



Module 5: How do I perform the quarterly confirmation process?

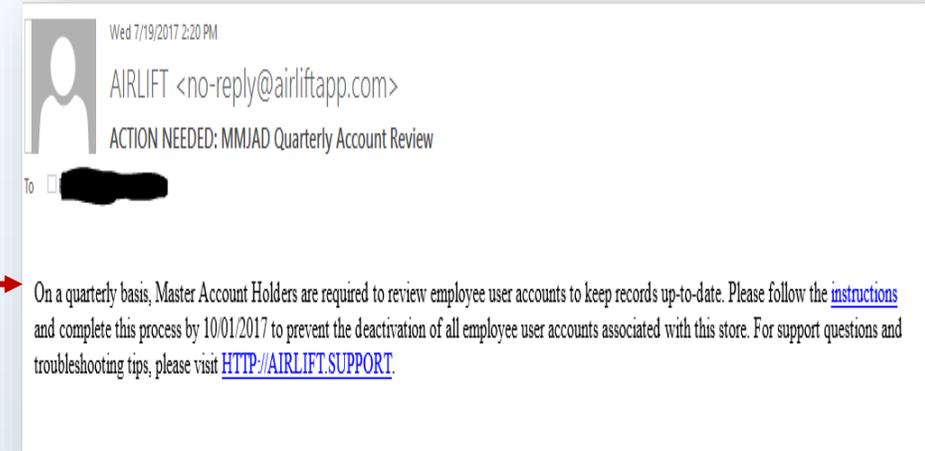
DOH 608-030 – April 2020

What is Quarterly Confirm Employees

- The quarterly confirmation is a system security process that protects misuse of the store account in the database.
- The quarterly confirmation process executes on a quarterly basis and allows the user **two weeks** to perform the confirmation.
 - For example, the process executes mid-December, and the user is given **two weeks** to confirm their employees to prevent the store account from deactivating.

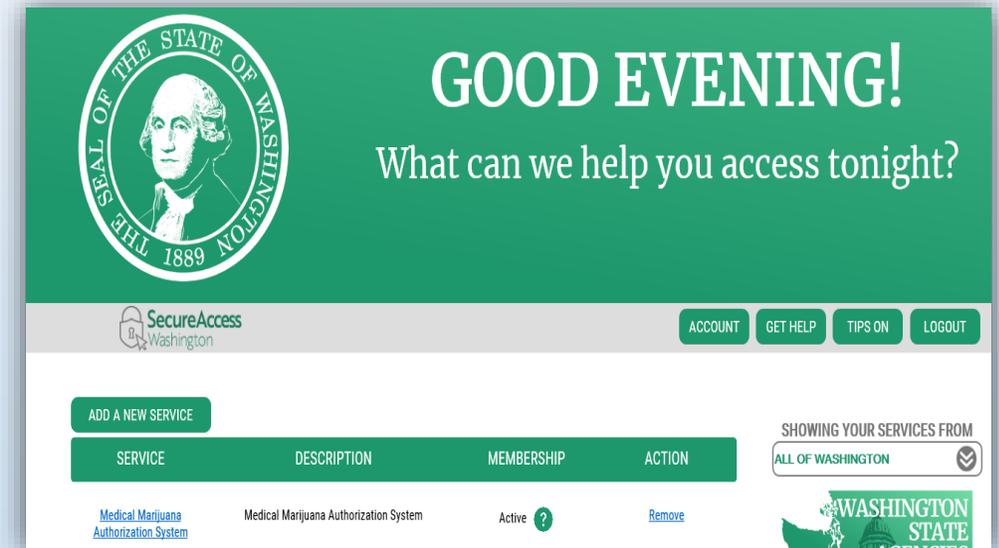
Key Reminders

- Master users will receive the email (see image) and can perform the function.
- Store staff set with Delegate permissions can log into their own user account and complete the task on behalf of the owner by following the same steps below.
- Remember, Delegates **will not** receive an email notification, so it will be the Master user's responsibility to notify Delegates and ensure the task is completed.
- Once completed, regardless who performs it, the flag will be removed from the store account and the store account will continue to be operational.



What Happens When The Process is Launched?

- The store account is flag
- Email notification is sent to the email on file with the business license. The email is a reminder to owners to review their store account(s) and remove any employees that should not have access.
- The master user (owner) or store staff with delegate permission can perform this task by logging into their own user account through Secure Access Washington (SAW) and access the Medical Marijuana Authorization System. See image



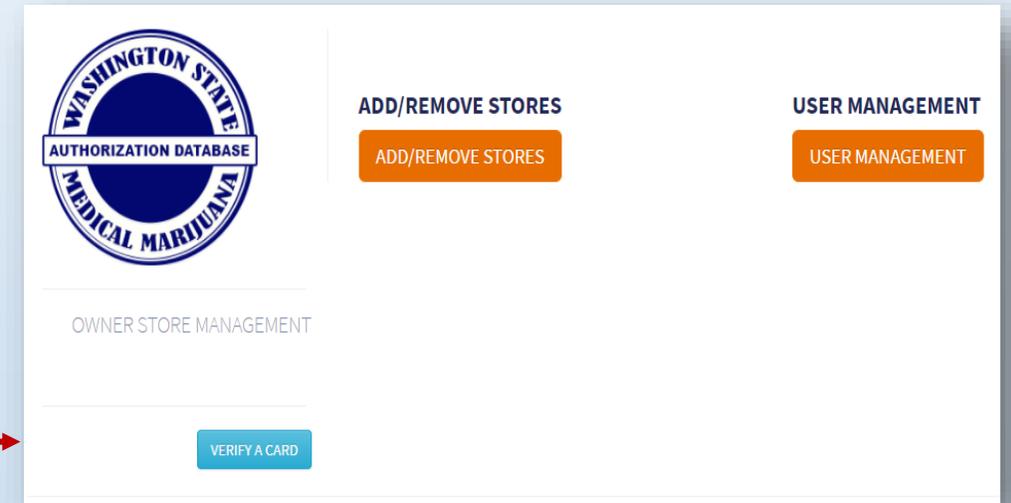
Step by Step Instructions

Master Account holder will follow the steps below:

Step 1: LOG IN to Secure Access Washington
(<https://secureaccess.wa.gov>)

Step 2: CLICK on the MY SERVICES tab and click on the Medical marijuana authorization database link. It will want to send you a verification code and will give you the option of choosing text, email or phone. Once you enter the code, and click on the continue button, this will take you into Airlift (medical marijuana database).

Step 3: NAVIGATE to "Store Management" and then select "User Management." See image

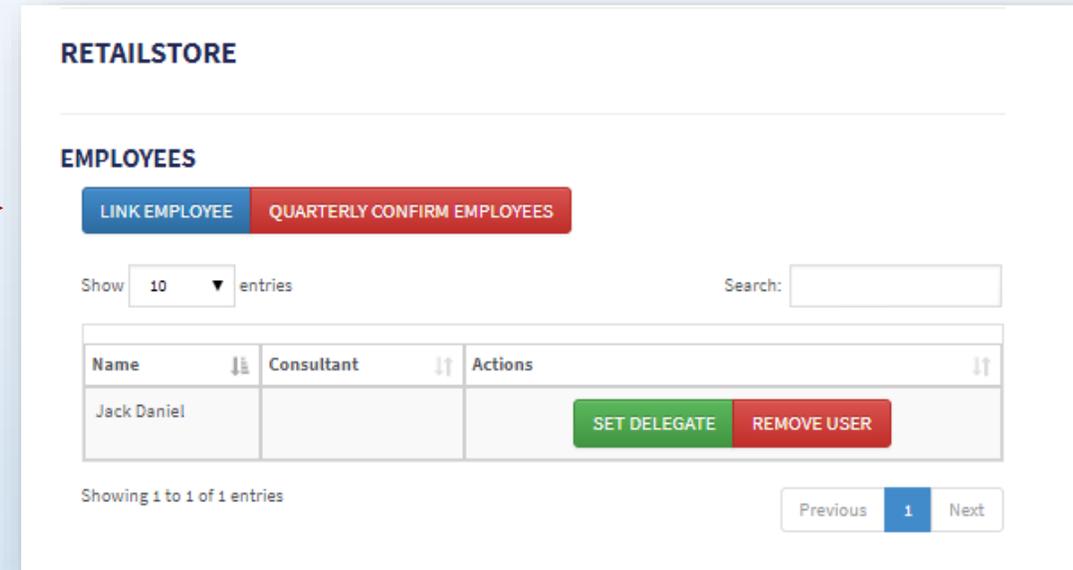
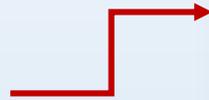


Step by Step Instructions:

Step 4: REMOVE any employees who are no longer employed at your store

Step 5: CLICK the RED "Quarterly Confirm Employees" button next to the BLUE "Link Employee" button. See image

Step 6: CLICK the "YES" button to complete the process. The RED "Quarterly Confirm Employees" button will disappear if preformed successfully.



Database Support Information

➤ New Store Account Setup:

If you are an owner of a retail store with a medical endorsement, please contact the Department of Health's Medical Marijuana Program at 360-236-4819, Option 1 for assistance on setting up the store account in the database.

➤ User Account Setup:

All employees within a medically endorsed marijuana store can access the database and therefore must have:

- An individual Secure Access Washington (SAW) account
- Register using the service code **MMJAS** to access their AIRLIFT account.
- Once an employee has registered, the store owner or store delegate links the user to their store account.
- Store employees cannot share accounts
- Owners should not share their logon information with staff.

NOTE: The MMJAS database requires each user to log into Airlift through SAW at least once every 30 days to keep their account active.

➤ Database Instructions:

For detailed step-by-step instructions on all database functions and operations:

- Visit [AIRLIFT.SUPPORT](#), scroll down and choose Retail stores knowledge Base; or
- Visit the Department's [Retail Store Setup](#) webpage

➤ Getting Support:

Contact us by email at medicalmarijuana@doh.wa.gov or by phone at 360-236-4819, Option 1

