



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

Application Tutorial 18 | Creating an Agent ID Application

## Creating an Agent ID Application

The steps below provide how-to guidance for starting a new agent ID application for adult individuals (at least 21 years old) to apply for an ID card that allows them to work in a licensed facility.

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.

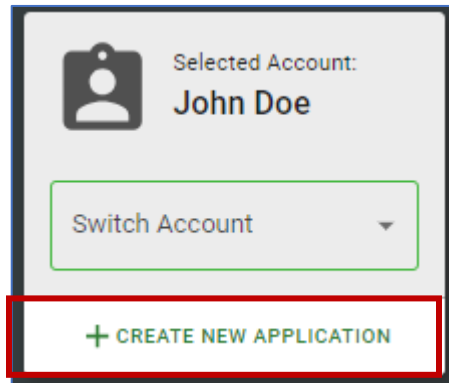
## How-to Create an Agent ID Application

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**.

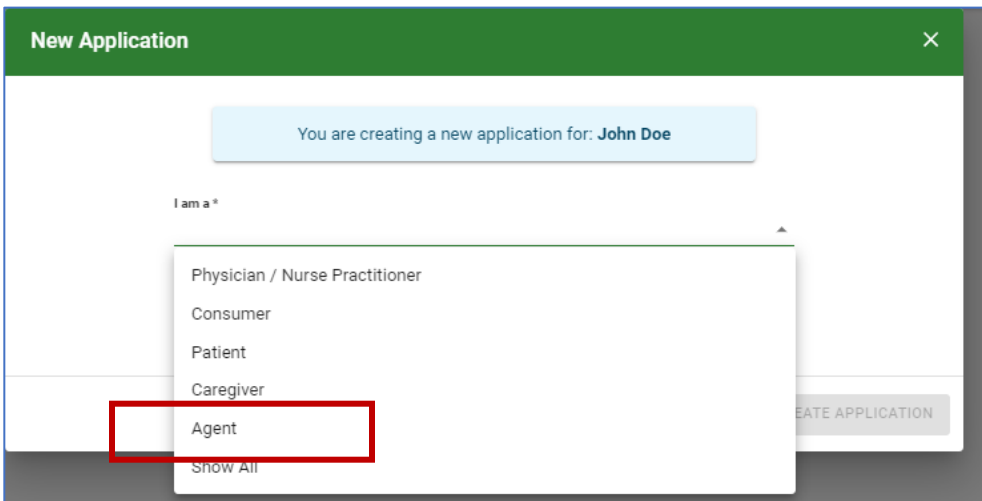
The screenshot shows a 'Sign-in' form with the following elements and annotations:

- Email \*** input field: A red box highlights the text 'Email \*'.
- Password \*** input field: A red box highlights the text 'Password \*'. A small eye icon is visible to the right of the field.
- Accept Terms and Conditions**: A red arrow points to the checkbox.
- I'm not a robot**: A red arrow points to the checkbox. To the right is the reCAPTCHA logo and links for 'Privacy' and 'Terms'.
- SIGN IN**: A green button with a white arrow icon. A red box highlights the text 'SIGN IN'.
- FORGOT PASSWORD**: A green button with a white lock icon.

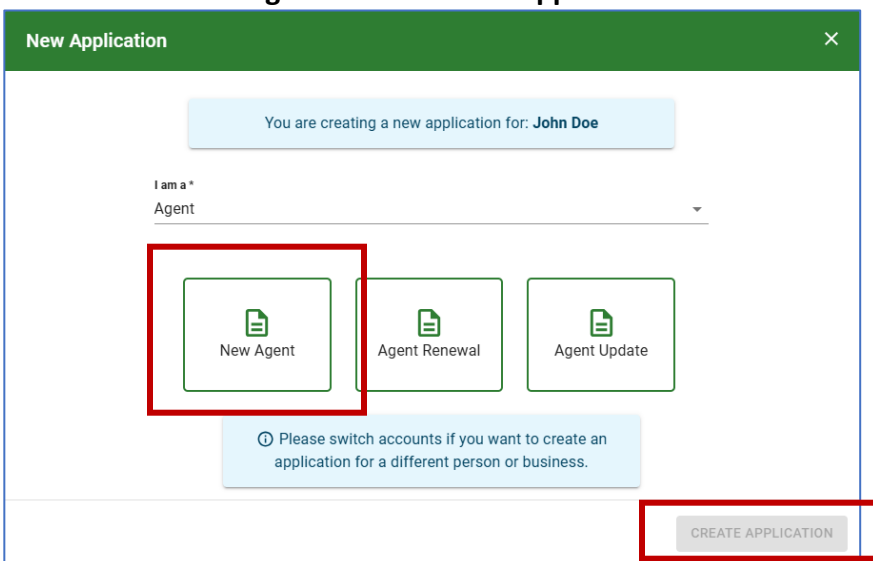
5. Click 'Create New Application'.



6. For the 'Application Type', click 'I am a\*', and select 'Agent'.



7. Select 'New Agent'. Click 'Create Application'.

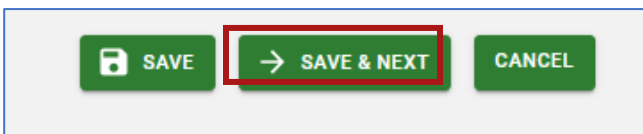


- Fill in the details on the **General Information** tab by entering your **Legal First Name**, **Legal Last Name**, and **Phone Number**.

**NOTE:** Items denoted with an \* are required fields that must be completed in order to save the application and move to the next screen. Your **Date of Birth**, **Social Security Number** and **Email Address** should already be filled in for you.

The screenshot shows a web form titled "Applications / New Agent" with a green header. Below the header are six tabs: "GENERAL INFORMATION" (active), "CONTACT INFORMATION", "QUESTIONS", "DOCUMENTS", "PAYMENT", and "REVIEW". The form contains several input fields: "First Name \*" (with "John" entered), "Last Name \*" (with "Doe" entered), "Date of Birth \*" (with "01/01/1970" entered), "Social Security Number \*" (with "555-55-5555" entered), "Email Address \*" (with "john.doe@gmail.com" entered), and "Phone \*" (with "(123)456-7893" entered). At the bottom of the form are three buttons: "SAVE" (with a floppy disk icon), "SAVE & NEXT" (with a right arrow icon), and "CANCEL". Red boxes highlight the "First Name" and "Last Name" fields, the "Phone" field, and the "SAVE" button.

- Click the **“Save”** button to save the edited field data.
- Click the **“Save and Next”** button to save the edited data fields and move to the next tab.
- Click the **“Cancel”** button if you do not wish to save edited data.



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