

Metrc System Access Information



Once a prospective licensee is approved for pre-qualification or licensure and has their license number or application ID, that marihuana business and their employees will then be eligible to sign-up for the **New Business Training Course**.

It is not a requirement for the business to have paid their license fee prior to signing-up for a training class. Each establishment is required to have an administrator in the Metrc system. The Metrc administrator is required to take the **New Business Training Course** at least once unless you are an existing Medical Marihuana Facility Licensee (MMFL). MMFL administrators will **NOT** need to take the **New Business Training Course** but will still need to add their new Adult Use Marihuana Facility License to their existing Metrc account.

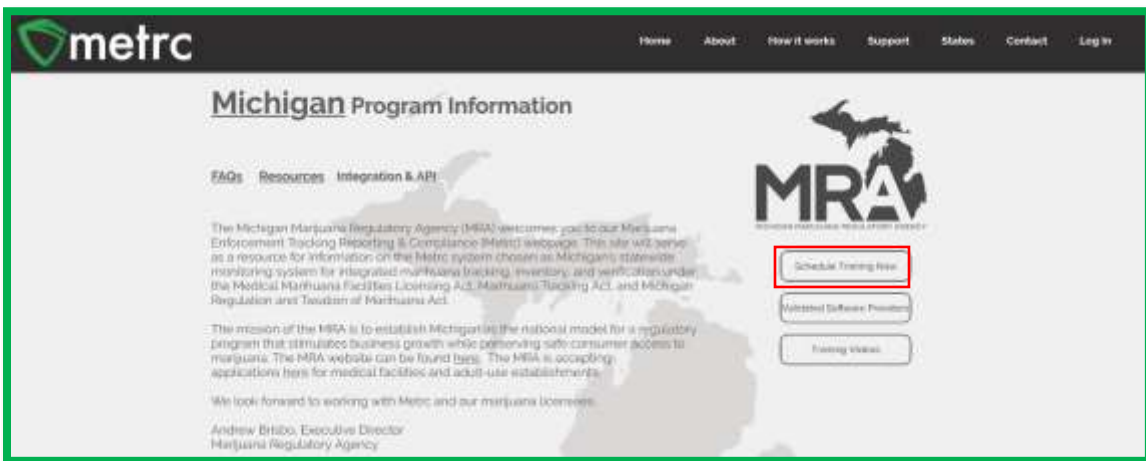
It is strongly recommended that any employee planning to operate in the Metrc system take the **New Business Training Course** to ensure they know how to accurately utilize the system.

The **New Business Training Course** is provided in a webinar-based format to individual licensees or a small group of licensees.

These webinar-based training classes will be offered **every Tuesday from 12:30 ET to 2:30 ET**. The classes are instructor led and provide a thorough overview of the core functionality of the metrc system.

Advanced training classes by license type are also available for licensees who have received licensure.

These classes are now setup for all approved businesses at no additional cost, and users can sign up by selecting the “Schedule Training Signup” button at www.metrc.com/michigan.



To sign-up for the **New Business Training Course**, the following information will need to be provided:

- Facility/Establishment license number (Can be application ID once the business is approved)
- Business Name
- Email
- First Name
- Last Name
- Phone Number

First-Time Credentialing

The following guidance outlines the steps necessary for a business to receive access to the Metrc system for the first time. These steps will pertain to any new Medical Marihuana Facility Licensee or Adult Use Licensee that does not have an existing Medical Marihuana Facility License.

At least one business owner must complete the **New Business Training Course** to qualify to receive credentials and become a metrc administrator for the facility or facilities.

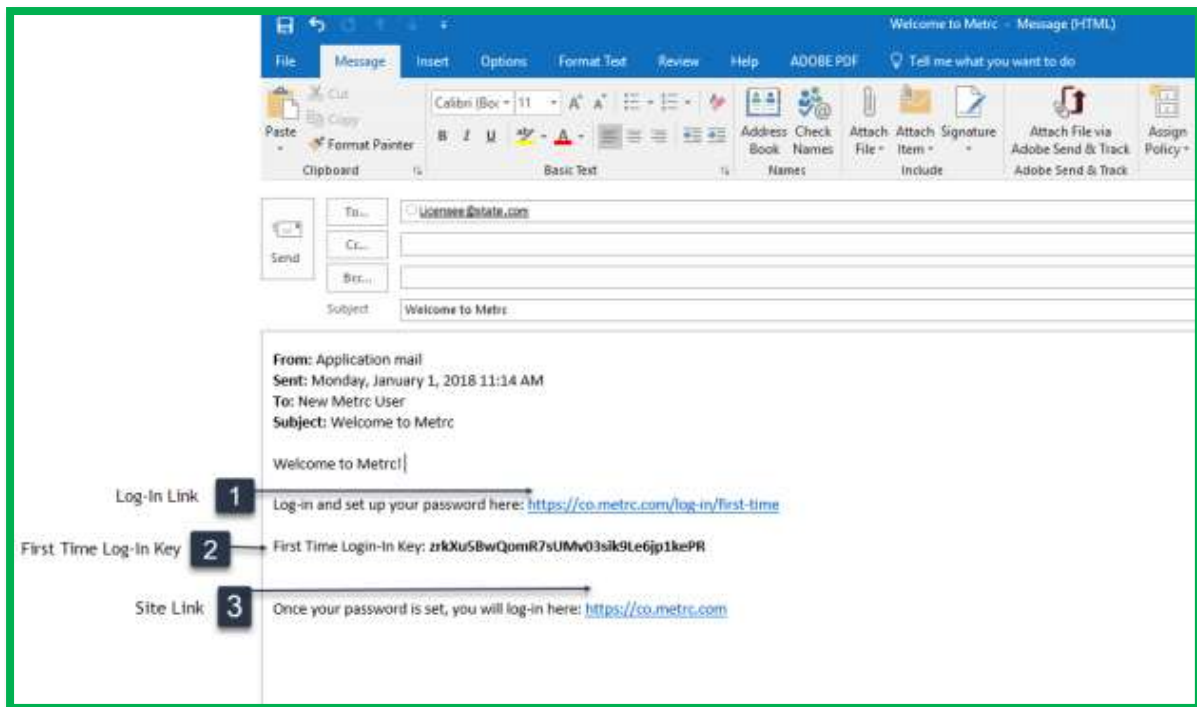
After you complete training, you must send an email to support@metrc.com requesting your log-in credentials. The email **MUST** contain the following:

Subject Line: "Requesting MI Credentials"

In the body of the email, please include:

- Your full name
- Your Date of Birth (MMDDYY)
- Last 4 of your SSN
- Your business License Number
- The name of your business and DBA if applicable
- The best phone number to reach you at
- The email address where you'd like your "Welcome to Metrc" email to be sent

Your information will be vetted within 48 hours, or by Monday if you've sent the information on Friday. You will then receive a "Welcome to Metrc" email like the one below.



This email contains your Log-in Link and a temporary password to access Metrc and set up your account.

The First-Time Log-in Key is good for 24 hours; you must log-in within 24 hours of when the link was sent!

Item 1: Log-in Link

<https://MI.metrc.com/log-in/first-time>

This link will take you to the first-time log-in page where you can use your key and temporary password to log-in.

Item 2: First Time Log-in Key

This first-time log-in key can only be used once, and within 24 hours of when the “Welcome to Metrc” email is sent.

Item 3: Site Link

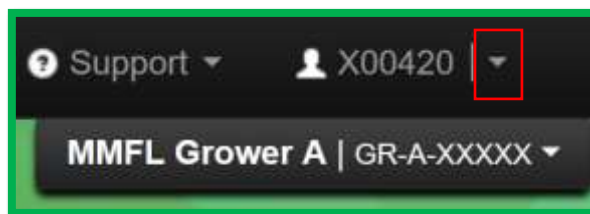
<https://MI.metrc.com>

Use this link to navigate to the main log-in screen and create a bookmark on your device.

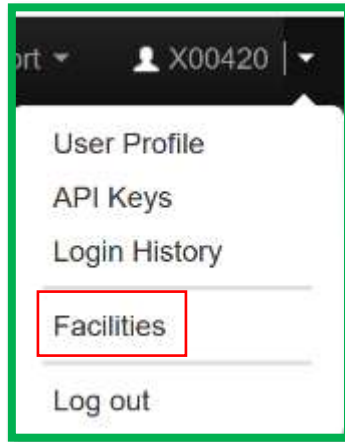
Adding New Facilities

The following guidance outlines the steps necessary for a business to input additional facilities to the Metrc system. These steps will pertain to any existing Medical Marihuana Facility Licensee that has been awarded additional Medical Marihuana or Adult Use licenses to their already operational establishment.

Step 1: Navigate to the upper right-hand corner of your Metrc account and select the dropdown next to your username.



Step 2: Once the dropdown populates select the **Facilities** option.



Step 3: Select the **Add Facilities** button.



Step 4: The Add Facilities action window will appear where you will need to input the facility license number associated with your business. The user will also need to designate the home page for that license number and the type of employment. Once this information is accurately inputted, select Add Facilities.

A screenshot of the 'Add Facilities' dialog box. The dialog has a title bar 'Add Facilities' and a close button 'X'. Inside, there is a section for 'Facility # 1' with a '(clear)' button. Below this, there are two input fields: 'Facility Lic. No.' with the value 'AU-G-A-XXXXX' and 'Home' with a dropdown menu showing 'Admin'. There are also two checkboxes under 'Employment': 'Owner at this Facility' (checked) and 'Manager at this Facility' (unchecked). At the bottom, there is a blue '+' button and two buttons: 'Add Facilities' and 'Cancel'.

Please note: Only active licenses can be added, If the user tries to enter an inactive facility license number they will receive an error.

If the user believes this to be incorrect, please contact MRA-MedicalMarijuana@michigan.gov for any Medical Licensing inquiries and MRA-AdultUseLicensing@michigan.gov for any Adult Use Licensing inquiries.

Please contact Metrc support at support@metrc.com or 877-566-6506 with any Metrc question or assistance on training signup and/or credentialing.

Please contact the Marijuana Regulatory Agency Compliance Section via email at

MRA-Compliance@michigan.gov with any Compliance questions.