

MEDICAL CANNABIS REGISTRY (MCR) TRAINING



Adult/Minor Patient or Designated Provider

Course Objectives

After this training you will be able to:

- Overview
- Medical Cannabis Registry (MCR) Login/Register
- Multiple Registrations Select Portal
- <u>View Personal/DP record & Mobile Cards</u>
- Search for Medically Endorsed Stores
- Who accessed my Record
- <u>View Messages</u>
- Inactive and Reactivate Account
- <u>Remove Patient or DP (adult only)</u>
- <u>Resources</u>



Medical Cannabis Registry



Medical Cannabis Registry (MCR)

- Patients who have a Medical Cannabis Authorization are not required to register or become a user of the Medical Cannabis Registry (MCR) unless they are under the age of 18.
- Before you register in MCR:
 - > Your Healthcare Practitioner completes an Authorization Form.
 - Bring your Authorization Form to a Medically Endorsed Cannabis Retailer.
 - A Medical Cannabis Consultant enters the information from your Authorization Form into the MCR.
 - > You will receive a recognition card to present for future purchases.

For more information, Click here to access the DOH Patient Information website.



Medical Cannabis Registry (MCR)

For Patients and/or Designated Providers who wish to become users in MCR, the following slides provide the steps necessary to complete registration and use the system.

Accessing MCR as	a User Allows You to:
View your Personal Record Information within MCR.	Manage your MCR account and Designated Provider.
Use a Web-Browser to access your Mobile Recognition Card.	View information for Who is Accessing Your Record.



Medical Cannabis Registry (MCR) Login/Register



- You must use SAW to access / manage your account in the Medical Cannabis Registry (MCR).
- Navigate to the Main SAW screen to access the Medical Cannabis Registry and click "Access Now".
- SAW Link: <u>https://secureaccess.wa.gov/</u>





You will then be prompted to select the appropriate MFA type (either by email, phone call, or text).

1	2	3	4	1 Choose Method	2 Enter Code	3 Remember Device	4 Access Service
Choose Method Multi-Fac	ctor Aut	henticatio	n (MFA)	Multi-Fa (MFA)	octor Au	thenticati	ion
This service requires a fraud and identity thef	additional verifications t. You will need to e thod	n beyond username and p nter a verification code.	assword to prevent	Please enter the code 3612- Resend Code	e sent to ***ger@gm 104244	submit	
Yow would you like to	receive your verific. ***.vv@gmail.com Receive the code in	ation code? an email and enter it on the n	ext screen.	Choose another method If you do not receive an em • Check your junk/spa • Check any oth • Refresh/updat • Ad help@sec • Click Resend Code. \ three times. If you dd • You may need help@securea can click Choo	ail with the authentica m folder. If the email is er folders that may hav te your email applicatic rureacces.wa.gov as a fou can click Resend C o not receive the resent to contact your email ccess.wa.gov. If you h sse another method to	tion code: s not there, try these troubles re received the email. n and inbox. nn email contact inside of yo ode every two minutes, but of code: service provider to allow ema we setup an additional emai select a different option for	thooting steps: ur email application. to not try this more than ails from I or mobile number, you receiving a code.



- The "Remember Device" option will appear.
 - > Do not click "Yes"
 - Click "Submit."

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device





• Click "Continue" to be directed to the Medical Cannabis Registry.





- First-time registration will have a blank portal screen as shown here.
- This registration process is the same for Patients and Designated Providers.
- Click the link to register.
 - Complete the steps on the following slides to register.
- * Note: If a Medical Cannabis Consultant has already registered you as a user in MCR, skip to <u>slide 14.</u>



come to the Medical Cannabis Registry	MCR Portal Orientation
Velcome to MCR	

- From the "Welcome to MCR Registration" screen:
 - Select your role as "Patient" if you are a patient.
 - Select "Designated Provider" if you are a designated provider.

 Note: Law Enforcement can only Verify the Recognition Card Number. They cannot search by name or other information.







Please fill out relevant fields below. Field Required *

User Type

Please select a user type. If you need to register as more than one user type, you will be able to do so after your initial registration is successful.



12

- Complete the "Individual Information" fields:
 - Your email will automatically fill from your SAW account.
 - Enter your Registration Card number. *
 - > Enter your Date of Birth.
- Click the "Register" button.

Email Address:*				
Recognition Card N	lumber:*		 _	
Date of Birth:*	MM/dd/aaay	F9		

* Note: If you do not have a recognition card number, you will be prompted to see a Medical Cannabis Consultant to complete your registration



The Patient and Designated Provider Home Dashboard will load with your information.

1		AULT				Q	Search	@gmail.com	English
	Adult Patient with	Designated Provider Home	Patient/Designated Pro	vider Records/Registration	Messages Received	MCR Portal Orientatio	n		
Hor	ne								
	My Mobile R	ecognition Card							
	D	Open .	Expiration Date	Patient Name		Patient Card Number	Designated Provid	er Name	
	D	Open	04/02/2026			1743			
1	в к Ц н к	Page nize: 15 •							1 items in 1 pages
	Who Assess	ad my Decord							
	Click here to vie	ed my Record	ecord and recognition of	ard.					
	Medically En	dorsed Retail Stores							
1	Search	🖶 Print 🥐 Export 🖶 B	latch Print						
1		Store name .	Street Address	City		County		Business Phone N	lumber
	0	1EVERGREEN TRADENAME CHA	NGED	тик	MLA	KING			A
	0	Alderaan Greenery	ISRAEL RD S	E OLY	//PIA	THURSTON			
	D	Aloha One		OLYI	//PIA	THURSTON			





- From the top menu of the Patient / Designated Provider home screen:
 - Click "Patient/Designated Provider Records/Registration."
 - Click "Register as an additional user type here".

VISUAL	VAULT		
Adult Patient w	vith Designated Freedom to the second	Patient/Designated Pro	vider Records/Registration
me			
Registratio	n		
My Patient	an additional user type he t Record	Patient Card Expiration Date	First Name



INGTONS Select the user type and follow ٠ Washington State Department of Health the same registration steps as UTHORIZATION DATAB/ Welcome to MCR Registration previously outlined. CAL CAN Once registered as a new user ٠ Please fill out relevant fields below. type, you will receive another Field Required * confirmation email. User Type Please select a user type. If you need to register as more than one user type, you will be able to do so after your initial registration is successful. User Type:* Select Item 2 Select Item Patient * Note: Law Enforcement can only Designated Provider Verify the Recognition Card Number. **Retail Employee** They cannot search by name or other Law Enforcement information. Healthcare Practitioner VISUAL VAULT 17

- MCR will send registration confirmation to your email.
- Access your email and locate the confirmation.
- This email also includes a link to SAW for easy access.

< C (0 5 5 ;	
VisualVault <no.reply@visualvault.com> to @gmail.com ~</no.reply@visualvault.com>	abis Registry - Washington State Department of Health Indox ×
	Washington State Department of Health Medical Cannabis Registry (MCR)
	Hello [Full Name],
	You have been registered as a [Group] with MCR.
	You may access your account at: https://test-secureaccess.wa.gov/myFortress/saw/select.do. Login to Secure Access Washington, then select or add the Medical Cannabis Registry Service.
	Account created for username: [Username]
	Regards,
-	18



- To navigate to another Portal:
 - Select "MCR Portal Orientation" at the top right corner of the menu bar.

	т		
Adult Patient Home	Patient Records a	and Registration	MCR Portal Orientation
My Mobile Recog	nition Card		
Search	Print 🏕 Export 🗧	Batch Print	
	Open 🔺	Expiration Date	Patient Name
	Open	05/27/2026	
Who Accessed my Click here to view action Medically Endorse Search	size: 15 - y Record vity relevant to you ed Retail Stores Print record Export	r record and recognition card.	







View your Personal / DP record and View Recognition Cards



View Personal Record – Patient/DP

- From the top menu of the Patient/DP Homepage, click "Patient/Designated Provider Records/Registration"
- Click "Open" next to your name under My Patient Record or Associated Designated Provider.

VISUAL			Q Search				
Adult Patier	nt with <mark>Designate</mark>		tient/Designated Provi	der Records/Registra	ition		
Home							
Registra Register a My Patie	tion s an additiona ent Record	al user type here					
	Open Card Pr	int D Patient Card Expiration Da	te First Name	Last Name	Designa		
	Open	2/20/2020					
Associated D	Page size: 15 •	vider Record					
	Open	Card Print Date - Expiration Date	First Name		Last Name		
	Open	2					



View Personal Record – Patient/DP

- View your information as it appears in MCR.
- This information is pulled from your Authorization Form.
- You can edit your:
 - Email address.
 - Remove users: see <u>slide 45</u>





View Recognition Card

- From the "Patient/DP Home Screen:
 - Select your recognition Card from the List under "My Mobile Recognition Card"
 - > Click "Open" to view.
 - A new tab will open displaying the Recognition card.

esignated Provider for I	Minor Home Desi	gnated Provider for Minor Records/Registration	Messages Received
v Mobile Recoo	nition Card		
	Open 🔺	Expiration Date	Designated Provider Name
	Open	00/06/2026	DESIG REGISTRATION



View Recognition Card

- You can use this Mobile version in place of your physical card at any medically endorsed retail store.
- It is *not* recommended to screenshot this image to avoid any discrepancies from the Registry.





Searching for Medically Endorsed Cannabis Stores



Search for Medically Endorsed Retail Stores

- From your Home Dashboard, scroll down to "Medically Endorsed Retail Stores.
 - Click the search button and search by specific criteria.
 - ✤ Store Name
 - Street address
 - ✤ City
 - County
 - ✤ Business Phone Number



VISUAL	VAULT			Q Search	mcrtraining1@gmail.com English	
Adult Patien	t with Designated Provider Home	Patient/Designated Prov	ider Records/Registration	Messages Received	MCR Portal Orientation	
Who Acc Click here to Medically	essed my Record to view activity relevant to your r y Endorsed Retail Stores rch	ecord and recognition c	ard.			
	Store name 🔺	Street Address	City	County	Business Phone Number	
	1EVERGREEN TRADENAME CHANGED	1623 79TH AVE	TUKWILA	KING		
	2EVERGREEN HEALTH SOLUTION	4692 BETH ESTATES	NEW JACK	BERG	2705094496	
	Alderaan Greenery	111 ISRAEL RD SE	OLYMPIA	THURSTON	(555) 420-1003	
4 4 1 2	3 4 5 6 7 8 9 10 🕨	Page size: 15 👻			316 items in 32 pa	ages

Search for Medically Endorsed Retail Stores

- Click the search button and search by specific criteria.
 - Store Name
 - Street address
 - > City
 - County
 - Business Phone Number

				Q	Search r	mcrtraining1@gmail.com	English
Adult Patient with Designated Provider Home	Patient/Des	ignated Provider Records/F	Registration	Messages R	eceived	MCR Portal Orien	tation
Who Accessed my Record Click here to view activity relevant to your r Medically Endorsed Retail Stores	record and rec	ognition card.					
+	••	Store name	- co	ntains	•		
		Store name	Â				
		Street Address City County Rusinger Phone				Clear	Search



Who Accessed My Record and View Messages



RCW 69.51A.230(1)(c) states that a qualifying patient or designated provider may request and receive information on any person or entity that has queried their name or information in the Medical Cannabis Registry.

- As a user in MCR, you may access this report through your online portal.
- Patients can also use this report to see their designated providers card activity.





- From Patient/DP Homepage, navigate to "Who Accessed my Record"
- Click "Click here to view activity relevant to your record and recognition card."

	Q Searc
Adult Patient with Designated Provider Home	Patient/Designated Provider Records/Regi
me	
My Mobile Recognition Card	No items were found.
Who Accessed my Record	
Who Accessed my Record Click here to view activity relevant to your	record and recognition card.



- A pop-up message will appear,
 - Select the date range for your search.
 - Clicking Continue will prompt MCR to email the report to your email on file.

1	Select a date The report will Click ")	range a be sen X" to clos	and click "Co It to your MC se this modal.	R email.	
Start Date:	01/01/2025		End Date:	05/22/2025	j



- An "Email Sent" pop-up will appear,
 - Select "Okay" to return to your portal.







Who Accessed my F

- After downloading this file, you can:
 - > View the report.
 - > Print the report.
 - > Save for your records.
- * Note: this report is only emailed to your email on file with MCR. It will not be stored locally within MCR.



Washington Sta Who Acc	te Departme	my R	alth Record		Ę	AUTHORIZATION DATABASE
Requested by:				DOB:	01/01/1950	
Card Number:				Report period	d: 01/01/2025 t	05/22/2025
Full Name	Patient or DP	Issue Date	Expiration Date	Date & Time	Action Taken	Who Accessed
	Adult Patient	05/20/20 25	05/20/2026	01/02/2025 10:27:00 AM	Card Found: Verify Card	
	Adult Patient	05/20/20 25	05/20/2026	01/22/2025 12:46:00 PM	Record Not Found: Create New Patient Record	
	Adult Patient	05/20/20 25	05/20/2026	01/23/2025 01:34:00 PM	Record Not Found: Create New Patient Record	
	Adult Patient	05/20/20 25	05/20/2026	01/23/2025 01:49:00 PM	Record Not Found: Create New Patient Record	
	Adult Patient	05/20/20 25	05/20/2026	01/24/2025 12:38:00 PM	Record Not Found: Create New Patient Record	
	Adult Patient	05/20/20 25	05/20/2026	02/06/2025 12:06:00 PM	Record Not Found: Create New Patient Record	
	Adult	05/20/20	05/20/2026	02/06/2025	Record Not Found: Create	

- If there were no search results using the date range entered,
 - A pop-up message will appear indicating "No Records Found"
 - Click "Okay" to return to your portal.





View Messages



View Messages

MCR Account users may receive messages from the Medical Cannabis Program or from the MCR System.

- How to view your messages:
 - Click on "Messages Received" from the top menu of the Homepage.
 - View your messages from this dashboard.
- These can be Email messages or Dashboard messages.

	т		C	2 Search	·@gmail.com English
Adult Patient with Desig	gnated Provider Ho	me Pa	atient/Designated Provid		Messages Received
ne					
Messages Receiv	ed				
Wessages Receiv					
Search 🖙	Print 🌈 Export	Batch Print			
	Date	Communication	Subject	Message	





- Your MCR Account will remain active as long as you log in every 30 days.
- For Security reasons, your MCR account will change to an "Inactive" if it has been 30 days or more.
- You will be notified if your account is approaching inactivity or is inactive.
- If your account is inactive, you will need to "Reactivate" your account manually.
- After 1 year of no use, you must contact DOH to have your account "Reactivated."





Notification and Reactivation:

- After 20 days of inactivity, you will receive an e-mail notification.
- Subject: "Your MCR account will be inactivated in 10 days"
- Click the link within the email to log in. This will keep your account "Active."

* Note: Inactive accounts are still in the system.



When an Account Becomes Inactive:

- After 30 days of inactivity, you will receive an e-mail notification.
- Subject: "Your MCR account has been inactivated."
- Click the link to log in and "Reactivate" your account. A new "MCR Reactivate Account" page will open.





Reactivating an Inactive Account:

- Enter:
 - ➢ First name,
 - Last name,
 - > Email Address,
 - And DOB
- Click the "Reactivate Account" button.

Washington State Department of Health MCR Account Reactivation	AUTHORIZATION DATABASE
Please fill out relevant fields below as they appear on you Field Required* Individual Information	ur authorization form and click "Reactivate Account"
Last Name:*	Suffix:
Email Address:*	Date of Birth*
	Reactivate Account



- After 1 year of inactivity, you will receive a notification.
- Subject: "MCR Account Inactive for [Time Period]."
- After 1 year of no use, you must contact DOH to have your account "Reactivated."







If you decide you no longer want to be in the Medical Cannabis Registry (MCR), you can remove yourself, your Designated Provider, or both at the same time.

- From the top menu of the Patient/DP Homepage:
 - Click "Patient/Designated Provider Records/Registration"
 - Click "Open" next to your name under My Patient Record or Associated Designated Provider Record.

VISU		VAULT		Q Search			
Adul	t Patient with	Безіунас		Patient/Designated	Provider Records/Registrat	ion	
Home							
Reg Regis My I	istration ^{ster as an} Patient F	additiona Record	al user type here				
(Ор	en Card Pr	int D Patient Card Expiration	Date First Name	Last Name	Designat	
(Ор	en	E) EV) EVE				
	► ► Page s	ize: 15 💌					
Associa	ated Desigr	nated Prov	vider Record				
		Open	Card Print Date - Expiration Dat	e First Name		Last Name	
	0	Open					



- You can remove your account from the Registry at any time. This will also remove your Designated Provider at the same time.
- You can also select to remove "only" your Designated Provider for any reason.
- Steps:
 - From your Patient Record, Scroll Down to "Remove Account from Registry"





- Select a Reason from the drop-down menu.
 - Click "Remove Patient" which removes both yourself and the Designated Provider.

 Click "Remove Designated Provider" to remove only the Designated Provider.

VISUAL

VAULT



or

Resources

Utilize the following resources:

<u>Click here: Washington State DOH Medical Cannabis</u> <u>Program Overview Homepage</u>

Click here: Washington State DOH Medical Cannabis Patient/DP information Homepage

Click here: Washington State DOH Medical Cannabis Laws and Rules Homepage

<u>Click here: Washington State DOH Medical Cannabis</u> <u>Program Updates Homepage</u>





Support

Contacting Tech Support & Help Desk:

Support portal: https://mcr.freshdesk.com/

Email: mcr@visualvault.freshdesk.com

Phone (Both): 480-308-4400 extension 2 or (844) 769-8285 extension 2

Standard Operating Hours:

Standard operating hours are between 8:00 AM and Midnight, US Pacific Time, Sunday through Saturday, excluding VisualVault's published holidays or holidays as observed locally by VisualVault.

VisualVault Holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving
American Independence Day	Christmas Day





Questions?







To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.