



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

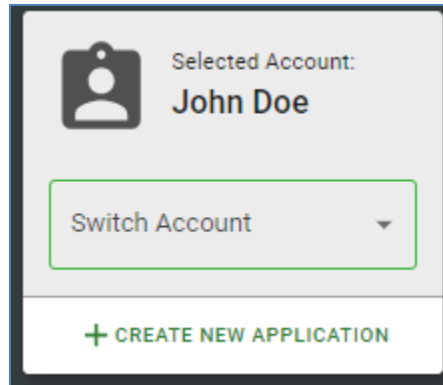
To attach a **EPCF** within a Patient Application:

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**.

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

- A red box around the 'Email *' input field.
- A red box around the 'Password *' input field.
- A red arrow pointing to the 'Accept Terms and Conditions' checkbox.
- A red arrow pointing to the 'I'm not a robot' checkbox.
- A red box around the 'SIGN IN' button.

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



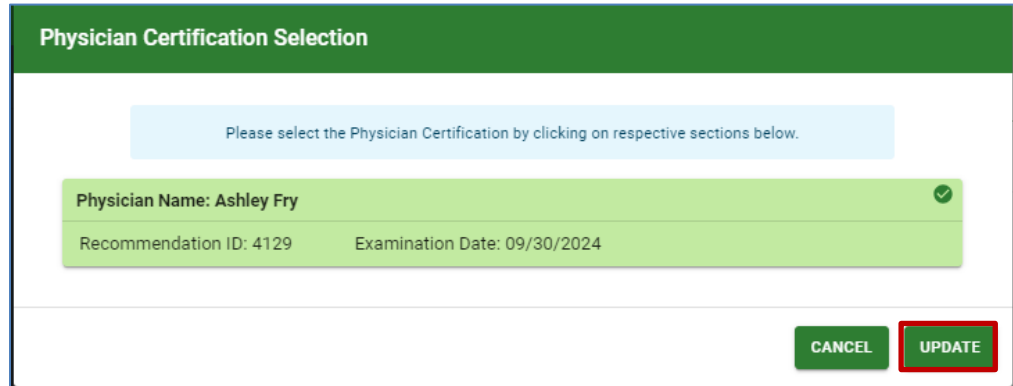
6. Click on the **Physician/Condition Information Tab**.

A screenshot of a web application interface. At the top is a green header with the text "Applications / New Patient". Below the header is a row of seven tabs: "GENERAL INFORMATION", "CONTACT INFORMATION", "PHYSICIAN / CONDITION INFORMATION", "QUESTIONS", "DOCUMENTS", "PAYMENT", and "REVIEW". The "PHYSICIAN / CONDITION INFORMATION" tab is highlighted with a red border. Below the tabs is a section titled "Recommendation Type". It contains a dropdown menu with the text "Please select the type of physician certification to start with*" and "Electronic Certification". To the right of the dropdown is a green button with a document icon and the text "VIEW AVAILABLE CERTIFICATIONS". Below the dropdown is a text input field labeled "Physician Registration Number *". To the right of the input field is a toggle switch labeled "Electronic Certification Selected? *" with the text "No" and "This is required." below it.

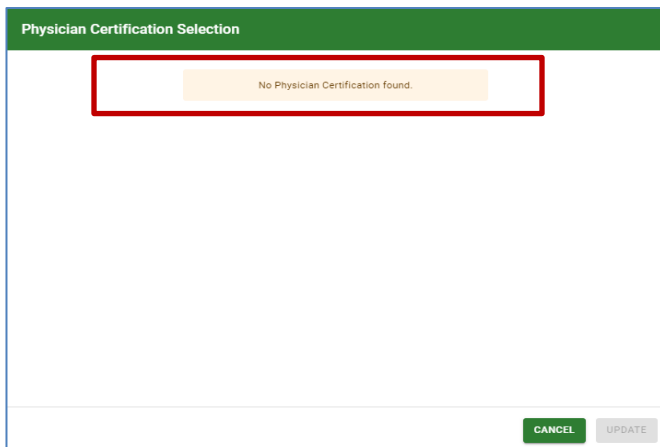
7. Under **Recommendation Type**, click **'View Available Certifications'**.

A screenshot of the same web application interface as above. The "PHYSICIAN / CONDITION INFORMATION" tab is highlighted with a red border. The "VIEW AVAILABLE CERTIFICATIONS" button is also highlighted with a red border. The rest of the interface, including the "Recommendation Type" section with the dropdown menu, input field, and toggle switch, is visible but not highlighted.

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.

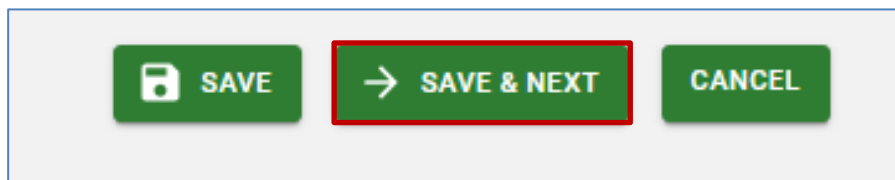


Note: If a tan box appears indicating that **“No Physician Certification found”**, this means that either the physician has not submitted an electronic form, or the information submitted with the electronic form is incorrect.



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.



Updated 2/26/2025