

Understanding the Registry

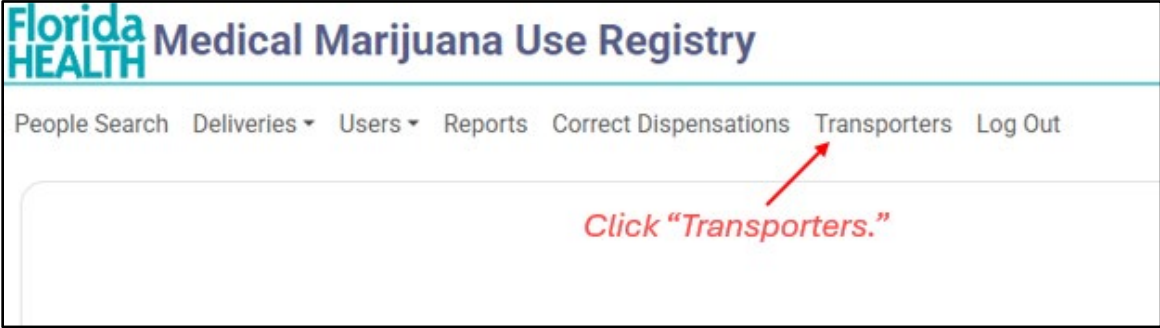
Creating and Editing Transporters

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

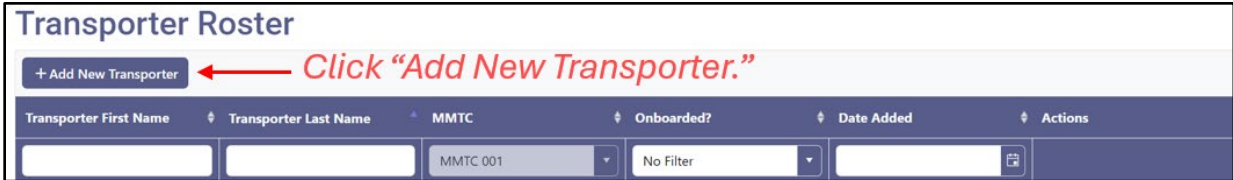
CREATING A TRANSPORTER

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](#).*

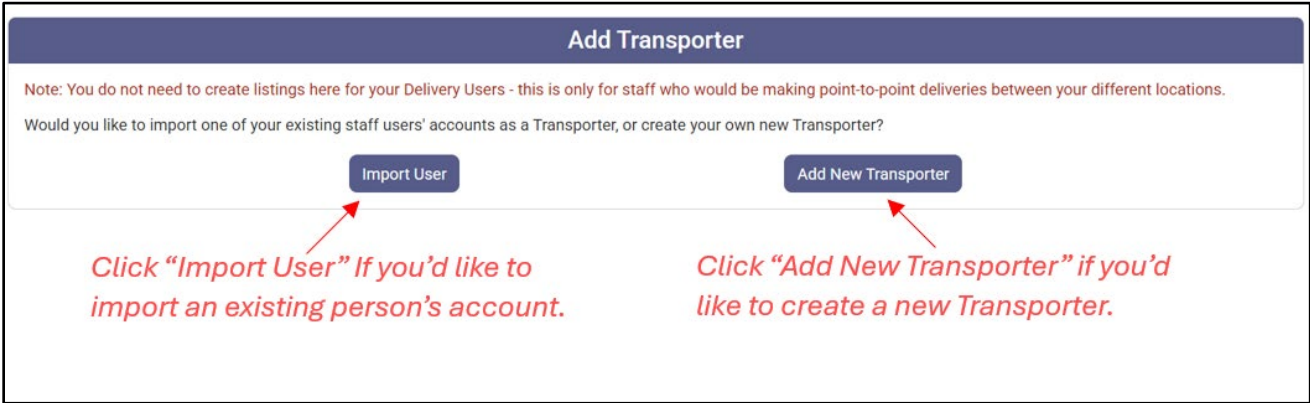
Step 2: Click “Transporters” to be navigated to the Transporter Dashboard.



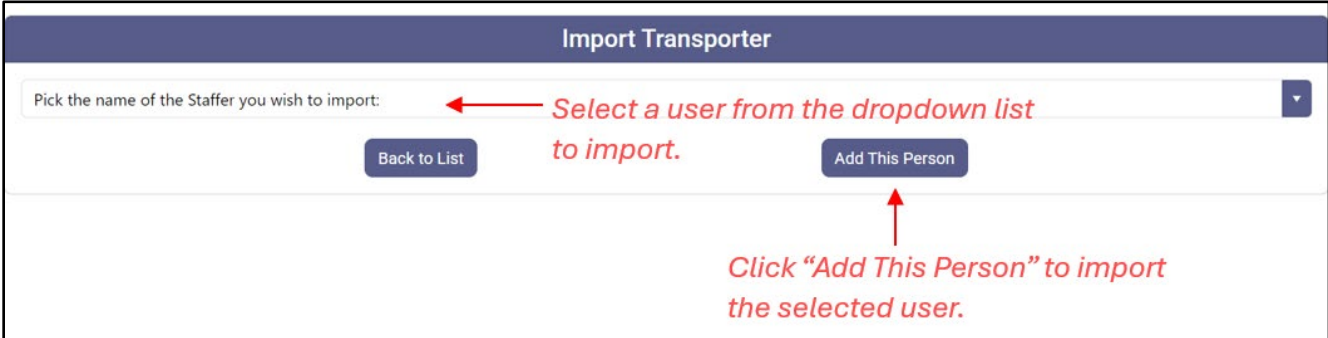
Step 3: Click “Add New Transporter.”



Step 4: Click “Import User” if you would like to import one of your existing staff’s user accounts, or click “Add New Transporter” if you would like to create a new Transporter.



Step 4a: If you selected “Import User,” select an existing staff user from the dropdown list and click “Add This Person” to import them as a transporter user.



Step 4b: If you selected “New Transporter,” input the appropriate information into the data fields and click “Save Changes.”

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 transporters 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.

Transporter Details

Transporter First Name

Transporter Last Name

SSN

Date of Birth

Medical Marijuana Treatment Center

MMTC 001

Is Onboarded - N/A

Back to List

Save Changes

Input Transporters Information.

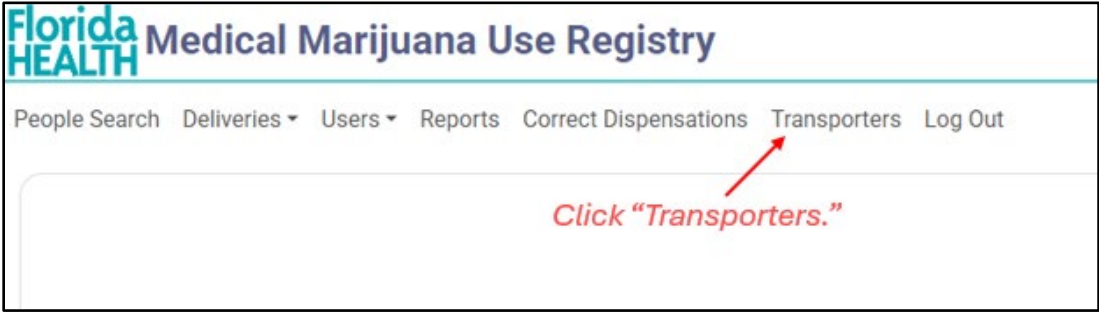
Click “Save Changes.”

****The rest of this page is intentionally left blank.**
Please continue to next page for User Editing instructions**

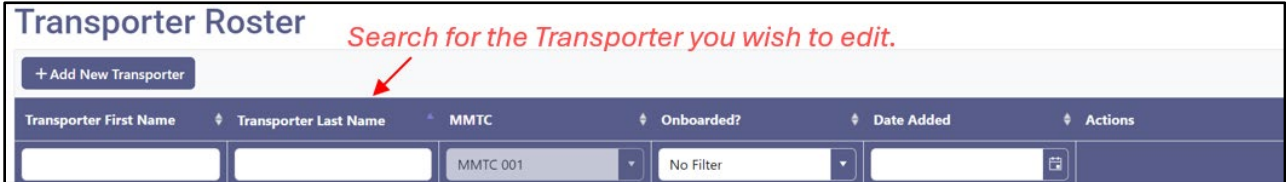
EDITING A TRANSPORTER

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](#).

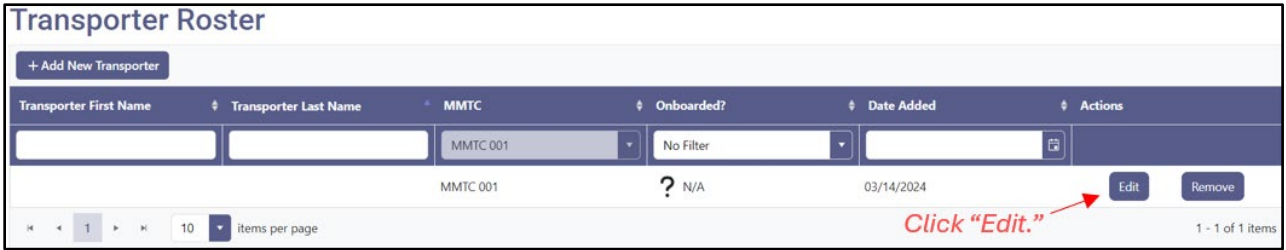
Step 2: Click “Transporters” to be navigated to the Transporter Dashboard.



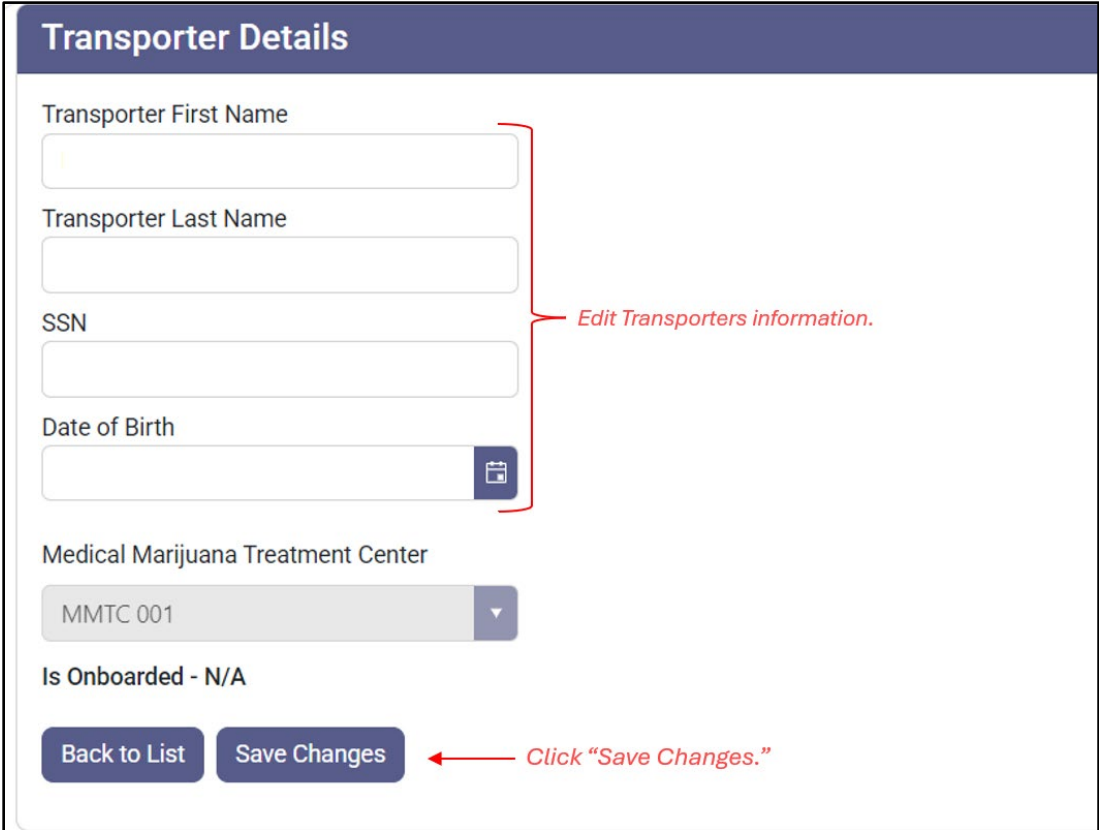
Step 3: Search for the transporter user you wish to edit in the “Search” field.



Step 4: Click “Edit” next to the transporter user you wish to change.



Step 5: Edit the necessary fields and click “Save Changes.”



For additional information, visit
[KnowTheFactsMMJ.com](https://www.knowthefactsmmj.com)