Account Registration and Verification

The steps below provide how-to guidance for creating a new account for an individual, including patient, caregiver, physician, nurse practitioner, consumer personal cultivators and facility agents.

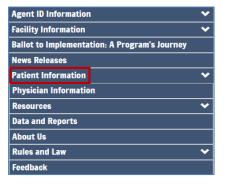
The online registry portal works best when using Google Chrome as your internet browser to help minimize possible errors while completing an application.

The email address used at registration will receive email notifications when there is a change in application status.

When registering, make sure Social Security Number and Date of Birth are both correct. If entered incorrectly, you must submit a help ticket to nlssupport-mo@egov.com, or contact the DCR Individual Licensing Unit at CannabisInfo@health.mo.gov to request these changes.

Creating an Individual Account

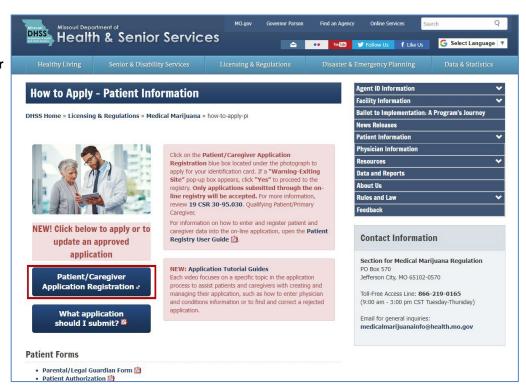
- 1. Navigate to the **Division of Cannabis Regulation** (DCR) webpage at: <u>Cannabis.mo.gov</u>
- 2. In the blue menu panel, click on 'Patient Information'.



3. Click 'Patient - How to Apply'.



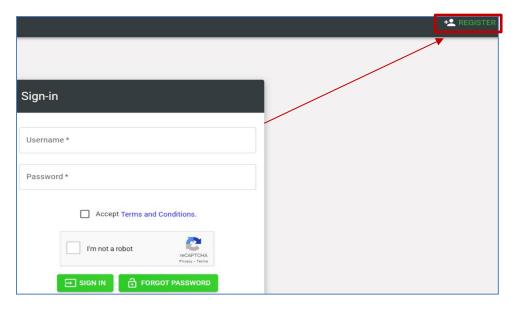
 Click on the blue button labeled 'Patient/Caregiver Application Registration'.



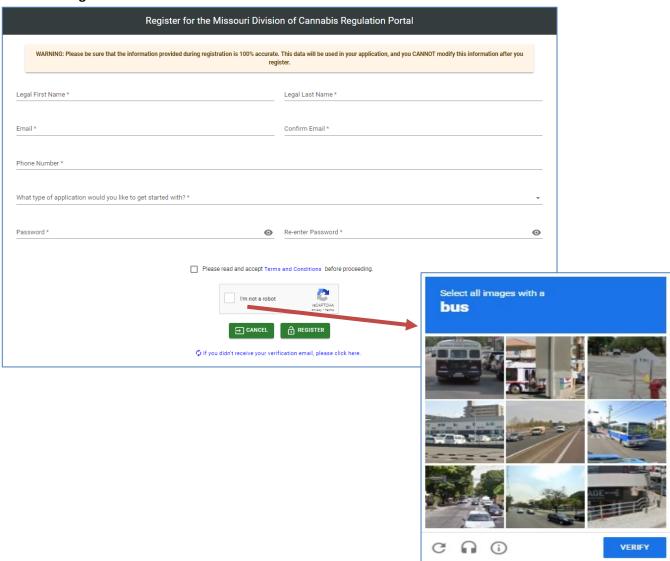
 Within the pop-up warning box, click 'Yes' to be redirected to the Online Registry Portal (mo-public.mycomplia.com)



6. In the top right-hand corner, click 'Register'.



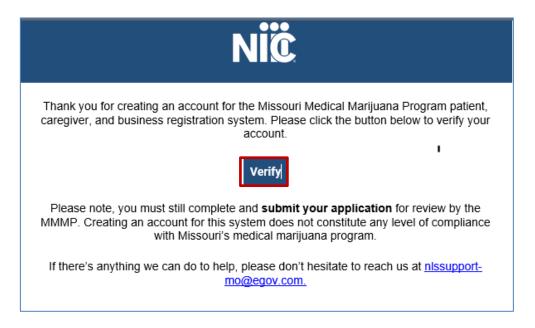
- 7. Fill out the registration form, entering your legal first name, legal last name, email address, re-type your e-mail address to confirm and enter your phone number.
- 8. Click 'What type of application you would like to get started with?', and select 'Patient/Caregiver/Physician' from the drop-down.
- 9. Enter your **Social Security Number** and re-enter to confirm it.
- 10. Enter your **Date of Birth** and re-enter to confirm it.
- 11. Read the **Terms and Conditions**, once read, check the box next to "Please read and accept Terms and Conditions before proceeding."
- 12. Click I'm not a robot. When the pop-up window appears, follow the prompts, select all images that have the item mentioned and click 'Verify'.
- 13. Click 'Register'.



Confirming Registration

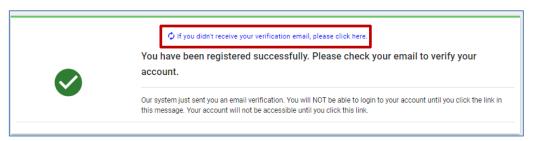
Once an account is created, you will receive a verification email to confirm your email address.

1. Open your email and check for a **verification email** from the Division of Cannabis Regulation (DCR). In the email message, click **'Verify'** to be directed to the **Online Registry Portal**.

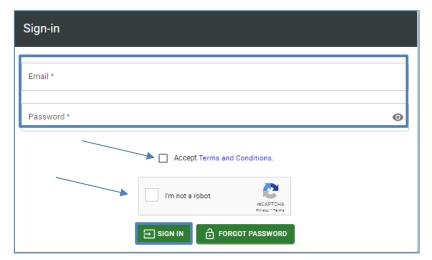


NOTE: If you do not receive the email within 15 minutes, click the 'If you didn't receive your verification email, please

click here." option above the registration message displaying on the Online Registry Portal. You will not be able to log in until you verify your email address.

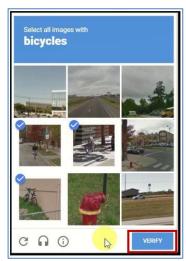


- In the Username field, enter your Email Address. Type in your Password.
- 3. Accept the Terms and Conditions then click the **I'm not a robot box**.



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- 4. Once the pop-up window appears, follow the prompts to select all boxes that have the item mentioned.
- 5. Click 'Verify'.



- 6. You will be redirected back to the Sign-In page.
- 7. Click 'Sign In'.

