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How to Register with the Medical Use of Marijuana Program: Instructions for Personal Caregivers

Registering online with the Medical Use of Marijuana Program ("Program") is the fastest and most convenient way to complete the personal caregiver registration process.

Please note that in order to register as a personal caregiver in the MMJ 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.

If you are unable to register online, a more lengthy paper registration process is available. Please call 617-660-5370 to request a paper registration form.

As a caregiver, you can gain access to your online account at any time by self-registering with the Program's Virtual Gateway portal at <https://sso.hhs.state.ma.us/VGPortal/faces/SelfReg.jspx>

Once your registration application is reviewed by the 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 in 1 – 2 weeks. **The 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 617-660-5370.

PREPARING FOR REGISTRATION

Before registering in the MMJ 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 submitting a driver's license or ID card issued by your state's Department of Motor Vehicles:

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 on your application must match the name and address on your driver's license or ID card issued by your state's Department of Motor Vehicles. If it does not match, your registration will be returned to you for further clarification.

For more information on how to update the name and address on your ID, contact your state's Department of Motor Vehicles.

If submitting a passport or US military ID:

If you submit a passport or US military ID as your valid form of identification, you must also submit a document that proves your primary residence (as outlined below). The name and address on your application must match the name and address on the document that you submit to prove your primary residence.

Submit one of the following to prove 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

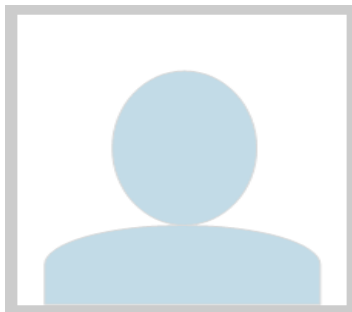
This photo will be placed on your Program ID Card. If you are using a Massachusetts driver's license or a Massachusetts photo ID card, you may be able to use your RMV photo during the online registration process.

If the MMJ Online System is able to retrieve your RMV photo, *you do not have to upload a separate photo of yourself.*

If you are not submitting a Massachusetts-issued driver's license or ID as your valid form of ID or the MMJ Online System is unable to retrieve your RMV photo, then you must upload a photo of yourself. *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 (see example below);
- Taken looking directly at the camera held at eye level;
- Taken 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

The MMJ Online System is housed within the Executive Office of Health and Human Services Virtual Gateway (“VG”). You will first need to register with the VG and then with the MMJ Online System.

You will be sent an email from VG during the registration process. We recommend keeping your email account open during the registration process so you can easily access this email. This email will contain a link that you will click on in order to finish the VG registration process. The link may expire as soon as seven (7) days after being emailed to you and is only valid the first time that you click on it.

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.

It is highly recommended that applicants apply for a registration renewal at least 60 days prior to the expiration of their current Program ID card. This will ensure that there is no gap in the applicant’s active status.

OTHER IMPORTANT INFORMATION ABOUT REGISTRATION

IMPORTANT

You *and* your patient must maintain an active registration with the Program. Additionally, your patient must maintain an active certification from their health care 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 Program within five business days after discovering that your Program ID Card is lost, stolen, or destroyed by calling 617-660-5370.

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 Program must remain active and not expired in order to access a Registered Marijuana Dispensary (RMD) or obtain marijuana for medical use from an RMD on behalf of a patient.

CHANGE OF REGISTRATION INFORMATION

If, at any time, there is any change to the information you submitted for registration (such as a change in your name, address, email, or phone number), you must update this information in the MMJ 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 VG at <https://sso.hhs.state.ma.us> and select “Medical Use of Marijuana System”.
- **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.

ACCESSING A REGISTERED MARIJUANA DISPENSARY

In order to access a Registered Marijuana Dispensary (RMD), or obtain marijuana for medical use from an RMD, a personal caregiver must:

- Present their Program ID Card **and** their valid form of identification;
- 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 health care provider.

QUESTIONS

Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program at 617-660-5370.

The following pages provide detailed step-by-step instructions on how to register with the Program using the MMJ Online System.

Step-By-Step Registration Instructions

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 US military ID, scan and upload the front *and* the back of the card. Be sure to have the copy of the front and back of the card saved on one file.

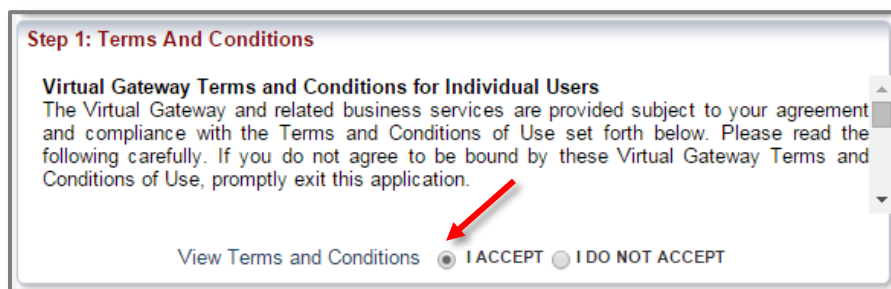
When uploading your valid form of identification or the document that proves your primary residence, ensure that the document is in .jpg format or .pdf format and has a maximum size of 2 MB.

These documents will be uploaded to the MMJ Online System during the registration process.

STEP 2: Go to the Program's online system at:

<https://sso.hhs.state.ma.us/VGPortal/faces/SelfReg.jspx>

- Accept the "Terms and Conditions" by clicking "I ACCEPT"



- Enter your information in the "Personal Information" section
 - Under "Service Name" select "Medical Use of Marijuana System;"
 - Type in your personal information for each section;
 - Please note that this is not the same PIN that was provided to you by your health care provider after you were certified (keep this PIN for Step 6). This PIN is any four digit number that you chose.
 - Answer the security question; and
 - Click "Submit."

Step 2: Personal Information

Please highlight the service to which you would like access and **complete all** of the sections below. When you are finished, click the **'Submit'** button.

Service Name ←

First Name

Middle Initial (Optional)

Last Name

4 Digit PIN Please choose any four digit number that you will be able to remember. You may be asked to give this number for identification reasons in the future.

Birth Date (Month/Day)

Email Address

Confirm Email Address

Security Question

Answers that are numbers should be typed as numbers not words (for example, enter 8 rather than 'eight' or 3 rather than 'three')

What number comes after 6?

→

- The next page explains how you will receive an email to the email address you provided from virtualgateway@state.ma.us. This email will contain a link to complete your self-registration.
- After clicking the link in the email, review your information to ensure it is correct. If it is incorrect, you may edit the information by clicking the “Edit” button.

Step 4: New User Confirmation

Please review your information below. If this information **IS** correct, continue to Step 5. If this information **IS NOT** correct, click **"Edit"** to change the information and then continue to Step5.

First Name

Middle Initial

Last Name

4 Digit PIN

Birth Date (Month/Day)

Service Name

←

- Create a password by following the instructions on the screen.

Step 5: Create Password

To log in to the Virtual Gateway, you will need to create a password. Passwords must be 8 to 16 characters long. Passwords must contain the following:

- Between 8 and 16 characters
- Atleast one uppercase character(A,B,C,...)
- Atleast one lowercase character(a,b,c,...)
- Atleast one number(1,2,3,...)

Passwords **cannot** contain:

- The words 'test','password' or 'pass'
- Your first name, your last name, or your full name
- Your Virtual Gateway Username
- Your Email Address

Important: Keep your information safe and secure. Do not share your Virtual Gateway password with anyone.

Password

Confirm Password

- Next, select two secret questions and provide answers to them. These questions will be used to reset your account if you forget your password. Once complete click "Submit."

Step 6: Secret Questions

Two secret questions must be selected and answered. These questions will be used if you forget your password or need to change it. Once you have selected and answered your questions, click the "**Submit**" button and your Virtual Gateway username will be displayed.

Secret Question 1

Answer to Secret Question 1

Secret Question 2

Answer to Secret Question 2



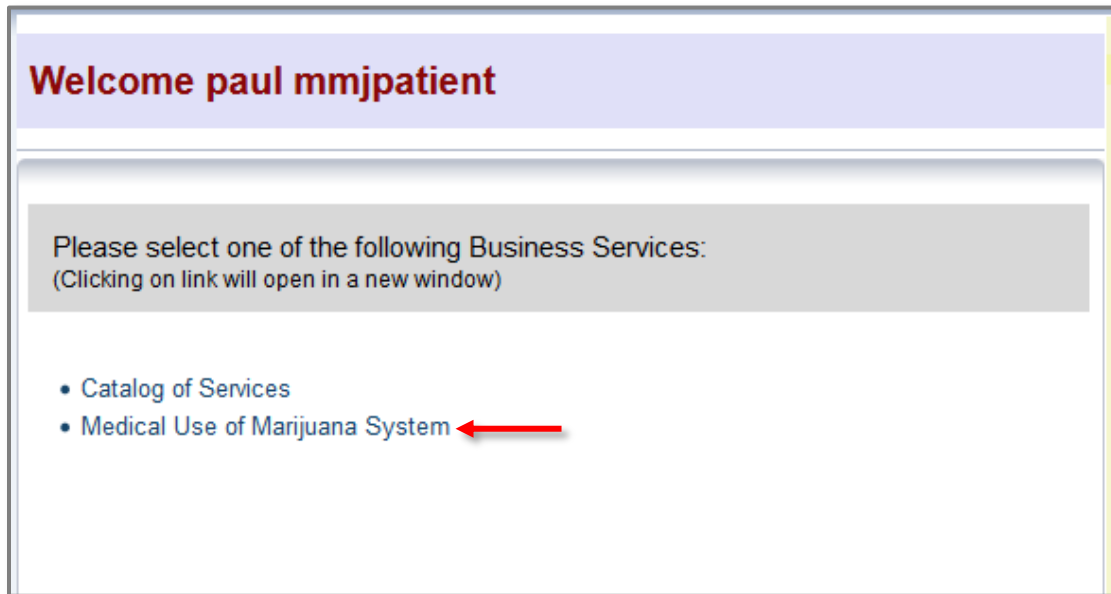
- You will then see a confirmation page with your new user name and a link to log in to the Virtual Gateway.
The Virtual Gateway log in page can also be reached at <https://sso.hhs.state.ma.us/>.
You will also receive an email from virtualgateway@state.ma.us with your user name and a link to the log in page.



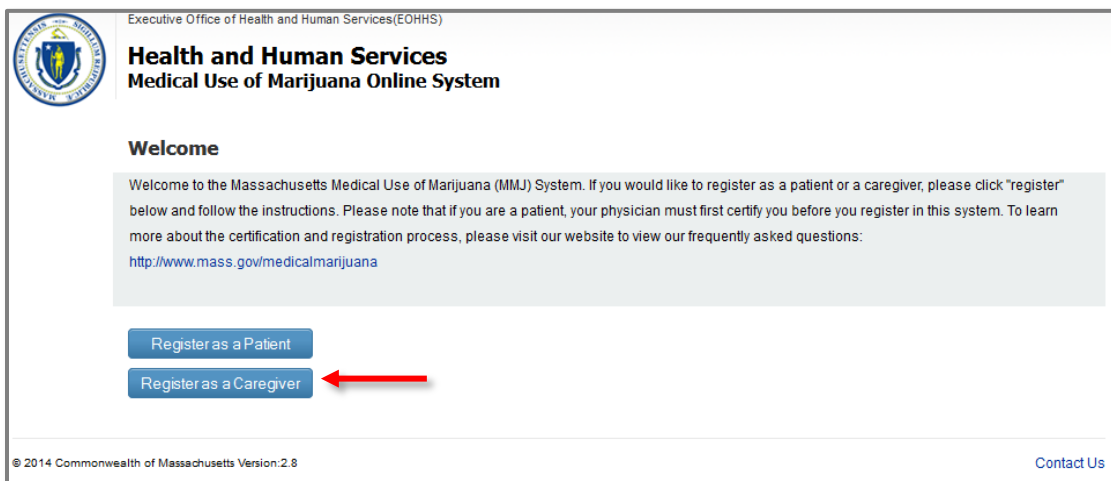
STEP 3: Enter your user name and password, and click “Login” to enter Virtual Gateway.

A screenshot of the Virtual Gateway login page. The header includes "Executive Office of Health and Human Services - Virtual Gateway" and the "Mass.gov" logo. The main heading is "Welcome to the Virtual Gateway". On the left, under a "Login" tab, there are input fields for "Username" and "Password" (labeled "(Case sensitive)"). Below these fields is a "Login" button with a red arrow pointing to it, and a link for "Forgot Password". On the right, a yellow box contains "Virtual Gateway Customer Service" information: "Monday through Friday 8:30 am to 5:00 pm 800-421-0938 (Voice) 617-847-6578 (TTY for the deaf and hard of hearing)".

STEP 4: Click on the “Medical Use of Marijuana System” link.



STEP 5: Click the “Register as a Caregiver” button.



- You will then see an Instructions page. Once you have read the Instructions, click “Proceed.”

STEP 6 & ONWARD: You will then see an Instructions page. Once you have read the Instructions, click “Proceed.”

When you are signed in to the MMJ Online System, you may use the “Help” link in the top right corner for further detailed instructions.

