



# Quick Reference

## Register as a Caregiver

### Step 1: Gather Files

You will need the following:

- Electronic copy of a valid US government-issued photo ID and proof of Maryland address
- Electronic copy of a clear, recent photo
- Last four digits of your Social Security Number

Please note: A caregiver must be at least 21 years of age

### Step 2: Register

- Visit the MCA Registry website and click **Create Account** under the Caregivers heading
- Complete the *Before You Begin* section to review and confirm that you have the required documents and information ready for upload
- Complete the online application form, uploading the requisite files

### Step 3: Verify Email

- After submitting your online application, you will receive a verification email
- Click the link supplied in the verification email to verify your email address
- You will receive another email after the MCA has reviewed your application, indicating whether or not your application has been approved

### Step 4: Select Patient

- Once approved by MCA, log in to the MCA Caregiver Registry to select a patient
- Refer to *Quick Reference: Designate a Patient or Caregiver* for instructions on how to select a patient

### Step 5: Obtain ID Card

- After receiving MCA approval and selecting a registered patient with a valid written certification, log in to the MCA Caregiver Registry to purchase a required Caregiver ID card for a fee of \$25.