



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.

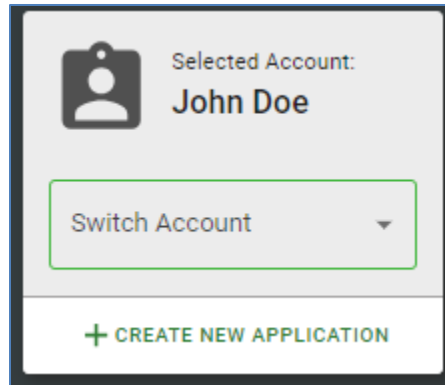
The online registry portal works best when using Google Chrome as your internet browser to help minimize possible errors within the system.

How to Attach a Patient Electronic Certification Form

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

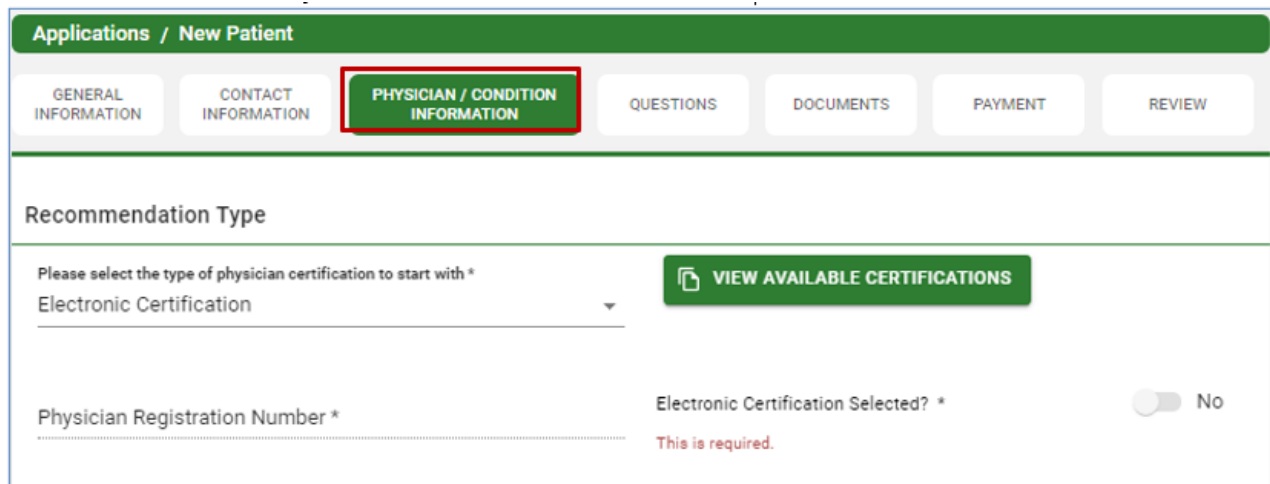
1. Navigate to the **Online Registry Portal website** at: <https://mo-public.mycomplia.com>
2. Enter your **Username (email)** and **Password**.
3. Check the **Accept Terms and Conditions** box if it is not already checked.
4. Click **I’m not a robot**. Click **Sign In**.

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



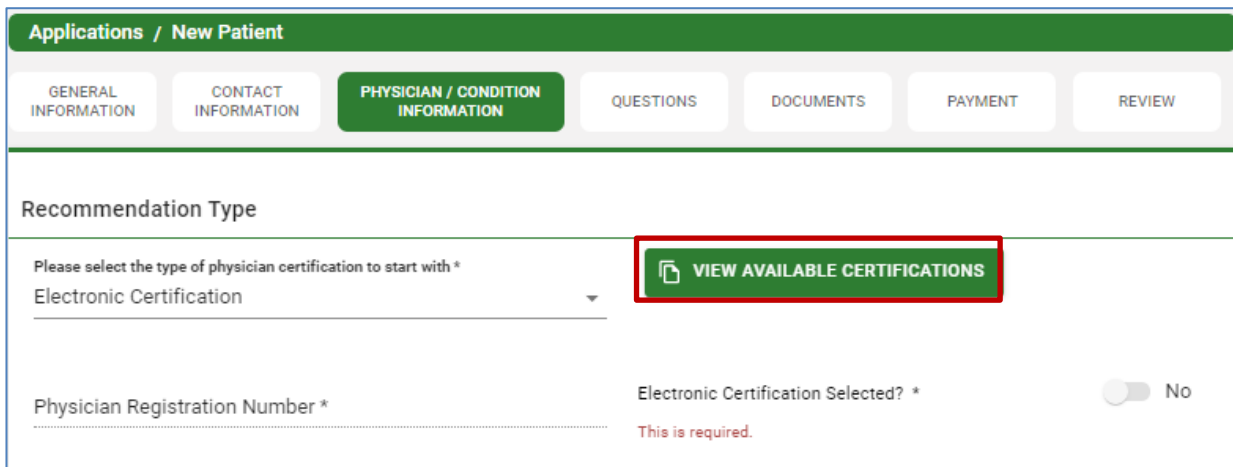
This screenshot shows a user interface for account management. At the top, there is a profile icon and the text "Selected Account: John Doe". Below this is a "Switch Account" button with a dropdown arrow. At the bottom, there is a green button with a plus icon and the text "+ CREATE NEW APPLICATION".

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



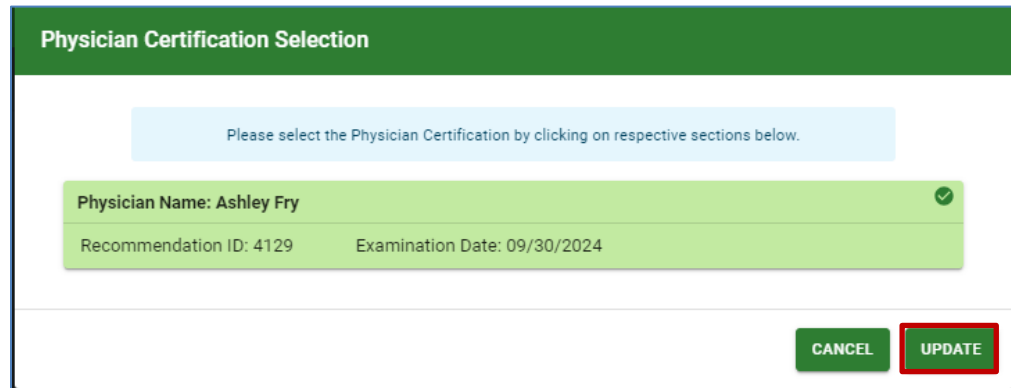
This screenshot shows the "Applications / New Patient" form with the "PHYSICIAN / CONDITION INFORMATION" tab selected. The form includes a "Recommendation Type" section with a dropdown menu set to "Electronic Certification" and a "VIEW AVAILABLE CERTIFICATIONS" button. Below this is a "Physician Registration Number *" field and an "Electronic Certification Selected? *" toggle switch set to "No". A red error message "This is required." is displayed below the toggle switch.

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



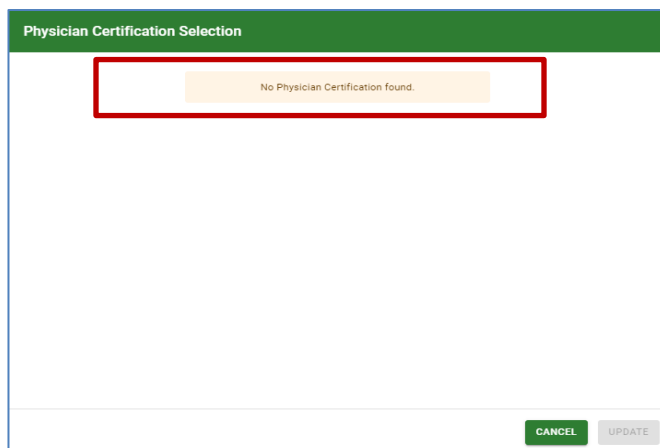
This screenshot is identical to the previous one, but the "VIEW AVAILABLE CERTIFICATIONS" button is highlighted with a red box, indicating the next step in the process.

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.



The screenshot shows a pop-up window titled "Physician Certification Selection". At the top, a light blue box contains the instruction: "Please select the Physician Certification by clicking on respective sections below." Below this, a green box displays the selected physician's information: "Physician Name: Ashley Fry" with a green checkmark icon to its right. Underneath, a light green box shows "Recommendation ID: 4129" and "Examination Date: 09/30/2024". At the bottom right, there are two buttons: a green "CANCEL" button and a red "UPDATE" button, which is highlighted with a red border.

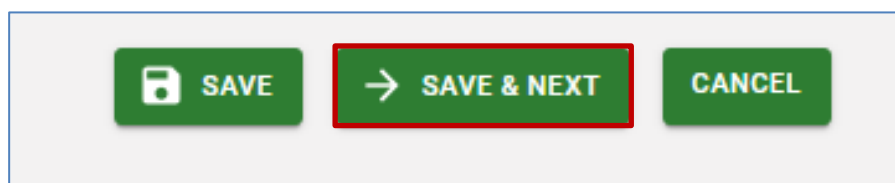
Note: If a tan box appears indicating that **"No Physician Certification found"**, this means that either the physician has not submitted an electronic form, or the information submitted with the electronic form is incorrect.



The screenshot shows the same "Physician Certification Selection" pop-up window. In this instance, a tan box in the center of the window displays the message "No Physician Certification found." This box is highlighted with a red border. At the bottom right, there are two buttons: a green "CANCEL" button and a grey "UPDATE" button.

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.



The screenshot shows a row of three buttons. From left to right: a green button with a floppy disk icon and the text "SAVE"; a red button with a right-pointing arrow icon and the text "SAVE & NEXT", which is highlighted with a red border; and a green button with the text "CANCEL".

Updated 2/26/2025