Medical Marijuana Program
Certified Patient & Designated Caregiver
Registration Instructions

Patient Self-Registration: Certified patient who is over the age of 18 and capable of consenting to medical treatment. Please scroll down to Section B or click here for instructions.

Proxy Applicant Registration: Applying on behalf of a certified patient under the age of 18 or an individual who is incapable of consent. Please scroll down to Section C or click here for instructions.

Designated Caregivers: For individuals designated by a certified patient or by the proxy applicant in a registry application. Please scroll down to Section D or click here for instructions.

A. Documentation Needed to Register:

All patients must have the following documentation in order to register:

• a signed certification from a NYS registered practitioner;
• photographic identification;
• proof of NYS residency; and
• a birth certificate for patients under the age of eighteen.

The table below provides information regarding the documentation that may be accepted.

<table>
<thead>
<tr>
<th>Photographic Identification</th>
<th>New York State Residency (Permanent or Temporary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ ID number from your NYS Driver’s License or NYS Non-Driver ID Card. When registering online, do NOT upload a copy of your ID. You only need to enter the 9-digit number in the NYS ID field provided on the registration screen.</td>
<td>✓ ID number from your NYS Driver’s License or NYS Non-Driver ID Card. When registering online, do NOT upload a copy of your ID. You only need to enter the 9-digit number in the NYS ID field provided on the registration screen.</td>
</tr>
<tr>
<td>✓ If you do not have a NYS Driver’s License or NYS Non-Driver ID Card, you may upload a recent photo; head and shoulders up on a plain background (jpg format) with no hats or sunglasses. This photo can be taken with a cell phone or camera.</td>
<td>✓ Pay stubs (from within the last two months)</td>
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<td></td>
<td>✓ Current Lease agreement</td>
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<td></td>
<td>✓ Utility Bill (gas, electric, cable) with service address that matches the certification address from one of the last two months</td>
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<tr>
<td></td>
<td>✓ Mortgage Statement from one of the last two months</td>
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<td></td>
<td>✓ NYC Identification Card</td>
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<td></td>
<td>✓ Social Security Administration official correspondence</td>
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<td></td>
<td>✓ Practitioner/Hospital Bill from last two months</td>
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</tbody>
</table>

Please note that the following documentation is NOT accepted:

- United States Passport
- Out of State Driver License/Out of State Non-Driver Identification Card
- Tax returns
- Bank/Credit Card Statements
- Cell Phone Bill
B. Certified Patient Self-Registration Instructions

1. **Log in to MyNY.gov at** [https://my.ny.gov/](https://my.ny.gov/).
   If you do not have an account: go to [https://my.ny.gov/](https://my.ny.gov/), click on the “Don’t have an Account?” button and follow the instructions posted on the Medical Marijuana Program website for additional assistance: [https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf](https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf).
   Make note of your user ID and password as you will need to access this account to re-register. Keep your username and password in a safe place and never share them with anyone else.

2. **Click on the Health Applications icon.**

3. **Click on the link to the Medical Marijuana Data Management System (MMDMS).**

4. **Select the Appropriate Role.**
   Instructions are provided on the screen to assist you in selecting the appropriate role. Please wait for the page to fully load before making any selections.

5. **Enter Your Information and click “Next”.**

   ![Form](image)

   a. The Date of Birth must be entered in MM/DD/YYYY format.

   b. The Certification # can be found on the upper right-hand corner of the certification form issued by your registered practitioner. Please enter the number exactly as it appears on the form starting with “PC1-” followed by the number, no spaces. (Note that PC is followed by the number one (1) and not the letter I)

   If you receive an error message, please check that all information you are entering matches exactly what appears on your certification. If you find information that is incorrect on your certification, please contact the Department of Health at [mmp@health.ny.gov](mailto:mmp@health.ny.gov) and provide your certification # and the information that was entered incorrectly so we may work with your practitioner to correct the information.

6. **Select “REGISTER/VIEW MY REGISTRATIONS”.**
7. Select “Start New Registration”.

Note: If you leave the system and come back later to complete the registration, select the blue Registration # (PR1-) to access your pending registration. Do NOT select “Start New Registration”, otherwise you will receive an error message.

8. Review Patient Information Section:
This section will contain information from the certification form issued by your certifying practitioner that you cannot change. If there is a mistake, please contact the Department at mmp@health.ny.gov and provide your certification # and the information that is incorrect.

If you have a valid New York State Driver License or New York State Non-Driver ID Card, enter the 9-digit ID number in the NYS ID field. Do NOT enter spaces or dashes and do NOT upload a copy of your NYS ID in addition to entering the number (this will slow down the approval of your registration).

9. Mailing Address:
Your residence address is the address provided by your practitioner on the certification. If your Residence Address is incorrect, please upload a Proof of Residency document as outlined in Step #10 and enter a comment in the space provided with the necessary changes.

If your mailing address is different from your residential address please select “No” and enter your mailing address. Be sure to check your address entries before submitting the registration (remember to include an apartment number, if applicable).
10. **Supporting Documentation:** Click on the “What supporting documents do I need?” link for additional information or see Section A on the first page of this document. Do not upload a copy of your certification as this may slow down the approval of the registration.

   A. Click the “New Document” button and locate the document on your device to upload to the registration. (each document must be added separately).

   B. Click on “Choose a Value” to open up the Attachment Type dropdown menu. Select the type of document you uploaded. For example, if you uploaded a utility bill as proof of NYS address, use the dropdown menu to select “Proof of Residency.”

   C. **Comments:** If your residence address has changed or the apartment number is missing, you can add comments so updates can be made by the Department prior to mailing your registry ID card.

11. **Designate Caregivers:** If you would like to designate up to two caregivers, click the “Add Caregiver” button (shown below).

    After clicking on the “Add Caregiver” button, the screen pictured below will display. All fields are required. Once all fields have been completed, click the “Add” button.

    Please enter only the first name and last name, as it appears on the DMV ID. If the DMV ID includes a middle initial/name or suffix, please omit. If the first name is displayed on the DMV ID with just an initial, only the initial should be entered.
After your registration has a status of Approved, the person(s) you have designated as a caregiver must create their own My.NY.Gov account and register as a caregiver to receive their own caregiver registry ID card. Caregivers MUST have their own registry ID card in order to purchase medical marijuana from a dispensing facility on your behalf.

12. Acknowledgment/Photo Likeness: Once the registration form is complete, read the acknowledgement section and answer the question under the acknowledgement. This question is for holders of NYS Driver Licenses and Non-Drivers ID Cards. If the photo on your license is no longer a true likeness of you, you will be required to upload a new photo.

13. Click “Submit Registration”
   If all required fields are not complete, the “Submit Registration” button will be inaccessible. To save the current information and complete the registration at a later time, click the “Save & Exit” button.

14. Registration Status:
   Once the registration has been submitted, a pop-up message will display within a few moments with the status of your registration.

   **Approved:** If approved, the system will bring you to a page where you can access your temporary registry ID card. Click on the blue hyperlinked TempCard and then click either the Open or the Save button (depending on the browser you use) to open the document and print. When presented with a government issued photo identification, the temporary registry ID card can be used to purchase medical marijuana products from a registered organization’s dispensing facility. This card is valid for 30 days from the date your registration was approved. You should receive a registry ID card within 7 to 10 business days in the mail.

   **Pending Review:** Your registration will have this status if you uploaded documents/photograph. Your registration will be reviewed by the Department. You may log back into your My.NY.gov account to check on the status of your registration at any time. Once the registration is in an Approved status you may access the temporary registry ID by logging back into your My.NY.gov account and using the three white lines in the top left corner.
c. **Proxy Applicant Registration Instructions**

1. **Log in to MyNY.gov at** [https://my.ny.gov/](https://my.ny.gov/).  
   If you do not have an account: go to [https://my.ny.gov/](https://my.ny.gov/), click on the “Don’t have an Account?” button and follow the instructions posted on the program website for additional assistance: [https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf](https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf).  
   Make note of your user ID and password as you will need to access this account to re-register. Keep your username and password in a safe place and never share them with anyone else.

2. **Click the Health Applications icon.**

3. **Click on the link to the Medical Marijuana Data Management System** (MMDMS).

4. **Select the appropriate Role.**
   Instructions are provided on the screen to assist you in selecting the appropriate role. Please wait for the page to fully load before making any selections.

5. **Enter Patient Information and click “Next”.**
   The Patient Certification# can be found on the upper right-hand corner of the certification form issued by the patient’s registered practitioner. Please enter the number exactly as it appears on the form starting with “PC1-” followed by the number, no spaces. (Note that PC is followed by the number one (1) and not the letter I).

   **If the proxy applicant has a New York State Driver’s License or Non-Driver ID Card, please enter the First Name and Last Name exactly as it appears on the ID card. If the first name is just the first initial, please enter just the first initial on this screen, as you cannot change it once entered. Please be sure to only include the First and Last Name, exclude the middle name/initial and any suffix, if applicable.**

6. **Select “REGISTER/VIEW REGISTRATIONS”**
7. **Select the blue “PR1-“ number.(shown below).**

![Image of the registration screen]

Note: If you clicked on the green Start New Registration button, click Cancel or use the back button to go back to a previous page.
If you leave the system and come back later to complete the registration, you will need to click the blue “PR1-“ number to access your pending registration.

8. **Validate Patient Information:** The top two sections of the registration screen will display information from the certification issued by the certifying practitioner, which you cannot change. If the information is incorrect, email the Department at mmp@health.ny.gov and provide the patient certification # and the incorrect information.

   If the patient has a New York State Driver’s License or New York State Non-Driver ID Card, enter the 9-digit ID number in the NYS ID field. Do not enter spaces or dashes and do not upload a copy (this will slow down the approval of patient registration). Note that expired Driver Licenses and Non-Driver ID Cards will not be accepted.

   ![Image of Patient Information]

   If the patient does not have a New York State Driver License or Non-Driver ID Card, supporting documentation will need to be uploaded in Step #10.

9. **Residence Address:** The patient’s residence address is the address provided by their practitioner on the certification. If the Residence Address is incorrect, please upload a Proof of NYS Residency document as outline in Step 9 and provide comments as to what must be updated.

   ![Image of Residence Address]

   If the patient’s mailing address is different from their residential address please select “No” and enter the patient’s mailing address. Be sure to check your address entries before submitting the registration (remember to include an apartment number if applicable)
10. **Supporting Documentation**: Click on the “What supporting documents do I need?” link for additional information regarding documents required for registration or see Section A of these instructions. Do NOT upload the certification.

A. Supporting documents are uploaded by clicking the “New Document” button (shown below) and following the instructions on the screen.

B. Click on “Choose a Value” to open up the Attachment Type dropdown menu. Select the type of document you uploaded. For example, if you uploaded proof of residence, use the dropdown menu to select “Proof of Residency.”

C. Enter comments, if needed, to alert the Department of changes or document details.

11. **Enter Proxy Applicant Information**: Contact information is required in case the Department needs to contact you. Please complete the information shown in the screen below. If the relationship is set to Parent/Legal Guardian, the bottom “Parent/Legal Guardian Information” section will disappear. If you entered your first name, last name or DOB incorrectly, please email [mmp@health.ny.gov](mailto:mmp@health.ny.gov) with the updates and a copy of your NYS DMV ID so the appropriate updates can be made.
12. **Caregiver as Proxy:** If you are completing the registration as a Proxy Applicant, at least one caregiver must be designated in the patient registration. If the Proxy Applicant is also the Caregiver, click the “Add me as Caregiver” button. Caregivers can only register after a patient’s registration has been Approved.

**Additional Caregivers:** To add a different caregiver, click the “Add Caregiver” button (shown below). If you selected the “Add Caregiver” button, the screen pictured below will display. After entering all required information, click the “Add” button. The first name, last name and DOB must match the caregiver’s NYS DMV ID. If the caregiver’s first name on the DMV ID is displayed with a first initial, please provide just the first initial.

After the patient registration has a status of Active, the person(s) added as a caregiver MUST complete their own registration with the program as a caregiver and receive their own caregiver registry ID card. Caregivers MUST have their own registry ID card in order to purchase medical marijuana from a dispensing facility on the patient’s behalf.

**Acknowledgement/Photo Likeness:** Once the registration form is complete, read the acknowledgement section and answer the question under the acknowledgement.
13. **Click Submit Registration.**

If all required fields are not complete, the “Submit Registration” button will be inaccessible. To save the current information and complete the registration at a later time, click the “Save & Exit” button.

If submitted successfully, you will receive a pop-up message indicating the status of the registration. If there are errors on the registration, you will receive a pop-up and you will need to make the necessary updates.

Once the Patient’s registration is approved, the caregiver(s) designated may access the system to complete his or her caregiver registration. The caregiver must bring both the caregiver Registry Identification Card and the patient’s certification to a registered organization’s dispensing facility to purchase medical marijuana.
D. Designated Caregiver Instructions

After the patient completes his or her registration and the patient’s registration is Approved, the designated caregiver may register with the Program.

1. **Log in to MyNY.gov at** [https://my.ny.gov/](https://my.ny.gov/).
   If you do not have an account: go to [https://my.ny.gov/](https://my.ny.gov/), click on the “Don’t have an Account?” button and follow the instructions on the program website for additional assistance: [https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf](https://www.health.ny.gov/regulations/medical_marijuana/docs/my_ny_gov_instructions.pdf).
   Make note of your user ID and password as you will need this to access this account to re-register when a new certification is received by the patient, or you are designated as a caregiver for another patient. Keep your username and password in a safe place and never share them with anyone else.
   **Note:** If you are a proxy applicant who is now registering as a caregiver, use the same account log in used when you completed the patient registration to complete your caregiver registration. If a caregiver other than yourself was also designated, that caregiver must create his or her own my.ny.gov account to log in and register as a caregiver.

2. **Click the Health Applications icon.**

3. **Click the link to the Medical Marijuana Data Management System (MMDMS).**

4. **Proxy Applicant:** If you are a Proxy Applicant who is now registering as a caregiver, click on the “Add New Role” link located on the top right corner of the screen. All other caregivers can skip to step #5.

5. **Select the Caregiver Role.**

6. **Enter information for each field below and click “Next.”**

   The NYS ID must be populated with the caregiver’s New York State Driver’s License or New York State Non-Driver ID.

   If you encounter an error, please confirm with the patient that you show as a Pending caregiver on the patient’s account. You cannot register unless the patient has designated you as a caregiver.
7. Select “Register/View My Patients”.

8. **Accept Designation & Register:** The “My Patients” page will display, showing all patients associated with the designated caregiver, but will only include patients who have completed the registration process.

If the caregiver determines that he or she cannot accept the designation for a patient listed, highlight the appropriate patient listed and click the “Decline Designation” button (shown above).

9. **Caregiver Information:** Most fields will be pre-filled based on information provided by the patient. Please enter a valid phone number and email in the fields provided so the Department may reach you if there are questions on your registration.

   If your residence address is not correct, please email the Department at mmp@health.ny.gov so we may make the changes. Enter your mailing address, including apartment number if applicable, to ensure your registry ID card is mailed to the correct address.

10. **Submit Registration.**
    When the registration form is complete, read the acknowledgement section, then answer the question regarding the photo on our ID card. Once complete, click the “Submit Registration” button.
Registration Status: You will receive a message within a few moments indicating the status of your registration.

Approved: If Approved, you will be directed to your temporary caregiver registry ID card. Click on the blue hyperlinked TempCard and then click either the Open or the Save button (depending on the browser you use) to open the document and print. When presented with a government issued photo identification, your caregiver temporary registry ID card can be used to purchase medical marijuana products from a registered organization’s dispensing facility. This card is valid for 30 days from the date your registration was approved. You should receive a registry ID card within 7 to 10 business days in the mail.

Pending Review: Your registration will have this status if you uploaded documents/photograph. Your registration will be reviewed by the Department. You may log back into your My.NY.gov account to check on the status of your registration at any time. Once the registration is in an Approved status you may access the temporary registry ID by logging back into your My.NY.gov account and using the three white lines in the top left corner.

Bring your temporary ID card (or your permanent registry identification card when you receive it), the patient’s certification, and a government-issued photo ID to a dispensing facility to purchase medical marijuana products.