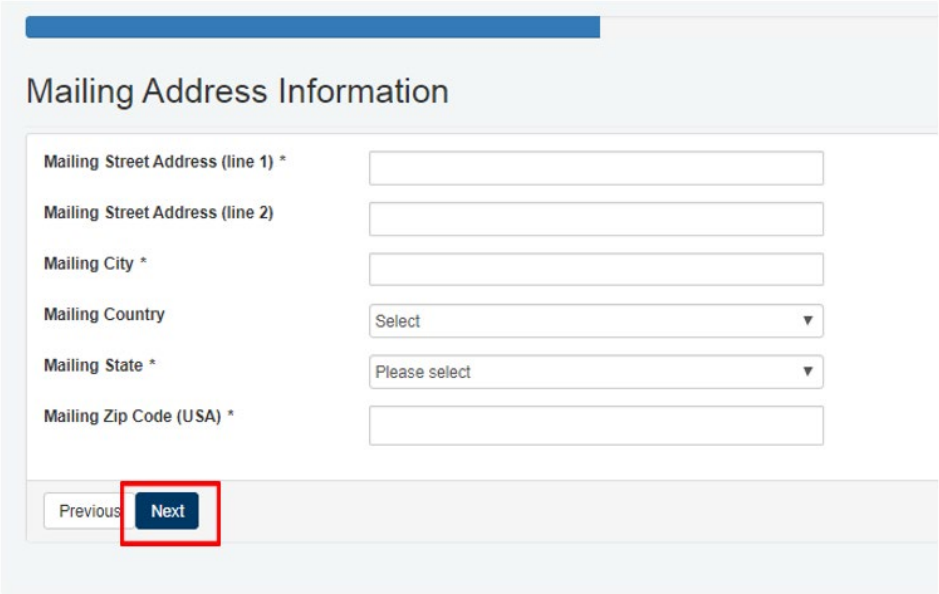


Add your home address

1. Type in your home address in the fields; check the box only if your mailing address is the same as your home address, and then click “Next” to continue.



2. If your mailing address is different, select “Next,” and continue. On the next screen, enter your mailing address in the fields, and select “Next.”



Add parent/legal guardian/spouse

1. Click on “Add a parent/legal guardian/spouse” if you would like to add a parent/legal guardian/spouse, and continue as shown below. Otherwise, select “Next” if you do not wish to add a parent/legal guardian/spouse at this time.

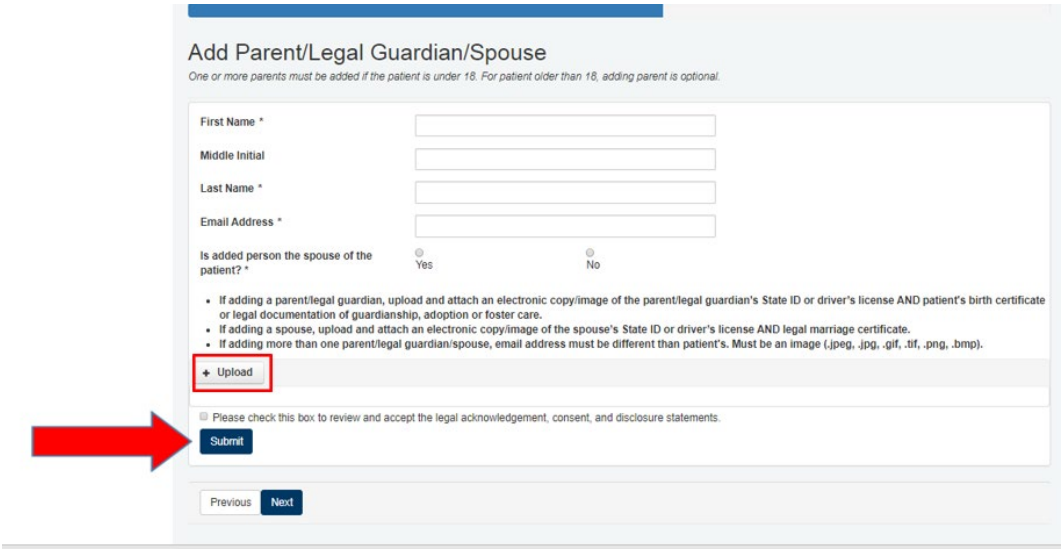
2. After clicking the “Add a parent/legal guardian/spouse” link:

   If adding a spouse, check the box for spouse, enter your spouse’s information and attach your spouse’s photo identification and marriage certificate using the “Upload” button as shown below.

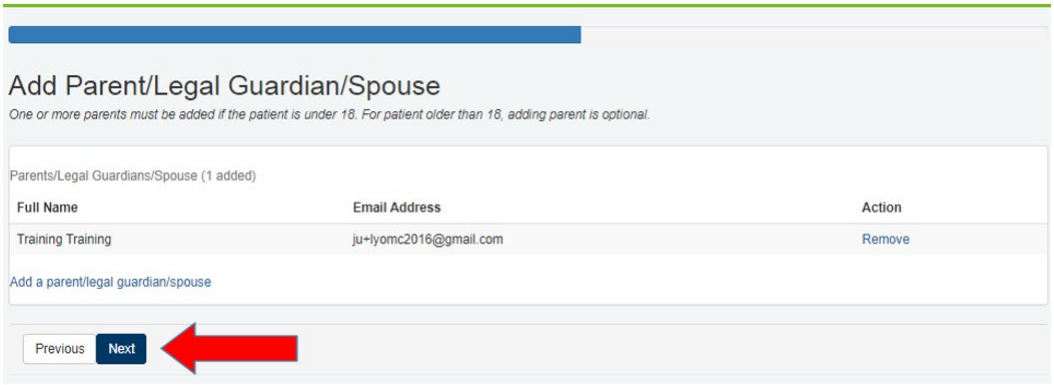
   If adding a parent/legal guardian, enter your parent/legal guardian’s information and attach the parent/legal guardian’s photo identification and patient’s birth certificate or legal guardianship using the “Upload” button as shown below.

   Check the Acknowledgement box and select “Agree” after reading the disclaimer.

Click “Submit” to continue.



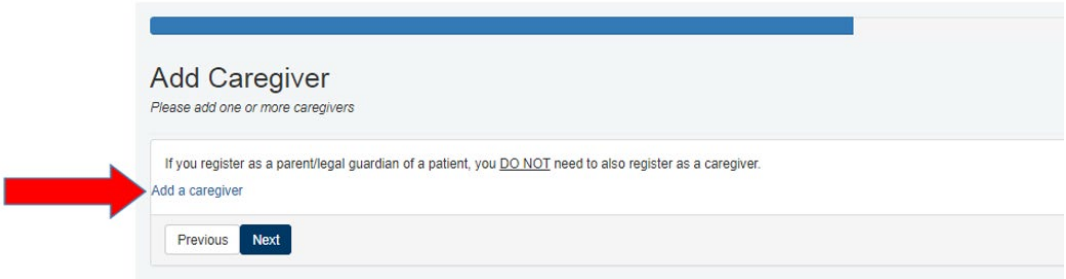
3. The parent/legal guardian/spouse listed would then receive an email notification. Click on “Add a parent/legal guardian/spouse” again and follow the same instructions to add another parent or legal guardian. Otherwise, select “Next” to continue.



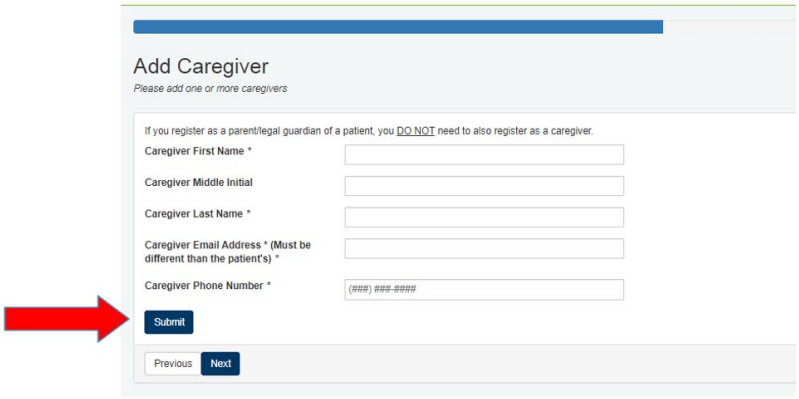
Add caregiver (optional)

1. If no caregiver is needed, the patient may simply click “Next.” If caregiver is needed, see instructions below.

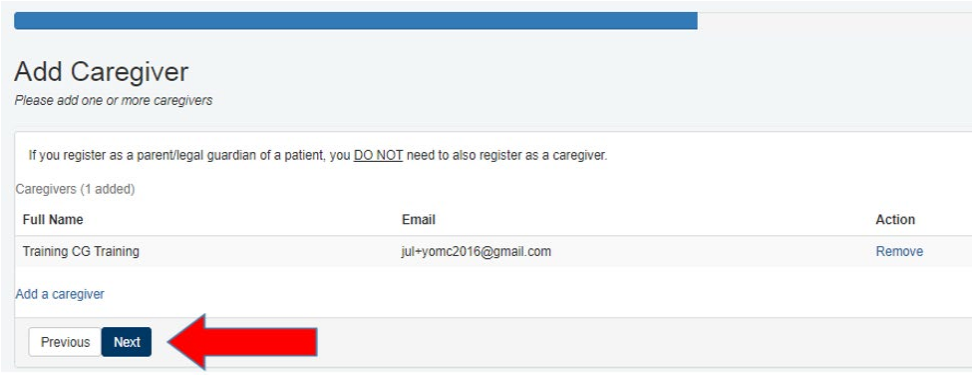
   Click on “Add a caregiver” to add your caregiver.



2. Enter your caregiver's information in the fields, and click on "Submit" on the left side of screen. The caregiver will receive an enrollment email with instructions to submit their application.

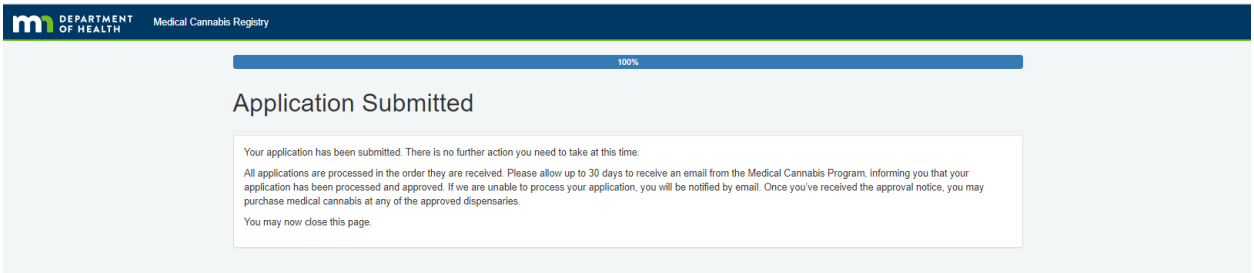


Click on "Add a caregiver" again and follow the same instructions to add another caregiver, if necessary. Otherwise, select "Next" to continue.



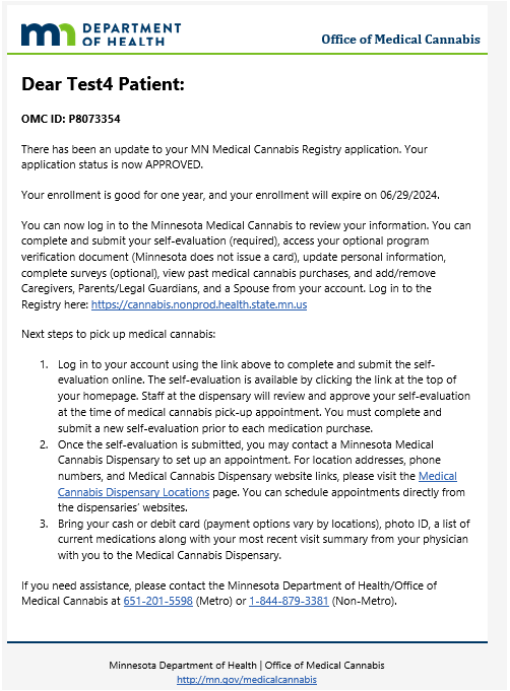
Submit your application

This is the notification a patient will receive once they submit their enrollment application. The Office of Medical Cannabis processes complete applications in the order they are received. Close out of this page when finished.



Approval notification

You will receive the following email when your application is approved.



DEPARTMENT OF HEALTH — Office of Medical Cannabis

Dear Test4 Patient:

OMC ID: P8073354

There has been an update to your MN Medical Cannabis Registry application. Your application status is now APPROVED.

Your enrollment is good for one year, and your enrollment will expire on 06/29/2024.

You can now log in to the Minnesota Medical Cannabis to review your information. You can complete and submit your self-evaluation (required), access your optional program verification document (Minnesota does not issue a card), update personal information, complete surveys (optional), view past medical cannabis purchases, and add/remove Caregivers, Parents/Legal Guardians, and a Spouse from your account. Log in to the Registry here: https://cannabis.nonprod.health.state.mn.us

Next steps to pick up medical cannabis:

1. Log in to your account using the link above to complete and submit the self-evaluation online. The self-evaluation is available by clicking the link at the top of your homepage. Staff at the dispensary will review and approve your self-evaluation at the time of medical cannabis pick-up appointment. You must complete and submit a new self-evaluation prior to each medication purchase.
2. Once the self-evaluation is submitted, you may contact a Minnesota Medical Cannabis Dispensary to set up an appointment. For location addresses, phone numbers, and Medical Cannabis Dispensary website links, please visit the Medical Cannabis Dispensary Locations page. You can schedule appointments directly from the dispensaries' websites.
3. Bring your cash or debit card (payment options vary by locations), photo ID, a list of current medications along with your most recent visit summary from your physician with you to the Medical Cannabis Dispensary.

If you need assistance, please contact the Minnesota Department of Health/Office of Medical Cannabis at 651-201-5598 (Metro) or 1-844-879-3381 (Non-Metro).

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http://mn.gov/medicalcannabis