

NEW JERSEY CANNABIS REGULATORY COMMISSION



Adult Patient User Guide for Medicinal Cannabis Registry

Table of Contents

<u>How to Successfully Register as an Adult Patient</u>	3
<u>Documents Required to Successfully Register</u>	5
<u>How to Make a Payment</u>	7
<u>How to Add a Caregiver</u>	9
<u>How to Request a Replacement Identification Card</u>	11
<u>How to Submit an Address Change Request</u>	12
<u>How to Change your Alternative Treatment Center</u>	14
<u>How to Renew your NJ MCP ID</u>	15
<u>Navigating your Online Portal</u>	17



How to Register Successfully as an Adult Patient

A patient must create their user account before initiating the registration. Once the patient's user account has been created, they will enter their username and password on the home page to access their registration.

1. Select an option to opt for a physical identification card.
 - a. There is an associated registration fee of \$10.00 to obtain a physical MCP ID card.

***Do you want a physical Medicinal Cannabis Program ID card?** Yes No

2. Verify the accuracy of your physical address entered by your health care practitioner.
 - a. If any changes need to be made, you may edit the information.
3. Select your preferred ATC (dispensary).
 - a. You may switch dispensaries at any time once your MCP ID card has been issued.
4. Read the patient certification; check the box that acknowledges the information provided on your registration is true and accurate.
5. Select the save button.
6. A confirmation page will appear with information to complete the registration.
 - a. Select the button 'Continue Registration' after reviewing this information.

Continue Registration

7. Attach the required documents in the portion of the registration page labeled, 'Documents'.

Documents

Attach Documents

Note:

- The size of a document can not exceed 5 MB.
- Permissible document types are as listed: JPE, JPEG, JPG, PDF and PNG.

8. If your New Jersey government issued ID does not reflect your current address, select the option 'I don't have a current ID' and you will be prompted to attach two (2) alternate proofs of residency.
9. Once you have attached your required documents, select the button 'Upload documents'.

Upload Documents

Reset

- a. If you are not registering a caregiver, you may select the button ‘Click here to finish application.’





Documents Required to successfully register:

1. Photograph

- Taken within the last 60 days
- Taken against a plain, white background such as a wall
- No hats permitted
- No glasses permitted
- Full-face view, directly facing the camera with both eyes open and neutral facial expression
- Do not use any photo filters



2. Proof of NJ Residency:

Government Issued Photo ID: must reflect current physical address and cannot be expired or surrendered

- NJ Driver's License
- NJ Non-Drivers ID issued by NJ Motors Vehicle Commission
- NJ County ID

If you do not have one of the acceptable forms of Government Issued Photo ID, please supply **two** of the following types of documents below:

- Utility Bill issued within the 90 days preceding the application date.
 - Gas, electric, water, sewer, landline phone, cell phone, cable, television, internet.
- Correspondence from the Internal Revenue Service (IRS) or the New Jersey Division of Taxation, issued within the year preceding the application date, that shows the patient's name and address.

- Including but not limited to a 1099 Statement, 1098 Form, W-2, etc.

***Note: We do not accept a 1040 Form or 1095 Form.**

- Federal, State, or local government correspondence issued to the applicant within the 90 days preceding the application date, that shows the patient's name and address.
 - Examples: Social Security Administration (SSA) documents, jury summons or court issued notices, property tax bills.
- Bank statements issued within each of the three months preceding the application date, which shows the patient's name and address (this means you must submit 3 statements)
- A deed or title to real residential property.
- 3 Consecutive pay stubs that show the applicant's name and New Jersey address (this means 3 stubs scanned into one PDF)

3. Proof of Government Assistance

1. Senior Citizen, age 65 and older (no proof required)
2. Military Veteran (submit DD-214 Form)
3. Social Security Disability (SSD) or Supplemental Security Income (SSI)
 - Submit "Verification of Benefits" letter from SSA.GOV (Dated within the past year)
4. NJ Supplemental Nutrition Assistance Program (SNAP)
5. NJ Medicaid
6. Current NJ Temporary Disability Benefits – issued by NJ Dept of Labor
7. Medicare - Under the age of 65



How to Make a Payment

You will receive a notification to the email address you have on your account when a fee has been applied to your account. If you are registering as a new patient/caregiver or renewing, you may also check your status by logging in.

1. Select the 'Payment' tab and select the option 'Make Payment' in the drop-down menu.
 - a. All fees due will be listed individually.
 - b. If you have any concerns regarding a fee applied to your account, please contact the Patient Services Unit before proceeding with the payment.
2. Select the 'Pay Now' button for the person you want to make a payment.

Payment

Please click on Pay Now button to make a payment for selected Patient/Caregiver

Registry Id	Type	Name	Birthdate	Fee Amount Due	Fee Type	Fee Set Date	Make Payment
202178	CAREGIVER	DEVON PARKS	11/12/1989	10	REGISTRATION FEE	02/22/2024	<input type="button" value="Pay Now"/>

Payments may not work on a mobile phone, please use a Windows desktop or laptop.

3. Select the type of service you want to make your payment with.
 - a. Electronic check (your MCP ID will not generate until the check clears with your bank).
 - i. Select the dial button if the funds for payment are coming from an account outside of the United States.

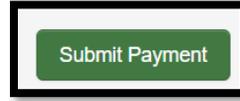
Electronic Check Payment

In order to comply with new banking rules, please answer the following question:

Will the funds for the payment come from an account outside of the United States: * Yes No

- ii. Enter the bank routing number, account number, and the account type.
 - iii. Select the dial button if you authorize the State of New Jersey to debit the bank account.
 - iv. Select the button 'Submit Echeck' to make payment.
 - b. Credit card.
 - i. Read the disclaimer and select the dial button that you agree to the terms. (**this option may become unavailable when using a mobile device**).
 - ii. Enter the billing address associated with the credit card and select the 'Next' button.
 - iii. Enter the credit card information and select the 'Next' button.

- iv. Review all of the information entered and select the 'Submit Payment' button to process your payment.

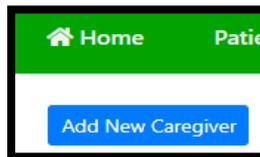
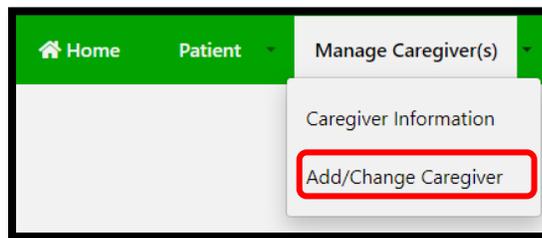




How to add a Caregiver

Patients may elect to have up to two (2) caregivers if their condition renders them physically unable to go to an alternative treatment center (ATC). Designated caregivers may purchase medicinal cannabis from an ATC without the patient present.

1. Select the tab 'Manage Caregiver(s)' and select the option 'Add/Change Caregiver' in the drop-down menu.



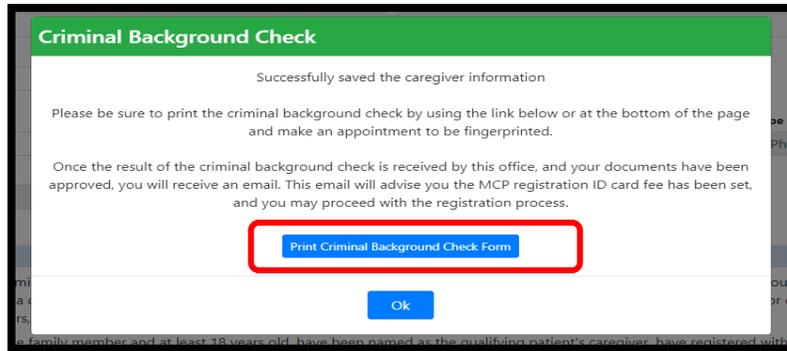
2. Select the button 'Add New Caregiver'
3. Fill out all required fields with a red asterisk (*) for the caregiver.
 - a. Select an option to opt for a physical identification card.
 - i. There is an associated registration fee of \$10 to obtain a physical MCP ID card.

*Do you want a physical Medicinal Cannabis Program ID card? Yes No

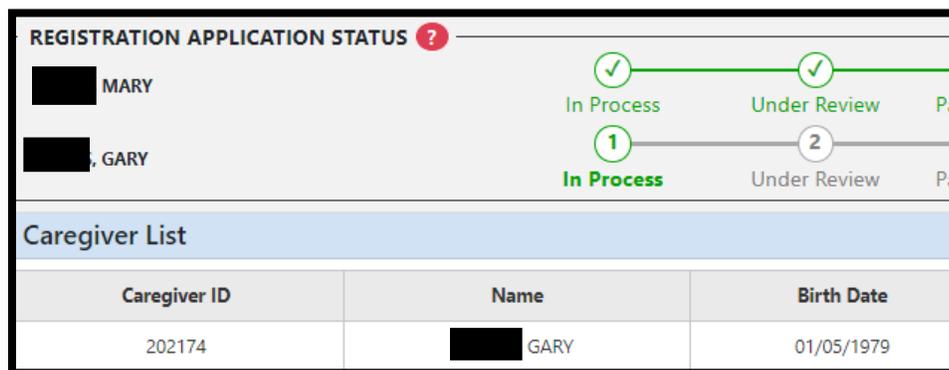
4. Select the statement that applies to you in the certification portion of the registration.



- a. Caregivers who are not immediate family members are required to submit fingerprints for a criminal history record background check. The fingerprinting forms will be available after the online registration is saved.
- b. It can take between 2-3 weeks for the program to receive the results.



5. Select the 'Save' button.
6. Once the caregiver's information has been saved, you will proceed with the registration process by opening the registration page and attaching the required documents. You will select the caregiver listed for completion.



7. Attach the required documents in the portion of the registration page labeled, 'Documents'.
 - a. If your New Jersey government issued ID does not reflect your current address, select the option 'I don't have a current ID' and you will be prompted to attach two (2) alternate proofs of residency.
8. Select the upload documents button once you have attached your documents.
9. Select 'Submit Application' once the required documents have been attached to your registration.
10. You may check the status of the caregiver's registration by logging into your portal.



How to Request a Replacement MCP ID Card

A patient/caregiver may need a replacement for the following reasons:

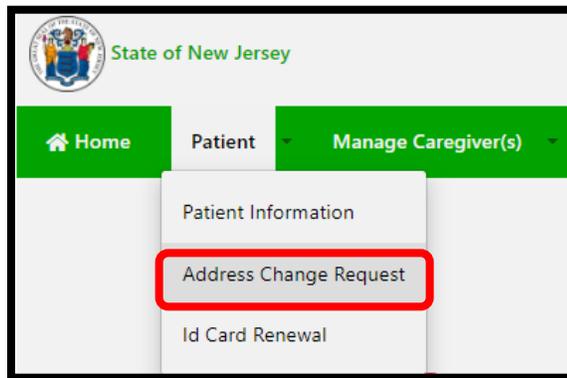
- Lost or stolen
 - Damaged
 - Name Change
 - Request of a new photo
 - Address change
- If a patient has a change in their address, they will submit a request by selecting the ‘Patient’ tab and select the option ‘Address Change request’ in drop-down menu (*please refer to the PDF ‘How to Submit an Address Change Request’ for step-by-step instructions*)
 - a. If a caregiver has a change in their address, they will submit a request by selecting the ‘Manage Caregiver(s)’ tab and select the option ‘Address Change request’ in drop-down menu (*please refer to the PDF ‘How to Submit an Address Change Request-Caregiver’ for step-by-step instructions*)
 - If a patient/caregiver has a name change, would like a new photo on their current MCP ID, lost, or damaged their MCP ID, please contact the Patient’s Service Unit at (609) 292- 0424 between 8AM-5PM, M- F or you may email the Patient’s Service Unit by selecting the ‘Miscellaneous’ tab and select the option ‘Contact Us’ in the drop-down menu.
 - a. You will need to provide your registry ID number for a patient’s service representative to assist you.
 - The replacement fee for a physical MCP ID card is \$10. If you supplied proof of government assistance during registration, the replacement fee is \$5. You will not be able to pay this fee until you have notified the program’s Patient’s Service Unit.



How to Submit an Address Change Request

A patient who has been registered by the commission shall notify the commission of any change in the physical address. If the patient is due for renewal of their MCP ID, the patient will have to complete the renewal process and cannot submit a request to change their address at this time.

1. Select the patient tab and then select the option address change request in the drop-down menu.



2. Enter your information in all the fields with a red asterisk (*)
3. Select an option to opt for a physical identification card.
 - There is an associated replacement fee to obtain a physical MCP ID card.

***Do you want a physical Medicinal Cannabis Program ID card?** Yes No

4. Select the save button.
5. Attach proof of residency in the required documents portion of the page

Attach Documents

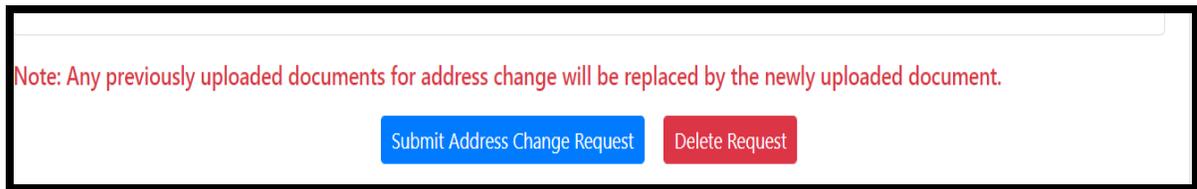
Note:

- The size of a document can not exceed 5 MB.
- Permissible document types are as listed: JPE, JPEG, JPG, PDF and PNG.

No. Required Documents

- If your current New Jersey government issued ID does not reflect your new current address, select the option 'I don't have a current ID' and you will be prompted to attach two (2) alternate proofs of residency.

6. Select the 'Upload Documents' button once you have attached your documents.
7. Select the button 'Submit Address Change Request.'



8. Once you submit your request to the program, you will not be able to make any changes to your request.
9. You may check the status of your request by logging into your portal.



10. Your current MCP ID will be deactivated once you pay the replacement fee if you have opted for a physical card. If you have opted for an electronic ID only, your current MCP ID will be deactivated once the program approves your request.

***Note:** *If you do not complete the request within 60 days from initiating the request, your ID will be deactivated and the request will be deleted, in which you will have to start the process over from the beginning.*



How to change your Alternative Treatment Center (ATC)

A patient has the option to go to any ATC (dispensary) of choice. The patient must register to the ATC in their patient portal. Once this is done, the ATC will have access to the patient's account

1. Select the 'Patient' tab and then select the option 'Patient Information' in the drop-down menu.
2. Proceed to the portion of the page labeled 'ATC Information' and select the 'Change ATC' button.

A screenshot of a patient portal interface. At the top, there are five input fields: 'Date of Birth' (11/10/1974), 'Age' (47 years 6 months), 'Sex' (F), 'SSN (Last Four Digits)' (redacted), and 'Current Status' (APPROVED). Below this is a section titled 'ATC Information'. Underneath, there is a label 'Current ATC:' followed by a dropdown menu showing 'Bergen Main Alternative Treatment Center-S [redacted] 7455, BERGEN'. To the right of the dropdown is a blue button labeled 'Change ATC', which is circled in red.

- a. The dispensary displayed in the box is the current dispensary you are registered with.
3. Select the ATC of choice from the drop-down menu and select the button 'Save'.
 - a. You will select the company of choice you are interested in purchasing from. This allows you to purchase from any of that company's locations.
4. The ATC will be displayed in the box as current ATC once you have successfully saved the information.



How to renew your NJ Medicinal Cannabis Program ID

If you choose to remain in the program, you will have to register for a new card upon expiration. The earliest you can initiate the renewal is 60 days prior to the expiration date on your card.

1. Select an option to opt for a physical identification card.
 - a. *There is an associated registration fee of \$10.00 to obtain a physical identification card.*

***Do you want a physical Medicinal Cannabis Program ID card?** Yes No

2. Review your address on file. If any of the information has changed, you will update the information at this time and select the button, 'Save & Confirm Address'.

3. Attach the required documents in the portion of the registration page labeled, 'Documents'.

Documents

Attach Documents

Note:

- The size of a document can not exceed 5 MB.
- Permissible document types are as listed: JPE, JPEG, JPG, PDF and PNG.

- a. If your New Jersey government issued ID does not reflect your current address, select the option '*I don't have a current ID*' and you will be prompted to attach two (2) proofs of residency from different entities.
4. Select the 'Upload Documents' button once you have attached your documents.
 - a. If you are not registering a caregiver, you may select the button 'Submit Renewal Request.'

5. If you wish to add/renew a caregiver, select the caregiver tab at top before submitting your renewal request. Once you submit your renewal to the program, you will not be able to make any changes to your renewal.
6. You may check the status of your registration for renewal by logging into your portal.





Navigating the Patient Online Portal

Once approved by the Cannabis Regulatory Commission (CRC), a patient can log onto their account at any time by entering their username and password at <https://njmcp.crc.nj.gov/web/#/home>

The patient has access to the following:

- View a copy of their Health Care Practitioner’s Authorization Statement.
- View their current electronic MCP ID.
- View their purchase history.
- Access State Labs strain testing results.
- Add or change a caregiver.
- View the Conversion Table from ounces to grams.
- Renew their identification card.
- Update their contact information.
- File a complaint.

The caregiver has access to the following:

- View their current electronic MCP ID.
- View the purchase history.
- Access State Labs strain testing results.
- View the Conversion Table from ounces to grams.
- Renew their identification card.
- Update their contact information.
- File a complaint.