

Quick Reference

Designate a Patient or Caregiver

Step 1: Patient & Caregiver Register

- Both patient and caregiver **MUST** have a valid, accessible email account
- Full 9-digit Social Security Number
- An electronic copy of a valid government-issued photo ID
- Create an account at onestop.md.gov and verify the email address
- Complete a Patient and Caregiver Registration
- Caregivers **must** be at least the 21 years of age
- An email will be sent after MCA has reviewed the application indicating whether or not the application has been approved
- Upon approval, a Caregiver registration is valid for two years
- Upon approval, a Patient registration is valid for six years
- No fee to apply

Step 2: Patient Adding or Removing a Caregiver

After both patient and caregiver applications have been approved by the MCA:

The **Patient** will Login to their Maryland OneStop account and follow the instructions listed below to add or Remove Caregiver.

Adding a Caregiver:

Navigate to onestop.md.gov and select "**Login**"

1. Once you're logged in, select "**My Dashboard**"
2. Under "**My Licenses, Permits, and Registrations**" click on your MCA registration ID number
3. From the License Information page, click on the green "**Actions**" button (top right) then click on **Add Caregivers**
4. Under the **Search Registered Caregivers Tab**- enter the Caregiver MCA ID number
5. The Caregiver number will populate automatically and Click the green **Submit** button
6. Caregiver will automatically be added and can visit the dispensary to make purchases for the Patient

Removing a Caregiver:

- **Follow the previous steps listed above to login to your onestop account**
- From the License Information page, Click on the Caregiver Tab
- Under Related Caregivers- Click on the green **Remove** Button
- A Question will pop up "**Are you Sure?**" Click on the green button **Delete Record**
- The Caregiver will automatically removed

Step 3: Purchase and ID Card

Caregivers:

- An ID card is **required** for a caregiver to purchase or transport medical cannabis for a registered patient
- Upon approval, Caregiver must login to their Onestop account and order ID Card
- Refer to Process Overview: Register as a Caregiver for instructions on how order an ID card
- A registered caregiver cannot request an ID card until being designated as a caregiver for a registered patient who has a valid written certification from a registered provider
- Caregiver ID card fee: \$25

Patients:

- Upon approval, Patients have the option to purchase an ID card by logging into their Onestop account
- Patient ID card fee is \$25
- Medical patients are required to present a valid government-issued photo identification, in addition to providing their medical patient ID card or ID number when purchasing medical cannabis at a dispensary.