

# How to Register with the Medical Use of Marijuana

## Program: Instructions for Patients



Registering online with the Medical Use of Marijuana Program (“Program”) is the fastest and most convenient way to register to possess marijuana for medical purposes.

**Please note that in order to register as a patient in the MMJ Online System you must first be certified by a qualified health care provider.**

If you are unable to register online, a more lengthy paper registration process is available. Please call 617-660-5370 to request a paper registration form.

As a patient, you can gain access to your online account at any time by self-registering with the Program's Virtual Gateway portal at <https://sso.hhs.state.ma.us/VGPortal/faces/SelfReg.jsp>

Once your registration application is reviewed by the Program, you will be notified by email regarding the status of your registration. Registration applications are reviewed in the order they are received.

If approved for registration, you will be able to print a temporary paper Program ID Card and will receive your plastic Program ID Card in the mail in 1 – 2 weeks. **The temporary paper Program ID Cards expire four weeks from the date that your registration is approved by the Program**, at which time you should have received a plastic Program ID Card. If you do not receive your plastic Program ID Card within three weeks, call the Program at 617-660-5370.

# PREPARING FOR REGISTRATION

Before registering in the MMJ Online System, you will need to gather the following:

- Access to a scanner or a mobile phone or other device capable of uploading documents;
- Your **PIN**, as provided to you by your health care provider, and emailed to you by the Program, after you are certified;
- Valid form of identification (as explained below);
- A photograph of yourself (as explained below); *and*
- A form of payment, or proof of verified financial hardship (as explained below).

## VALID FORM OF IDENTIFICATION

*Valid forms of identification include one of the following:*

- Massachusetts driver's license;
- Massachusetts ID card (with a photograph of yourself);
- U.S. passport and another document that proves your Massachusetts residency; or
- U.S. military ID and another document that proves your Massachusetts residency.

### **If submitting a driver's license or ID card issued by your state's Department of Motor Vehicles:**

If you submit a driver's license or Massachusetts ID card as your valid form of identification, the name and address you submit on your application must match the name and address on your driver's license or Massachusetts ID card. If it does not match, your registration will be returned to you for further clarification.

For more information on how to update the name and address on your ID, contact the RMV, or visit their website at [www.massrmv.com](http://www.massrmv.com).

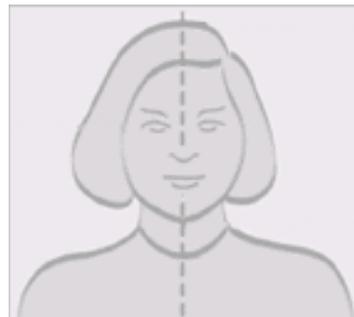
### **If submitting a passport or US military ID:**

If you submit a passport or US military ID as your valid form of identification, you must also submit a document that proves your primary residence (as outlined below). The name and address on your application must match the name and address on the document that you submit to prove your primary residence.

*Submit one of the following to prove your primary residence:*

- Utility bill (gas, electric, telephone, cable, or heating oil), that is less than 60 days old and contains your name and address;
- Current Massachusetts motor vehicle registration card with your current address;
- Tuition bill with a due date of less than 6 months ago and addressed to your current address;

- Car insurance policy or bill that is dated less than 60 days old;
- Home mortgage, lease or loan contracts dated within 6 months of today with your name, address and signature;
- Certified U.S. Marriage Certificate dated within the past 6 months;
- Property tax or excise tax bill for the current year with your name and address;
- First-class mail dated less than 60 days old from any federal or state agency that displays your name and address; *or*
- Current Massachusetts-issued Professional License with your address.



## PHOTOGRAPH OF YOURSELF

This photo will be placed on your Program ID Card.

*Your photo must be:*

- In color;
- A square photo in portrait/upright format;
- Taken in front of a plain white or off-white background;
- Taken within the last 6 months to reflect what you look like now;
- Showing only your head and the top of your shoulders;
- Taken looking directly at the camera held at eye level;

- Taken without smiling, with both eyes open, and without eyewear; and
- Taken without any item that covers your face or head, except for religious purposes.

A passport photo meets these requirements and can be obtained at any location that issues passport photos, such as a pharmacy, the post office, or a camera store. Alternatively, you may upload a photo from a cell phone camera if the photo meets the requirements outlined above.

## FORM OF PAYMENT

There is a \$50 fee to complete a patient registration.

*Acceptable forms of payment include:*

- Credit card;
- Debit card; *or*
- Electronic Funds Transfer (by providing a bank account number and bank routing number).

## PROOF OF VERIFIED FINANCIAL HARDSHIP

If you have a verified financial hardship, you may be qualified for a waiver of the \$50 registration fee. You are considered to have a verified financial hardship if you are a recipient of MassHealth or Supplemental Security Income, or your household income does not exceed 300% of the federal poverty level for your family size (see table below).

### 300% of Federal Poverty Level (2014)

FAMILY SIZE	ANNUAL INCOME
1	\$35,010
2	\$47,190
3	\$59,370
4	\$71,550
5	\$83,730
6	\$95,910
7	\$108,090
8	\$120,270
Each Additional	\$12,180

*From the U.S. Department of Health & Human Services 2014 Poverty Guidelines*

To apply for a waiver of the registration fee, you must submit proof of verified financial hardship.

*Proof of verified financial hardship includes a **copy** of one of the following:*

- Official MassHealth card issued by the Commonwealth of Massachusetts (This card is light blue in color. Please note that insurance cards from managed health care plans **will not** be accepted);



- Supplemental Security Income benefit verification letter for the current year;
- Supplemental Nutrition Assistance Program (“SNAP”) statement from the current year; *or*
- State or Federal tax return from this year or last year, including all attachments (all schedules and forms such as Form 1099, etc.).

## REGISTRATION PROCESS

The MMJ Online System is housed within the Executive Office of Health and Human Services Virtual Gateway (“VG”). You will first need to register with the VG and then with the MMJ Online System.

You will be sent an email from VG during the registration process. We recommend keeping your email account open during the registration process so you can easily access this email. This email will contain a link that you will click on in order to finish the VG registration process. The link may expire as soon as seven (7) days after being emailed to you and is only valid the first time that you click on it.

## REGISTRATION RENEWALS

**Registrations expire annually.** You may re-apply for registration, on an annual basis, up to 60 days before the date that your registration expires by following the instructions outlined above. It is highly recommended that applicants apply for a registration renewal at least 60 days prior to the expiration of their current Program ID card. This will ensure that there is no gap in the applicant's active status.

# SELECTING A PERSONAL CAREGIVER

You have the option of designating a personal caregiver to assist you with your medical use of marijuana. After your registration has been approved by the Program, you may log back in to the MMJ Online System and designate up to two personal caregivers who are not currently designated by another patient, unless that personal caregiver is your immediate family member.

To select a personal caregiver, please follow these steps:

- **STEP 1:** Log in to VG at <https://sso.hhs.state.ma.us> and select “Medical Use of Marijuana System.”
- **STEP 2:** Click on “My Caregivers” at the top of the screen.
- **STEP 3:** On the next screen click on the “Generate PIN” button to generate a PIN for your personal caregiver. On that screen you will be given the option to print the PIN or enter your personal caregiver’s email address where you would like the PIN emailed.
- **STEP 4:** Provide the PIN to your personal caregiver and direct them to register with the Medical Use of Marijuana Program at <https://sso.hhs.state.ma.us/VGPortal/faces/SelfReg.jspx>.
- **STEP 5:** After your personal caregiver has registered with the Program, you will be sent an email notice confirming their registration. Log back in to the MMJ Online System, click on “My Caregivers” at the top of the screen, and verify that the individual displayed is your personal caregiver. If yes, select “Yes, I validate that this is my Personal Caregiver,” and indicate whether your personal caregiver is an immediate family member, or not. Then click on “Approve.” You will then be taken to a screen that indicates that your personal caregiver’s registration is pending approval by the Program. After their registration is processed, an email will be sent to your personal caregiver regarding the status of their registration.

# OTHER IMPORTANT INFORMATION ABOUT REGISTRATION

## IMPORTANT

Patients must maintain an active certification from their health care provider **and** an active registration with the Program in order to be protected for medical use of marijuana under Massachusetts Law.

## PROGRAM ID CARD

You must carry your Program ID Card **at all times** while you are in possession of marijuana for medical use. Notify the Program within five business days after discovering that your Program ID Card is lost, stolen, or destroyed by calling 617-660-5370. There is a \$10 fee to replace a Program ID Card.

## VALID FORM OF IDENTIFICATION

After registering with the Program, your valid form of identification on file with the Program must remain active and not expired in order to access a Registered Marijuana Dispensary (RMD) or obtain marijuana for medical use from an RMD.

## CHANGE OF REGISTRATION INFORMATION

If, at any time, there is any change to the information you submitted for registration (such as a change in your name, address, email, or phone number), you must update

this information in the MMJ Online System within five business days of the change.

To update your registration information, please follow these steps:

- **STEP 1:** Log in to the VG at <https://sso.hhs.state.ma.us> and select “Medical Use of Marijuana System.”
- **STEP 2:** Click on the “My Registration” link at the top of the screen.
- **STEP 3:** To update your information, click “Edit” at the left side of the screen. Edit the necessary information and click the “Update” button.

## ACCESSING A REGISTERED MARIJUANA DISPENSARY

In order to access a Registered Marijuana Dispensary (RMD) to obtain marijuana for medical use, an adult patient must:

- Present their Program ID Card **and** their valid form of identification;
- Have an active certification from their health care provider;
- Have an active registration with the Program; and
- Maintain on file with the Program a valid form of identification that is not expired.

**QUESTIONS:** Should you have questions regarding the registration process, please contact the Medical Use of Marijuana Program at 617-660-5370.