

# C.A.R.E.S.

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## INSTRUCTIONS FOR COLORADO MEDICAL MARIJUANA APPLICATION

### COLORADO MEDICAL MARIJUANA REGISTRY WEBSITE:

<https://medicalmarijuana.colorado.gov/state-co-entellitrak/home.do>  
or google "Colorado marijuana registry", click "**APPLY OR RENEW**",  
**SIGN IN** or, if you do not have an account click **CREATE NEW ACCOUNT**

1. Fill in information and create username, then click "**REGISTER**".
2. A temporary password will be emailed to you, go back to home page and sign in using the temporary password. (Be VERY careful, if you enter the password incorrectly 3 times, you will be locked out.)
3. Create a new password – at least 8 characters (letters, numbers and special characters).
4. Re-enter website –
  - a. If you are renewing, click on your name in the middle of the page, scroll down, start renewal Application
  - b. If this is your first time, click "**NEW PATIENT REGISTRATION**", Complete sections with red "**R**", upload photo of current ID\*, click "**SAVE**".
5. Review information CAREFULLY!!!!, then click "**SAVE AND SUBMIT PATIENT APPLICATION**".
6. Click the "**PHYSICIAN CERTIFICATION**" tab (top of page) and select "**NEW PHYSICIAN CERTIFICATION**".
  - a. A blank drop box will appear, click it and a number will appear, click on that number.
  - b. Click "**SAVE**"
7. Click on Cultivation Info, click new, choose which option you will follow. (A center is a dispensary.)
8. Click on the "**PAYMENTS**" tab, click new, click blue box that says 'click here to pay'.
  - a. Enter credit card info
  - b. You will be prompted back to the homepage
9. Click on the "**HOME**" tab
  - a. Status of application should read "**PENDING STAFF REVIEW**"
10. In a few days, you will receive an Email telling you to log back into the system and print your card.

### **\*To Upload Photo of ID through Computer:**

Take photo of ID on phone-

- a. Create an email draft on phone, push the paperclip in top right corner of screen, push photo of ID, save draft, go on computer, open up email, open recent draft, double click photo, click on the top to rename photo, go back to application.

**OR**

- b. Plug phone into computer, download images, find picture of ID, rename it, go back to application -click on the 'Browse' button, find photo of ID by name, double click picture, wait 30 seconds, then it will load

### **\*To Upload Photo of ID through Phone**

Take photo of ID, go back to application, click browse, select photo of ID.