



METRC TRAINING & CREDENTIALING INFORMATION



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Attention: All Licensed Medical Cannabis Dispensaries

Training and credentialing process for Metrc is now available for all licensed medical cannabis dispensaries. You can access information about Metrc through the partner page at www.metrc.com/partner/mississippi.

To completely register in Metrc you will need your work permit from our office. Additionally, you will need an "Agent ID". This is your work permit ID number. You can access the work permit regulations through the Mississippi Department of Health's website at [MSDH Work Permit Regulations](#). If you do not have a work permit, you can apply for a work permit through the same online application portal that you submitted your business application.

Mississippi's Metrc Partner Page provides you with training resources (such as Mississippi New Business Training) to assist you with understanding how to access the system, the system's general functionality, ordering tags, and how specific license types interact with the system. **The New Business Training module must be completed to gain access and login credentials for Metrc.**

For reference, the "Metrc Next Steps" document is attached to assist you with this process. **You'll note that your beginning inventories must be reported into Metrc upon delivery and prior to the dispensary being open to the public.** You will gain access to the "Beginning Inventory Guide" once you have accounts set up in Metrc. The "Beginning Inventory Guide" outlines the steps you will take to enter initial pre-packaged inventory into Metrc.

Should you have any questions about next steps, please feel free to contact our office at abcpermitdepartment@dor.ms.gov or 601-923-7690.



Metrc Next Steps

Metrc Next Steps Overview

The Mississippi Medical Cannabis Program (MMCP) and Metrc are excited to announce the kickoff of Metrc for licensed Mississippi Medical Cannabis Establishments! Within this next steps document, we want to provide you with the information and timeline to become fully operational within Metrc. This rollout is intended to provide ample time for each business to prepare to transition into Metrc based on their ongoing operations. The stages of this rollout will go as follows:

- **Initial Training Sign Up**
 - The Metrc New Business Training is available. So, with your license number available, visit <https://www.metrc.com/partner/mississippi/> and click on the “New Business” training button. You will be asked to register with your license number, full name, and email. You will then be taken to the Metrc Training site to watch the New Business training.

- **Training and Credentialing Access into Metrc Accounts**
 - Once the New Business Training is completed, you will receive a pop-up that will ask the Designated Key Administrator to continue to enter your license number in order to request credentials from Metrc. Once the form is submitted, Metrc Support will verify all of the information. After the verification of all prerequisites is done, then Metrc Support will respond within 72 hours with a “Welcome to Metrc” email. This email will provide instructions for the initial login and account setup.

 - This welcome email includes a link to complete the Metrc account set up, please note the link will expire 24 hours after it is generated. If the link expires, the admin will have to reach out to Metrc Support for a new link.

- **Beginning Inventory**
 - Once licensees have set up accounts in Metrc, they will have access to the Beginning Inventory Guide, which outlines the steps to enter initial plant and/or package inventory into the system.

 - **MMCP will require that beginning inventory be completely reported into Metrc within 30 days.**

New Business Training Course

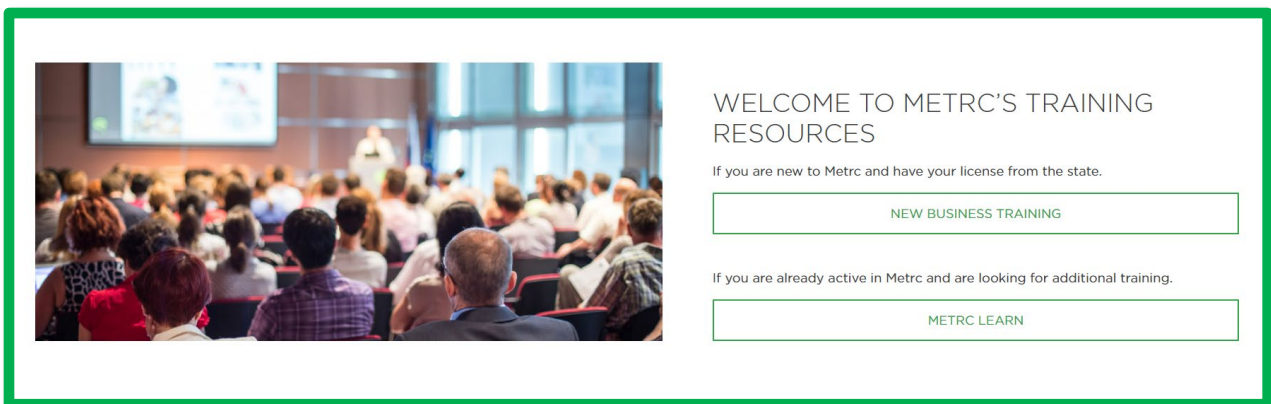
Each licensed medical cannabis establishment is required to have a Key Administrator in the Metrc system in order to complete credentialing. An administrator must be an owner or designated manager, and each Metrc administrator must take the new business training course at least once.

All facility employees that will have statewide track and trace (Metrc) access are encouraged to be trained in the proper use of the statewide track and trace system. Therefore, each employee

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planning to operate in the Metrc system should take the New Business Training course to ensure they know how to accurately utilize the system. New Business Training can satisfy a portion of the employee training requirements in MSDH regulations for the Medical Cannabis Program.

- The New Business Training course is provided in a webinar-based format and offered to individual licensees.
- The webinar-based training classes are offered on demand.
- The classes are instructor-led and will provide a thorough overview of the Metrc system and its basic functions.
- These classes are now set up for all licensed businesses, and users can sign up by selecting the “New Business” training button at www.metrc.com/partner/mississippi.
- Advanced training classes by license type will also be available at a later date for licensees shortly after they have begun operations in Metrc.
- **There is no additional cost for these classes.**



The screenshot shows a training resources page with a green border. On the left is a photo of a webinar audience. On the right, the text reads 'WELCOME TO METRC'S TRAINING RESOURCES'. Below this, there are two options: 'NEW BUSINESS TRAINING' for new users and 'METRC LEARN' for existing users.

When signing up for the New Business Training course, the following information **MUST** be provided:

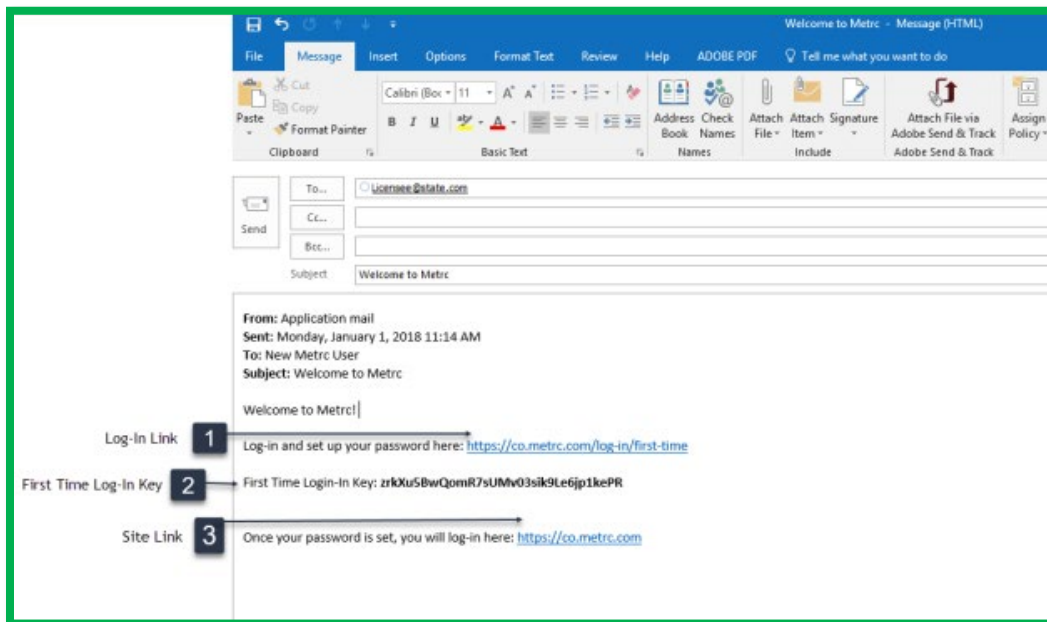
- Business License Number (given by the state)
- Business Name
- E-mail
- First and Last Name
- Phone Number

First-Time Credentialing

Licensees New to Metrc: Please follow the steps below to gain initial access to the Metrc system.

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When at least one business owner or designated manager completes the new business training course (instructions for signup are located on the previous page), the business can submit the form requesting log-in credentials. Once that form has been submitted, the information will be reviewed within 72 hours, or by the following Monday if you've sent the information in on a Friday to verify the required prerequisites. After that information has been verified, you will then receive a "Welcome to Metrc" e-mail like the one shown below.



This e-mail contains your first time log-in link that will allow you to access Metrc and set up your profile in order to set up your license account. The First-Time Login Key expires in 24 hours.

You must log in to Metrc within 24 hours of when the link was sent!

The first credentialing request must come from an owner or designated key administrator, who will be assigned as the facility key admin. The key admin can then add other administrators if needed. Administrators will be able to add Employees, Strains (if applicable), Items, and Locations (rooms or areas inside their licensed facility) as well as order tags. Once the beginning inventory period starts, licensees will be able to order tags and begin entering initial inventory into Metrc.

Please contact Metrc support at support@metrc.com or 877-566-6506 with any questions.