



## Setting up Multiple Authorized Users on a Physician Account

**Note:** It is recommended that you use Google Chrome as your internet browser because other browsers may not work properly with the Registry website.

To setup multiple authorized users who will have access to the Physician's Registry account:

1. Go to the **Questions** Tab.
2. Scroll down to the question '**Do you authorize other individuals to access this account?**'

A screenshot of the "Applications / Physician Registration" page. The "QUESTIONS" tab is highlighted with a red box. Below the tabs, there are three questions with radio button options for "Yes" and "No". The third question, "Do you authorize other individuals to access this account? \*", is also highlighted with a red box. The questions are: 1. "Do you verify you are the physician listed who is requesting to establish this account? \*", 2. "Do you attest that you are licensed and in good standing to practice medicine or osteopathy under Missouri law and meet all of the eligibility requirements of the definition of a 'Physician' under 19 CSR 30-95.(29)? \*", and 3. "Do you attest that you have carefully reviewed all of the requirements of a Physician pursuant to provisions in 19 CSR 20-95.110, and that you will follow these rules when certifying patients for medical marijuana? \*".

- If you select '**Yes**' then you can allow multiple authorized users, such as office staff and other designated individuals to access your account to submit Physician Certification Forms on your behalf.
- If you select '**Yes**' then some follow-up information will be required as part of the application approval process.

**Note:** During the application process, the Department will contact the physician by phone to verify the application information and to obtain a list of authorized users. This list will authorize the Department to speak to the authorized users about the account and any subsequent submissions. The physician must provide the Department with an updated list any time an authorized user is to be added or removed. This prevents unauthorized users from accessing the physician's account information.

There are two ways that authorized users can access the physician's registration account:

- By using the **Physician's Email Username** and **Password** to log in and act on the physician's behalf.

OR

- By being **added as a user** to the physician's account, and logging in with **their own Username and Password**.