

## 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 two input fields: 'Username' and 'Password'. Red arrows point to these fields with the following text: 'Step 5: Your email address' for Username and 'Step 5: Temporary password received in your email account – password is case sensitive' for Password. Below the password field is a checkbox labeled 'Remember Me' with the text 'This button will remember your username' and an arrow pointing to it. At the bottom of the form is a large blue button labeled 'LOG IN' with an arrow pointing to it and the text 'Step 6: Click “LOG IN”'. Below the button is a link that says 'Forgot Password?'.

**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:

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

**Step 10:** Click “Change Password.”

The screenshot shows a 'Reset Password' form. At the top, a message says 'Your password has expired, it must be changed.' with an arrow pointing to it and the text 'Step 7: Comment stating your password has expired'. Below this is a list of requirements for the new password: 'At least 10 characters', 'Uppercase letters (A, B, C ...)', 'Lowercase letters (a, b, c ...)', 'Numbers (1, 2, 3 ...)', and 'Special characters (for example: ‘#&\*^\$() &? /)'. The form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Red arrows point to these fields with the following text: 'Step 8: Enter the temporary password you used in the last screen' for Current Password, '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' for New Password, and 'Step 9: Retype the password you created. Confirm New Password must be typed identical to the New Password.' for Confirm New Password. At the bottom of the form is a green button labeled 'Change Password' with an arrow pointing to it and the text 'Step 10: Click “Change Password”'.

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

The screenshot shows the 'Reset Password' form with a message box that has popped up. The message box says 'Your password has been successfully changed.' and has an 'Ok' button. A red arrow points to the message box with the text 'Step 11: Message stating, “Your password has been successfully changed”'. The background of the page is dimmed.

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