

NEW JERSEY CANNABIS REGULATORY COMMISSION



Patient Registration User Guide for Medicinal Cannabis Registry

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Creating a user account for an adult patient

The patient must create a user account with the information provided on the authorization statement given to them by their medical cannabis health care practitioner. Once the statement is received, the patient will proceed to NJMCP.NJ.GOV If the patient plans to register a caregiver, the patient must initiate their registration and enter the caregiver's information on their registration which will allow the caregiver to create their user account.

1. Select 'Create Patients-Caregivers accounts' > Select 'Adult Patient.'

A screenshot of the NJMCP.NJ.GOV login page. The page has a light blue background. At the top, it says "Login". Below that are two input fields: "User Name *" and "Password *". There is a blue "Login" button below the password field. Below the button are two links: "Forgot Password?" and "Forgot User Name?". At the bottom of the page, there is a dark blue navigation bar. In the center of this bar is a dropdown menu labeled "Create Patients-Caregivers accounts". The dropdown menu is open, showing two options: "Adult Patient" (which is highlighted with a red box) and "Minor Patient". To the right of the dropdown menu, there is a link "at MCP". At the bottom of the navigation bar, there is a link "FAQs".

2. Select the option for 'Patient Registration'
 - a. Provide information exactly as it appears on the healthcare practitioner authorization statement.
3. Create your anticipated username
 - a. If a username is already in use, a message will appear stating 'username is not available'
4. Enter your email address > select the button 'Verify Email Address' > enter the code you have received
5. Enter your password of choice > select the security question of choice in the event you need to reset your password
6. Select the button 'Save'.
7. Once you have created your user account, you can proceed to login into your account and begin the registration process.



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. Reduced Fee Eligibility

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 Register Successfully

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. Verify the accuracy of your physical address entered by your health care practitioner
 - a. You may edit the address; you will need proof of residency to support this address as your NJ MCP identification card is mailed to this address
2. Select the ATC (dispensary) of choice
 - a. You may switch dispensaries at any time once you receive your NJ MCP identification card
3. Read the patient certification and check the box that the information provided on your registration is true and accurate > Select the 'Save' button
4. A confirmation page will appear with information to complete the registration > select 'continue registration' button after reviewing the information
5. Proceed to the portion of the page to attach the required documents

No.	Required Documents	Uploaded Documents
1	Patient Photo: *	• sebastian.PNG - 0.174 MB
2	<input type="radio"/> Proof of ID. (If your ID is not current please select the dial button that says 'I don't have a current ID')	

6. A recent photo, proof of NJ residency, and proof of government assistance are required.
 - a. If you do not qualify for government assistance, then select 'Not Applicable' in the drop down.
 - b. If you are a senior (age 65 and up) you will automatically qualify for the discounted registration fee; you will not have to supply additional information
7. Once you have attached your required documents, select the button 'Upload documents'
 - a. Review the documents attached to ensure they are acceptable for the CRC to review. Once you have reviewed the documents attached, you may either add a caregiver if you choose to or submit your application to the program
8. Select 'Click here to finish application' when you want to submit your application to the program.

Upload Documents

[Click here to Finish Application](#)

Privacy Notice | Legal Statement | Accessibility Statement



Creating a User Account for a Minor Patient

A minor patient does not need to create a user account; however, the parent/legal guardian (primary caregiver) will create a user account and register to receive an identification card. You will need the minor patient's information provided on the authorization statement given to you by the medical cannabis health practitioner.

Once the statement is received, the primary caregiver will proceed to **NJMCP.CRC.NJ.GOV**

1. Select 'Create Patients-Caregivers accounts' > Select 'Minor Patient'

2. Select the option for 'Primary Caregiver' to begin creating your user account.
 - a. Provide information exactly as it appears on the minor's healthcare practitioner authorization statement.
3. Create your anticipated username
 - a. If a username is already in use, a message will appear stating 'username is not available'
4. Enter your email address > select the button 'Verify Email Address' > enter the code you have received
5. Enter your password of choice > select the security question of choice in the event you need to reset your password
6. Create your password
7. Create your security question and answer > Select the button 'Save'.
8. Once you have created your user account, you can proceed to login into your account and begin the registration process.



How to register as a minor patient

A minor patient does not receive an identification card; however, the program does require a photo of the minor to be obtained and placed on file for the patient. Only a parent or legal guardian can register as the caregiver for a minor patient and may have up to two (2) caregivers. In the event a minor turns the age eighteen (18), they will receive a new ID as an adult patient along with new IDs for their caregiver(s) free of charge.

1. Once you log in, review the contact information that was entered by the health care practitioner > Select 'Save' once you confirm all information is valid
2. Attach the patient's photo and select whether the patient receives government assistance

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.

The MCP offers a reduced registration fee to senior citizens, military veterans, or individuals receiving certain forms of government assistance. If the patient and/or caregiver meets any of those criteria, they are eligible for a reduced registration fee of \$20.

No.	Required Documents	Uploaded Documents
1	Patient Photo: *	• sebastian.PNG - 0.174 MB
2	<input type="radio"/> Proof of ID. (If your ID is not current please select the dial button that says "I don't have a current ID")	

3. Select the button 'upload documents' to attach the required documents
4. Return to the top of the registration and select the 'Caregiver' tab

Patient **Caregiver**

Caregiver List

Add New Caregiver

Caregiver ID	Name	Birth Date
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5. You may add the other parent/legal guardian of the patient if you choose to by selecting 'Add New Caregiver' button. To proceed with your registration, select your name listed as it was provided by the health care practitioner
6. Fill out each field with a red asterisk (*)
7. Check off each box in the parent/legal guardian certification and select that the information on the form is true and accurate

Parent / Guardian / Legal Custodian Certification

- I certify that I am the parent/guardian/legal custodian of the above listed qualifying patient who is a minor.
- I am certifying the identity of the above listed minor patient.
- I am certifying the minor patient under my control is a resident of New Jersey.
- I am certifying I will control the acquisition and possession of the medicinal cannabis and any paraphernalia dispensed by an alternative treatment center for the minor patient under my control.
- By signing or checking the signature box, I attest that the information I have entered on this form is true and accurate.***

8. Select the 'Save' button
9. Attach the required documents (photo, proof of NJ residency, and government assistance if applicable)
10. Select the button 'Upload Documents'
 - a. Review the attachments before submitting your registration under the 'Uploaded Documents' column

Required Documents	Uploaded Documents
Choose File	<p>201827.PNG File Size: 0.126 MB Date Created: 05/17/2022 08:19:05 AM <input type="button" value="Delete"/></p> <hr/> <p>201827_CG_ID_DOCJZYJQ7KP7F.PNG File Size: 0.271 MB Date Created: 05/17/2022 08:21:34 AM <input type="button" value="Delete"/></p>
<p>Additional button that says "I don't have a current ID")</p> <p><input type="button" value="Choose File"/></p>	

11. Select the button 'Click here to finish application'
12. You will receive a message stating that your registration has been submitted and is under review. You may log in periodically to check the status of your registration.

Home

REGISTRATION APPLICATION STATUS ?

WILLIAMS, PORSHA	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2 Under Review	<input type="checkbox"/> 3 Payment Pending	<input type="checkbox"/> 4 Card Being Printed	<input type="checkbox"/> 5 Card Mailed
WILLIAMS, MARCUS	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2 Under Review	<input type="checkbox"/> 3 Payment Pending	<input type="checkbox"/> 4 Card Being Printed	<input type="checkbox"/> 5 Card Mailed

Your submitted registration is now with the program. For any changes you want to make to your registration please contact the customer service unit between 8AM - 5PM at (609) 292-0424.

Upon review the program will reach out to the email address you registered with. If you registered a caregiver, an email will go to the email address he or she registered with.

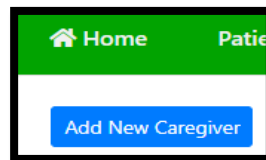
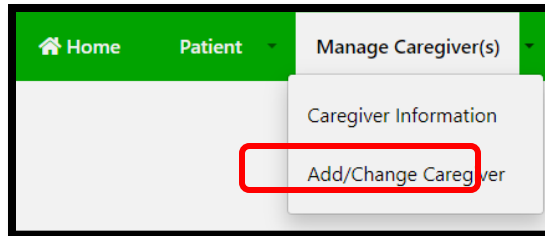
***Note:** If you want to make any changes to your registration you must contact the customer service unit. For any questions regarding your status, click on the red question mark icon as shown in the picture above



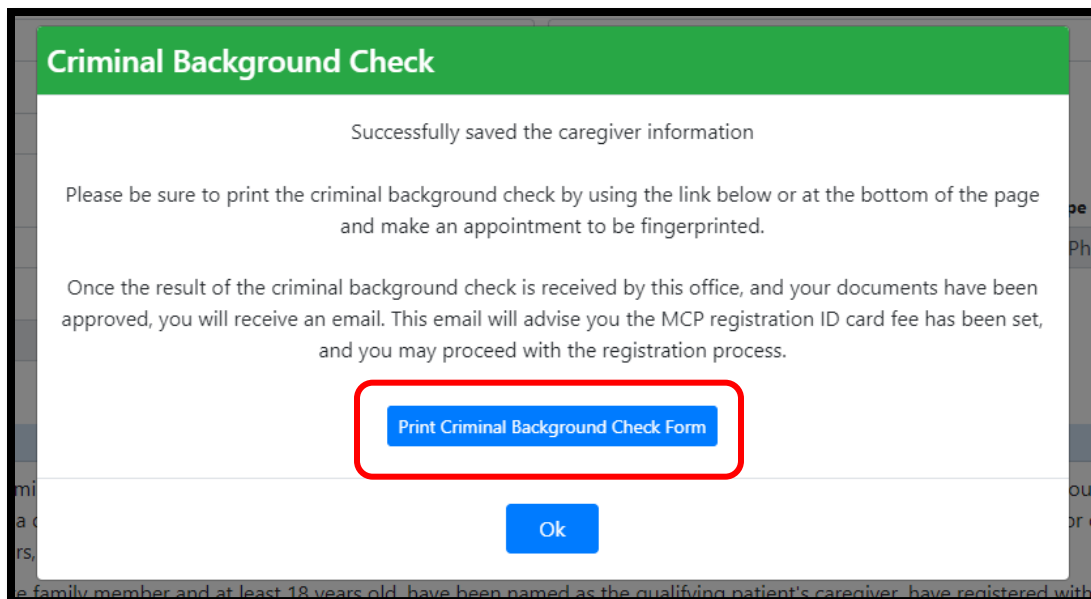
How to add a Caregiver

Patients may elect to have up to two 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 'Manage Caregiver(s)' > Select 'Add/Change Caregiver'



2. Select the blue button 'Add New Caregiver'
3. Fill out all required information for the caregiver
4. Select the statement that applies to you in the certification.
 - a. Caregivers who are not immediate family members are required to submit fingerprints for a criminal background investigation. The fingerprinting forms will be available after the online registration is saved as shown below.
 - b. It can take between 2-3 weeks for the program to receive the results



5. Select the 'Save' button

6. An email will be forwarded to the registered caregiver notifying them they have been successfully added to the patient's account and can create their user account at any time.
7. Attach the required documents and upload them to your registration
8. Select 'Submit Application' once the required documents have been attached to your registration



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 'Patient' > select 'Patient Information' > Select the button 'Change ATC' in the section for ATC Information

Date of Birth	Age	Sex	SSN(Last Four Digits)	Current Status
11/10/1974	47 years 6 months	F	5789	APPROVED

ATC Information	
Current ATC:	Bergen Main Alternative Treatment Center-56 HACKSAW RD,BERGEN,07455,BERGEN Change ATC

- a. The dispensary displayed is the current dispensary you are registered with
2. Select the ATC of choice from the drop down > 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.
3. The ATC will be displayed in the box for current ATC once saved.



How to renew your NJ MCP 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. Review your address on file. If any of the information has changed you will update the information at this time > Select ‘Save & Confirm Address’ button
2. Attach the required documents in the ‘Documents’ Section of the registration.

No.	Required Documents	Uploaded Documents
1	Patient Photo: * <ul style="list-style-type: none">• sebastian.PNG - 0.174 MB 	
2	<input type="radio"/> Proof of ID. (If your ID is not current please select the dial button that says "I don't have a current ID")	

- a. If your NJ 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 2 proofs of residency.
3. Select the ‘Upload Documents’ button once you have selected your documents. Review the documents attached in the ‘Uploaded Documents’ column before submitting your registration to the program.
 - a. If you are not registering a caregiver, you may select the button ‘Submit Renewal Request’

Upload Documents Reset

Submit Renewal Request

4. 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
5. You may check your status by logging into your portal

RENEWAL STATUS ?

BLUE, JILL

1 In Process 2 **Under Review** 3 Payment Pending 4 Card Being Printed 5 Card Mailed