Medical Marijuana Program
Dispensary Agent Registration and Application Instructions

Please note that this information and other instructions may change. Please refer back to the ADHS website for the most current information.

Print out and review these instructions **prior to** attempting to register or apply for a Dispensary Agent Registry Identification Card.

I. Dispensary Member (Principal Officer/Board Member) Registration

> **ONLY** a Dispensary Member (Principal Officer and/or Board Member) can apply for a Dispensary Agent Registry Identification Card for themselves and/or other Dispensary Agents (the dispensary employees or volunteers).
>
> The Dispensary Member Registration step must be done **first** before the initial attempt to apply for a Dispensary Agent Registry Identification Card.

The Dispensary Agent Application is located on the same system as the Dispensary Point of Sale (POS) and Card Verification System (System). In order to access this System, the Dispensary Member needs to register and create a Log In Account.

- ADHS will send the Dispensary a letter with the Dispensary Members' access codes and a website link to the Arizona Medical Marijuana webpage where the System can be accessed.
- Dispensary Members will access the System link and click on the area titled, "Dispensary Member Registration".
- Enter the access code provided in the letter, the Dispensary's Certificate Identification Number, and the Dispensary Member's date of birth. The code will be validated, and the Dispensary Member will be allowed to continue.
- Next, complete the blank fields including phone and email address. Create and confirm a password. *Note: this password is important because it will be used to log into the System in the future.*
- Select "Submit to Gain Access" and close out of the program.
- ADHS will review the user request and approve the Dispensary Member's access to the System.
- Once the user request has been approved by ADHS, the Dispensary Member will receive an email notifying him or her that the account has been approved.
- Once the Dispensary Member receives the approval email, he or she may begin accessing the System and completing the Dispensary Agent Application(s).

II. Dispensary Agent Application for Dispensary Members

After the Dispensary Member has been properly registered, the Dispensary Member can access the system to complete Dispensary Agent Applications for themselves and/or Dispensary Agents (employees and volunteers). Instructions in this section apply to Dispensary Members completing the Dispensary Agent Application for themselves.

- The Dispensary Member will click on the System link on the Dispensary Agent website.
- Access the "Log In" on the system navigation bar.
- Enter the username (email address) and password that was created during the registration step.
- After a successful log in, the Dispensary Member will have access to a Dispensary-specific dashboard that will allow him or her to conduct several activities, including completing a Dispensary Agent Application.
- Access the Dispensary Agent Application and follow the steps to complete the application.
- Once the application has been completed, forms downloaded, and the application fee has been paid, ADHS can process the application. *See Dispensary Agent Checklist below for more information.*
- If two full sets of fingerprints have already been received by ADHS, the program can process the application. If two full sets of fingerprints have not already been received by ADHS, the program will issue a Notice of Deficiency (NOD) to the Dispensary's email address. Once fingerprints are then received by ADHS, the program can continue to process the Dispensary Agent Application.
- After approval, the resulting Dispensary Agent Registry Identification Card will be mailed to the Dispensary's mailing address accompanied by a letter. *Please note: there will be no access code included in the letter that accompanies the card since the Dispensary Member already would have completed the registration process.*

III. Dispensary Agent Application for Dispensary Agents

Instructions in this section are for Dispensary Members to complete Dispensary Agents' (employees and volunteers) Applications.

- The Dispensary Member will click on the same website link to access the System.
- Access the "Log In" on the system navigation bar.
- Enter the username (email address) and password that was created during the registration step.
- After a successful log in, the Dispensary Member will have access to a Dispensary-specific dashboard that will allow him or her to conduct several activities, including completing a Dispensary Agent Application.
- Access the Dispensary Agent Application and follow the steps to complete the application.
- Once the application has been completed, forms downloaded, and the application fee has been paid, ADHS can process the application. *See Dispensary Agent Checklist below for more information.*
- If two full sets of fingerprints have already been received by ADHS, the program can process the application. If two full sets of fingerprints have not already been received by ADHS, the program will issue a Notice of Deficiency (NOD) to the Dispensary's email address. Once fingerprints are then received by ADHS, the program can continue to process the Dispensary Agent Application.
- The resulting Dispensary Agent Registry Identification Card will be mailed to the Dispensary's mailing address accompanied by a letter. The letter will include the access code for the Dispensary Agent to register on the System. In order for the Dispensary Agent (employee and/or volunteer) to register, he or she will need the access code, Dispensary Agent Registry Identification Card Number, and date of birth.
- There may be employees and/or volunteers that the Dispensary may not want to access the POS/Verification System. Should this be the case, the Dispensary may consider shredding, destroying, or storing the access code letter for another time.

Dispensary Agent Checklist

1. Application Information:
□ The Dispensary Agent's
□ First name; middle initial, if applicable; last name; and suffix, if applicable
□ Date of birth
□ Gender
□ Social Security Number
□ The registry identification card numbers from previous cards issued, if any.
□ The identifying number on the applicable card or document (see Section 2 below for list of identification requirements and options) plus the ID type, issuing state, and issued date.
□ The Dispensary Agent's residential address and county.
□ The Dispensary Agent's phone number.
□ The Dispensary Agent's email address where confidential information can be sent (free email address website links are provided within the application).
□ The Dispensary Agent's mailing address. Check box if same as residential address.
2. Documentation Needed for Uploading
• **The current photograph must be an image file (JPG, PNG, or GIF file format) and cannot exceed 10 MB.**
• **The other supporting documents can be PDF documents or image files (JPG, PNG, or GIF file format) and cannot exceed 2 MB. The recommended file type is PDF.**
□ A current photograph of the Dispensary Agent.   Photograph must be taken no more than 60 calendar days before the submission of the application. Photograph must be capable of producing an image:
• 2 inches by 2 inches in size with minimum dimensions of 600x600 pixels and maximum dimensions of 1200x1200 pixels.
• In natural color
• That is a front view of the individual's full face, without a hat or headgear that obscures the hair or hairline, with a plain white or off-white background
• That has between 1 and 1 3/8 inches from the bottom of the chin to the top of the head
□ A copy of the Dispensary Agent's:
□ Arizona driver's license issued on or after October 1, 1996; **OR**
□ Arizona identification card issued on or after October 1, 1996; **OR**
□ Arizona registry identification card; **OR**
□ Photograph page in the Dispensary Agent's U.S. passport; **OR**
□ An Arizona driver's license or identification card issued before October 1, 1996 **AND** one of the following:
□ Birth certificate verifying U.S. citizenship
□ U.S. Certificate of Naturalization
□ U.S. Certificate of Citizenship
□ Signed and dated *Medical Marijuana Dispensary Agent/Member Attestation*. This Attestation can be downloaded from the ADHS website http://www.azdhs.gov/medicalmarijuana/agents/ .
□ A valid and current Visa or MasterCard for payment. A credit card, debit card, or pre-paid cards are accepted.
3. Fingerprints
□ Although not part of the ADHS online application, a dispensary agent or member must submit fingerprints to ADHS via the U.S. Mail and include a Fingerprint Verification Form. Fingerprinting instructions and the Fingerprint Verification Form are located on the ADHS website at http://www.azdhs.gov/medicalmarijuana/forms/ .