

# Maryland Medical Cannabis Commission

## Entity Claiming User Instructions for Providers

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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 MMCC registered Provider, you will need to have access to the OneStop system with an entity type of account in order to view registered patients, certify patients, and revoke patients.

## First Steps

Apply to become a registered provider with the Maryland Medical Cannabis Commission. MMCC must approve you as a registered provider, then you will be able to gain access to the OneStop platform to complete Provider actions such as viewing registered patients, certifying patients, and revoking patients. In addition, you will be able to renew your Provider registration with MMCC through your OneStop portal.

## 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, however, as a provider, you will need an entity account in order to view registered patients and certify them.

**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 all of Maryland's state government issued licenses, registrations, or permits.

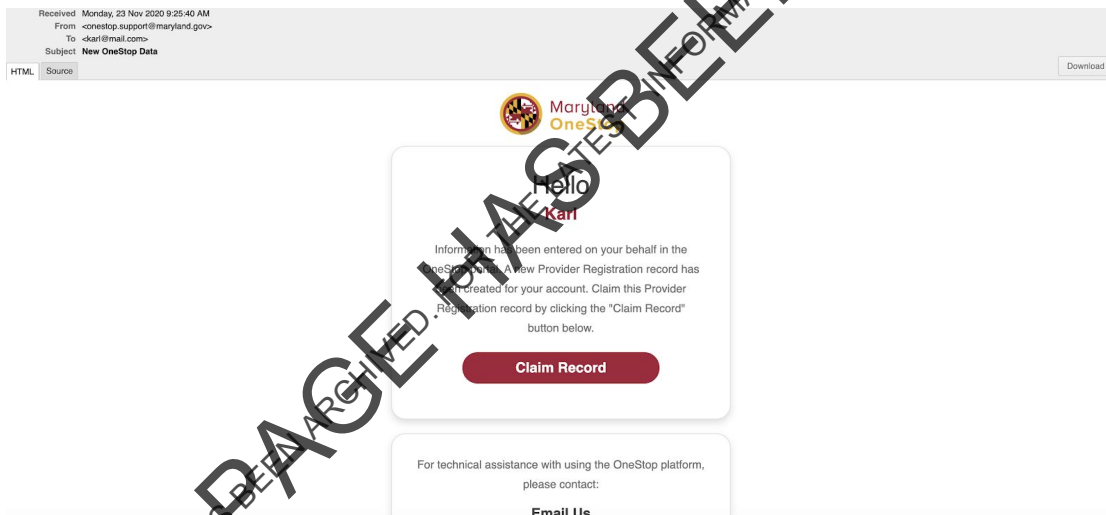
**Entity Account.** You will need to create an entity account to apply as a provider with MMCC. The entity account will allow you to conduct business related to your Provider Registration.

## Setting up your Entity Account & Claiming your Record

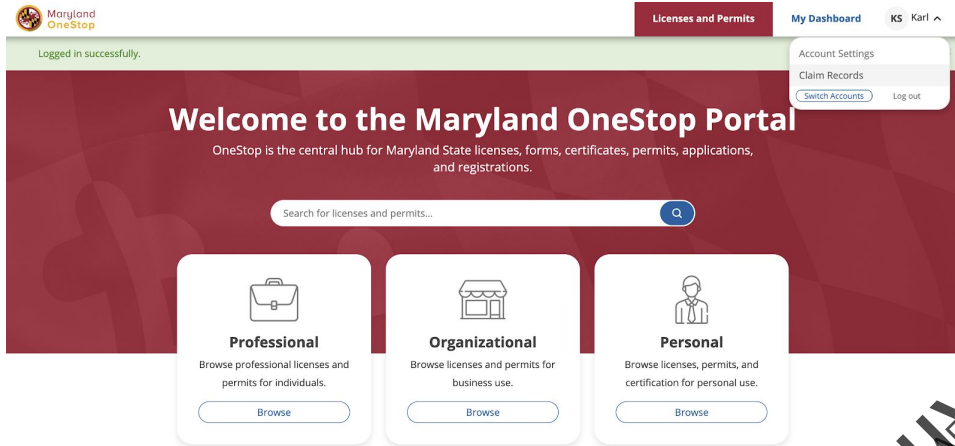
**Upon MMCC approval** of your Provider Registration, you will receive an email from [onestop.support@maryland.gov](mailto:onestop.support@maryland.gov) to notify you that a new Provider Registration record has been created on your behalf. You are now a registered Provider with Maryland's Medical Cannabis Commission.

In order to associate your Provider License number with your Entity, you will need to claim the record.

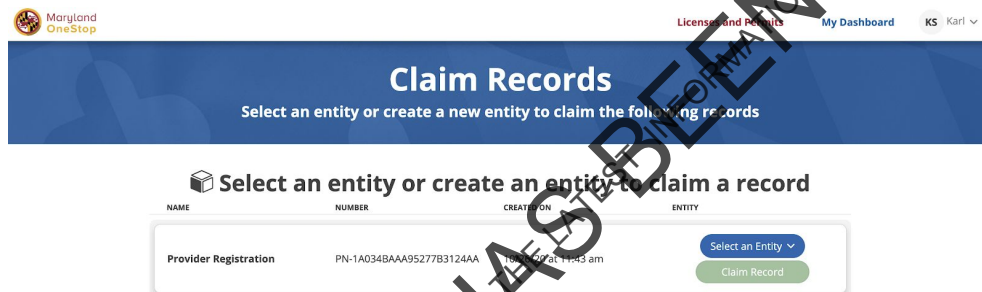
1. You will receive an email from OneStop prompting you to claim a record. Click the red *Claim Record* to proceed.



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



3. You will then be redirected to your Claim Records webpage on OneStop. Click the blue button to *Select an Entity* that you are associated with.



In the dropdown list view you will see the name of the relevant record. Before you are able to claim the record, you will need to select the corresponding **Entity**. It is suggested that you use the Entity you created to apply as a Provider to claim your registration.

Note: If you choose to, you can create a new Entity by clicking *Create an Entity*.

Maryland OneStop Licenses and Permits My Dashboard KS Karl

## Claim Records

Select an entity or create a new entity to claim the following records

Select an entity or create an entity to claim a record

| NAME                  | NUMBER                  | CREATED ON           | ENTITY           |
|-----------------------|-------------------------|----------------------|------------------|
| Provider Registration | PN-1A034BAA95277B3124AA | 10/26/20 at 11:43 am | Select an Entity |

Create an Entity

Maryland OneStop Licenses and Permits My Dashboard KS Karl

## Claim Records

Select an entity or create a new entity to claim the following records

Select an entity or create an entity to claim a record

### Create an Entity

Name your Entity

Cancel Create Entity

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

Maryland OneStop Licenses and Permits My Dashboard KS Karl

## Claim Records

Select an entity or create a new entity to claim the following records

Select an entity or create an entity to claim a record

| NAME                  | NUMBER                  | CREATED ON           | ENTITY                              |
|-----------------------|-------------------------|----------------------|-------------------------------------|
| Provider Registration | PN-1A034BAA95277B3124AA | 10/26/20 at 11:43 am | Karl Sander's Provider Registration |

Claim Record

**You have now successfully claimed the Provider Certification for the named entity.**

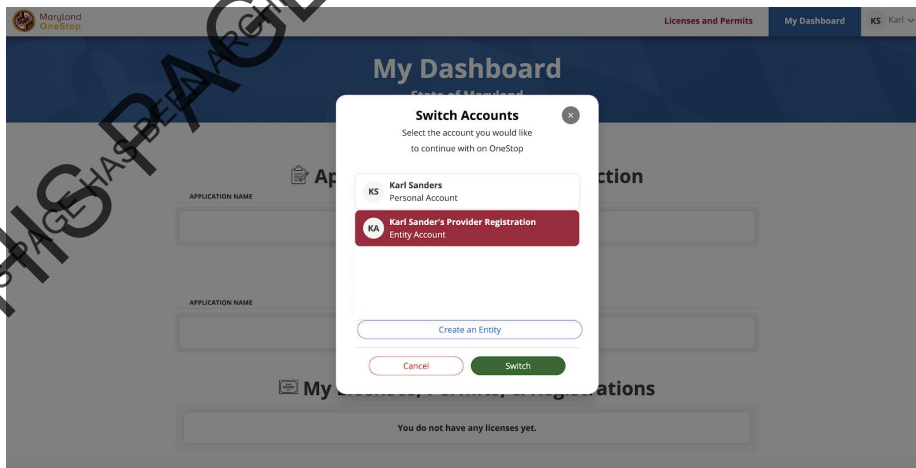
## Switch Between Accounts

To view your **Provider Registration** record 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. From here you are able to switch back and forth from your personal account to your *Entity Account*.
4. Select your *Entity Account* and then click the green *Switch* button.



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



The screenshot shows the 'Karl Sander's Provider Registration's Dashboard' for the State of Maryland. The page has a blue header with the Maryland OneStep logo and navigation links for 'Licenses and Permits', 'Entity's Dashboard', and a user profile 'KS Karl'. Below the header is a navigation bar with 'Registered Patients', 'Documents' (highlighted), and 'Team'. The main content area is titled 'Applications Requiring Your Action' and contains a message: 'There are no applications requiring your action at this time.' Below this is a section for 'Karl Sander's Provider Registration's Recent Applications' with a table of three entries.

| APPLICATION NAME       | SUBMITTED BY  | STATUS                                  |
|------------------------|---|---|
| Provider Registration  | Karl Sander's Provider Registration on 11/22/20 at 1:03 pm  | Completed on Nov 22nd, 2020 at 1:03 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:20 am | Completed on Nov 20th, 2020 at 10:20 am |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:11 am | Completed on Nov 20th, 2020 at 10:11 am |

## Future Access

When accessing the system after registering for the first time, 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.

## Entity Dashboard

Your Personal dashboard includes your Personal applications, licenses, permits and registrations. Your Entity dashboard includes your provider registration and a view to search registered patients.

**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. The user is logged in as 'KS Karl'. The dashboard is divided into three main sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The content indicates '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 indicates 'There are no recent applications at this time.'
- My Licenses, Permits, & Registrations:** A box indicating 'You do not have any licenses yet.'

This is your Entity account dashboard:

The screenshot shows the 'Karl Sander's Provider Registration's Dashboard' for the State of Maryland. The user is logged in as 'KS Karl'. The dashboard has tabs for 'Registered Patients', 'Documents', and 'Team'. The 'Documents' tab is active. The dashboard is divided into two main sections:

- Applications Requiring Your Action:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. The content indicates 'There are no applications requiring your action at this time.'
- Karl Sander's Provider Registration's Recent Applications:** A table with columns 'APPLICATION NAME', 'SUBMITTED BY', and 'STATUS'. It lists three completed applications:

| APPLICATION NAME       | SUBMITTED BY  | STATUS                                  |
|------------------------|---|---|
| Provider Registration  | Karl Sander's Provider Registration on 11/22/20 at 1:03 pm  | Completed on Nov 22nd, 2020 at 1:03 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:20 am | Completed on Nov 20th, 2020 at 10:20 am |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:11 am | Completed on Nov 20th, 2020 at 10:11 am |



## 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, including Provider Certifications
- Licenses, Permits, & Registrations: Includes any licenses, permits or registrations for the Entity, including the Provider Registration and any registered patients

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

**Karl Sander's Provider Registration's Dashboard**  
State of Maryland

Registered Patients | **Documents** | Team

### Applications Requiring Your Action

There are no applications requiring your action at this time.

### Karl Sander's Provider Registration's Recent Applications

| APPLICATION NAME       | SUBMITTED BY  | STATUS                                  |
|------------------------|---|---|
| Provider Registration  | Karl Sander's Provider Registration on 11/22/20 at 1:03 pm  | Completed on Nov 22nd, 2020 at 1:03 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:20 am | Completed on Nov 20th, 2020 at 10:20 am |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:11 am | Completed on Nov 20th, 2020 at 10:11 am |
| Provider Registration  | Karl Sander's Provider Registration on 11/17/20 at 11:42 am | Completed on Nov 17th, 2020 at 11:43 am |
| Provider Certification | Karl Sander's Provider Registration on 11/17/20 at 11:36 am | Completed on Nov 17th, 2020 at 11:36 am |
| Provider Certification | Karl Sander's Provider Registration on 11/09/20 at 12:37 pm | Completed on Nov 9th, 2020 at 12:37 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/09/20 at 10:54 am | Completed on Nov 9th, 2020 at 10:54 am  |

[View All](#)

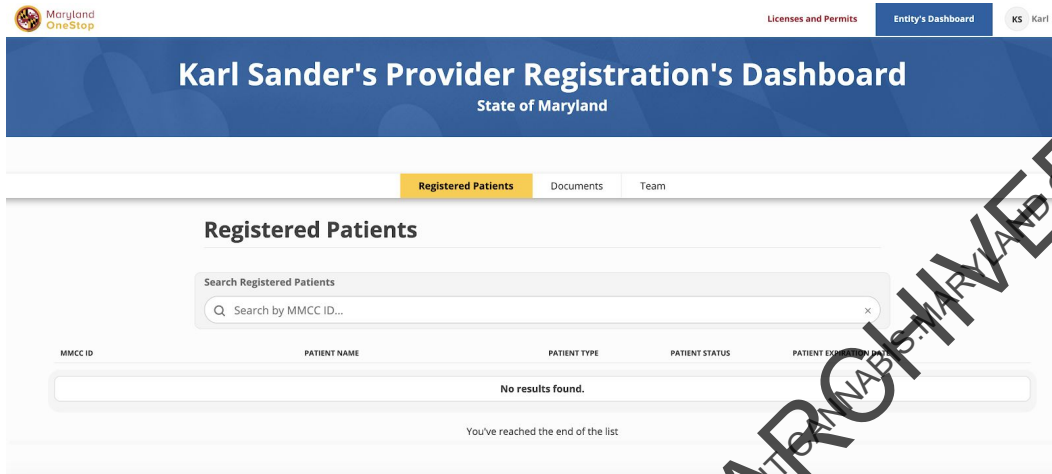
### Karl Sander's Provider Registration's Licenses, Permits, & Registrations

| Provider Registration | UNIQUE ID               | EXPIRATION DATE  | CURRENT STATUS |
|-----------------------|-------------------------|------------------|----------------|
|                       | PN-1A034BAA95277B3124AA | October 26, 2022 | Registered     |

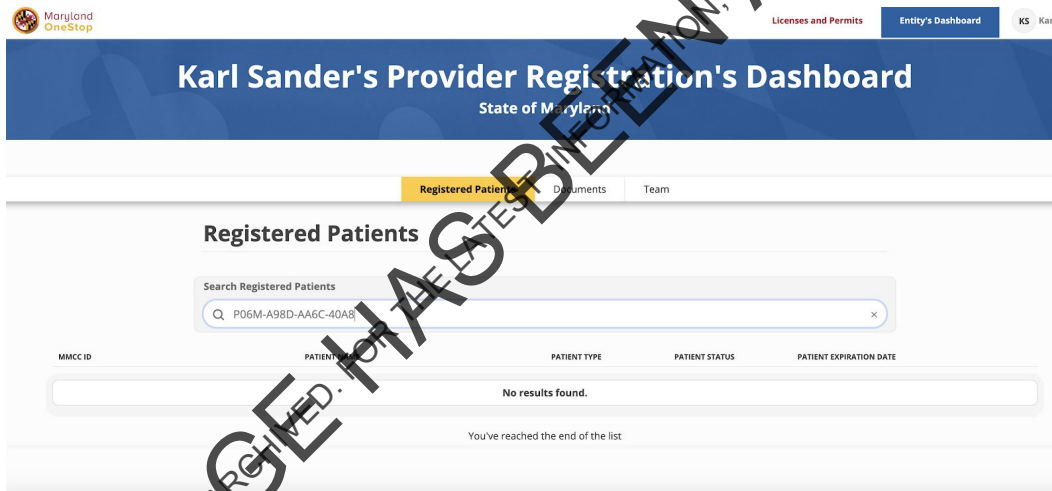
# Viewing Registered Patients

As a registered provider, you will have access to a view of all registered patients.

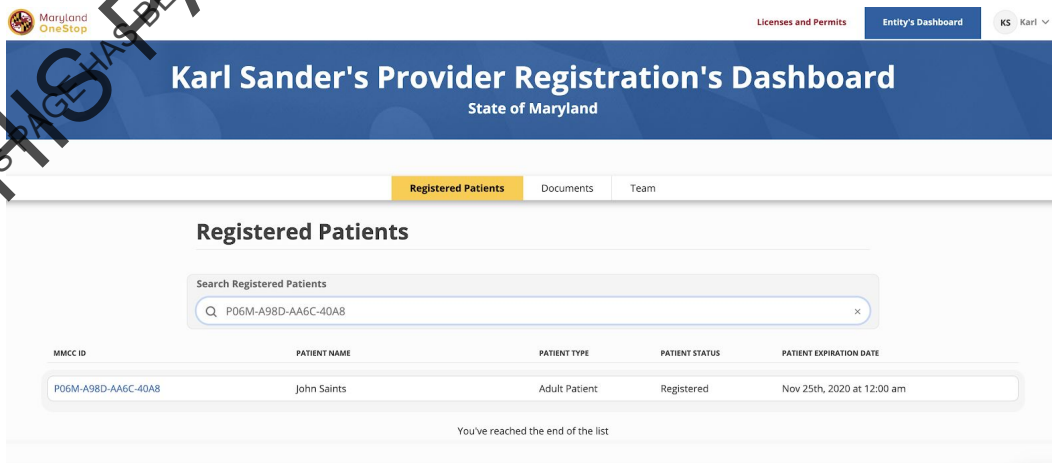
1. On the Entity Dashboard click the Registered Patients Tab.



2. Here you can search for Registered Patients by entering their registration ID.



3. You must click Enter on your keyboard to see the search results.



# Registered Provider Detail View

If you click on the Unique ID for the Provider Registration, you will be directed to your Registered Provider Detail View. Here you will be able to see your registration information, certified patients, and forms.

1. At the bottom of the Entity Dashboard Document tab, click on *Unique ID* under Provider Registration.

**Karl Sander's Provider Registration's Dashboard**  
State of Maryland

Registered Patients | **Documents** | Team

### Applications Requiring Your Action

There are no applications requiring your action at this time.

### Karl Sander's Provider Registration's Recent Applications

| APPLICATION NAME       | SUBMITTED BY  | STATUS                                  |
|------------------------|---|---|
| Provider Registration  | Karl Sander's Provider Registration on 11/22/20 at 1:03 pm  | Completed on Nov 22nd, 2020 at 1:03 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:20 am | Completed on Nov 20th, 2020 at 10:20 am |
| Provider Certification | Karl Sander's Provider Registration on 11/20/20 at 10:11 am | Completed on Nov 20th, 2020 at 10:11 am |
| Provider Certification | Karl Sander's Provider Registration on 11/17/20 at 11:42 am | Completed on Nov 17th, 2020 at 11:43 am |
| Provider Certification | Karl Sander's Provider Registration on 11/17/20 at 11:36 am | Completed on Nov 17th, 2020 at 11:36 am |
| Provider Certification | Karl Sander's Provider Registration on 11/9/20 at 12:37 pm  | Completed on Nov 9th, 2020 at 12:37 pm  |
| Provider Certification | Karl Sander's Provider Registration on 11/09/20 at 10:54 am | Completed on Nov 9th, 2020 at 10:54 am  |

[View All](#)

### Karl Sander's Provider Registration's Licenses, Permits, & Registrations

| Provider Registration                 | EXPIRATION DATE  | CURRENT STATUS |
|---------------------------------------|------------------|----------------|
| UNIQUE ID<br>PN-1A034BAAA95277B3124AA | October 26, 2022 | Registered     |

2. Here you can view the Patient Information and Certified Patient History tabs.

**Provider Detail View**

Home > My Dashboard > Provider Detail View

Provider Registration for Karl Sanders  
MMCC ID PN-1A034BAA9527783124AA  
Registration Status Registered  
Expiration Date Oct 26th, 2022

Patient Information Certified Patient H...

**Provider and Medical License Information**

Name: Karl Sanders  
Award Date: Oct 26th, 2020 at 12:00 am  
Email Address: karl@mail.com

CDS Number: D49499  
Medical Board: Maryland State Board of Dental Examiners

Medical Conditions Certified: Cachexia, Glaucoma, Other medical condition which is severe and for which other treatments have been ineffective, Post traumatic stress disorder (PTSD)  
Medical License Number: 12859

**Office Information**

**Provider Detail View**

Home > My Dashboard > Provider Detail View

Provider Registration for Karl Sanders  
MMCC ID PN-1A034BAA9527783124AA  
Registration Status Registered  
Expiration Date Oct 26th, 2022

Patient Information Certified Patient H...

**Certified Patient History**

| MMCC ID             | PATIENT NAME                   | PATIENT CERTIFICATION STATUS | CERTIFICATION DATE         | ACTIONS              |
|---------------------|--------------------------------|------------------------------|----------------------------|----------------------|
| P06M-A98D-AA6C-40A8 | John Saints                    | Active                       | Nov 20th, 2021 at 12:00 am | Revoke Certification |
| P11M-EC68-B07E-3617 | Mike Danielle Kirkland Jameson | Active                       | Nov 20th, 2021 at 12:00 am | Revoke Certification |
| P05F-AF94-FD0D-A189 | Silvia Daniels                 | Active                       | Nov 27th, 2020 at 12:00 am | Revoke Certification |
| P05Z-1D80-0FCD-4304 | Ainsley Blum                   | Active                       | Nov 17th, 2021 at 12:00 am | Revoke Certification |

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