



# MMJAS DATABASE TRAINING

Module 1: Medical Marijuana Authorization Database Registration

Publication #DOH 608-026 – Updated December 2018

# THERE ARE TWO DATABASES, ONE REQUIRED REGISTRATION

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## **SECURE ACCESS WASHINGTON (SAW)**

SAW is a security portal that is used by many agencies throughout the state of Washington to allow customers access to various restricted services or systems like the Medical Marijuana Authorization System (MMJAS).



## **MEDICAL MARIJUANA AUTHORIZATION DATABASE (MMJAS)**

The Medical Marijuana Authorization Database (MMJAS) is a confidential and secure database used to verify cardholders and to create and issue medical recognition card to qualifying patients and their designated providers.

To access MMJAS, also known as Airlfit, users will create a SAW account and always log in through SAW.

## STEP 1

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Let's get started!

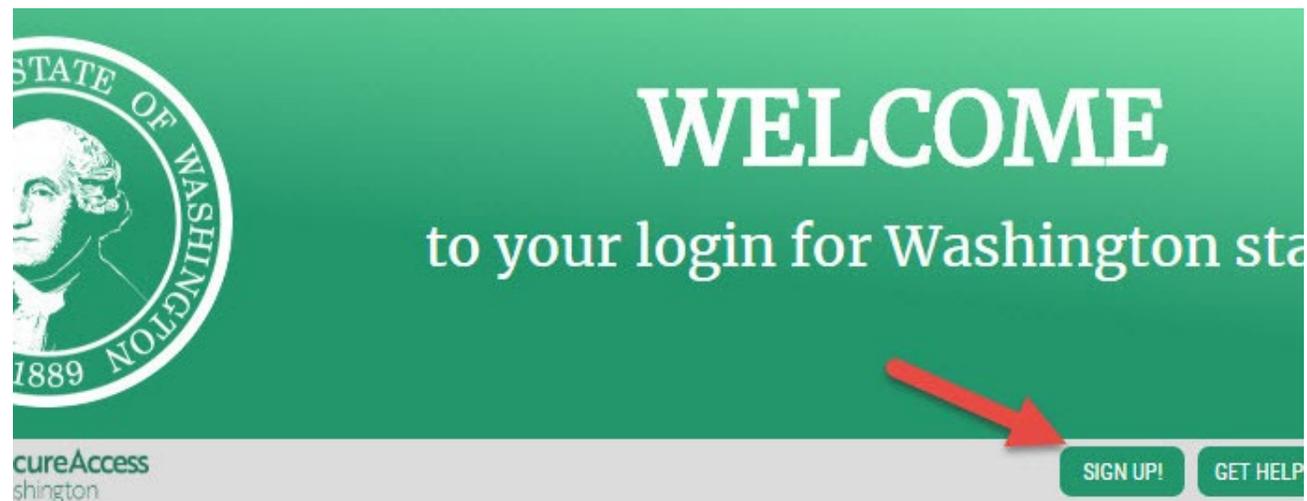
Create a Secure Access Washington (SAW) Account

## Step 1: Create a SAW Account

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 user names.

- Click “Sign Up” to get started!



### LOGIN

USERNAME

PASSWORD

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



## Step 1: Create a SAW Account



**STOP!** If you think you already have a SAW account and you want to continue using that account, click “Check Now” to confirm.

To create a new SAW account:

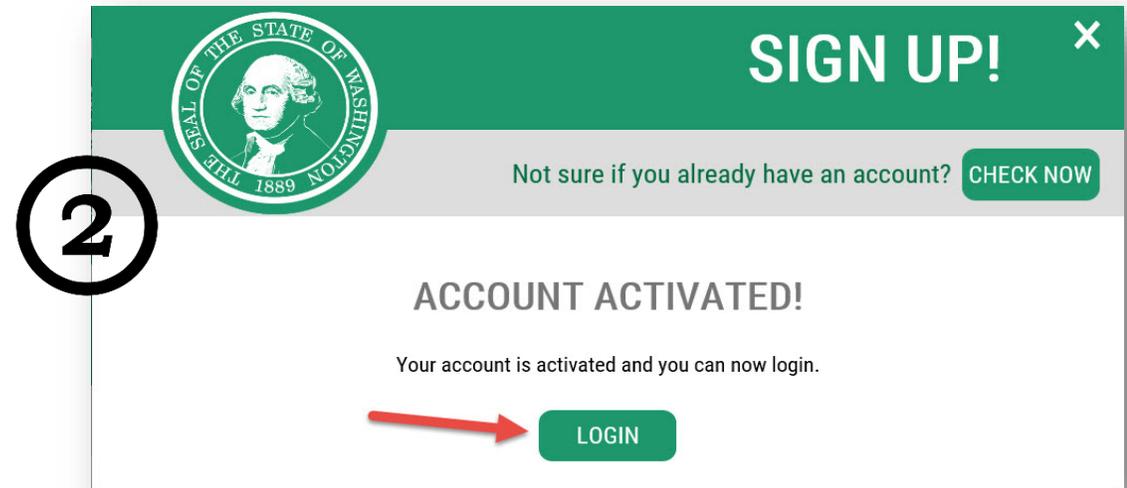
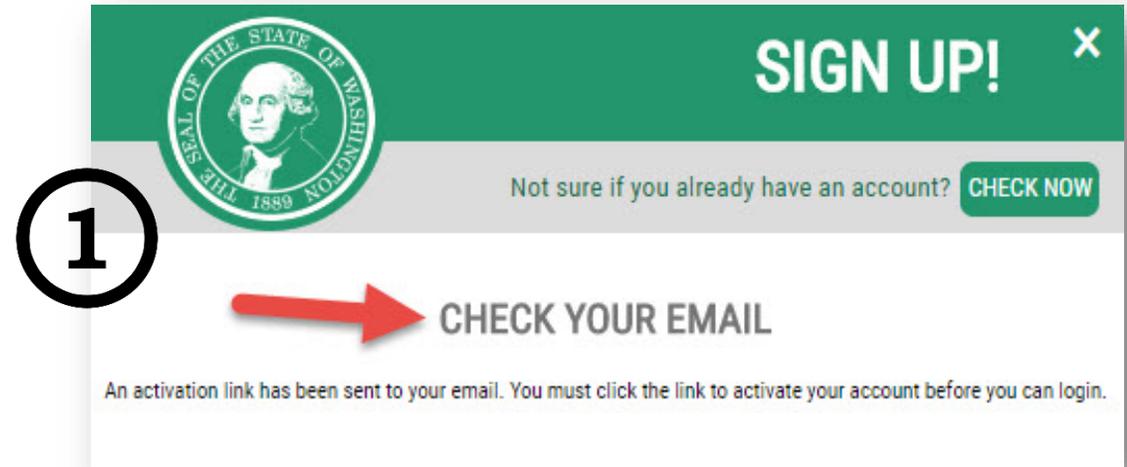
1. Complete the form
2. Click “I’m not a robot”
3. Click “Submit”

The screenshot shows the 'SIGN UP!' form for the State of Washington. At the top left is the state seal. At the top right is the title 'SIGN UP!' with a close button. Below the title is a link: 'Not sure if you already have an account? CHECK NOW'. The form fields are: FIRST NAME, LAST NAME, EMAIL, USERNAME, and a PASSWORD section with requirements: 'Add at least 10 more characters', 'Add a special character or a lower case letter or an uppercase letter or a number', and fields for PASSWORD and CONFIRM PASSWORD. At the bottom is a checkbox for 'I'm not a robot' with a reCAPTCHA logo, and a green 'SUBMIT' button. Red annotations include: a '1' in a circle with an arrow pointing to the form fields; a '2' in a circle with an arrow pointing to the 'I'm not a robot' checkbox; a '3' in a circle with an arrow pointing to the 'SUBMIT' button; and a red arrow pointing to the 'CHECK NOW' button.

## Step 1: Create a SAW Account

Next, the SAW system will send you an activation link to the email account you registered with.

1. Check your email and click on the activation link.
2. Your account is now active! Click “Login” to continue with registration



## STEP 2

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Add a new service to your SAW user account

## Step 2: Add a New Service

Next, you will add the Medical Marijuana Authorization System (database) service to your SAW profile.

- Click “Add a new service”

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.

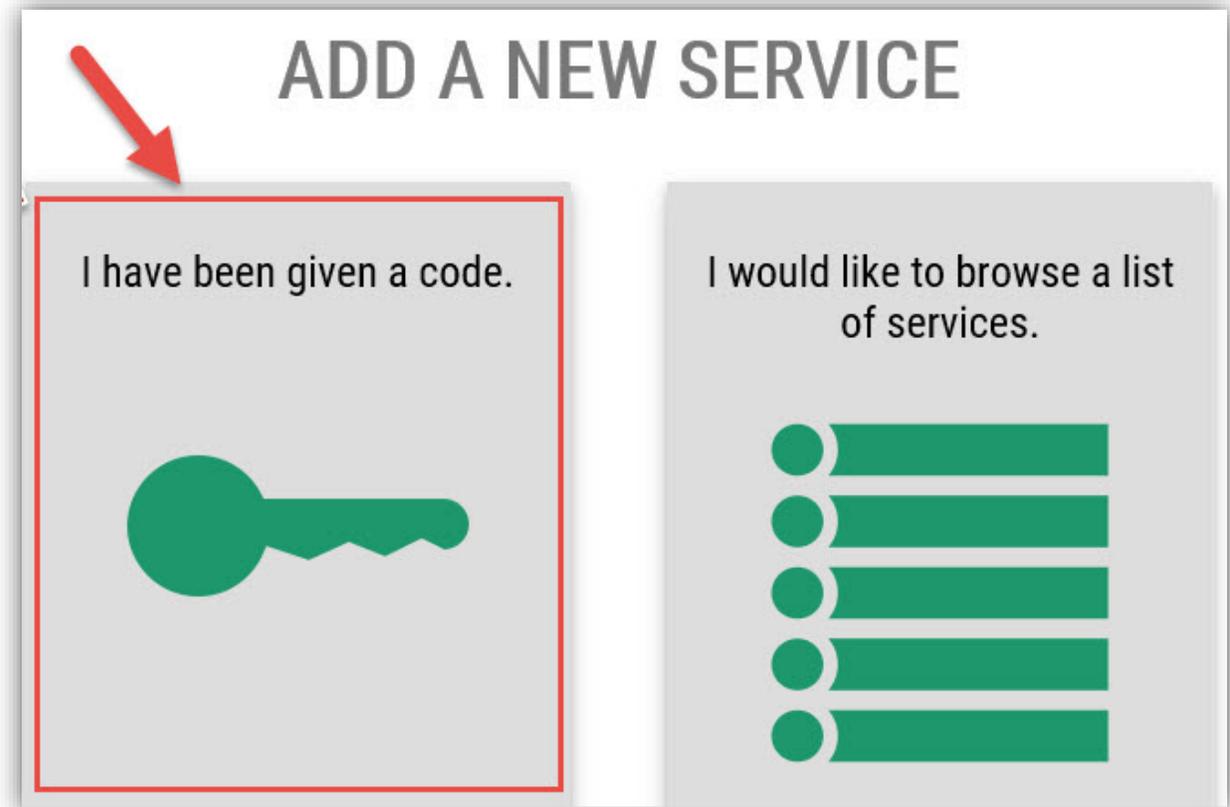
SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON

WASHINGTON  
STATE  
AGENCIES

## Step 2: Add a New Service

The Medical Marijuana Authorization Database has its own code.

- Click “I have been given a code”



## Step 2: Add a New Service

- Enter the code “MMJAS”
- Click “Submit”

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.

## STEP 3

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Complete the identity verification process

## Step 3: Identity Verification

SAW will walk you through the identity verification process where you will be asked a series of questions based on public record data.

1. Review your name and edit (if necessary)
2. Complete the address form
3. Click “Continue”

**SecureAccess**  
Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

### IDENTITY VERIFICATION

You will be asked a series of questions based on your public record data (the state of Washington does not gather or store this data). These questions could be about things you have owned, people you know or your professional experience. If you do not wish to answer these questions, you may [request permission to skip this step](#). This choice may delay access to your service. Requests to bypass this process will send a notification to the owner of the service who may reach out to you to verify your identity manually. Once verified, you will be able to continue the registration process for this service.

**NAME**

Is your legal name displayed correctly below? First and Last name are required. This name should match what appears on your official documents, like your driver's license or passport. [Edit your name](#) if it does not match your official documents. Once any edits are complete, please return to this page.

1 → DOHTEST ADMIN

**ADDRESS**

The State of Washington does not store this address or use it for any purpose other than this transaction. If you have more than one address, enter the location where you receive bills or bank statements.

2 →

STREET ADDRESS

CITY

STATE

ZIP

3 → CONTINUE

## Step 3: Identity Verification

If you fail the identity verification process, try the following:

1. Edit your profile using your legal name and a previous address
2. Click “Request permission to skip this step”



**If you requested a “skip”,** you will be contacted by email with next steps within 72 hours. Once complete, you will be able to continue on with Step 4 (next page).

## 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.*

## STEP 4

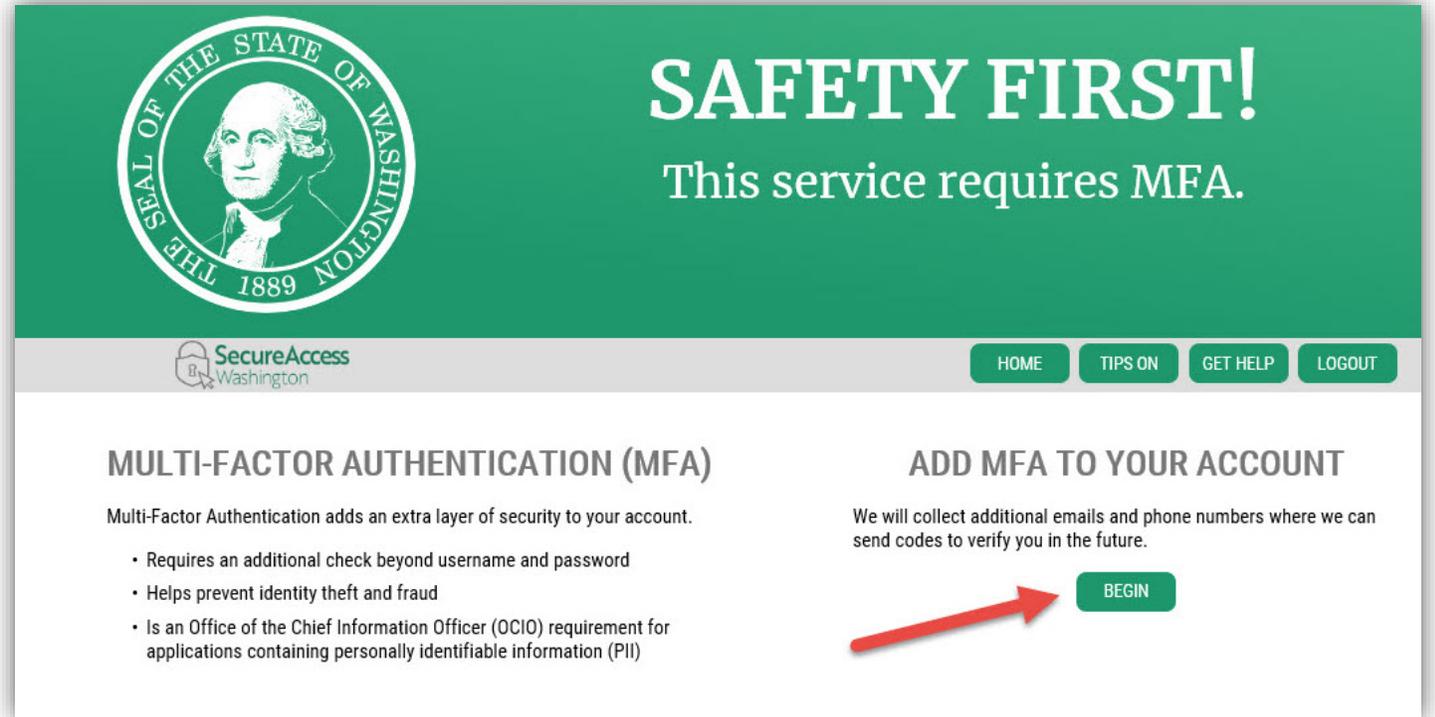
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Add security to your account using Multi-factor Authentication (MFA)

## Step 4: Multifactor Authentication (MFA)

Next, SAW will add an extra layer of protection over your account by allowing you to add phone numbers and emails to verify your identity in the future.

➤ Click “Begin” to get started



The screenshot shows the SecureAccess Washington website. At the top left is the Seal of the State of Washington, featuring George Washington and the year 1889. To the right, a green banner reads "SAFETY FIRST! This service requires MFA." Below the banner is a navigation bar with buttons for HOME, TIPS ON, GET HELP, and LOGOUT. The main content area is split into two columns. The left column is titled "MULTI-FACTOR AUTHENTICATION (MFA)" and contains a sub-header "Multi-Factor Authentication adds an extra layer of security to your account." followed by a bulleted list: "Requires an additional check beyond username and password", "Helps prevent identity theft and fraud", and "Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PI)". The right column is titled "ADD MFA TO YOUR ACCOUNT" and contains the text "We will collect additional emails and phone numbers where we can send codes to verify you in the future." Below this text is a green "BEGIN" button, which is pointed to by a red arrow.

**SAFETY FIRST!**  
This service requires MFA.

SecureAccess  
Washington

HOME TIPS ON GET HELP LOGOUT

### MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

- Requires an additional check beyond username and password
- Helps prevent identity theft and fraud
- Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PI)

### ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

**BEGIN**

## Step 4: Multifactor 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”

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**

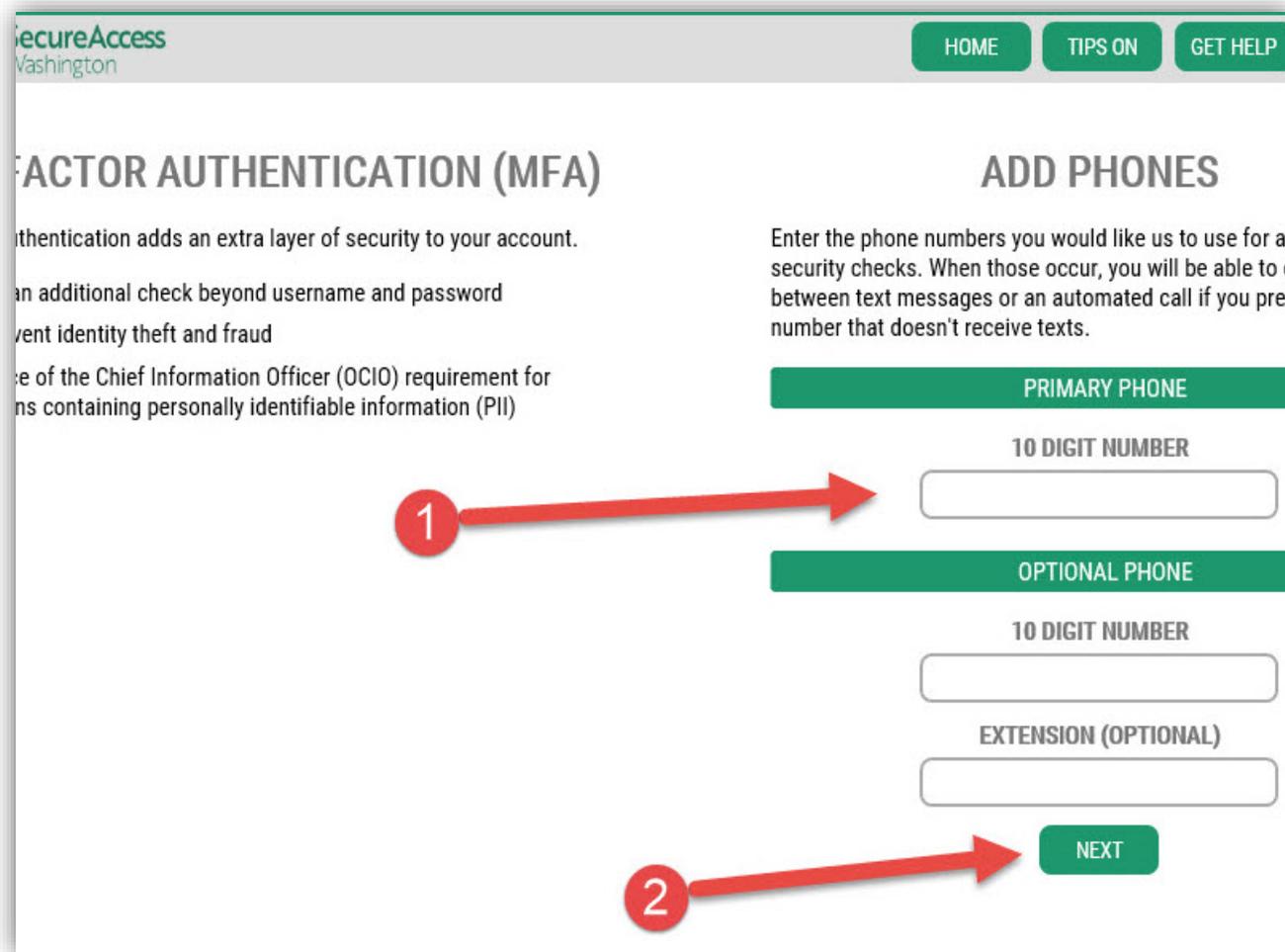
## Step 4: Multifactor Authentication (MFA)

Next, SAW will ask you to add a primary phone number.

- Enter a primary phone number where you can be reached to be given a verification code
- The optional number is not required, but you can enter a secondary number
- Click “Next”



**DO NOT** use phone numbers that have a phone tree set up because SAW will not be able to make a selection



SecureAccess  
Washington

HOME TIPS ON GET HELP

### MULTIFACTOR AUTHENTICATION (MFA)

Multifactor authentication adds an extra layer of security to your account. It provides an additional check beyond username and password to help prevent identity theft and fraud. This is a requirement of the Chief Information Officer (OCIO) requirement for systems containing personally identifiable information (PII).

### ADD PHONES

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer a phone number that doesn't receive texts.

**PRIMARY PHONE**

10 DIGIT NUMBER

1

**OPTIONAL PHONE**

10 DIGIT NUMBER

EXTENSION (OPTIONAL)

2

NEXT

## Step 4: Multifactor Authentication (MFA)

Now, review your information and finalize MFA.

- Review your contact information for accuracy. To make a correction, click the “Change” button at the bottom of the screen.
- Click “Submit” if everything looks good.

SecureAccess  
Washington

HOME TIPS ON GET HEL

### MULTIFACTOR AUTHENTICATION (MFA)

Multifactor authentication adds an extra layer of security to your account. It is an additional check beyond username and password to help prevent identity theft and fraud. This is a requirement of the Chief Information Officer (OCIO) requirement for systems containing personally identifiable information (PII).

### REVIEW AND FINALIZE

Please review the information you have entered and make any changes before pressing the "SUBMIT" button.

**PHONE NUMBERS**

PRIMARY: 3333333333

**EMAILS**

EMAIL 1: medicalmarijuana@doh.wa.gov

Would you like us to add this computer to our list of known devices? Users who access the system using a known device are less likely to be challenged.

Yes  
 No

**CHANGE** **SUBMIT**

## STEP 5

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Complete the SAW registration process

## Step 5: Finalize SAW Registration

Now that you have created your SAW user profile, the Department of Health wants to know what type of database user you are.

- Choose “Marijuana Retail Stores”
- Click “Submit”

**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.

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

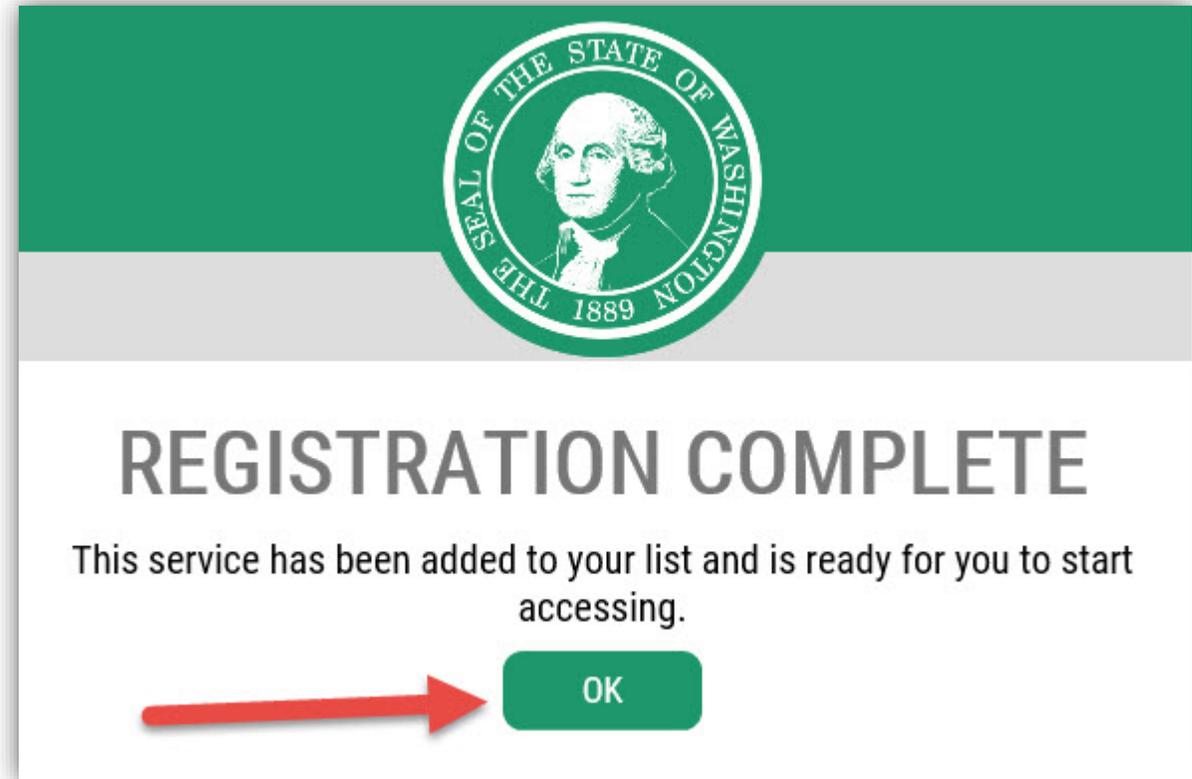
1 →

2 →

## Step 5: Finalize SAW Registration

You are almost done! You have completed SAW registration, and now it is time to complete the Medical Marijuana Authorization Database account registration.

- Click “OK” to access the service



## STEP 6

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Access the Medical Marijuana Authorization Database

## Step 6: Access Database (Airlift)

On this screen, you see three things:

1. Description of the service you signed up for
2. Membership status (Active)
3. Action button that allows you to remove the service (not advised)

- To continue, access the service by clicking the “Medical Marijuana Authorization System” link (circled in red)

The screenshot shows the SecureAccess Washington interface. At the top right is an 'ACCOUNT' button. Below it is a green bar with 'ADD A NEW SERVICE' and three numbered red circles (1, 2, 3) indicating steps. Below this is a table with columns: SERVICE, DESCRIPTION, MEMBERSHIP (?), and ACTION (?). The first row contains the link 'Medical Marijuana Authorization System' (circled in red), the description 'Medical Marijuana Authorization System', the status 'Active ?' (with a green circle around the question mark), and the 'Remove' button.

SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
<a href="#">Medical Marijuana Authorization System</a>	Medical Marijuana Authorization System	Active ?	<a href="#">Remove</a>

## Step 6: Access Database (Airlift)

This page is a reminder you are leaving the SAW security portal and entering a different database, the Medical Marijuana Authorization Database, also known as Airlift.

- Click “Continue”

**NOW ACCESSING**



*Washington State Department of*  
**Health**

You are now accessing Medical Marijuana Authorization System provided by Department of Health. If you require assistance, the Medical Marijuana Authorization System help desk can be reached at [medicalmarijuana@doh.wa.gov](mailto:medicalmarijuana@doh.wa.gov) or 360-236-4819.



## Step 6: Access Database (Airlift)

Once inside Airlift, the database will want to know who you are also. You will be required complete your Airlift profile. To continue:

- Read the “Terms of Service”
- Click “I Agree”

### TERMS OF SERVICE

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By accessing the Medical Marijuana Authorization Database (MMJADB) system, I affirm the following information is true and correct:

I have an ownership interest or I am an employee of a medically endorsed retail store. I am using the MMJADB system solely to validate medical marijuana recognition cards. If I hold a medical marijuana consultant certificate under RCW 69.51A.290 I may also create, renew, or replace medical marijuana recognition cards.

I understand access for any other purpose or disclosure of data from the MMJADB system is a violation of Washington law with criminal sanctions under RCW 69.51A.240 and disciplinary action may be taken against my certificate. I will treat the information in the MMJADB system as health care information protected from disclosure under state laws, chapter 70.02 RCW, and will not disclose, discuss, share, or otherwise violate chapter 70.02 RCW in my access and use of the MMJADB system data.

I am responsible for all use of my user name and password, and any use of the MMJADB system by an employee I have authorized. I will never share my password with anyone, including co-workers. If any authentication or password is lost or compromised, or if an employee whom I have authorized to access the system no longer needs access to the MMJADB system, I will notify the Department of Health immediately.

I understand the Department of Health will conduct auditing activities to monitor the use of the MMJADB system.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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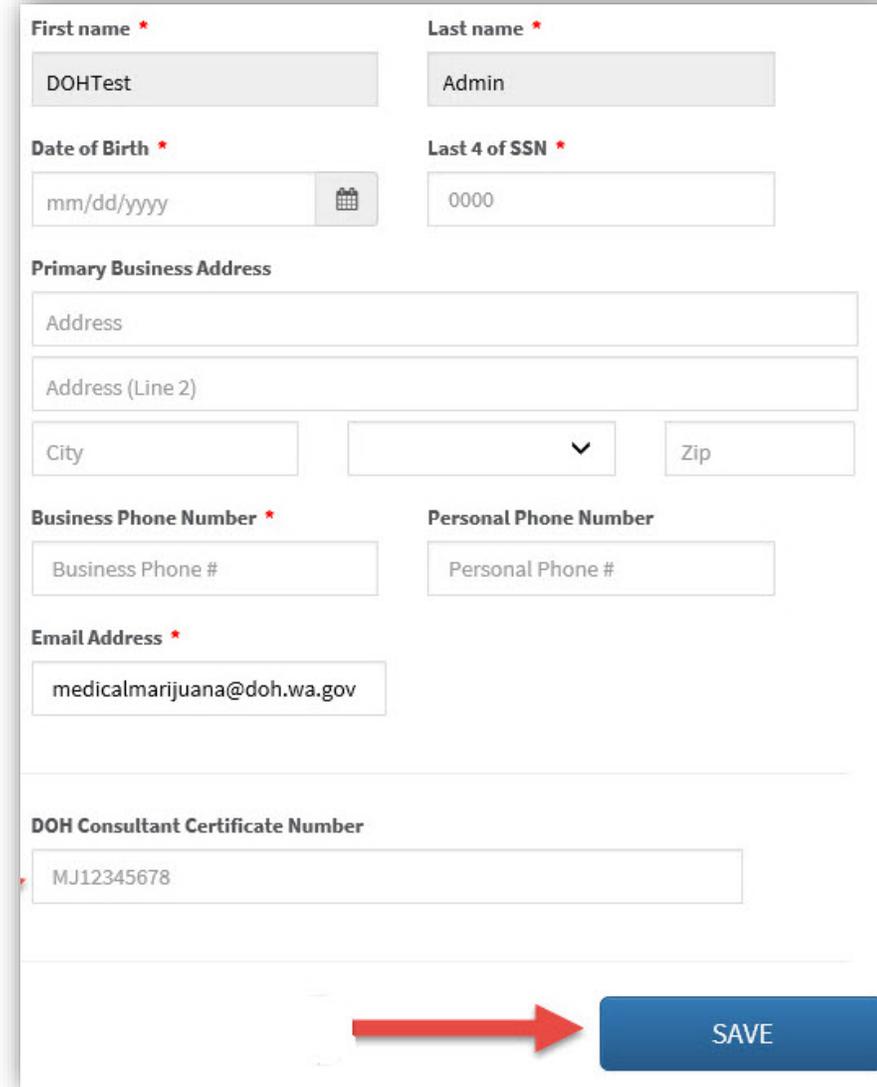
## Step 6: Access Database (Airlift)

- Complete the form. Required fields are indicated by a **red (\*)**
- Click “Save.”



### Medical Marijuana 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.



First name \* DOHTest

Last name \* Admin

Date of Birth \* mm/dd/yyyy

Last 4 of SSN \* 0000

Primary Business Address

Address

Address (Line 2)

City

Zip

Business Phone Number \* Business Phone #

Personal Phone Number Personal Phone #

Email Address \* medicalmarijuana@doh.wa.gov

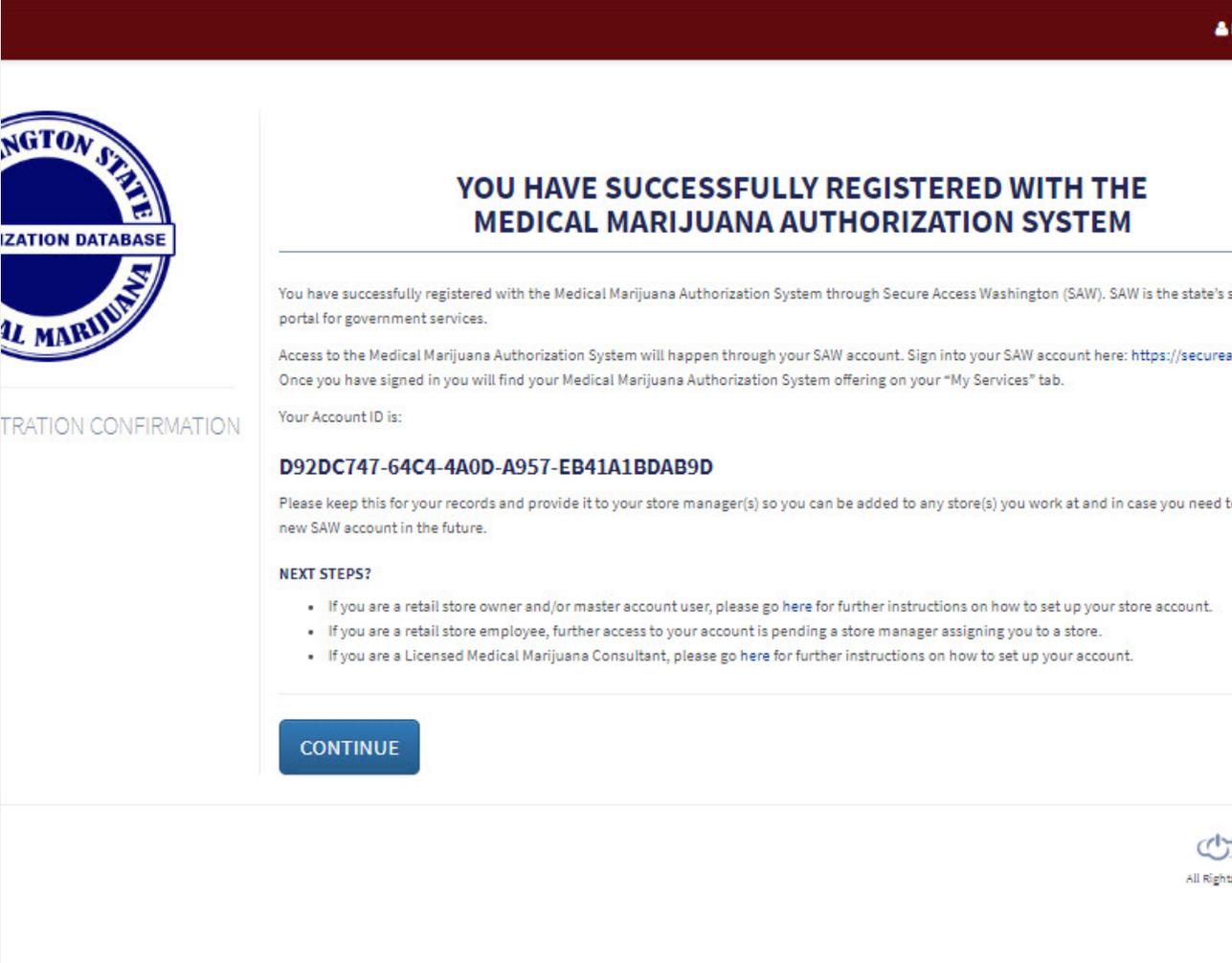
DOH Consultant Certificate Number MJ12345678

SAVE

## Step 6: Access Database (Airlift)

**Congratulations!** You have successfully registered with the Medical Marijuana Authorization System.

✓ Click “Continue”

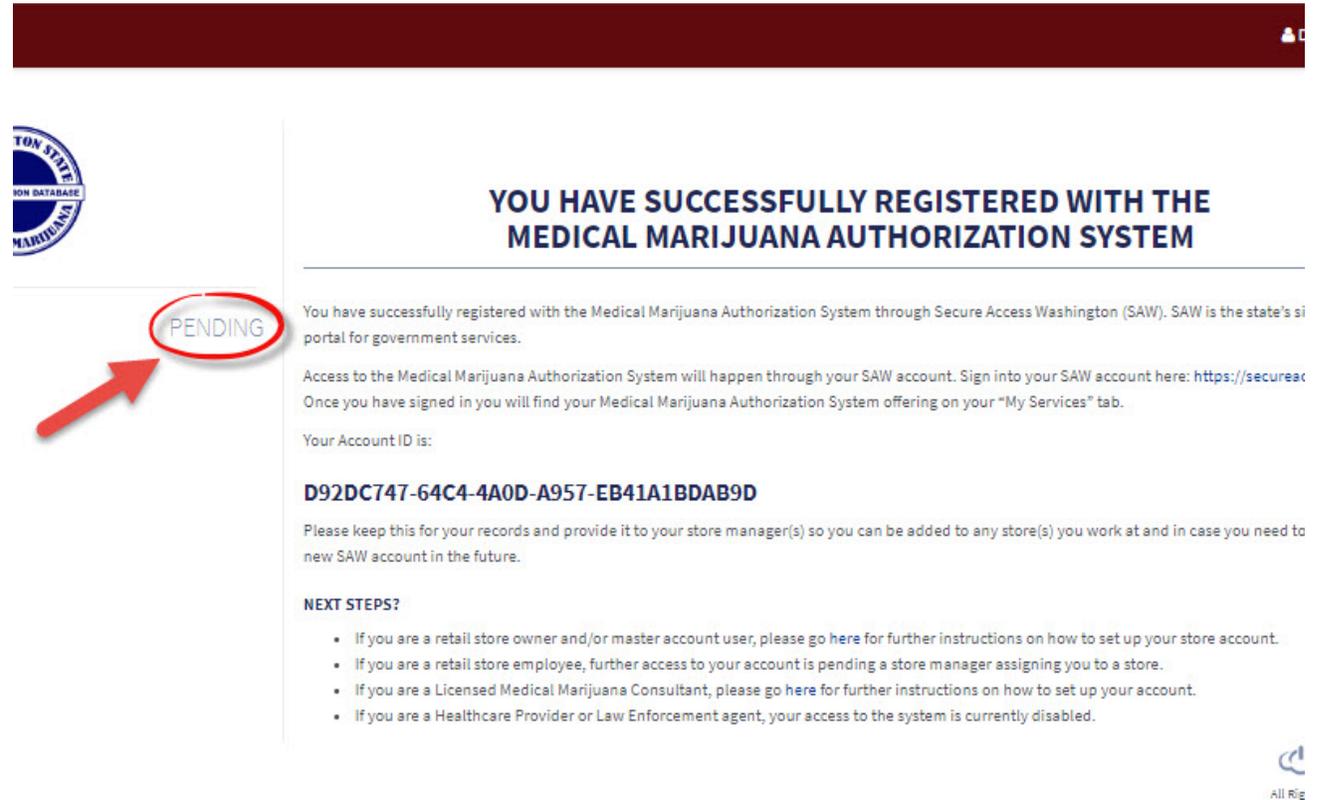


The screenshot shows a registration confirmation page for the Washington State Medical Marijuana Authorization System. On the left is the Washington State Medical Marijuana Authorization Database logo. The main content area features a dark red header bar at the top. Below it, the text reads: "YOU HAVE SUCCESSFULLY REGISTERED WITH THE MEDICAL MARIJUANA AUTHORIZATION SYSTEM". A horizontal line separates this from the main body of text, which states: "You have successfully registered with the Medical Marijuana Authorization System through Secure Access Washington (SAW). SAW is the state's secure access portal for government services. Access to the Medical Marijuana Authorization System will happen through your SAW account. Sign into your SAW account here: <https://secureaccess.wa.gov>. Once you have signed in you will find your Medical Marijuana Authorization System offering on your "My Services" tab. Your Account ID is: **D92DC747-64C4-4A0D-A957-EB41A1BDAB9D**. Please keep this for your records and provide it to your store manager(s) so you can be added to any store(s) you work at and in case you need to create a new SAW account in the future. NEXT STEPS? • If you are a retail store owner and/or master account user, please go [here](#) for further instructions on how to set up your store account. • If you are a retail store employee, further access to your account is pending a store manager assigning you to a store. • If you are a Licensed Medical Marijuana Consultant, please go [here](#) for further instructions on how to set up your account. At the bottom of the main content area is a blue button labeled "CONTINUE". The footer contains a small logo and the text "All Rights Reserved".

## Step 6: Access Database (Airlift)

At this point in the registration process, you are in pending status until someone adds you to a store account. The only people who can add you to a store account is:

- ✓ A Master User (owner of the store)
- ✓ A Delegate (manager of the store)



**WASHINGTON STATE DEPARTMENT OF HEALTH**

### YOU HAVE SUCCESSFULLY REGISTERED WITH THE MEDICAL MARIJUANA AUTHORIZATION SYSTEM

You have successfully registered with the Medical Marijuana Authorization System through Secure Access Washington (SAW). SAW is the state's single portal for government services.

Access to the Medical Marijuana Authorization System will happen through your SAW account. Sign into your SAW account here: <https://secureaccess.wa.gov>. Once you have signed in you will find your Medical Marijuana Authorization System offering on your "My Services" tab.

Your Account ID is:

**D92DC747-64C4-4A0D-A957-EB41A1BDAB9D**

Please keep this for your records and provide it to your store manager(s) so you can be added to any store(s) you work at and in case you need to create a new SAW account in the future.

**NEXT STEPS?**

- If you are a retail store owner and/or master account user, please go [here](#) for further instructions on how to set up your store account.
- If you are a retail store employee, further access to your account is pending a store manager assigning you to a store.
- If you are a Licensed Medical Marijuana Consultant, please go [here](#) for further instructions on how to set up your account.
- If you are a Healthcare Provider or Law Enforcement agent, your access to the system is currently disabled.

All Rights Reserved

# Important Reminders

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- A Master User or Delegate must add you to a store account before you can use the database
- Always use Google Chrome as the preferred internet browser
- Always log into the database through SAW: <https://secureaccess.wa.gov/myAccess/>
- Keep your user profile ACTIVE by logging in at least once every 30 days
- Logging in frequently (even if you don't need to) offers many benefits
  - minimizes SAW authentication challenges
  - helps you become familiar with the system
  - keeps your account active
- Protect yourself! Do not share user names or passwords

# Support

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## MMJAS Support

360-236-4819, select option 1

[medicalmarijuana@doh.wa.gov](mailto:medicalmarijuana@doh.wa.gov)



handle: WADeptHealth



*Washington State Department of*

*Health*