Maryland Medical Cannabis Commission

Entity Claiming User Instructions for Providers

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 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.
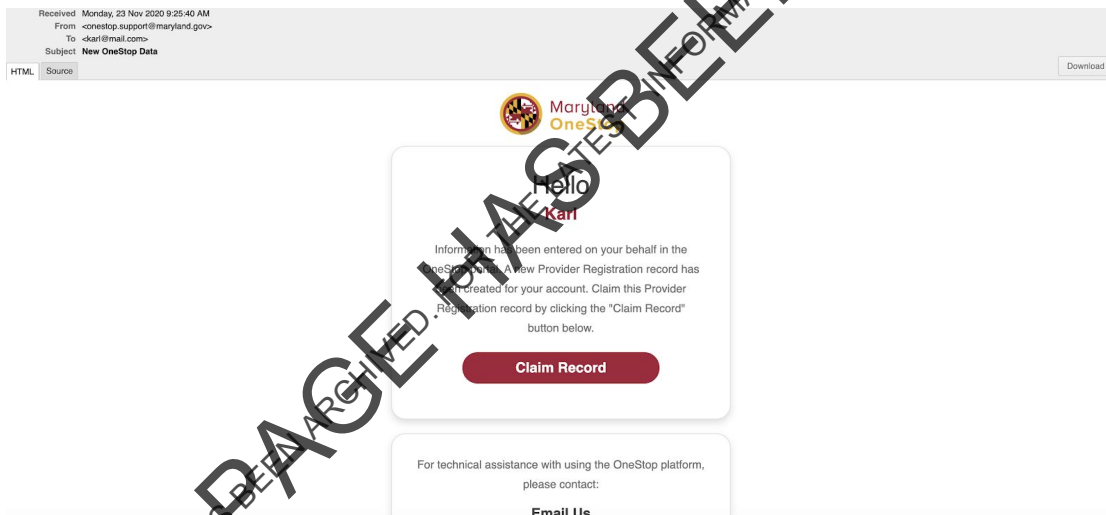
2. After logging into your personal OneStop account, click your account name located on the top-right corner of the screen. Select the *Claim Records* button in the dropdown.
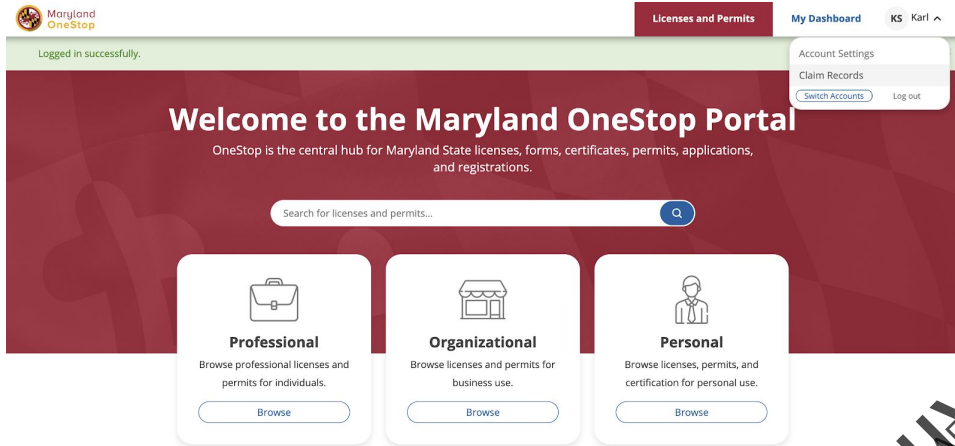
3. You will then be redirected to your Claim Records webpage on OneStop. Click the blue button to *Select an Entity* that you are associated with.
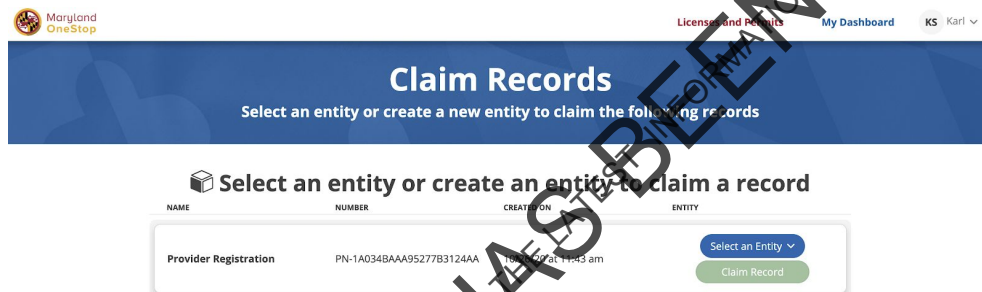
In the dropdown list view, you will see the name of the relevant record. Before you are able to claim the record, you will need to select the corresponding **Entity**. It is suggested that you use the Entity you created to apply as a Provider to claim your registration.

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

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

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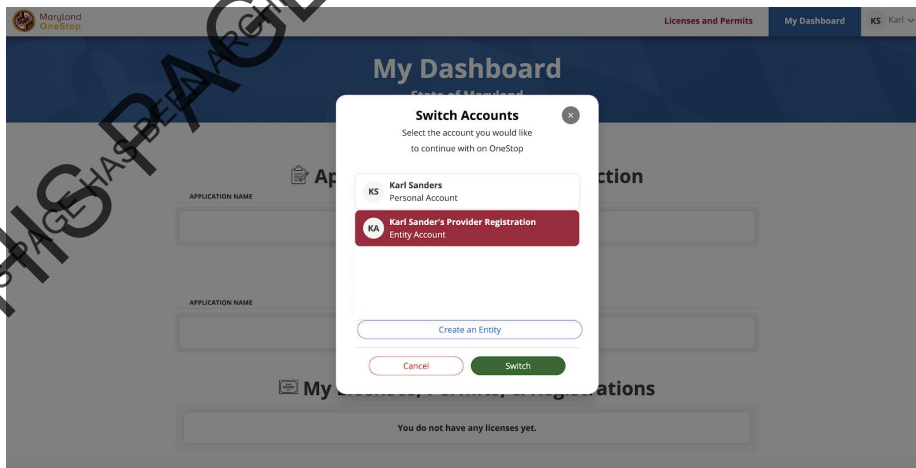
You have now switched to your **Entity Account**.

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:

This is your Entity account dashboard:

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.*

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.
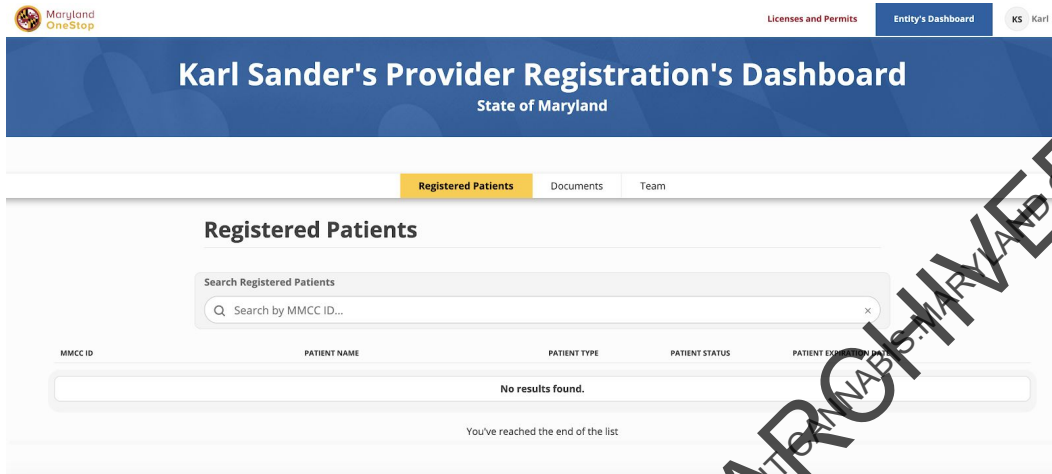
2. Here you can search for Registered Patients by entering their registration ID.
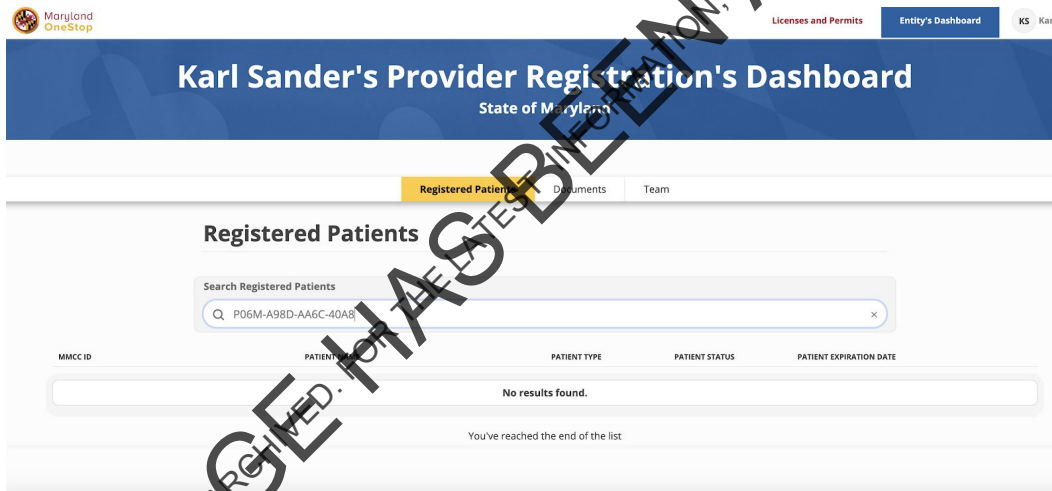
3. You must click Enter on your keyboard to see the search results.
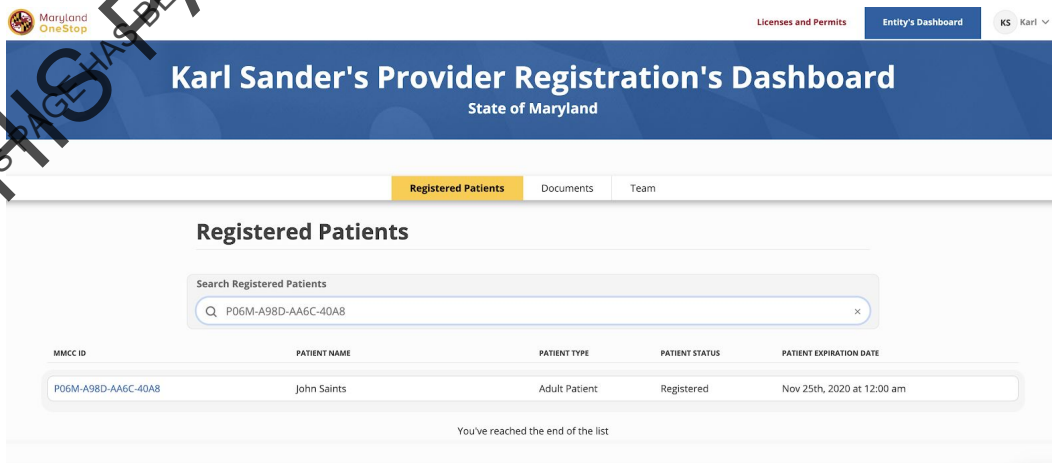
Registered Provider Detail View

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.

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