



# PATIENT GUIDANCE

## Registering with the Medical Use of Marijuana Program

### 1 OBTAIN A CERTIFICATION

This is the first step. You must first be certified by a qualified health care provider in order to register. Schedule an appointment with your health care provider. A certification is given after the patient is diagnosed with a debilitating medical condition.

### 2 REGISTER WITH THE STATE

You must complete your registration with the Medical Use of Marijuana Program (the "Program"). See below for ways to register. The Program reviews applications in the order they are received.

### PIN NUMBER

After you are certified, you will be sent an email from the Massachusetts Department of Public Health (DPH) with your:

- Patient PIN number
- Instructions on how to register with the Program

## TWO WAYS TO REGISTER



Online registration through the Medical Use of Marijuana (MMJ) Online system is the fastest and most convenient way to register. For detailed instructions, please refer to the following link: <http://www.mass.gov/eohhs/docs/dph/quality/medical-marijuana/mmj-system-registration-patient-step-by-step.pdf>



Paper registration is available for those who are unable to register online. This is a more lengthy process. Please call the Program at (617) 660-5370 to request a paper registration form.

### BEFORE REGISTERING YOU WILL NEED THE FOLLOWING:

- Your PIN number
- Current valid form of identification (ID)
- Current photograph of yourself  
If registering online, you may be able to use your MA RMV photo during the "Upload Photo" step. Please reference the photograph instructions on the next page.
- A form of payment  
Or a proof of verified financial hardship.

### FIRST TIME ONLINE REGISTRANTS:

- 1 Register with Virtual Gateway (VG):  
<https://sso.hhs.state.ma.us/VGPortal/faces/SelfReg.jspx>
- 2 You will see a confirmation page (and receive an e-mail) with your username and the link to log in to VG.  
**BE SURE TO KEEP YOUR USERNAME AND PASSWORD.** You will need your **ORIGINAL** username when you renew your registration.
- 3 After logging in to VG, you then register with the MMJ Online System.

# ACCEPTABLE VALID FORMS OF ID

If at any time there is a change to your valid form of ID, you must update the Program. Your ID must remain current and not expired. Only the following 4 are acceptable IDs:

1 MA Driver's License

2 MA ID Card

The name & address on your state issued ID must match the name & address on your MMJ registration application. For more information on how to update your name and address on your ID, contact the RMV, or visit their website: [www.massrmv.com](http://www.massrmv.com)

3 U.S. Passport

4 U.S. Military ID

If you use a U.S. passport or U.S. military ID, you must also submit a document that proves your MA residency (SEE BELOW LIST). The name & address on your ID must match the name & address on your proof of residency document.

## PROOF OF MASSACHUSETTS RESIDENCY

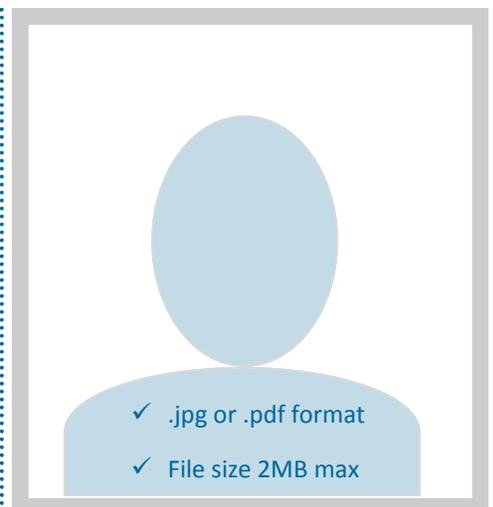
ONLY REQUIRED FOR THOSE WHO ARE PROVIDING A U.S. PASSPORT OR U.S. MILITARY ID. The name and address on your proof of residency must match the name and address on your MMJ registration application. Only the below documents will be accepted. Submit one of the following:

- Utility Bill  
Less than 60 days old
- U.S. Marriage Certificate  
Dated within past 6 months
- Car Insurance Policy or Bill  
Less than 60 days old
- Current MA Motor Vehicle Registration Card
- Property Tax or Excise Tax Bill
- Current MA-Issued Professional License
- Tuition Bill  
Due date of less than 6 months old
- First-Class Mail from Federal or State Agency  
Less than 60 days old
- Mortgage, Lease, or Loan  
Dated with past 6 months

## PHOTOGRAPH OF YOURSELF

This photo will be placed on your Program ID card and it should be:

- ✓ Taken in front of a plain white/off-white background
- ✓ Taken looking directly at the camera held at eye level
- ✓ Recent photo to reflect what you look like now
- ✓ Taken with both eyes open without eyewear
- ✓ Show only your head & top of your shoulders (see example to right)
- ✓ Taken without any face or head coverings, except for religious purposes



## PROGRAM ID CARD

- CARRY AT ALL TIMES WHEN IN POSSESSION OF MARIJUANA FOR MEDICAL USE.
- Notify the program within 5 BUSINESS DAYS if your card is lost. Request a new card through your online account. For paper applicants, send a check payable to "The Commonwealth of Massachusetts" with a letter. [\\$10 fee to replace Program IDs cards.](#)
- Registration renewal is required every year. Expiration date on Program ID card is separate from registration expiration.

## PAYMENT

There is a \$50 registration fee to complete a patient registration.

Prepaid cards (e.g. Visa gift cards) are not accepted.

Acceptable payments for online registration include:

- Credit Card
- Debit Card
- Electronic Funds Transfer

Via providing a bank account number and bank routing number.

Acceptable payments for paper registration include:

- Check or Money Order  
Payable to "The Commonwealth of Massachusetts"

Or submit a proof of financial hardship.

## PROOF OF FINANCIAL HARDSHIP

You may be qualified for a \$50 registration waiver if you have a verified financial hardship, including MassHealth, SSI (Supplemental Security Income), or a household income that does not exceed 300% of the federal poverty level.

For more information visit the Patient Registration Step-by-Step Instructions: <http://www.mass.gov/eohhs/docs/dph/quality/medical-marijuana/mmj-system-registration-patient-step-by-step.pdf>

To apply for a waiver you must submit proof. Only the below documents are accepted forms of proof:

- Official MassHealth acceptance letter for the CURRENT YEAR, OR official MassHealth redetermination letter for the CURRENT YEAR
- Supplemental Nutrition Assistance Program (SNAP) statement for the CURRENT YEAR
- SSI benefit verification letter for the CURRENT YEAR  
SSDI does not qualify
- State or Federal tax return for THIS OR LAST YEAR, including all the attachments

## ANNUAL REGISTRATION RENEWAL



Registrations expire ANNUALLY. You must renew your registration every year with the Program.



The \$50 registration fee, or proof of verified financial hardship, is required with each renewal.

**60**

It is highly recommended to apply for your renewal 60 DAYS PRIOR TO THE EXPIRATION of your registration to ensure there is no gap in your registration status.



USE THE SAME USERNAME AND PASSWORD used during your initial registration.

## IMPORTANT DATES TO KEEP IN MIND



### Certification with your Health Care Provider

Visit your health care provider to become recertified before your certification expires. Certification length varies patient by patient, as determined by the certifying health care provider.



### Registration with the Program

Expires annually. Renew your registration with the Program 60 days prior to the expiration.



### Program ID Card

Expires every 3 years. Renew your registration with the Program 60 days prior to the expiration.

## UPDATING INFORMATION

If there are any changes to the information you provided the Program, you must update this information with the Program within 5 BUSINESS DAYS. Log in to VG (<https://sso.hhs.state.ma.us/>) and update your information.

## STILL HAVE QUESTIONS?



Visit our website: [www.mass.gov/medicalmarijuana](http://www.mass.gov/medicalmarijuana)



E-Mail: [MedicalMarijuana@state.ma.us](mailto:MedicalMarijuana@state.ma.us)



Call: (617) 660-5370