

# Steps to add a new user in Medical Registry

- User Login: ATC Admin user (Admin who is adding new user in the system )
  - Use the correct username to login into the medical registry

<https://njmcp.crc.nj.gov/web/#/home>

The screenshot shows the login page of the New Jersey Cannabis Regulatory Commission Medicinal Cannabis Program. The header includes the State of New Jersey logo, the commission name, and the names of Governor Phil Murphy and Lt. Governor Tahesha Way. The navigation bar has links for Home, Patients/Caregivers, For Health Care Practitioners, Contact Us, Find a dispensary, and Safe-use. The main content area is divided into three sections: Login, Spotlight, and Announcements. The Login section has fields for User Name (with 'atctest' entered) and Password (with masked characters), and a Login button. The Spotlight section contains a welcome message and information about the program. The Announcements section lists recent updates, including 'Having Trouble with the Registry?' and 'Digital IDs Now Available'.

- To Add a New User click on the link under Organization Tab “Add User To The Registry”

The screenshot shows the Organization tab selected in the navigation bar. A dropdown menu is open under the Organization tab, showing the option 'Add User To The Registry'. The main content area displays a welcome message for 'VALLI ATC ADMIN' and the login date 'Wed Jan 14 2026 12:57:53 PM'. The header and navigation bar are consistent with the previous screenshot.

- A popup will show with important information. Click on **Continue** button to add new user in the system

The screenshot shows a 'Confirm' popup dialog box. The dialog has a blue header with the word 'Confirm'. The main text reads: 'You are about to add a new user to the **Medical Registry** for the purpose of recording purchases by patients.' Below this, a 'Note' states: 'The add new employee feature is no longer available in CRC hosted Medicinal Cannabis Registry. This function has been moved to the CRC Licensing Portal hosted by Tyler Technologies. Employees and Employers should follow the guidance regarding hiring and being hired on the CRC Website here [Business Resources](#).' At the bottom of the dialog are two buttons: 'Continue' (in blue) and 'Cancel' (in grey). The background of the page is dimmed.

- Click on continue button will navigate to new user information input form to create new user profile-

Organization General Information					
Organization Name Bergen Main Alternative Treatment Center		Organization Type MAIN		Organization Status ACTIVE	
Add User To The Registry					
Employee Information					
Registry ID	First Name*	Middle Name	Last Name*	Date of Birth* MM/DD/YYYY	
Address Information					
Physical Address					
Street Address*		Apt / Other	City*	County*	
				Select County	
State*		Zip Code*			
Select State		Zip			
Mailing Address					
<input type="checkbox"/> Same as Physical Address					
Street Address*		Apt / Other	City*	County*	
				Select County	
State*		Zip Code*			
Select State		Zip			
Contact Information					
Phone Number*	Ext.*	Phone Type*	Alt Phone Number	Ext.	Phone Type
Phone Number	Ext.	Select Phone Type	Alt Phone Number	Alt Ext.	Select Phone Type
Email Address*		Confirm Email*			
Email Address		Confirm Email			
<input type="checkbox"/> * I hereby swear and affirm that the employee has successfully passed a background clearance, and that the information provided above is true and correct to the best of my knowledge.					
Comments					
Comments* Please enter comments					
				Save	Reset

- Provide all the required information and click on Save button.
- New user profile will be created successfully and success message will show

- To create an user account for the new user, click on **User Management**

Organization General Information

Organization Name: Bergen Main Alternative Treatment Center

Organization Type: MAIN

Organization Status: ACTIVE

Employee Info

Employee Information

Registry ID: 202586

First Name: NEW

Middle Name:

Last Name: EMP ONE

Date of Birth: 01/01/1980

Employee Status: ACTIVE

Address Information

Physical Address:

Return to Search Employees

Status History

User Management

- Add User account screen will popup, provide the required information and click on Save button

Organization General Information

Organization Name: Bergen Main Alternative Treatment Center

Employee Info

Employee Information

Registry ID: 202586

Date of Birth: 01/01/1980

Address Information

Physical Address:

User Management

Add User

User Name: NEW

First Name: NEW

Middle Name: EMP ONE

Last Name: EMP ONE

Date of Birth: 01/01/1980

Email: shalini.tomar@crc.nj.gov

User Group: ATC

User Role: USER

Main ATC: Bergen Main Alternative Treatment Center

Comments: Please enter comments

Save

Reset

Close

- A success message will pop up.

Organization General Information

Organization Name: Bergen Main Alternative Treatment Center

Employee Info

Employee Information

Registry ID: 202586

Date of Birth: 01/01/1980

Address Information

Physical Address:

User Management

Add User

User Name: newuser12

First Name: NEW

Middle Name: EMP ONE

Last Name: EMP ONE

Date of Birth: 01/01/1980

Email: shalini.tomar@crc.nj.gov

User Group: ATC

User Role: USER

Main ATC: Bergen Main Alternative Treatment Center

Comments: new user account created

Success

New User added Successfully

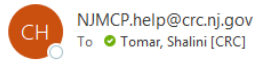
Ok

Save

Reset

Close

- New User will receive an system generated auto email with a link to activate user account on the email Id mentioned in user's profile.



Welcome New Emp One !

You have been added as a user to NJMCP. Click on the following link to Activate your User Account

[Activate User Account](#)

Once you save your new password, you will be redirected to the NJMCP Home Page.

**Note:** The above link will expire in **7** days. Please change your password within **7** days.

Sincerely,

**New Jersey Medicinal Cannabis Program**

Patient Services Unit

<https://njmcp-stage.crc.nj.gov>

- New user must click on the link and activate the user account. Once the user has activated his/her user account, they can login into medical registry with their username and password .

[Home](#)
[Patients/Caregivers](#)
[For Health Care Practitioners](#)
[Contact Us](#)
[Find a dispensary](#)
[Safe-use](#)

Jan 12, 2026: Currently employee

Activate User

User Name

NEWUSER12

New Password\*

Confirm Password\*

Security Question\*

Security Answer\*

Submit

Reset

Cancel

Passwords must not contain the user's entire (Account Name) value. checks are not case sensitive

- New Passwords cannot be the same as any of the previous (6) passwords.
- Must be at least 8 characters long
- Passwords must contain characters from **three of the following four categories** :
  1. Uppercase characters (A through Z)!
  2. Lowercase characters (a through z)!
  3. Must contain at least 1 number!
  4. Must contain at least 1 Special Character:
 

~!@#\$\$%^&\*\_-+=\|00[]:;'"<>.,?/