

Understanding the Registry

Patient and Caregiver Initial Login Instructions

Step 1: Open the personal email account you gave to your doctor to request medical marijuana in Florida.

Step 2: Locate and open the emails with “Medical Marijuana Use Registry New User Account” as the subject line. One email contains your username (your username is the email you supplied to your doctor). The second email contains your temporary password. Remember your temporary password, you will use it to log in.

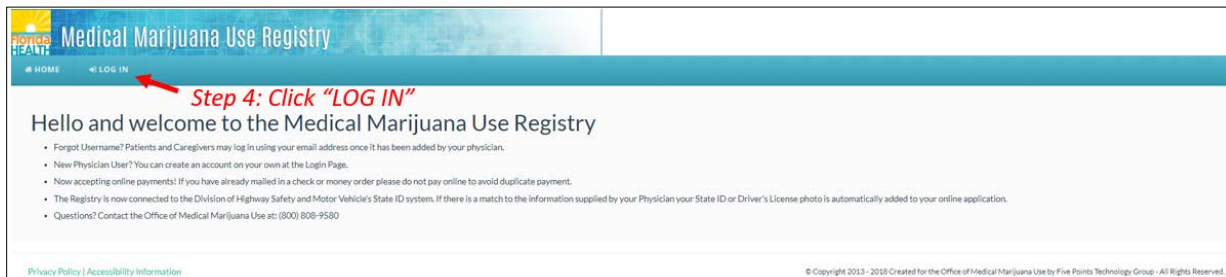
Passwords in the Registry are case sensitive. Temporary passwords are in the following order: 3 capital letters, 2 lower case letters, 3 capital letters, a symbol and a number. For example, ABCdeHIJ#0 (please note that the lower-case L and a capital i look the same).

*If you do not find the “Office of Medical Marijuana Use New User Account” email, [click here](#) for additional information.

Step 3: Click on the Registry link provided in the email. This link takes you to the Registry’s home screen (website).



Step 4: Click “Log In.”



Step 5: Type your username and temporary password in the correct boxes on the screen.

The temporary password is case sensitive, it is only valid for one successful login attempt and must be used within 24 hours of it being sent to you.

Step 6: Click “Log In.”

The screenshot shows a login form with the following elements and annotations:

- Username field: Annotated with "Step 5: Your email address" and a red arrow pointing to the field.
- Password field: Annotated with "Step 5: Temporary password received in your email account – password is case sensitive" and a red arrow pointing to the field.
- Remember Me checkbox: Annotated with "This button will remember your username" and a red arrow pointing to the checkbox.
- LOG IN button: A large blue button annotated with "Step 6: Click 'LOG IN'" and a red arrow pointing to it.
- Forgot Password? link: Located below the LOG IN button.

Step 7: After you log in, you will be instructed to change your password. Read the message that will appear on your screen: “Your password has expired, it must be changed.”

Step 8: Type your temporary password into the “Current Password” box (this is the temporary password that was sent to your email in Step 3).

Step 9: Create your new password. You need to add a password to your Registry account that is unique to you. It must be 10 characters long and include each of the following:

- Uppercase letters (A, B, C ...)
- Lowercase letters (a, b, c ...)
- Numbers (1, 2, 3 ...)
- Special characters (for example: '#&*^\$() &? /')

Step 10: Click “Change Password.”

The screenshot shows the "Reset Password" page with the following elements and annotations:

- Message: "Your password has expired, it must be changed." Annotated with "Step 7: Comment stating your password has expired" and a red arrow.
- Requirements: "Your new password must contain:" followed by a list of requirements: At least 10 characters, Uppercase letters (A, B, C ...), Lowercase letters (a, b, c ...), Numbers (1, 2, 3 ...), and Special characters (for example: '#&*^\$() &? /').
- Current Password field: Annotated with "Step 8: Enter the temporary password you used in the last screen" and a red arrow.
- New Password field: Annotated with "Step 9: Create a new password. Passwords must have: at least 10 characters, including 1 upper case, 1 lower case, a symbol and a number" and a red arrow.
- Confirm New Password field: Annotated with "Step 9: Retype the password you created. Confirm New Password must be typed identical to the New Password." and a red arrow.
- Change Password button: A green button annotated with "Step 10: Click 'Change Password'" and a red arrow.

Step 11: A message box will pop up on your screen stating, “Your Password Has Been Successfully Changed.” Click “Ok.”

The screenshot shows a message box with the following elements:

- Message: "Your password has been successfully changed." Annotated with "Step 11: Message stating, 'Your password has been successfully changed'" and a red arrow.
- Ok button: A yellow button to confirm the message.

Step 12: You will automatically be redirected to your Registry home page.