STEP 1: LOCATE REGISTRY LOGIN

1. Go onto the Office of Medical Cannabis’ Webpage: www.mn.gov/medicalcannabis

2. Select “Registry Login/Create Account” as shown in the red box below.
3. Select “Log in to the Minnesota Medical Cannabis Registry” link in the bottom of the screen, as displayed in the red box below.

4. Select “Login,” at the top right corner of the page, to continue.
REFERENCE GUIDE – PATIENT REGISTRY: PATIENT ACCOUNT MANAGEMENT

STEP 2: LOGIN TO YOUR ACCOUNT

1. On the Login screen, type in your username/email and password, and click “Login.”

![Login Screen]

STEP 3: EDIT ACCOUNT INFORMATION (UPDATE ADDRESS AND NAME, ADD/REMOVE PARENT/LEGAL GUARDIAN & CAREGIVER)

1. On the Patient Home page, click “Edit My Information” to edit your account information. You may click on “Home” anytime to access your Patient Home page. Continue onto Step 4 if you do not wish to edit your account information at this time.

![Patient Home Screen]
2. On the Patient Information page, click on the corresponding field(s) and edit your information. Always click on “Update Information” at the bottom of screen to save changes when done.
3. To add a parent/legal guardian, click on “Add New Parent/Legal Guardian” on the Patient Information page and continue below. To remove a parent/legal guardian, select “Remove” instead. Continue onto page 8 if you do not wish to add/remove a parent/legal guardian at this time.

4. On this screen, type in the parent/legal guardian’s information, and click on “Upload,” as shown by red arrow in the picture, to attach the government-issued photo ID, driver’s license, state ID or passport.
5. On the next screen, locate and upload the image file of the parent/legal guardian’s government-issued photo ID. If the image file is saved on the computer desktop (computer screen), click on “Desktop” on the far left bar to locate items stored on your desktop.

If you took a photo of the ID with an iPad, a phone, camera or another source and would like to upload it to the account, make sure to connect that source to the computer first. Then select the appropriate source on the far left bar to view.

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

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.
6. The image selected will now appear in the account. To remove an image file from the account, click on “Remove” as shown in red box. Check the box on the left, read the acknowledgement and agreement in this box then select “Agree.” Click on “Add” to proceed. The registered parent/legal guardian will receive an email notification shortly.

7. When you are redirected to the Patient Information screen, select “Update Information” at the bottom to save edits when finished.
8. To add a caregiver, click on “Add Caregiver” at the bottom of the Patient Information screen and continue below. To remove a parent/legal guardian, select “Remove” instead. Proceed to Step 4 if you do not wish to add/remove a caregiver.

9. Enter the caregiver’s information in the fields, and click “Add” on the right side of screen. On the Patient Information page, select “Update Information” at the bottom to save changes.
10. When you are redirected to the Patient Information screen, select “Update Information” at the bottom to save edits when finished.

STEP 4: ACCESS YOUR REGISTRY VERIFICATION CARD

1. Return to your Patient Home page, click on your username/email address in the top right corner of the screen, and select “Registry Verification Card,” as shown in the following figure. If you do not wish to access your verification card, please move forward to Step 5.
2. Select “Open” to view and print verification card, and continue onto the next page to print and change your account settings.

Choose “Save” if you would like to only save a copy. Continue onto Step 5 to edit your account settings.

Click “Cancel” if you want to discontinue, and resume at Step 5 to edit your account settings.
3. If you are connected to a working printer and would like to print your verification card, select “File” at the top left corner and then “Print.” You may close out of this screen when finished.

4. On the next screen, click “Print.”
STEP 5: EDIT ACCOUNT SETTINGS (CHANGE PASSWORD, EMAIL/USERNAME & SECURITY QUESTIONS/ANSWERS)

Proceed to Step 6 if you do not wish to edit your account settings at this time.

1. Return to your Patient Home page, click on your username/email on the right corner of the screen. Then select “Account Settings” to change password, security questions and/or answers, and username/email address.

2. On this Account Settings page, click on “Change Password” to change your password.
3. On the “Change Password” page, type in your current password in the top field, and enter your new password into the bottom fields. Remember to write down your new password and keep it in a secured area. Select “Change Password” to save the change.

You may cancel the edit anytime, by clicking on “Cancel.”

4. On the next screen, the system will confirm the change and generate an email notification to reflect it. If you are not seeing the email, check your spam folder. You may move onto Step 6 if you do not wish to change your security questions or username/email. Click on “Change Security Questions” to modify your security questions and/or answers.

5. On the Change Security Questions page, enter in your current password in the top field. Then select your new security questions and enter your new security answers in the appropriate order and fields. Remember to write them down and store them in a secured place. Click “Change Security Questions” to save changes. The system will confirm this change on the next screen and email you a notification.

7. On the Change Email screen, type in your current password in the top field. Type in your new email address into the bottom fields. Your email address is also your username. Click on “Change Email” to submit the change. The system will confirm this email change on the next screen and email you a notification.
STEP 6: COMPLETE SELF-EVALUATION REPORT

Continue at Step 7 if you do not wish to complete your self-evaluation report at this time.

1. Return to your Patient Home page, select “Patient Self-Evaluation” tab on the top left corner to access your self-evaluation report.

3. On this Patient Self-Evaluation screen, fill in your height (feet and inches) and weight (lbs), and select “Next” to continue. You may choose “Save and Exit” if you would like to save the information and continue your evaluation at another time.

![Patient Self-Evaluation Screen]

4. Click on “Add Medical Condition” to list other conditions, and “Add Medication Usage” to enter your medications. Select “Next” if you do not have any medical conditions or medications to report, and continue onto page 18 number 5. If you need to enter your current medications, select “Add Medication Usage” and continue below.

![Patient Self-Evaluation Screen]

A If you selected “Add Medical Condition,” type in your medical condition in the box on this screen. Select “Add” when done.

![Add Medical Condition Screen]
B If you would like to list more medical conditions, click “Add Medical Condition” and repeat Step (A) of page 16. If you are done, click on “Next” and continue on page 18 number 5. If you need to enter your current medications, select “Add Medication Usage” and continue below.

C On the Add Existing Medication page, enter the name of your medication, dosage and frequency. Click on “Add” when done.

D If you would like to list more medications, click “Add Medication Usage” and repeat Step (C) on this page. Click on “Next” to proceed after entering medical condition and/or medication usage.
5. Answer the questions by marking your responses in the appropriate circles (ranging from 0 to 10). Select “Next” to continue.

6. If you are NOT experiencing any side effects relating to the medical cannabis you are taking, choose “Submit” to finish, and proceed to Step 7. If you are experiencing side effects, select “Add Side Effect,” and continue below.
7. On the Add Side Effect screen, input the severity of your side effect, symptom, other symptom, and your comments. Click on “Add” to continue.

8. On the Patient Self-Evaluation page, select “Add Side Effect” if you have other side effects to report, and repeat steps. Otherwise, click “Submit” to finish and process your self-evaluation report. Proceed to Step 7 when done.
STEP 7: REENROLLMENT/RECERTIFICATION

Reenrollment/recertification reminders will be sent via email to each patient at both 60 and 30 days prior to the patient’s enrollment expiration date. The recertification of a patient’s condition can be completed up to 90 calendar days before their enrollment expiration date.

Patients who complete the condition recertification and enrollment process prior to their annual enrollment expiration date will be automatically be reenrolled on their anniversary date.

Patients who do not complete the recertification process along with their payment before their annual expiration date, will not be able to visit a CPC or purchase medical cannabis. Expired patients must complete the recertification and enrollment process and receive an approval email before they can visit a CPC or purchase medical cannabis.

1. Once you have been recertified by your HCP, you should have received a certified email notification from the Minnesota Department of Health. Click on the Medical Cannabis Registry link as shown in the figure below.
2. Continue your reenrollment by clicking on “Start Re-Enrollment” as displayed in red below.

3. On the next screen, type in your email address and password, and select “Next” to continue reenrollment.

4. The rest of the reenrollment application along with the payment process is identical to the initial enrollment application. You may refer to the Minor Patient Enrollment Reference Guide or Adult Patient Enrollment Reference Guide as needed.

   If you exited from an incomplete reenrollment application or your session timed out, you must log back into your patient account and start the reenrollment application again. Once logged into your account, select “Re-Enroll in OMC Registry” on your Patient Home screen, as shown in red in the figure below. Repeat #2 and #3 on this page to continue.

Patients will receive an approval email confirmation when their reenrollment application has been submitted and reviewed by the Minnesota Department of Health.
STEP 8: LOGOUT OF ACCOUNT

1. Return to your Patient Home page, select your username/email on the top right and click on “Logout” to successfully logout of your account.