Patient submission of Electronic Physician/Nurse Practitioner Certification Form

The steps below provide how-to guidance for selecting and submitting an Electronic Physician/Nurse Practitioner Certification Form (EPCF) within a new or renewal patient application for individuals to apply for a medical marijuana patient ID card.

Applying patients **must** visit with a certifying MD, DO, or NP, who is in good standing in the State of Missouri and have them complete the EPCF, which is then available to select within the patient application.

Before creating an application, check that your name is listed under "**Selected Account"** in the top corner of the screen.

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

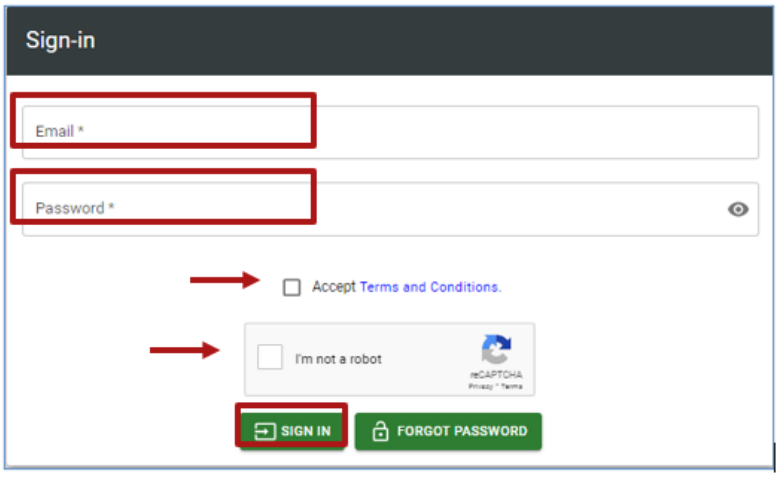
You may create more than one application per user account.

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

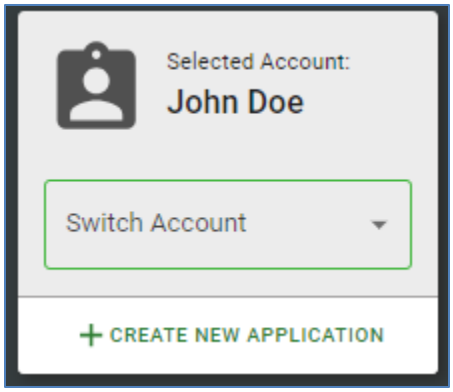
How to Attach a Patient Electronic Certification Form

To attach a **EPCF** within a Patient Application**:**

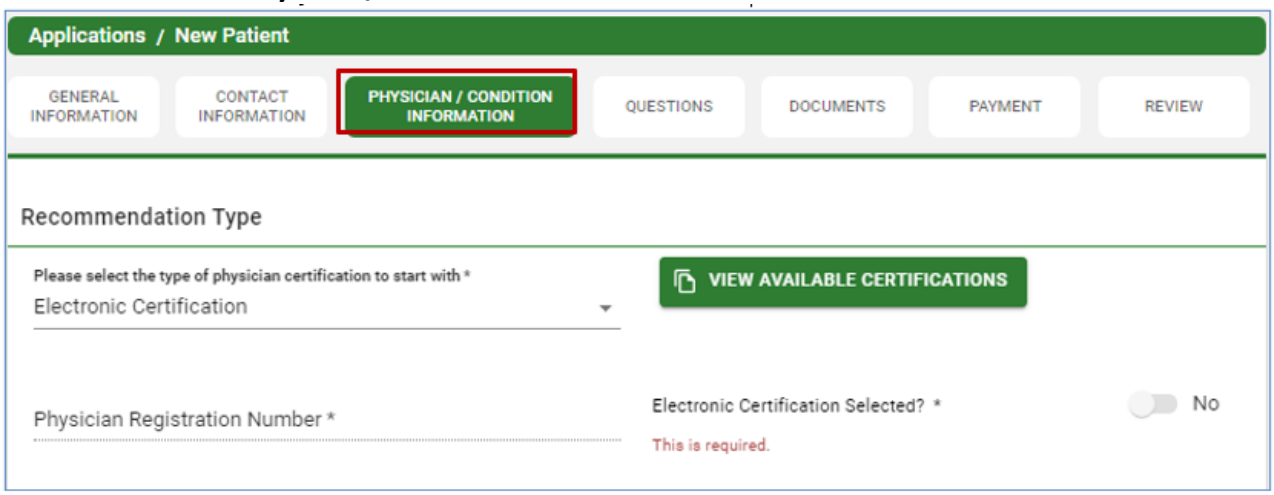
1. Navigate to the **Online Registry Portal website** at: https://mo-public.mycomplia.com
2. Enter your **Username (email)** and **Password**.
3. Check the **Accept Terms and Conditions** box if it is not already checked.
4. Click **I'm not a robot.** Click **Sign In**.



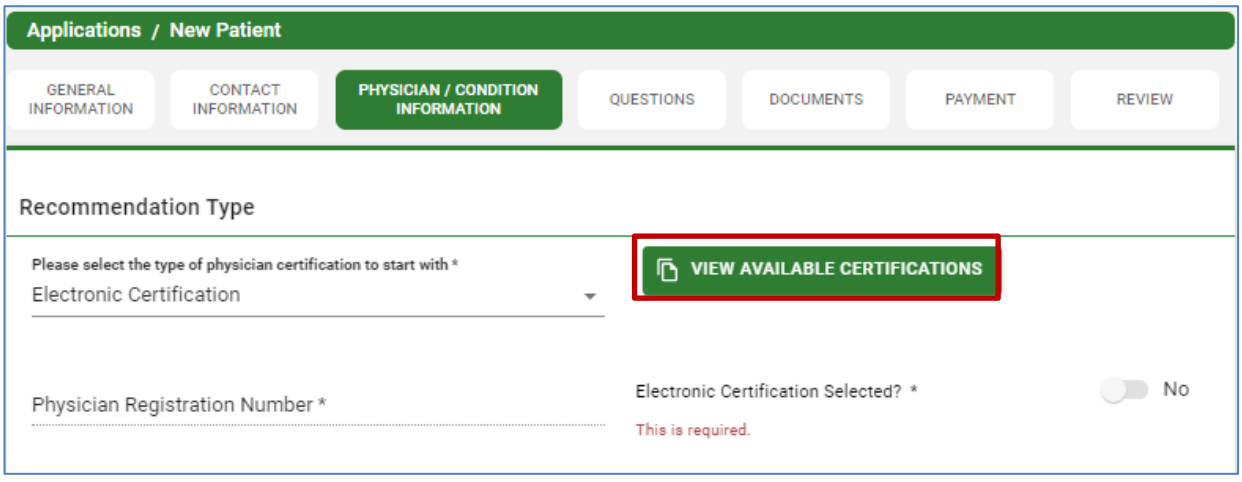
5. Create a '**Create New Application' or** click on the **Applications Tab** under the selected account and open a previously saved patient application.



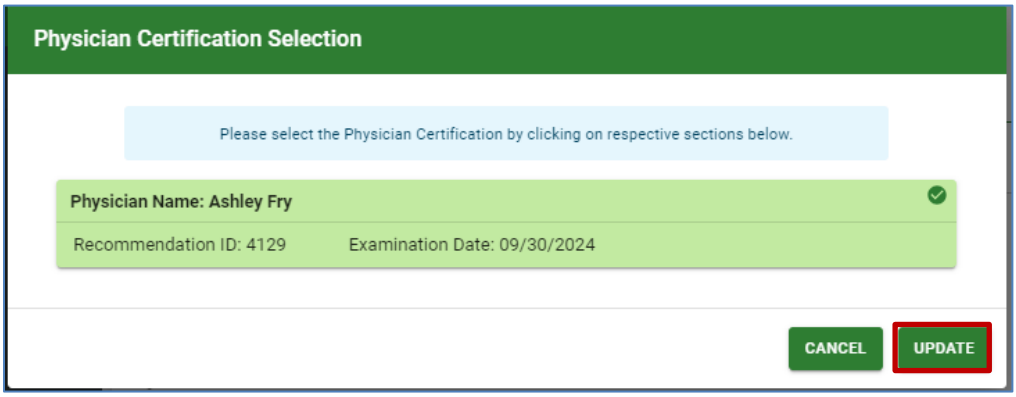
6. Click on the **Physician/Condition Information** Tab.



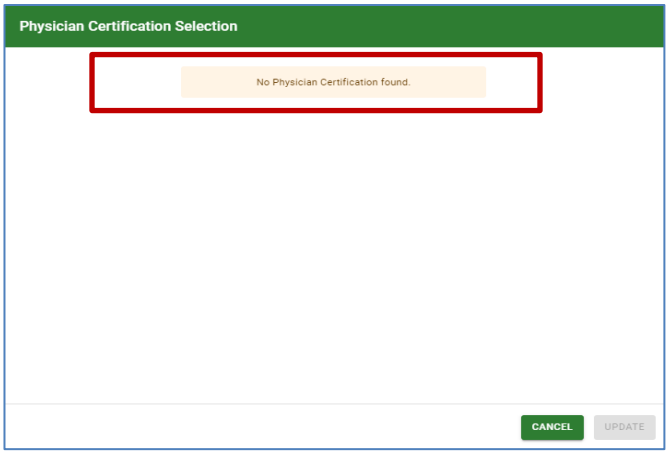
7. Under **Recommendation Type**, click **'View Available Certifications'**.



8. A pop-up will appear listing all available physician certifications that are linked to the applicant's social security number and date of birth. Select the electronic form and click **'Update'**. The information submitted by the certifying physician will auto-populate into the application.

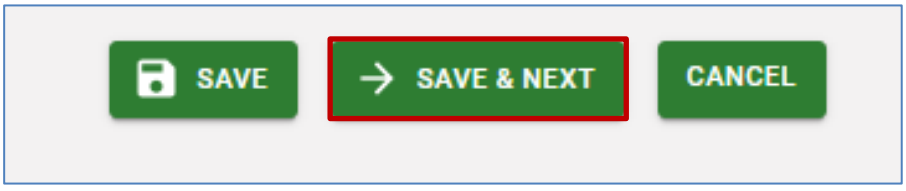


Note: If a tan box appears indicating that **"No Physician Certification found"**, this means that either the physician has not submitted an electronic form, or the information submitted with the electronic form is incorrect.



To correct the errors, please contact the physician first to determine if the error is within the electronic form, or within their account, and then contact DCR.

9. Click **'Save & Next'** to continue completing the application.



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