



Registering with DCR as a certifying physician or nurse practitioner

The steps below provide how-to guidance for physicians and nurse practitioners that wish to certify patients with a qualifying medical condition (QMC) for a medical marijuana ID card in Missouri.

A registration application does not have an application fee, but is required for physicians and nurse practitioners to gain access to the required form within the Online Registry Portal.

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

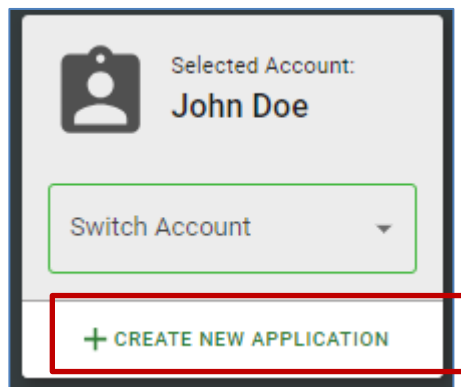
How-to Create and Submit a Physician/Nurse Practitioner Registration Application

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**.

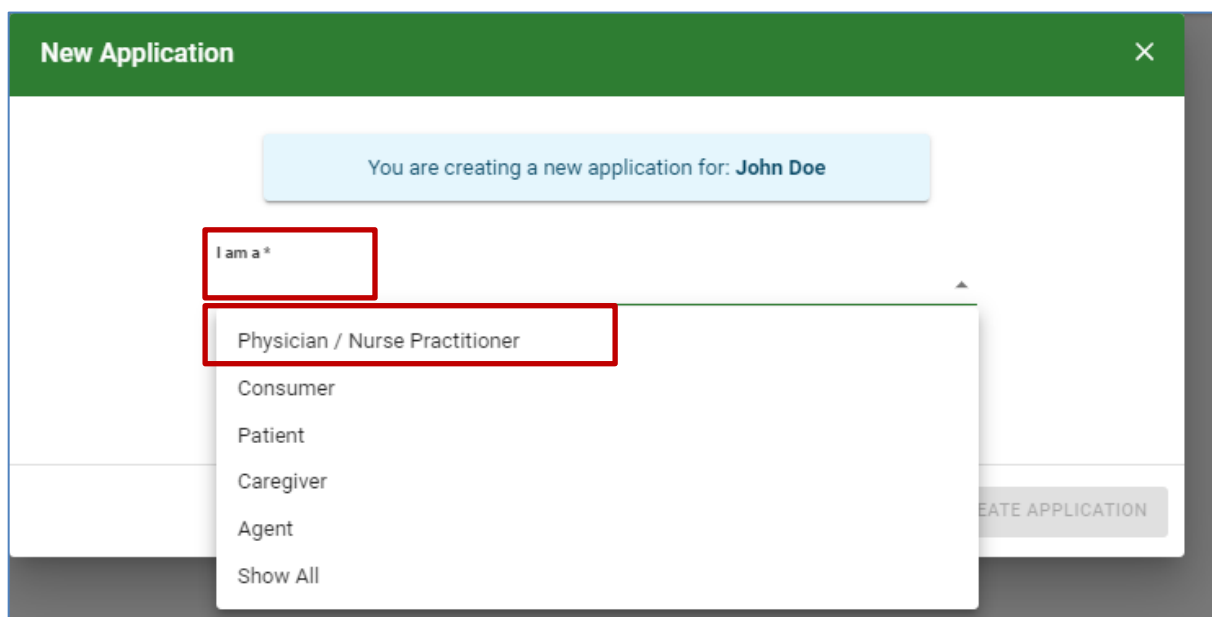
The screenshot shows a 'Sign-in' form with the following elements:

- Email *** input field (highlighted with a red box).
- Password *** input field with a toggle eye icon (highlighted with a red box).
- Accept Terms and Conditions** (indicated by a red arrow).
- I'm not a robot** (indicated by a red arrow), with a reCAPTCHA logo and 'reCAPTCHA Privacy Terms' text.
- SIGN IN** button (highlighted with a red box).
- FORGOT PASSWORD** button.

1. Click 'Create New Application'.



2. For the Application Type, click the 'I am a' drop down box, and select 'Physician/Nurse Practitioner'.



3. Click 'Physician Registration'.
4. Click 'Create Application'.

New Application

You are creating a new application for [blurred name]

I am a*
Physician / Nurse Practitioner

Electronic Physician Certification

Physician Registration

⚠ Changes to the Business License cannot be made within a Renewal Application. To Request changes, A "Business License Update" application must be submitted.

ℹ Please switch accounts if you want to create an application for a different person or business.

CREATE APPLICATION

5. Fill in the details on the **Physician Information** tab by entering the **Physician's**:
 1. First Name, Last Name, MO License Number, License Type, Email, Phone Number.
 2. Physician's Office Street Address, City, State, and Zip Code.
 3. The address must be verified before submitting the application. To do so, click 'Verify Address'.

Note: Items denoted with an * are required fields that must be completed to save and move to the next page.

Applications / Physician Registration

PHYSICIAN INFORMATION QUESTIONS DOCUMENTS REVIEW

Physician First Name * Physician Last Name * Physician License Type *

Physician Email * Physician Phone Number * Physician MO License Number *

Street Address

Physician Office Address * Physician Office Unit Physician Office City *

PO Boxes are not acceptable PO Boxes are not acceptable

Physician Office State * Physician Office Zip Code *

Address Verified? * No **✓ VERIFY ADDRESS**

This is required.

SAVE **→ SAVE & NEXT** **CANCEL**

11. Choose one of the two options: **‘Entered Address’** or **‘Verified Address’**.

12. Click **‘Done’**.

Address Selection

Please select the address you wish to update in the application by clicking on the respective sections below.

Entered Address ✓

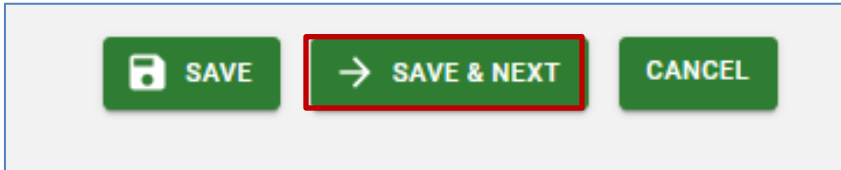
1000 Doctors Blvd
Here
MO
12345

Verified Address

Invalid City.

CANCEL **DONE**

- Click **“Save”** to save the edited field data.
- Click **“Cancel”** to close out of the application without saving the information.
- Click **“Save & Next”** to save the information and move to the next page.



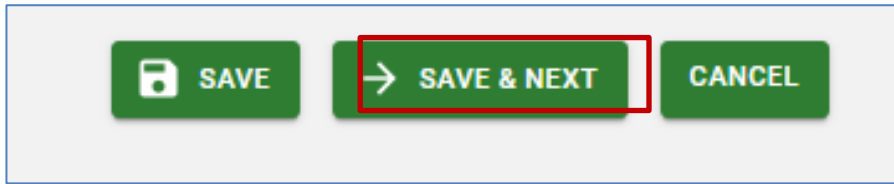
On the **Questions** Tab, you will answer **‘Yes’** or **‘No’** to some general questions about you as the registering Physician.

13. For the question, **“Do you authorize other individuals to access this account?”**. Select **‘Yes’** if you want to allow multiple users, such as office staff and other designated individuals to access your account to submit Physician Certification forms on your behalf.

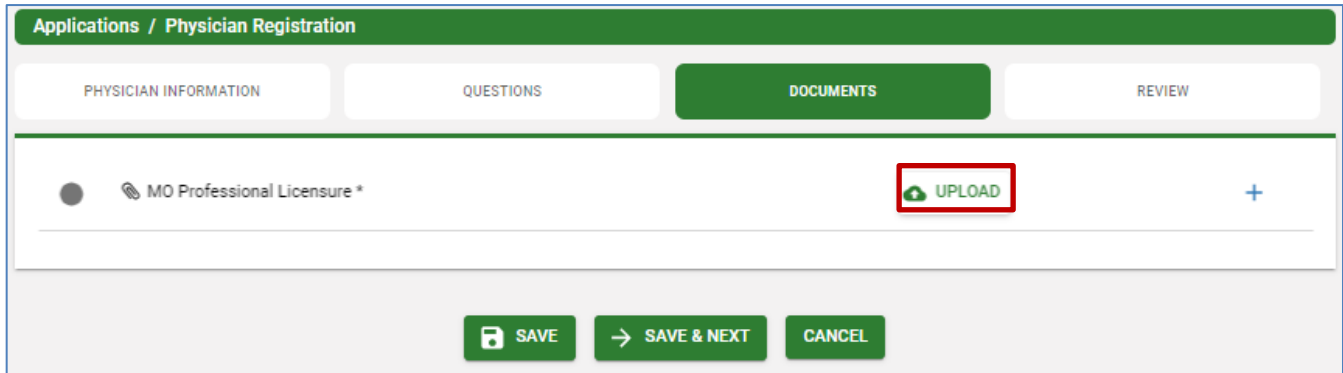
Note: Selecting **‘Yes’** to this question requires follow-up information regarding the list of authorized users that you are designating to have access to your account.

A screenshot of a web application interface for 'Applications / Physician Registration'. The interface has a green header bar with the text 'Applications / Physician Registration'. Below the header is a navigation bar with four tabs: 'PHYSICIAN INFORMATION', 'QUESTIONS' (which is active and highlighted in green), 'DOCUMENTS', and 'REVIEW'. The main content area contains several questions with radio button options for 'Yes' and 'No'. The question 'Do you authorize other individuals to access this account? *' is highlighted with a red rectangular box. At the bottom of the form, there are three green buttons: 'SAVE', 'SAVE & NEXT', and 'CANCEL'.

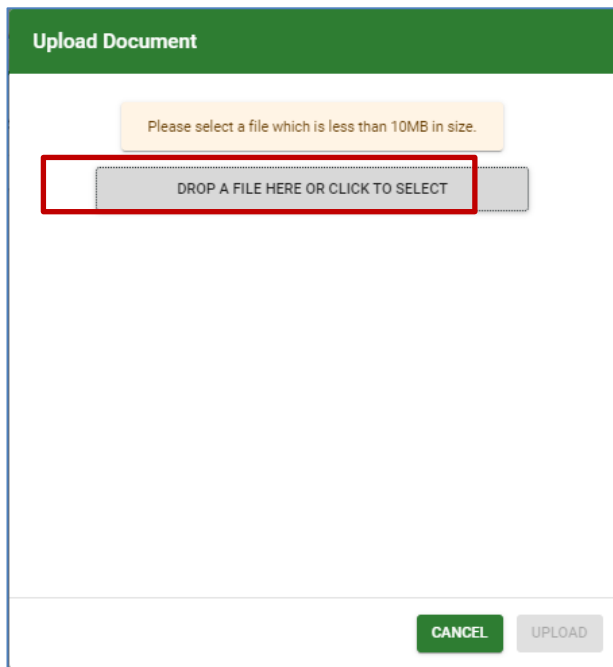
- Click **“Save”** to save the edited field data.
- Click **“Cancel”** to close out of the application without saving the information.
- Click **“Save & Next”** to save the information and move to the next page.



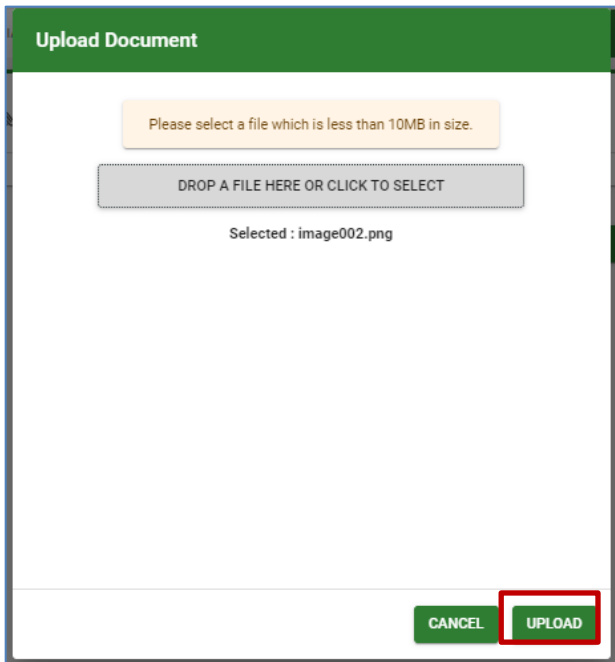
14. On the **Documents** Tab, you will upload a copy of your **Missouri Physician License**. To do so, click **‘Upload’**.



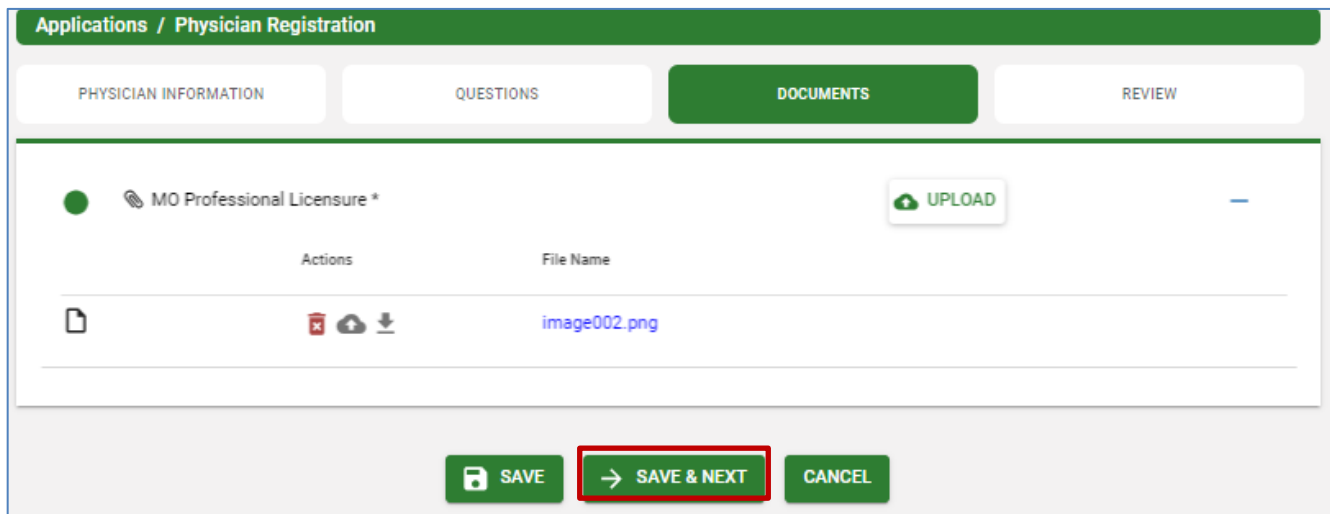
15. Click **‘DROP A FILE HERE OR CLICK TO SELECT’**.



16. Find your **Physician's License document** on your computer and select it. Then, click **'Upload'**.



17. Your uploaded document now appears under **MO Professional Licensure** and will be attached to your application. Click **'Save & Next'** to save the information and move to the next page.



Note: Accepted file types include PDF, JPEG, PNG, DOC, and other common file types. Be sure to preview the uploaded file to ensure it is legible. If it is too blurry or small to read, upload a new version before submitting.

18. On the **Review** Tab, review all items to make sure they have green check marks. If there is a red **X**, that indicates there is missing information in the application. Go back through each of the previous pages and correct the

missing information.

Applications / Physician Registration

PHYSICIAN INFORMATION QUESTIONS DOCUMENTS **REVIEW**

Please review the application for accuracy and completeness. If you have any items marked with a red X, your application will not be accepted. Please review these items to ensure accuracy.
WARNING: Once your application is submitted, it cannot be modified. Please make sure your application is final and complete before submitting.

Physician Information

✓ Physician First Name: Jim ✓ Physician Last Name: Doe ✓ Physician License Type: M.D.
✓ Physician Email: Jim.Doe@health.mo.gov **✗ Physician Phone Number:** ✓ Physician MO License Number: 24680

Street Address

✓ Physician Office Address: 1000 Doctors Blvd Physician Office Unit: ✓ Physician Office City: Here
✓ Physician Office State: Missouri ✓ Physician Office Zip Code: 12345
✓ Address Verified?: Yes

19. When all check marks are green, scroll to the bottom of the page and click 'Submit'.

CANCEL **SUBMIT**

At the top of the page, a message indicates that your application has been submitted to the Missouri Medical Marijuana Program and provides you with an application reference code.

Applications / Physician Registration

Your application has been submitted to the Missouri Medical Marijuana Program.
Your application reference code is **4301**. Please retain this for your records.
Application Submission Date : **10/23/2024 3:45 PM**
Your transaction ID is: **Not Applicable**
Your application is submitted and cannot be modified at this time.
If you do not receive email notifications, please check your spam folder.

A confirmation email will be sent from DCR to verify the registration submission and provide an application ID. The

Physician/Nurse Practitioner Registration application will be processed by DCR and the applying physician/nurse practitioner will receive notification via email. If information is missing or the application is incomplete, the applicant will receive notice that the application was rejected and in need of corrections. A list of needed corrections and instructions to successfully correct and resubmit will be included with this notice.

If applications needing corrections are not returned within 14 calendar days, the application will be denied. If a physician/nurse practitioner registration application is denied, the physician/nurse practitioner may reapply at any time as there are no fees associated with this registration type. If the application is complete, a program representative will contact the applying physician/nurse practitioner by email to request the physician make contact with DCR to verify all information in the application before approving the registration.

Once registration is approved, the electronic physician certification form will be available in the Online Registry Portal.

Updated 2/10/2025