

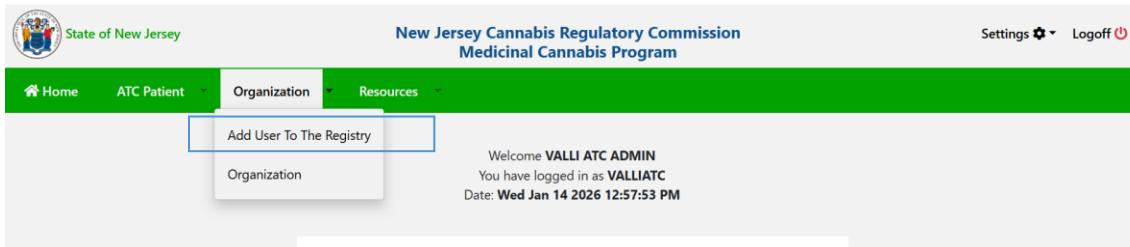
# Steps to add a new user in Medical Registry

- 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>



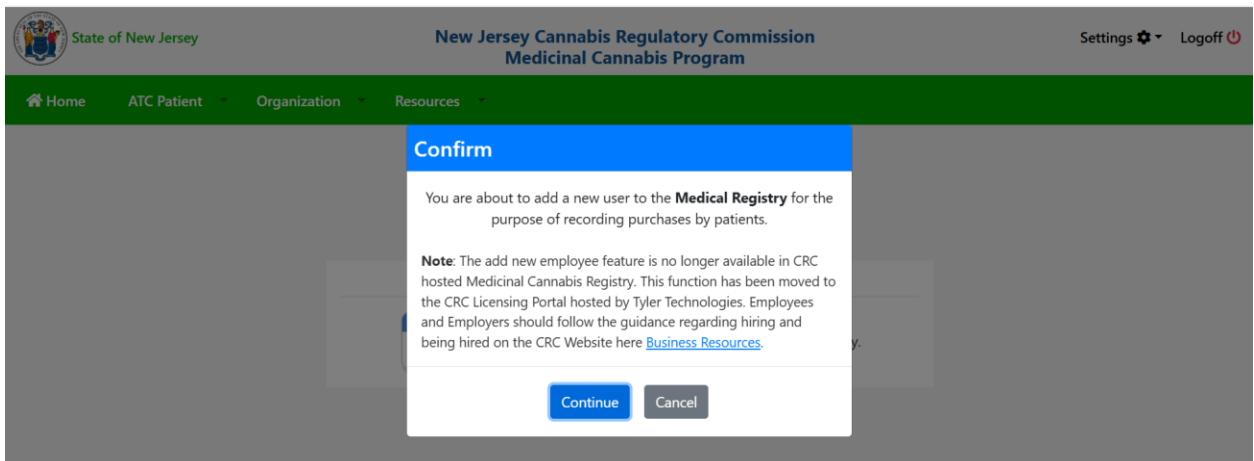
The screenshot shows the login page of the New Jersey Cannabis Regulatory Commission Medicinal Cannabis Program. The top navigation bar includes links for Home, Patients/Caregivers, For Health Care Practitioners, Contact Us, Find a dispensary, and Safe-use. The main content area has a 'Login' form with fields for 'User Name' (containing 'atctest') and 'Password' (containing '.....'). Below the form is a 'Login' button. To the right of the login form is a 'Spotlight' box with text about the program's mission. On the far right, there is an 'Announcements' section with three items: 'Having Trouble with the Registry?' (28 Oct), 'Digital IDs Now Available' (5 Mar), and 'Test Results' (15 Mar).

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



The screenshot shows the organization menu of the website. The 'Organization' tab is selected, and a dropdown menu is open, showing the 'Add User To The Registry' option. The main content area displays a welcome message for 'VALLI ATC ADMIN' and the date 'Wed Jan 14 2026 12:57:53 PM'.

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



The screenshot shows a 'Confirm' dialog box. The text inside says: '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: 'Note: 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 'Continue' and 'Cancel' buttons.

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

Organization General Information

Organization Name	Organization Type	Organization Status
Bergen Main Alternative Treatment Center	MAIN	ACTIVE

Add User To The Registry

Employee Information

Registry ID	First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Date of Birth*
			<input type="text"/> MM/DD/YYYY

Address Information

Physical Address

Street Address*	Apt / Other	City*	County*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Select County

State*	Zip Code*
<input type="text"/> Select State	<input type="text"/> Zip

Mailing Address

Street Address*	Apt / Other	City*	County*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Select County

State*	Zip Code*
<input type="text"/> Select State	<input type="text"/> Zip

Contact Information

Phone Number*	Ext.*	Phone Type*	Alt Phone Number
<input type="text"/> Phone Number	<input type="text"/> Ext.	<input type="text"/> Select Phone Type	<input type="text"/> Alt Phone Number
			<input type="text"/> Alt Ext.
			<input type="text"/> Select Phone Type
Email Address*	Confirm Email*		
<input type="text"/> Email Address	<input type="text"/> Confirm Email		

Comments

Comments\*

Please enter comments

- 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

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

Status History, User Management

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

Organization General Information

User Management

Add User

User Name: newuser12, First Name: NEW, Middle Name: , 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

User Management

Add User

User Name: newuser12, First Name: NEW, Middle Name: , 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 employed

Activate User

User Name

New Password\*

Confirm Password\*

Security Question\*

Security Answer\*

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

Submit
Reset
Cancel