

The following instructions are a copy of what caregivers can expect to receive from the CCC after the patient has generated and sent the PIN

How to Register with the Medical Use of Marijuana Program:

Instructions for Personal Caregivers

Registering online with the Medical Use of Marijuana Program is the fastest and most convenient way to complete the personal caregiver registration process in order to assist a registered qualifying patient with the medical use of marijuana.

If you are unable to register online, a more lengthy paper registration process is available. Please call (833) 869-6820 to request a paper registration form.

Read the following instructions before you begin the personal caregiver registration process in the Medical Use of Marijuana Online System.

Please note that in order to register as a personal caregiver in the Medical Use of Marijuana Online System you **must obtain a Personal Identification Number (PIN)** from the patient you will be assisting with the medical use of marijuana. You will submit this PIN during the registration process.

PREPARING FOR REGISTRATION

Before registering in the Medical Use of Marijuana Online System, you will need to gather the following:

- Internet access;
- Access to a scanner or a mobile phone or other device capable of uploading documents;
- The **PIN** provided to you by the registered qualifying patient;
- A valid form of identification (*as explained below*); and
- A photograph of yourself (*as explained below*).

Valid Form of Identification

Valid forms of identification include:

- State-issued driver's license;
- ID card issued by your state's Department of Motor Vehicles;
- U.S. passport *and* another document that proves your primary residence; or
- U.S. military ID *and* another document that proves your primary residence.

If you submit a driver's license or ID card issued by your state's Department of Motor Vehicles as your valid form of identification, the name and address you submit in the Medical Use of

Marijuana Online System **must match** the name and address on your driver's license or ID card issued by your state's Department of Motor Vehicles.

Because a passport and U.S. military ID do not contain your home address, if you submit one of them as your valid form of identification, you **must also** submit a document that proves your primary residence (*as outlined below*). Also, the name and address you submit in the Medical Use of Marijuana Online System **must match** the name and address on the document that you submit to prove your primary residence.

*If you submit a passport or Military ID as your valid form of identification, submit a **copy** of one of the following, which proves your primary residence:*

- Utility bill (gas, electric, telephone, cable, or heating oil), that is less than 60 days old and must contain your name and address;
- Your current motor vehicle registration card with your current address;
- Tuition bill with a due date of less than 6 months ago and addressed to your current address;
- Car insurance policy or bill that is less than 60 days old;
- Home mortgage, lease, or loan contracts dated within 6 months of today with your name, address and signature;
- Certified U.S. Marriage Certificate dated within the past 6 months;
- Property tax or excise tax bill for the current year with your name and address;
- First-class mail dated less than 60 days old from any federal or state agency that displays your name and address; *or*
- Current state-issued Professional License with your address.

Photograph of Yourself

This photo will be placed on your Program ID Card.

Your photo must be:

- In color;
- A square photo in portrait/upright format;
- Taken in front of a plain white or off-white background;
- Taken within the last 6 months to reflect what you look like now;
- Showing only your head and the top of your shoulders;
- Taken looking directly at the camera held at eye level;

- Taken without smiling, with both eyes open, and without eyewear; and
- Taken without any item that covers your face or head, except for religious purposes.

A passport photo meets these requirements and can be obtained at any location that issues passport photos, such as a pharmacy, the post office, or a camera store. Alternatively, you may upload a photo from a cell phone camera if the photo meets the requirements outlined above.

REGISTRATION PROCESS

To register with the Medical Use of Marijuana Online System, follow the step by step registration instructions below.

Be sure to keep your username and password. You will need your **original** username when you renew your registration.

Please note that the Medical Use of Marijuana Online System times out after 30 minutes of inactivity.

In order to register, please follow these steps:

Step 1: Scan and save on to your computer:

- The valid form of identification (and the document that proves your primary residence, if applicable); and
- The photograph of yourself.

If uploading a U.S. military ID, scan and upload the front *and* the back of the card.

When uploading your *photograph* to the Medical Use of Marijuana Online System, ensure that the photograph has a minimum resolution of 400 pixels wide by 360 pixels long, is in .jpg format, and has a maximum size of 3 MB.

When uploading your valid form of identification or the document that proves your primary residence, ensure that the document is in .jpg format or .pdf format and has a maximum size of 3 MB.

These documents will be uploaded to the Medical Use of Marijuana Online System during the registration process.

Step 2: Visit the Medical Use of Marijuana Online System at <https://patient.massciportal.com>.

- Click on the "Create Account" link
- Enter your information in the "User Information" section
- Accept the "Terms and Conditions" by clicking "I agree to the Medical Use of Marijuana Online System's terms and conditions"

- Pass the CAPTCHA
- Click “Create Account.”

The next page explains how you will receive an email to the email address you provided. This email will contain a link to confirm your email address to complete your registration.

After clicking the link in the email, click the link on the page to proceed to the login page.

Be sure to keep your username and password. You will need your original username when you renew your registration.

Step 3: Enter your user name and password, and click “Login” to access the system.

Step 4: You will then be taken to the Welcome page in the Medical Use of Marijuana Online System. Click Register as a Caregiver to begin registration in the Medical Use of Marijuana Online System.

Step 5: You will then be taken to the Instructions page. Read the instructions and then click Proceed.

Step 6: On the next screen, enter the required information, including the PIN provided to you by the registered qualifying patient you will be assisting. At the bottom of the screen is a list of attestations. Read the attestations. If you agree with the attestations, click on the box stating that you attest that you understand and agree with each of the attestations. Click on Proceed to continue to the next screen.

Step 7: Next you will be brought to the Valid Form of Identification screen where you will upload your valid form of identification (and a document that proves your primary residence, if applicable). Click on Browse and select the valid form of identification that you saved to your computer (and a document that proves your primary residence, if applicable). Please note that multiple documents can be uploaded to this screen, if needed. Then click on the Proceed button to proceed to the next screen.

Step 8: Next, you will be brought to the Upload Photo screen where you will upload the photograph of yourself. Click Browse to open the photograph of yourself that you saved to your computer. Then click Upload and wait for your photograph to appear on the screen. Then click Proceed.

Step 9: You will then be taken to a Caregiver Registration Confirmation screen to review and confirm your registration information. If you need to correct any information, you may click the Back button until you reach the correct screen and edit your information, or you may click the associated field on the right side of the screen, and edit your information. After you have corrected the information, click the Proceed button until you return to the Review and Submit Application screen. Once all the information is correct, click the Submit button.

Step 10: You will then be taken to a screen that displays the date of your application submission.

Step 11: Notify the patient you will be assisting that you have submitted a personal caregiver registration application in the Medical Use of Marijuana Online System and **that as a patient**

they must log on the Medical Use of Marijuana Online System and validate you as their personal caregiver.

Step 12: After the patient has verified you as their personal caregiver, the Medical Use of Marijuana Program will review your registration application.

Once your registration application is reviewed by the Medical Use of Marijuana Program, you will be notified by email regarding the status of your registration. Registration applications are reviewed in the order they are received.

If approved for registration, you will be able to print your temporary, paper Program ID Card and will receive your plastic Program ID Card in the mail at a later date. **Temporary, paper Program ID Cards expire four weeks from the date that your registration is approved by the Program**, at which time you should have received a plastic Program ID Card. If you do not receive your plastic Program ID Card within three weeks, call the Program at (833) 869-6820.

Once approved for registration, you may assist your registered qualifying patient with their medical use of marijuana.

Other Important Information about Registration and the Medical Use of Marijuana Program

IMPORTANT

You **and** your patient must maintain an active registration with the Medical Use of Marijuana Program, and your patient must maintain an active certification from their Certifying Healthcare Provider, in order for you, as a personal caregiver, to be protected for medical use of marijuana under Massachusetts Law.

PROGRAM ID CARD

You must carry your Program ID Card **at all times** while you are in possession of marijuana for medical use.

Notify the Medical Use of Marijuana Program within five business days after discovering that your Program ID Card is lost, stolen, or destroyed by calling (833) 869-6820.

There is a \$10 fee to replace a Program ID Card.

VALID FORM OF IDENTIFICATION

After registering with the Program, your valid form of identification on file with the Medical Use of Marijuana Program must remain active and not expired in order to access a Medical Marijuana Treatment Center (MTC) or obtain marijuana for medical use from an a MTC on behalf of a patient.

CHANGE OF REGISTRATION INFORMATION

If there is any change to the information you submitted for registration (such as a change in your name, email, address, or phone number), you must update this information in the Medical Use of Marijuana Online System within five business days after the date of this change.

To update your registration information, please follow these steps:

Step 1: Log in to the Medical Use of Marijuana Online System at <https://patient.massciportal.com>.

Step 2: Click on the My Registration link at the top of the screen.

Step 3: To update your information, click Edit at the left side of the screen. Edit the necessary information and click the Update button.

LOGGING IN TO THE MEDICAL USE OF MARIJUANA ONLINE SYSTEM

After establishing your log in name and password, you may log back in to the Medical Use of Marijuana Online System at any time in order to update your registration information, manage your patient(s), or renew your registration by logging in to the Medical Use of Marijuana Online System at <https://patient.massciportal.com>.

ACCESSING A MEDICAL MARIJUANA TREATMENT CENTER

In order to access a Medical Marijuana Treatment Center (MTC), or obtain marijuana for medical use from an MTC, a personal caregiver must:

- Present their Program ID Card **and** their valid form of identification that they used to register with the Medical Use of Marijuana Program;
- Have an active registration with the Medical Use of Marijuana Program;
- Maintain on file with the Medical Use of Marijuana Program a form of identification that is active and not expired; *and*
- Be linked to a patient with an active registration with the Medical Use of Marijuana Program *and* an active certification from their Certifying Healthcare Provider.

REGISTRATION RENEWALS

Registrations expire annually. You may re-apply for registration, on an annual basis, up to 60 days before the date that your registration expires by following the instructions outlined above.

QUESTIONS

Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program at (833) 869-6820.

Sincerely,

Kathy Oliver Jones, Constituent Services Director

Massachusetts Cannabis Control Commission