



# Quick Reference

## Designate a Patient or Caregiver

### Step 1: Patient & Caregiver Register

- Both patient and caregiver **MUST** have valid, accessible email accounts in order to register
- Both patient and caregiver must complete and submit online application forms on the MCA registry website
- MCA must review and approve the applications
- Once approved, registration is valid for two years
- No fee to apply

### Step 2: Make Selection in the MCA Registry

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

- The patient can log into the MCA Registry and designate the caregiver with the caregiver's assigned ID number (provided in the caregiver's approval email) on the Add/Remove Caregiver tab

**OR**

- The caregiver can log into the MCA Registry and designate the patient with the patient's assigned ID number (provided in the patient's approval email) on the Add/Remove Patient tab

*Only caregivers who have submitted applications and received approval from the MCA are eligible to be designated as caregivers*