

Maryland Medical Cannabis Commission

Entity Claiming User Instructions for Ancillary Business Primary Contacts

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Introduction

Maryland State has created a portal to house the state's licenses, permits, applications, and registrations across numerous state agencies. The portal is called OneStop, and it is a resource for the Maryland Medical Cannabis Commission (MMCC) registered patients, caregivers, providers, and businesses to manage their documents on a central hub.

As a Primary Contact for a registered MMCC Ancillary Business, you will need to have access to the OneStop system with an entity type of account in order to register agents and renew your registration.

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OneStop Account

Personal and Entity Accounts

OneStop allows users to hold two types of accounts: a personal account and an entity account. A personal account is associated with one individual person. Any activity completed on OneStop using a personal account belongs to the person who has created the account. An entity account can be created once a personal account has been made. Entity accounts are typically associated with an establishment, as a primary contact, you will need an entity account in order to manage your business registration.

Personal Account. You automatically have a personal account when you register with OneStop. Having an individual account gives you the ability to conduct personal business outside of MMCC. Your personal OneStop account grants you the ability to apply or register for various permits and licenses throughout the state of Maryland.

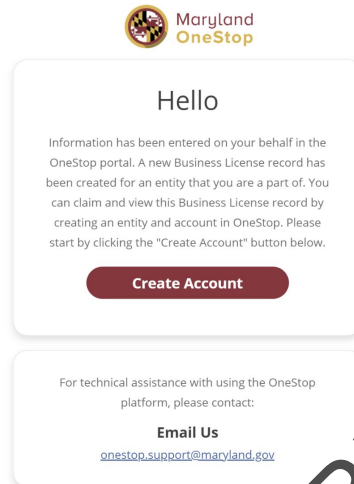
Entity Account. You will need to create an entity account to claim your Ancillary Business Registration with MMCC. The entity account will allow you to conduct business related to your Ancillary Business.

Setting up your Account

Upon MMCC approval, the designated representative for your organization will receive an email from onestop.support@maryland.gov to notify you that a new Business Registration record has been created on your behalf. Click the *Create Account* button, and you will be directed to the registration page on OneStop.

Create Your Personal Account

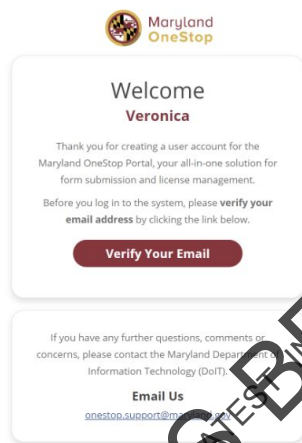
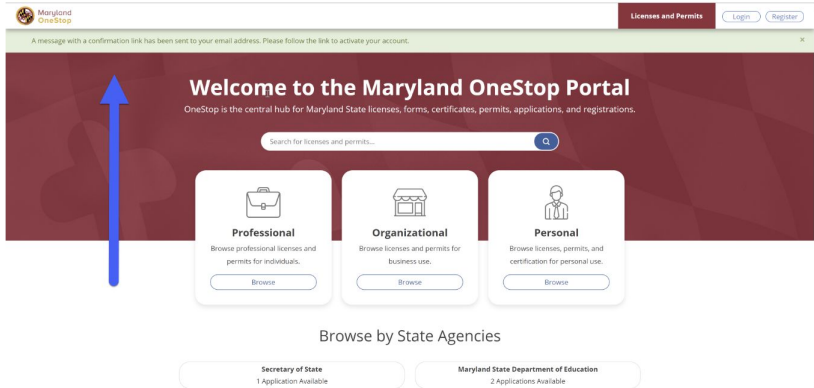
1. If you were not the applicant for the “Ancillary Business Initial Registration”, you will receive an email that information has been entered on your behalf in OneStop. Click the red *Create Account* button. If you were the applicant, please skip to the “Claim your Entity Record” section.



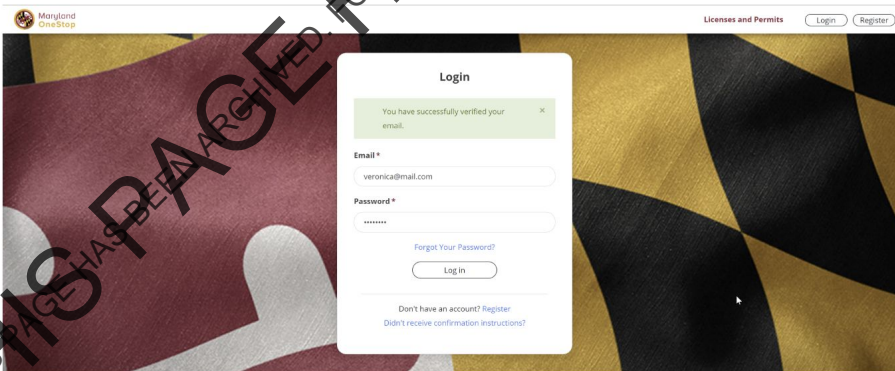
2. Create a Personal account by entering your information.

The screenshot shows the 'Register' form on the Maryland OneStop website. The form is titled 'Register' and is set against a background of the Maryland state flag. The form fields are: 'First Name *' (Veronica), 'Last Name *' (Haven), 'Email *' (veronica@mail.com), 'Password *' (masked with dots), and 'Confirm Password *' (masked with dots). Below the password fields, there are four password requirements: 'Not include your name, email address.', 'Include at least one number or symbol.', 'Include both lower and upper case characters (a-z).', and 'Be at least 8 characters long.' A red 'Register' button is at the bottom of the form, and a link 'Already have an account? Log in' is below it. The top right of the page shows 'Licenses and Permits', 'Login', and 'Register' buttons.

3. You will receive an email to confirm your account registration. Click the red *Verify Your Email* button.

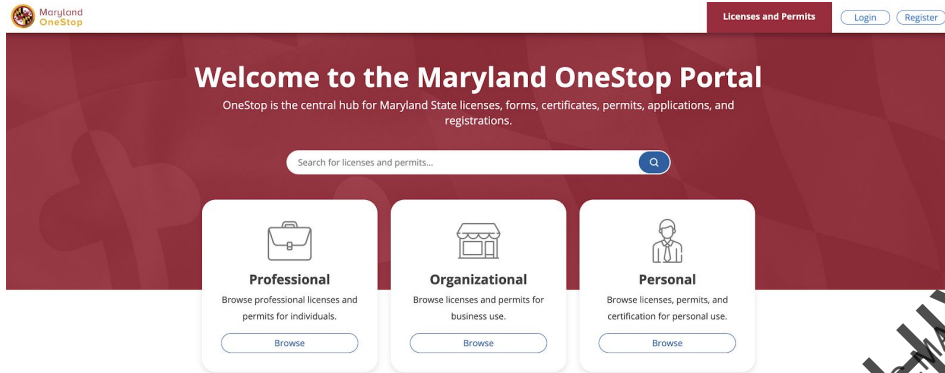


4. Now that you have verified your email, log in with your credentials.

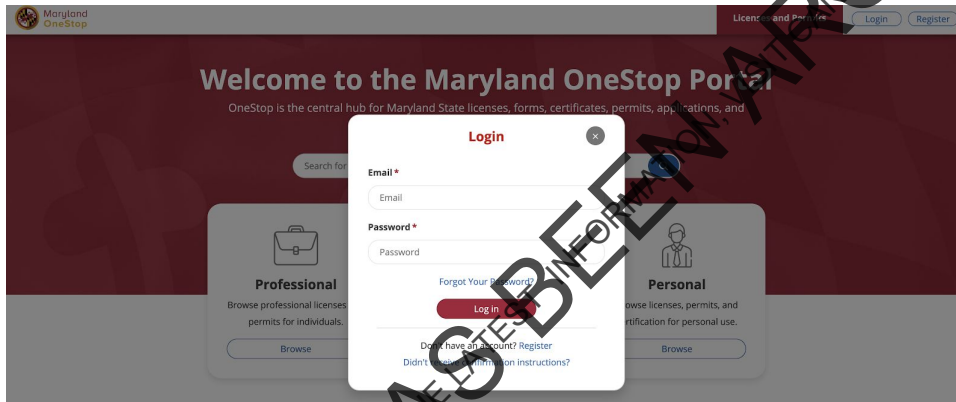


Log into your Personal Account

1. On the Maryland OneStop homepage, click the *Login* button in the top right corner.



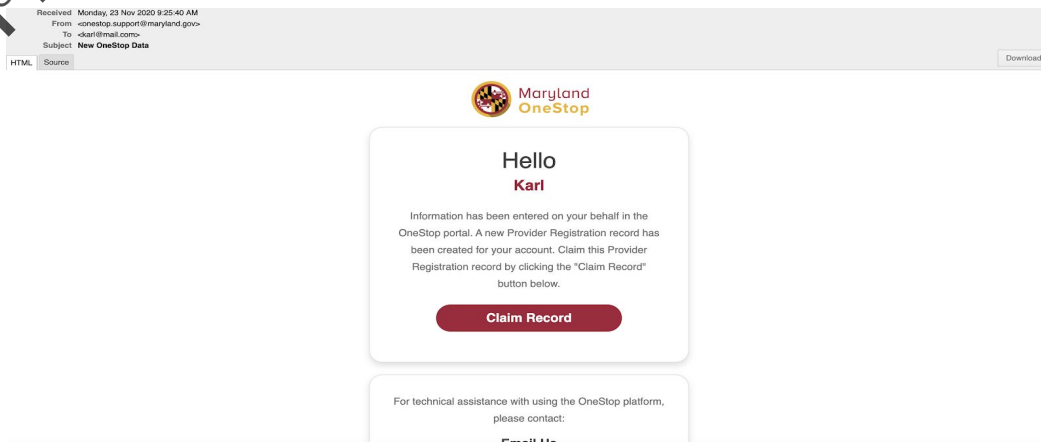
2. Log into your account using the information used to register your account.



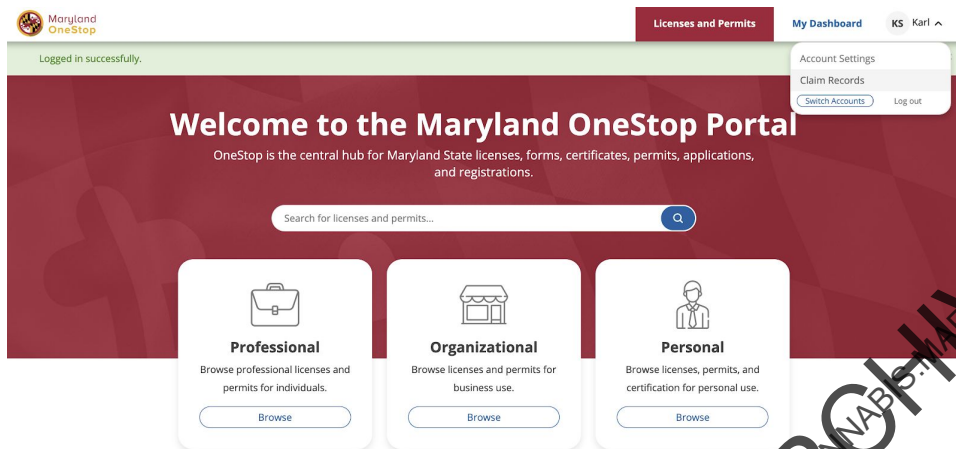
3. You now have successfully logged in to your **Personal** account.

Claim your Entity Record

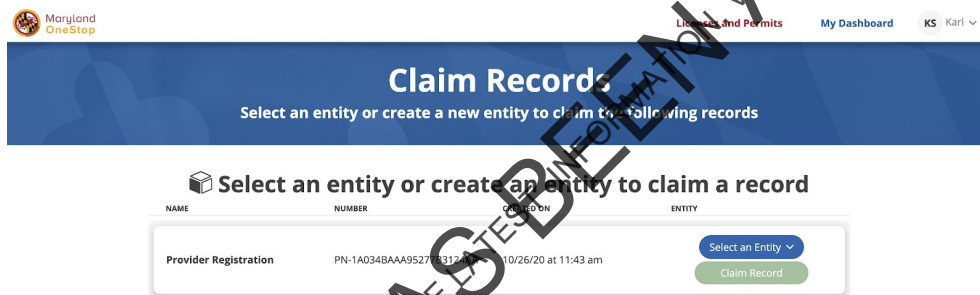
1. If you were the applicant for the "Ancillary Business Initial Registration", you will receive an email from OneStop prompting you to claim a record. Click the red *Claim Record* button.



2. After logging into your personal account, click your account name located on the top-right corner of the screen. Click the *Claim Records* button in the dropdown.

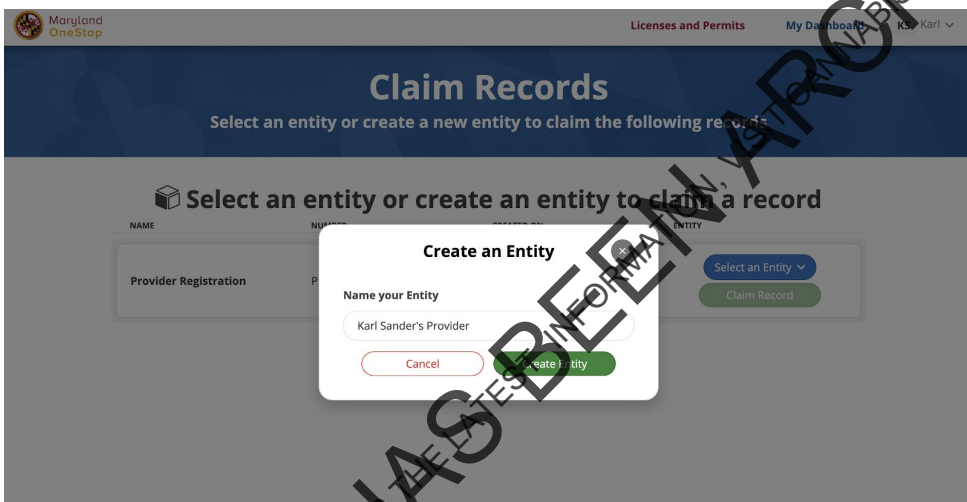
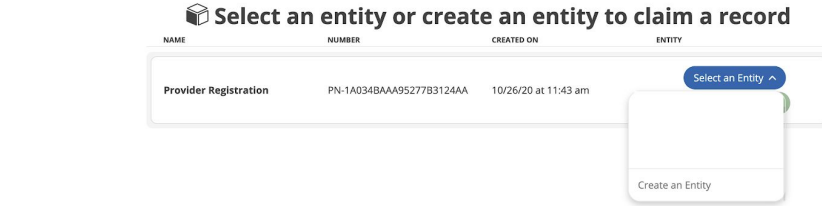
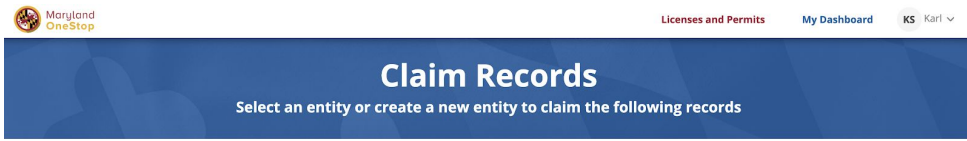


3. You will be redirected to the Claim Records webpage on One Stop.
4. Click the blue button to *Select an Entity*.



5. In the list view, you will see the name of the relevant record.
6. Before you are able to claim the record, you will need to select the corresponding **Entity** account.
7. If you have newly created your account, you will need to create a new Entity account to proceed. From the dropdown on *Select an Entity*, click *Create an Entity*.
8. If you were the applicant for the "Ancillary Business Initial Registration", we suggest you use the Entity Account you used to apply for the Registration.

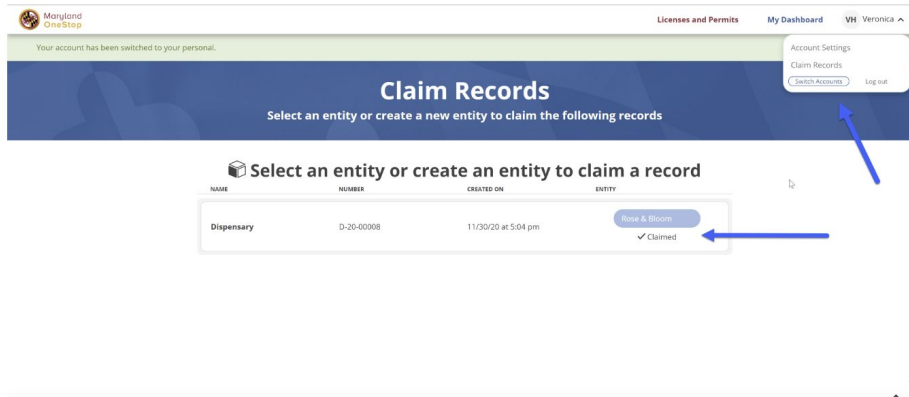
Note: In the future, you can select your pre-existing Entity account from the dropdown.



9. Once you have created a new entity account from the Claim Record webpage, click the green *Claim Record* button.



10. You have now successfully claimed your registration.



Switch Between Accounts

To view your Business Registration on your dashboard, you will need to switch from your personal account to your entity account. Your record will show on the Licenses, Permits, & Registrations section.

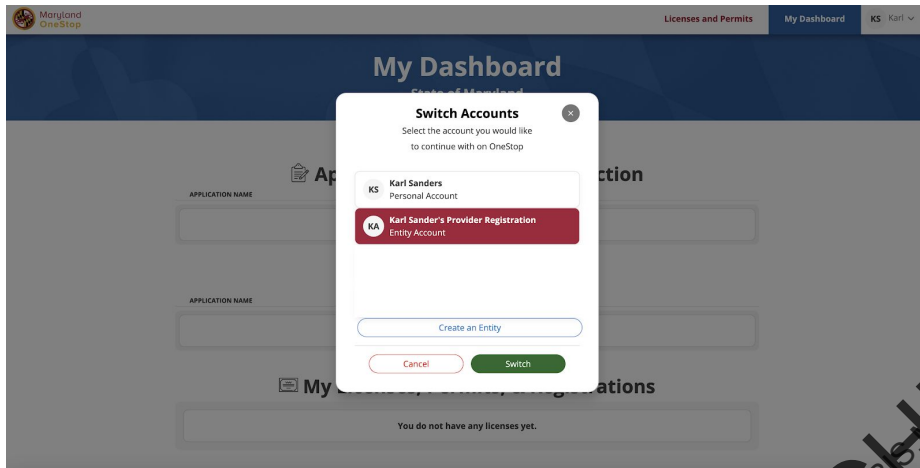
1. Click your account name dropdown button in the top right corner.
2. Under Account Settings, click *Switch Accounts*.



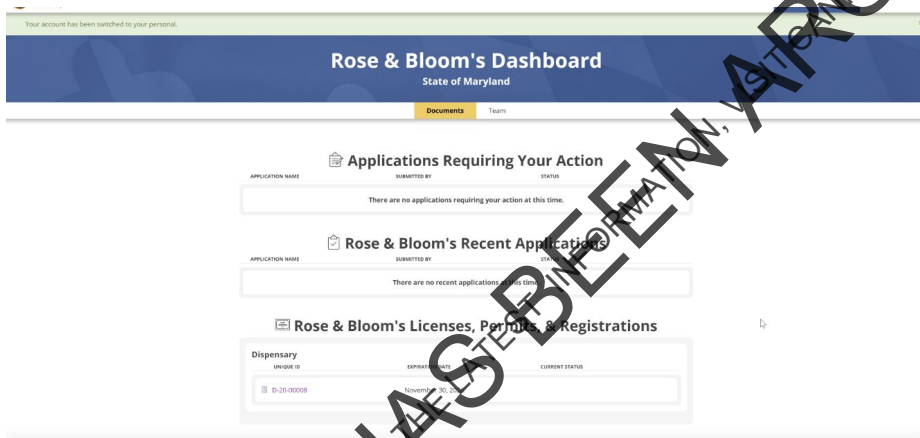
3. Select the *Entity Account*.

Note: To switch back to a personal account, select *Personal Account*.

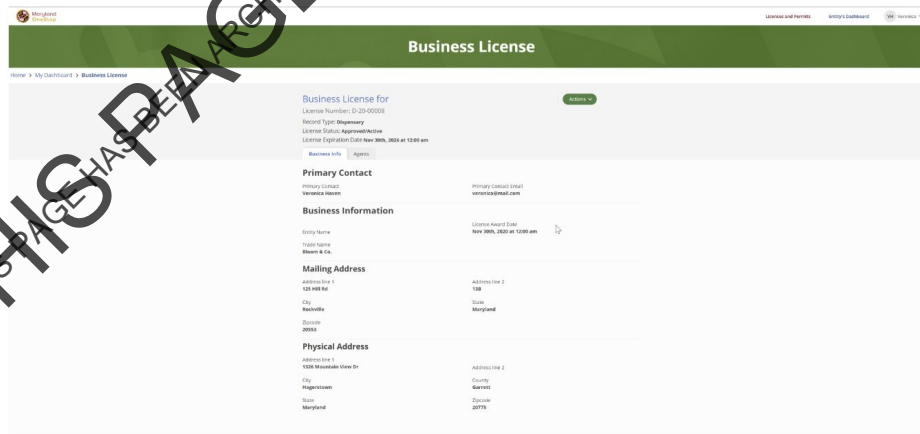
- Click the green *Switch* button.



- You have now switched to your **Entity Account**.



- You can view and manage your Business License in the Entity account dashboard. Here you can see the records you have claimed by clicking on the Unique ID under the Licenses, Permits, & Registrations section.



Future Access

When accessing the system after registering, you will be prompted to login with your username and password. **Once you have logged in successfully, you will always be directed to your personal account. You will need to switch to your Entity account.**

1. Click on the dropdown button with your name in the top right corner.
2. Click *Switch Accounts*.
3. Select the Entity account.
4. Click *Switch*.
5. You are now in your Entity account.

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Entity Dashboard

Your Personal dashboard includes your Personal applications, licenses, permits and registrations. Your Entity dashboard includes your business registration.

To access your Entity dashboard, you will need to make sure you are on your Entity account. The dashboard button in the top right corner next to the blue bell icon indicates which dashboard (“My Dashboard” or “Entity Dashboard”) you are currently viewing.

This is your Personal account dashboard:

The screenshot shows the 'My Dashboard' for the State of Maryland. At the top, there is a navigation bar with 'Licenses and Permits' and 'My Dashboard' (selected) next to a user profile 'KS Karl'. Below the header, there are three main sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The content area below the table states: "There are no applications requiring your action at this time."
- Your Recent Applications:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The content area below the table states: "There are no recent applications at this time."
- My Licenses, Permits, & Registrations:** A section with the text: "You do not have any licenses yet."

This is your Entity account dashboard:

The screenshot shows the 'Rose & Bloom Dashboard' for an entity account. At the top, there is a notification: "Your account has been switched to your personal." Below the header, there are three main sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME' and 'STATUS'. The content area below the table states: "There are no applications requiring your action at this time."
- Rose & Bloom's Recent Applications:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The content area below the table states: "There are no recent applications at this time."
- Rose & Bloom's Licenses, Permits, & Registrations:** A table with columns 'Dispensary', 'EXPIRATION DATE', and 'CURRENT STATUS'. The content area below the table shows a single entry: "D-25-00008" with an expiration date of "November 30, 2026".

Documents

On the Entity dashboard, you will have the following sections of types of documents under the Document tab: Applications Requiring Your Action, Entity's Recent Applications, and Entity's Licenses, Permits, & Registrations.

- Applications Requiring Your Action: Includes a list of applications that are pending your action
- Recent Applications: Includes a list of recent actions you have completed on account of the entity.
- Licenses, Permits, & Registrations: Includes any licenses, permits or registrations for the Entity.

Note: The dashboard shows a preview of the most recent documents for each category. To see all, click *View All*.

The screenshot shows the 'Karl Sander's Provider Registration's Dashboard' for the State of Maryland. The dashboard is divided into three main sections:

- Applications Requiring Your Action:** A table with columns for Application Name, Submitted By, and Status. It displays a message: "There are no applications requiring your action at this time."
- Karl Sander's Provider Registration's Recent Applications:** A table with columns for Application Name, Submitted By, and Status. It lists several completed applications, including Provider Registration and Provider Certification, with their respective submission and completion dates and times.
- Karl Sander's Provider Registration's Licenses, Permits, & Registrations:** A table with columns for Unique ID, Expiration Date, and Current Status. It shows one entry: a Provider Registration with Unique ID PN-1A034BAA95277B3124AA, an expiration date of October 26, 2022, and a status of Registered.

A large watermark "THIS PAGE HAS BEEN ARCHIVED." is overlaid diagonally across the entire screenshot.