



Approved ID Cards

The steps below provide how-to guidance for downloading an approved patient, caregiver, consumer cultivator or agent ID card.

The department will **not** be mailing physical cards, it is the ID card holder's responsibility to print and possess their approved ID card.

Before you start the application, make sure you are creating an application for the correct individual on the account by verifying the name under **Selected Account**. Minor Patient Applications should be created in the Minor Patients account.

If you need to switch to a different account, click '**Switch Account**', and select the correct individual.

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

Downloading an Approved Identification Card

1. Navigate to the **Online Registry Portal website** at: <https://mo-public.mycomplia.com>
2. Enter your **Username (email)** and **Password**.
3. Check the **Accept Terms and Conditions** box if it is not already checked.
4. Click **I'm not a robot**. Click **Sign In**.

The screenshot shows the 'Sign-in' page of the online registry portal. It features a dark header with the text 'Sign-in'. Below the header, there are two input fields: 'Email *' and 'Password *'. The 'Email *' field is highlighted with a red box. Below the 'Password *' field, there is a checkbox labeled 'Accept Terms and Conditions' with a red arrow pointing to it. Below the checkbox, there is a checkbox labeled 'I'm not a robot' with a red arrow pointing to it. To the right of the 'I'm not a robot' checkbox is a reCAPTCHA logo. At the bottom of the form, there are two green buttons: 'SIGN IN' and 'FORGOT PASSWORD'. The 'SIGN IN' button is highlighted with a red box.

5. Click '**License Dashboard**' on the left side of the screen. There are two options for downloading your license.

Option 1:

- 1. Under the **'Actions'** column, click the button with the three horizontal green bars.
- 2. Select **'Download License'**.

Licenses

PRINT DIGITAL CARD

	Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
	Approved	4135	John Doe	New Patient	PAT000284	Oct 4, 2027	<div><div>View License</div><div>Download License</div><div>Patient Update</div><div>Patient Renewal</div></div>

Rows per page:

- 3. A PDF copy of your Patient Identification Card will download. You can save a copy to your computer or print a copy.

Option 2:

- 1. Click **'Print Digital Card'** in the top corner in the header with **'Licenses'**.
- 2. Click **'Select License'**.

PRINT DIGITAL CARD

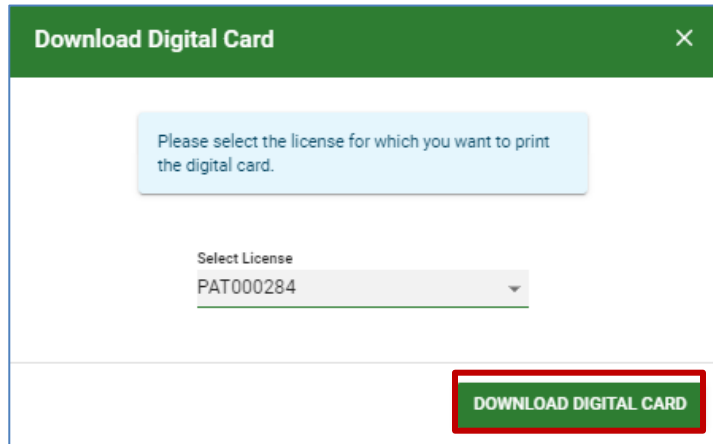
Download Digital Card

Please select the license for which you want to print the digital card.

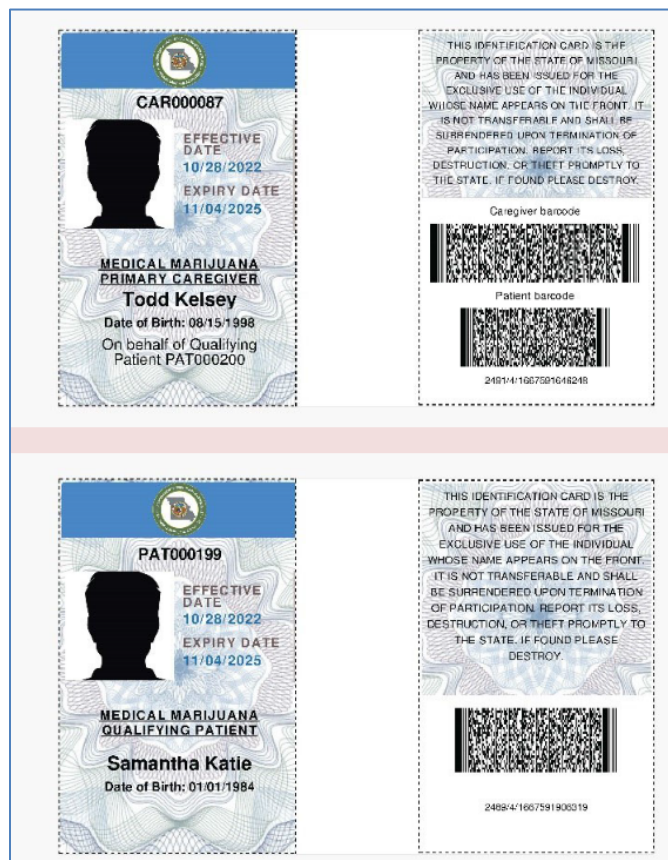
Select License

DOWNLOAD DIGITAL CARD

3. Select the **Patient ID License number** and “**Download Digital Card**”.



4. A PDF copy of your approved patient, caregiver, consumer cultivator or agent identification card will download to your device. You can save a copy to your mobile device and/or print a copy.



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