

Understanding the Registry

Creating and Editing MMTC Users

This guide shows Executive MMTC Managers and MMTC Managers how to create or edit MMTC users for their organization.

CREATING AN MMTC USER

Step 1: Log into the Medical Marijuana Use Registry, [MMURegistry.FLHealth.gov](https://mmuregistry.flhealth.gov).
**If you do not remember your password, learn how to reset it by [clicking here](#).*

Step 2: Click the “Users” menu option. Then click “New Applicants” to be brought to the New Applicant Dashboard, or you may click “Manage Users” to be brought to a full list of users within your organization.

Florida HEALTH

Medical Marijuana Use Registry

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New Applicants

Manage Users

Click “Users.”

Click “New Applicants” or click “Manage Users.”

Step 3:
New Applicants Dashboard: Click “Add New User.”

New Applicant Dashboard

+ Add New User

First Name	Last Name	Role	User Signed	User Trained	Actions
tst	tst	MMTC	No	No	View
Test	User	MMTC	No	No	View

1

10 items per page

1 - 2 of 2 items

Click “+ Add New User.”

Users Dashboard: Click “Add New User.”

User List of MMTC

+ Add New User

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First Name	Last Name	Login ID	Role	Status	Last Login	Actions
Executive	MMTC Manager	Executive.MMTC	Executive MMTC Manager	Active	03/14/2024	View

Click [+ Add New User].

Step 4: You are brought to the User Details screen. You must select the appropriate role for the user being created. Expand the drop-down menu to view available roles.

MMTC Managers may create Deliverer and MMTC roles, while Executive MMTC Managers may create Deliverer, MMTC, and MMTC Manager roles. Executive MMTC Managers are maintained by the Office of Medical Marijuana Use (OMMU) and may only be created, modified, or deleted by the OMMU.

New User Account for MMTC

User Details

User Role

Deliverer

MMTC

Login ID

Login Id is required

First Name

First Name is required

Last Name

Last Name is required

Expand the "User Role" drop-down

Select the appropriate role from the drop-down menu.

Step 5: After selecting the role, additional fields will appear. Input all user information into the appropriate fields.

Individuals employed by MMTCs are required to undergo a background screening prior to being allowed access to the Medical Marijuana Use Registry (Registry). It is recommended that you create the users with the identical First Name and Last Name submitted during their background screening process. This will help to ensure an accurate review when determining if Registry access is allowed.

New User Account for MMTC

User Details

User Role

MMTC

Login ID

Login Id is required

First Name

First Name is required

Last Name

Last Name is required

Email Address

Email Address is required

Address Line 1

Street Address is required

You Must Sign for this Person's Account Access

To sign below, supply **MMTC** in the First Name textbox and **Manager** in the Last Name textbox.

Type in your First Name

Type in your Last Name

The undersigned persons certify that the requested access to the Medical Marijuana Use Registry is for lawful purpose and is authorized under section 381.986, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this application and in any attached exhibits that serves as a basis for access, is true and correct. I understand that knowingly making a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes.

Sign

Fill in fields.

Additionally, it is recommended that you enter the business email address or company email address. This will help to ensure that the users' email addresses match across all systems.

MMTC 04/2025

Continue inputting information into the remaining fields. All fields are required except for “Address Line 2.” Please enter the employer address (MMTC address) when inputting any address details.

Address Line 1
Street Address is required

Address Line 2

City
City is required

County
A County is required

State
A State is required

Zip Code
Zip Code is required

Primary Phone
Phone number is required

Select Status
A User Status is required
User Status must be Pending Training.

SSN
Please enter a valid SSN

Date of Birth
All MMTC users must have a valid date of birth (at least 21 years old)

Sign

Fill in fields.

Sign & Save UserCancel

Step 6: After inputting information into all required fields, you must electronically sign your name at the top of the page, then click “Sign.”

New User Account for MMTC

User Details

You Must Sign for this Person's Account Access

User Role
MMTC

Login ID
Typical.MMTC

First Name
Typical

Last Name
MMTC

Email Address
typicalmmtccemail@domain.com

Address Line 1
123 MMTC Address Rd

Address Line 2

Type in your First Name
MMTC

Type in your Last Name
Manager

The undersigned persons certify that the requested access to the Medical Marijuana Use Registry is for lawful purpose and is authorized under section 381.986, Florida Statutes, and Chapter 64-4, F.A.C. The information contained in this application and in any attached exhibits that serves as a basis for access, is true and correct. I understand that knowingly making a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided in sections 775.082 or 775.083, Florida Statutes.

Sign

Type in your First and Last Name.

Click “Sign.”

Step 7: After clicking “Sign,” you are returned to the Users dashboard or New Applicants page. A pop-up notification appears letting you know the user was successfully created. The user may now log in and complete their required training.

Florida Medical Marijuana Use Registry

User added sucessfully

User successfully added notification.

People Search Correct Dispensations Deliveries Users Reports Log Out

User List of MMTC

+ Add New UserExport PDFExport Excel

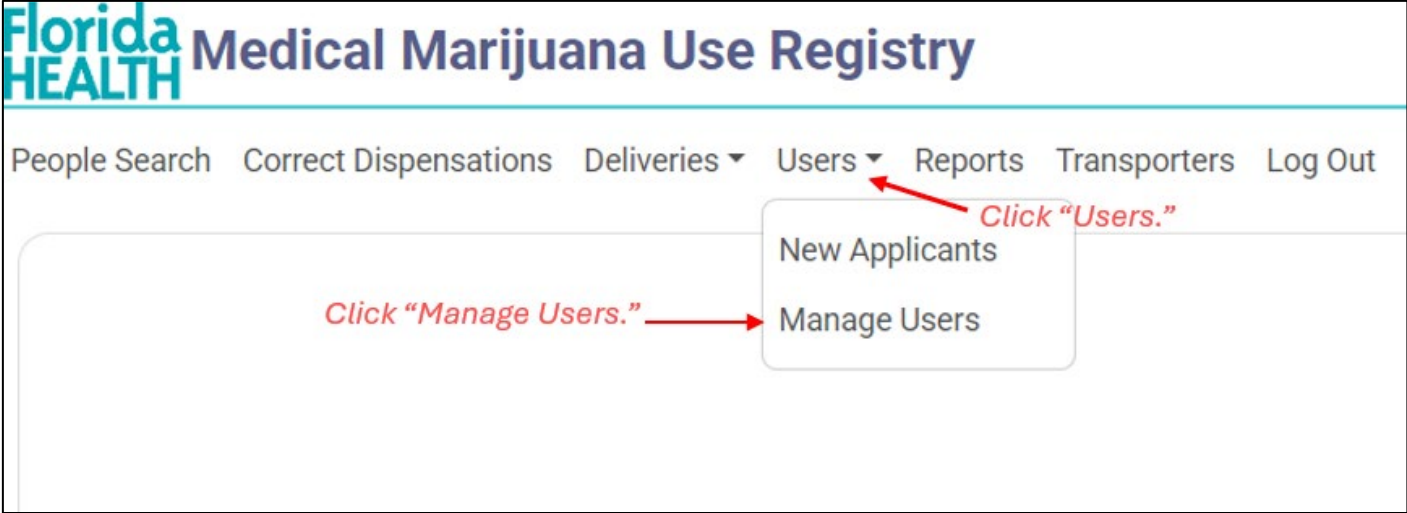
First NameLast NameLogin IDRoleStatusLast LoginActions

MMTCManagermmtc.managerMMTC ManagerDeleted01/20/2023View

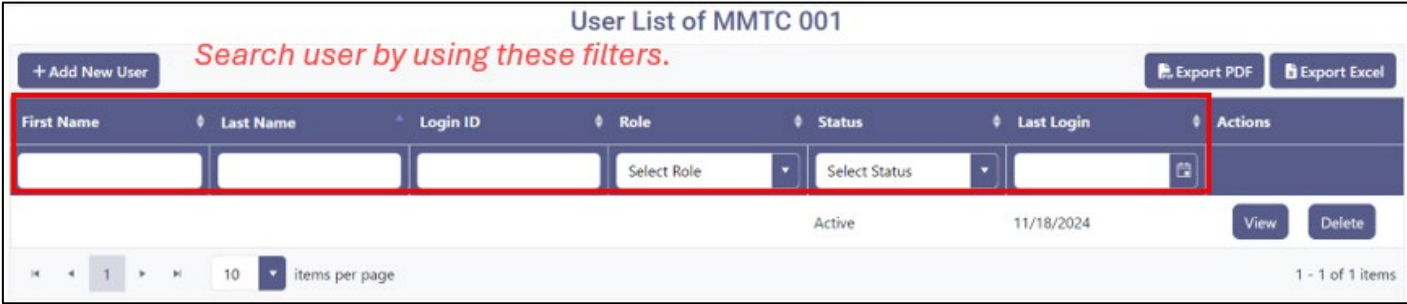
EDITING AN MMTC USER

Step 1: Log into the Medical Marijuana Use Registry, [MMURegistry.FLHealth.gov](https://mmuregistry.flhealth.gov).
*If you do not remember your password, learn how to reset it by [clicking here](#).

Step 2: Click “Users” then “Manage Users” to be navigated to the User Roster Dashboard.



Step 3: Search for the MMTC user you wish to edit.



Step 4: Click “View” next to the MMTC user you wish to edit.



MMTC Managers may edit Deliverer and MMTC roles, while Executive MMTC Managers may edit Deliverer, MMTC, and MMTC Manager roles. Executive MMTC Managers are maintained by the Office of Medical Marijuana Use (OMMU) and may only be created, modified, or deleted by the OMMU.

Step 5: You are brought to the user’s profile. You may edit any of the fields except for the “Status” field.

The screenshot shows the 'User Profile for Test User' form. It is divided into two main sections: 'User Profile' and 'Application Information'. The 'User Profile' section includes fields for 'User Role' (set to MMTC), 'Login ID' (testmmtcuser), 'First Name' (Test), 'Last Name' (User), 'Email Address' (testmmtc@domain.com), and 'Address Line 1' (123 Address). The 'Application Information' section includes fields for 'Manager Signed' (10/05/2022), 'User Signed' (Not Yet Signed), 'Executive Approved' (10/05/2022), 'OMMU Approved' (Not Yet Approved), and 'Last Training Date' (Not Yet Trained).

Step 6: Edit the necessary fields and click “Save Changes.”

User Profile

User Role

Deliverer

Login ID

First Name

Last Name

Email Address

Address Line 1

City

County

State

Florida

Zip Code

Primary Phone

Select Status

Active

SSN

Date of Birth

Save Changes

Delete

Reset Password

Go Back

Edit User's Information.

Click "Save Changes."

Step 7: You are returned to the User’s Dashboard. A pop-up appears letting you know the user was successfully saved.

Florida HEALTH

Medical Marijuana Use Registry

User added sucessfully

User successfully added notification.

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User List of MMTC

+ Add New User

Export PDF

Export Excel

First Name	Last Name	Login ID	Role	Status	Last Login	Actions
			Select Role	Select Status		
MMTC	Manager	mmtc.manager	MMTC Manager	Deleted	01/20/2023	View

For additional information, visit
KnowTheFactsMMJ.com