



# Missouri Department of Health and Senior Services DIVISION OF CANNABIS REGULATION

## Application Tutorial 10 | Uploading Documents

### Uploading Documents to an Application

The steps below provide how-to guidance for uploading documents for any application type.

As part of the application process, individuals are required to provide a digital photo of themselves, and a copy of a government issued photo identification card. If working with a minor patient application, a completed Parent/Legal Guardian Consent form and Proof of Legal Guardianship are required.

The online registry portal works best when using Google Chrome as your internet browser to help minimize possible errors within the system.

### How-to Upload Documents to an Application

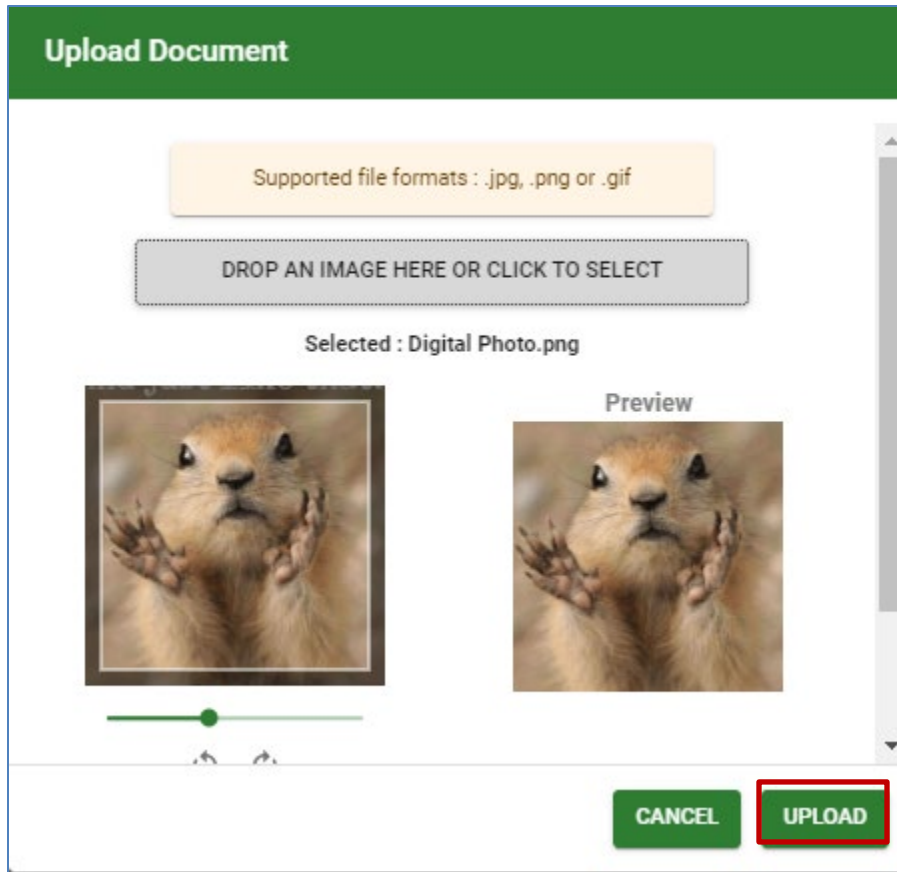
1. From the **'Documents'** tab. Click **'Upload'** next to the document title you want to upload.

The screenshot shows the 'Applications / New Patient' interface. The 'DOCUMENTS' tab is active. There are two document entries: 'Digital Photo \*' and 'Government Issued Photo Identification Card \*'. Each entry has an 'UPLOAD' button next to it, which is highlighted with a red box. At the bottom, there are 'SAVE', 'SAVE & NEXT', and 'CANCEL' buttons.

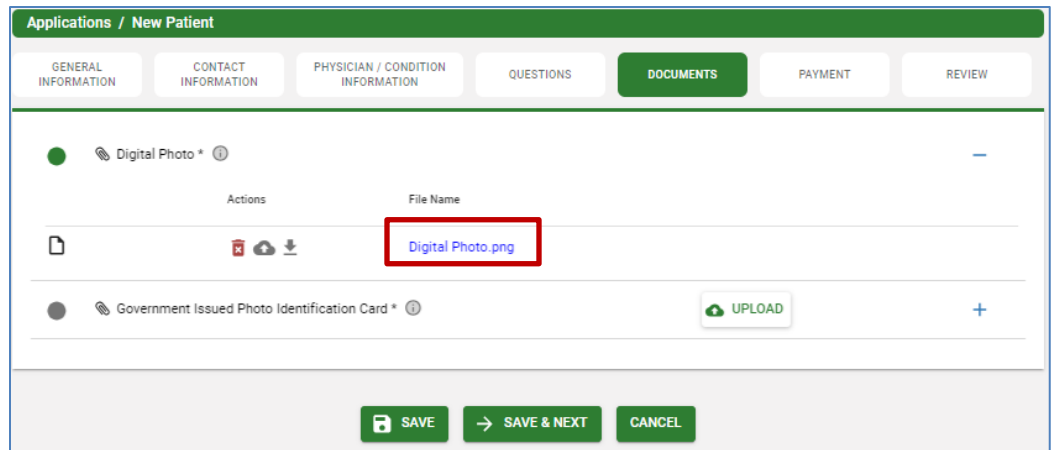
2. Select **'Drop an Image Here or Click to Select'** to search for and select the appropriate document(s).

The screenshot shows the 'Upload Document' modal. It has a header 'Upload Document'. Below the header is a text box with the text 'Supported file formats : .jpg, .png or .gif'. Below this is a large grey button with the text 'DROP AN IMAGE HERE OR CLICK TO SELECT', which is highlighted with a red box. At the bottom right, there are 'CANCEL' and 'UPLOAD' buttons.

3. Once you have selected the file, click the **'+Upload!'** button.



4. The upload will appear and will be attached to your application. Repeat the above steps to attach multiple files to the same document.



5. Repeat the above steps to attach the remaining required documents to your application. Once all documents have been uploaded and attached to your application, Click the **"Save and Next"** button to save the edited data fields and move to the next tab.

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