



Missouri Department of Health and Senior Services
DIVISION OF CANNABIS REGULATION
Application Tutorial 7 | Contact Information Tab

Entering Contact Information

The steps below provide how-to guidance for completing the second tab of a patient application.

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

How-to Complete the Contact Information Tab

1. Fill in the residence address details on the **Contact Information** tab. Enter the **Street, City, County, State, Zip Code**, and click **'Verify Address'** to select whether to use the entered address or verified address.
2. For the mailing address section, click the **'Copy from Street Address'** button to copy the information from the residence address or, if using a different address, enter the **Street, City, State, Zip Code**, and click **'Verify Address'** to select whether to use the entered address or verified address.
3. Click **'SAVE & NEXT'** to save your information and move on to the next section.

The screenshot shows the 'CONTACT INFORMATION' tab selected. The 'Residence Address' section includes fields for Street, Unit No. / Apt No., City, County, State, and Zip Code. A 'VERIFY ADDRESS' button is next to the 'Address Verified?' toggle. The 'Mailing Address' section includes a 'COPY FROM STREET ADDRESS' button and fields for Street, Unit No. / Apt No., City, State, and Zip Code. A 'VERIFY ADDRESS' button is also present. At the bottom, there are 'SAVE', 'SAVE & NEXT', and 'CANCEL' buttons. Red boxes and arrows highlight the steps: 1. Filling in residence address fields and clicking 'VERIFY ADDRESS'; 2. Clicking 'COPY FROM STREET ADDRESS' and then 'VERIFY ADDRESS'; 3. Clicking 'SAVE & NEXT'.

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