



How to Access the Medical Cannabis Authorization Database

PUBLIC HEALTH
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HEALTHIER COMMUNITY



What is the Medical Cannabis Authorization Database

- The Medical Cannabis Authorization Database is administered by the Department of Health. The registry promotes safe and controlled use of medical cannabis while improving patient outcomes. It's purpose:
 - Verify and validate medical patients
 - Ensure legal patient access and protect patient information
 - Provide regulatory oversight
 - Help coordinate healthcare.
 - The Medical Cannabis (MMJAS) is a secure database used to verify cardholders and to create and issue medical recognition cards to qualifying patients and their designated providers.

Who Needs Access to the Database and For what Purpose

- Every employee working for a medically endorsed retail store must be registered in the Medical Cannabis Authorization Database.
- Each employee must have their OWN account in order to use the system.
- The next few slides provide instructions on how to gain access to the Medical Cannabis Authorization Database.
- The first step is creating a Secure Access Washington Account, which is the only way to access the Database.

Step 1- Create a Secure Access Account (SAW)

1. Secure Access Washington (SAW)

SAW is a security portal that is used by multiple agencies in Washington state. It is single sign in and allows customers access to restricted services or systems, including the Medical Cannabis Authorization Database (MMJAS).

Every owner, manager and store employee using the database will need to create their own SAW account using personal information. Do not share passwords or usernames

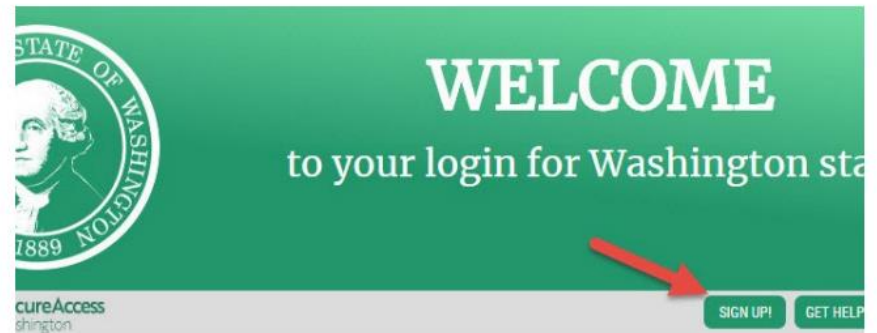
You must create a SAW account first.

To access MMJAS, also known as Airlift, users will create and always log in through SAW. <https://secureaccess.wa.gov/myAccess/saw>

How do I access the Medical Cannabis Registry?

First - Create a Secure Access Washington (SAW) Account

- Click “Sign Up” to get started
- If you think you already have a SAW account and you want to continue using that account, click “Check Now” to confirm
- To access MMJAS, also known as Airlift, users will create and always log in through SAW. <https://secureaccess.wa.gov/myAccess/saw>



LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)



How to Create a SAW Account

To create a new SAW account:

- Complete the form
 - *Remember to use your residential address, not your work address.
- Click "I'm not a robot"
- Click "Submit"

The system will email you an activation link – click on that link and Login

The screenshot shows a 'SIGN UP!' form for the Washington State Department of Health. The form includes the following fields and elements:

- Header:** 'SIGN UP!' with a close button (X) and the Washington State Department of Health logo.
- Link:** 'Not sure if you already have an account? CHECK NOW' (highlighted with a red box and arrow).
- Form Fields (Grouped in a red box):**
 - FIRST NAME
 - LAST NAME
 - EMAIL
 - USERNAME
 - PASSWORD REQUIREMENTS: 'Add at least 10 more characters', 'Add a special character or a lower case letter or an uppercase letter or a number'
 - PASSWORD
 - CONFIRM PASSWORD
- Step 1:** A red circle with the number '1' and an arrow pointing to the first name field.
- Step 2:** A red circle with the number '2' and an arrow pointing to the 'I'm not a robot' checkbox.
- Step 3:** A red circle with the number '3' and an arrow pointing to the 'SUBMIT' button.

Add a new service to your SAW user account

Add the Medical Cannabis Authorization Database (MMJAS) to your SAW profile.

- Click Add a new service

SecureAccess Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

ENTER YOUR CODE

MMJAS

SUBMIT

I would like to browse a list of services.

- Click I have been given a code
Enter CODE: **MMJAS**

THE SEAL OF THE STATE OF WASHINGTON 1889

GOOD AFTERNOON!

What can we help you access today?

SecureAccess Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
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Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

SHOWING YOUR SERVICES FROM ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

- Complete the identity verification process

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.

If the Identity Verification Process Fails

Try the following:

- Edit your profile using your legal name and a previous address
- Click “Request permission to skip this step”
- If you requested a “skip,” you will be contacted by email with next steps within 72 hours.

IDENTITY VERIFICATION FAILED

What should I do next?

1. Verify that DecemberTest DOHAdmin is your full legal name. [Edit your profile](#) if necessary.
2. Make sure you are entering a valid address. The best address to use is the location where you receive bills or bank statements.
3. [Try again](#).

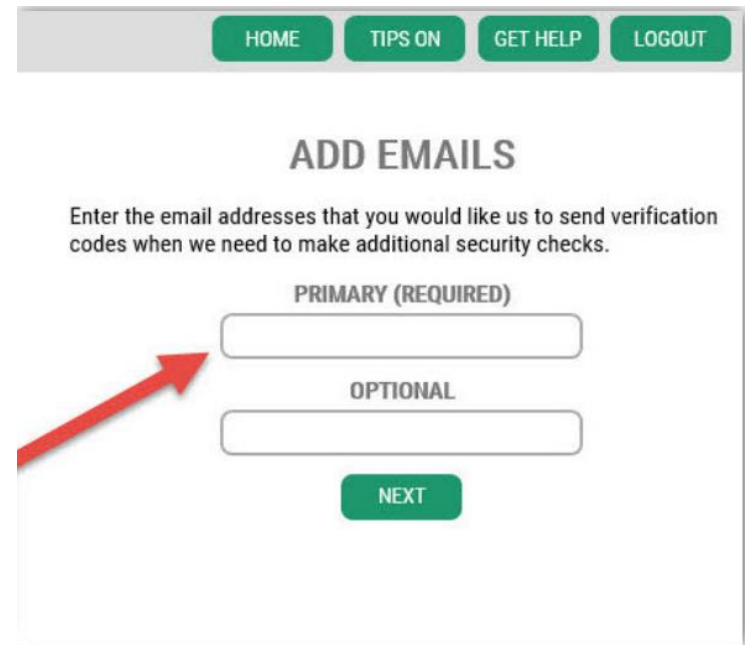
What if it still does not work?

1. If you have more than one address, [try a different one](#).
2. [Request permission to skip this step](#). *These requests are reviewed manually by the application owner, which may cause longer than normal wait times for access to this service.*

Adding Security to Your Account Using Multi-Factor Authentication (MFA)

SAW uses multifactor authentication to verify the right person is accessing the account by sending a verification code that can be received by phone, text or email.

- Enter a primary email
- If you are using an email provided by your employer, please use your personal email as “Optional”
- When adding your phone number **DO NOT** use phone numbers that have a phone tree set up.



HOME TIPS ON GET HELP LOGOUT

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT

Finally, Complete the SAW registration process

Now that you have created your SAW user profile, select the type of user you are

- Select - **Cannabis Retail Stores**
- Click OK when your registration is complete

ADDITIONAL INFO FOR DOH



Department of Health requires some additional information before they can allow access to this service. Please fill in the form below.

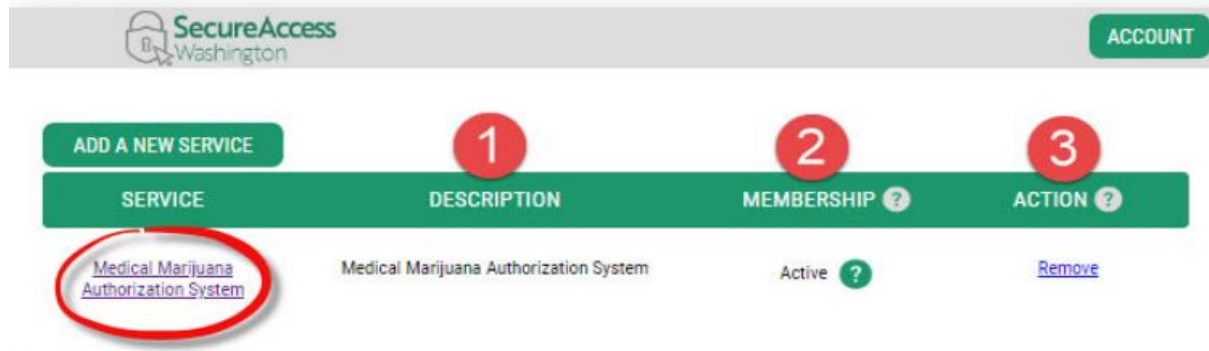
***What type of user are you?**
you must select a user type from the provided list.

1 →

2 →

Next, Access the Medical Cannabis Authorization Database

To continue, click the Medical Cannabis Authorization System link to access the database (circled in red)



You are now entering the Medical Cannabis Authorization Database, Airlift.

- Click Continue



Set up your account in the Medical Cannabis Database, Airlift

You will be required complete your Airlift profile.

- Read and agree to the Terms of Service
- Complete and SAVE the form, required fields show a red (*)
- Medical Cannabis Consultants **DO NOT** enter your credential number until you have saved your profile without it. Then, reopen your profile by clicking on your name in the upper right corner and enter your DOH Consultant Certificate Number
- Congratulations! You have successfully registered with the Medical Cannabis Authorization Database.
- You are in pending status until the “Master User” who is the store owner, or their delegate adds you to a store account.

Additional Resources

- Link here to the consultant specific, or the budtender specific training.

Need more support? Contact Us



360-236-4819 (option 1) or 1-877-303-3869

medicalcannabis@doh.wa.gov or support@cloudpwr.com

Website: www.doh.wa.gov/medicalcannabis



handle: WADeptHealth

