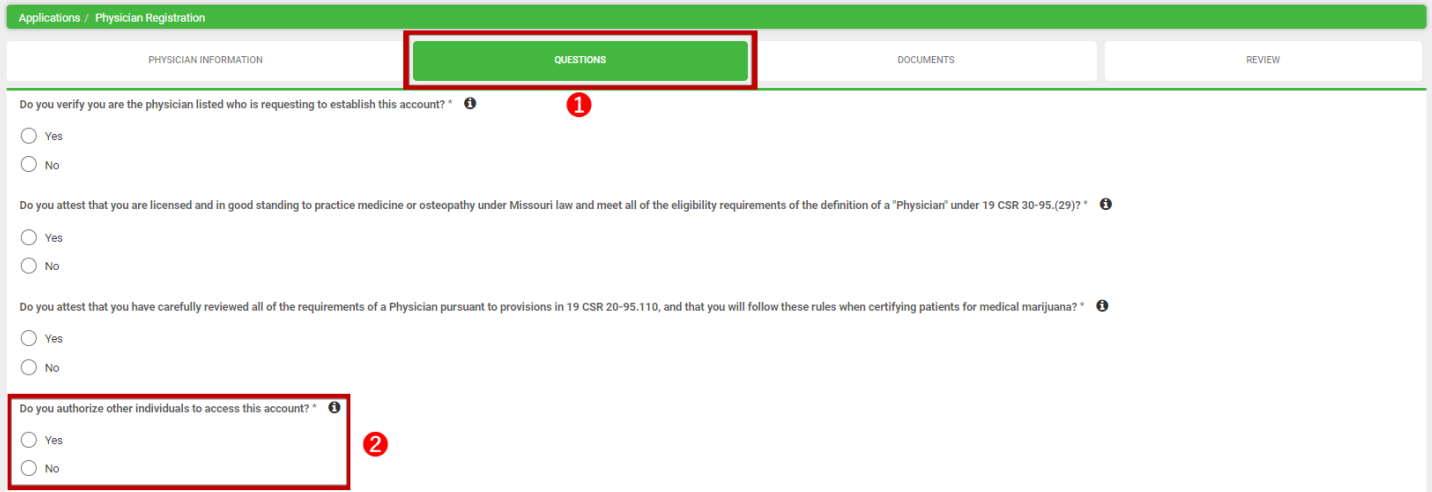


Setting Up Multiple Authorized Users

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

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

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



The screenshot shows the 'Applications / Physician Registration' interface. The 'QUESTIONS' tab is highlighted with a red box and a red circle with the number '1'. Below the tabs, there are three questions, each with 'Yes' and 'No' radio button options. The third question, 'Do you authorize other individuals to access this account? *', is highlighted with a red box and a red circle with the number '2'.

- 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 anytime 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**.