
# Mississippi Medical Cannabis Program

## Industry Portal User Guide

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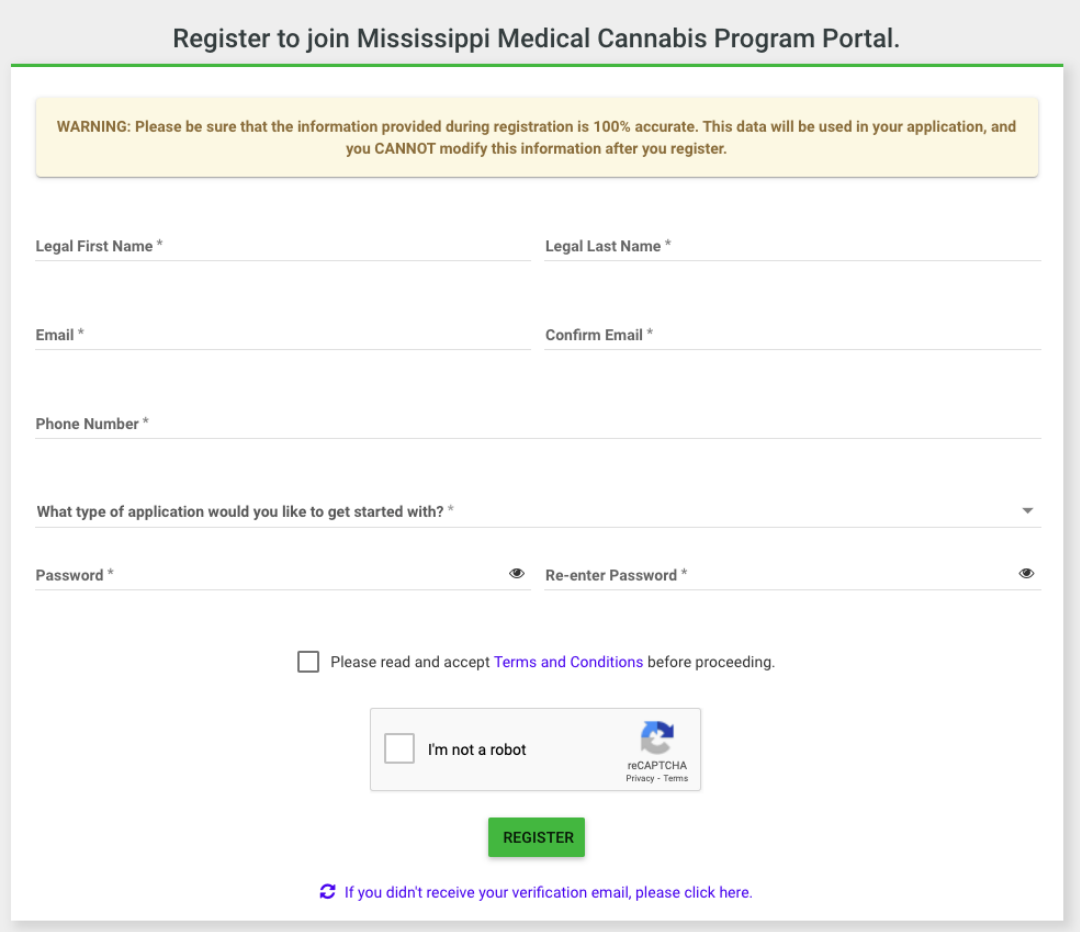
## Overview

NIC Licensing Solutions (NLS) is the official web portal for the Mississippi Medical Cannabis Program. Industry stakeholders can utilize NLS to manage the application process for:

- New businesses (Cultivator Facilities, Disposal Entities, Processing Facilities, Research Facilities, Testing Facilities, Transportation Entities)
- New dispensary applications
- Practitioner registration and patient certifications
- Patient applications
- Caregiver applications
- Agent/Employee applications

## Register

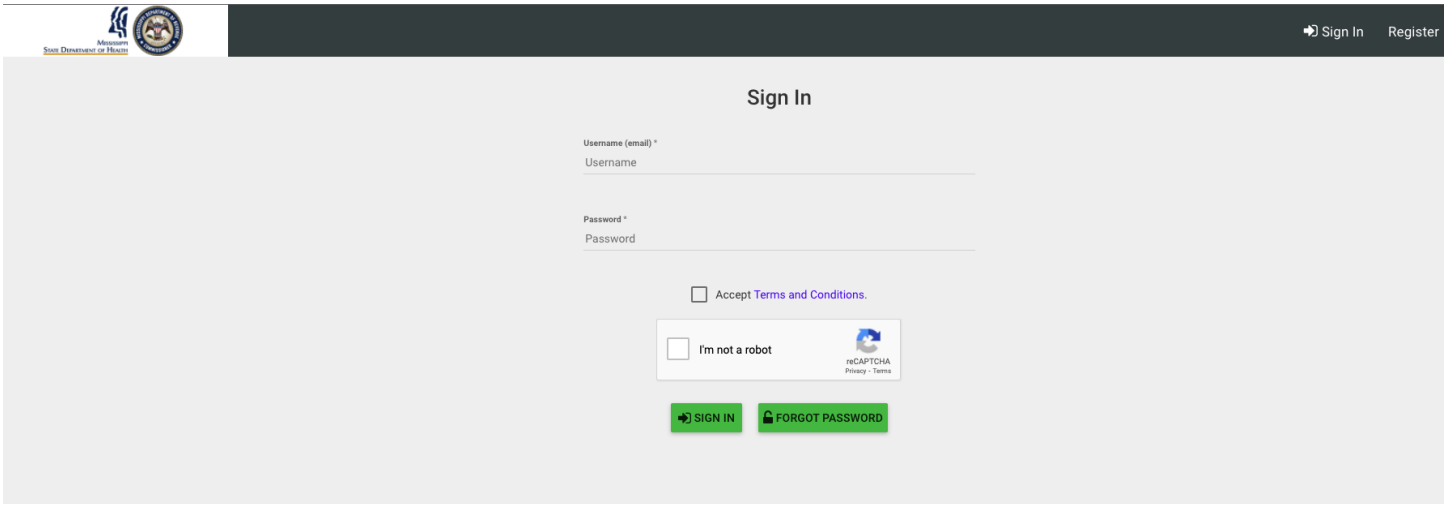
New users must first register by navigating to the Registration page:
https://ms-doh-public.nls.egov.com/




Once the registration information is submitted, confirm your email address by clicking the link sent to your inbox. **You will <u>not</u> be able to log in until you verify your email address**. *(if you do not see the email link, please check all your inboxes (i.e., spam, junkmail, or quarantine).*

## Log In

Once your new account email has been verified, you can log in:



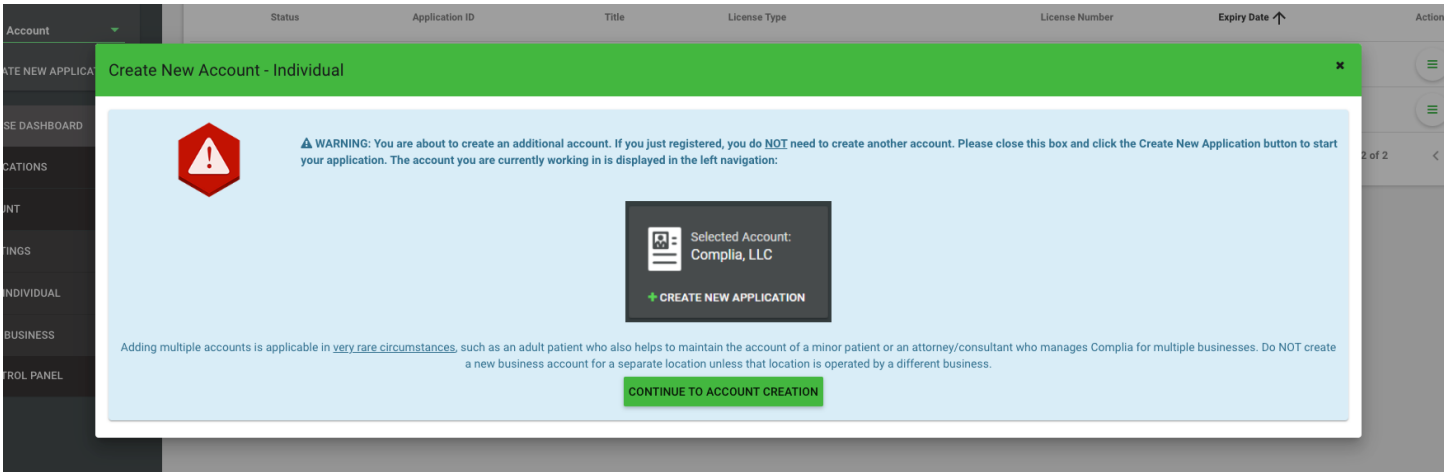

If you forget your password, click the Forgot Password button, provide your email address, and follow the instructions.

## Managing Multiple Accounts

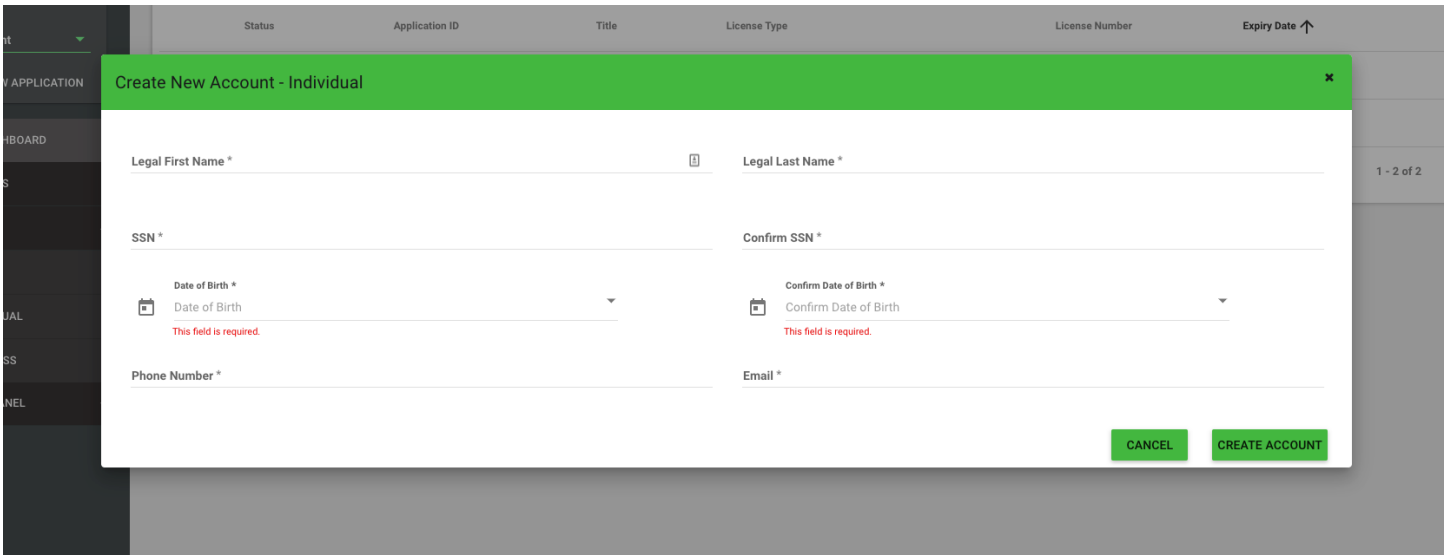
In order to keep your applications organized, separate accounts are required to submit applications for a specific individual or business. For example, if you want to apply for your patient license and a business license, you will be required to maintain those applications in two separate accounts: one for you and one for the business.

Adding multiple accounts is applicable in *very rare circumstances*, such as an adult patient who also helps to maintain the account of a minor patient or an attorney/consultant who manages the licensing for multiple businesses. Do **NOT** create a new business account for a separate location unless that location is operated by a different business.

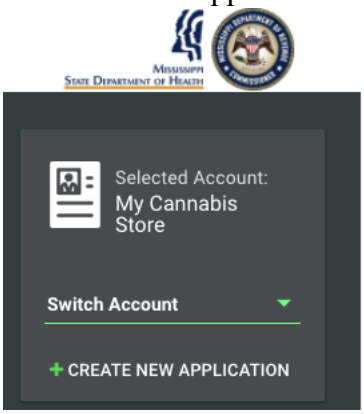
To add a new account, expand the Account tab and select Add Individual or Add Business:



Next, click Continue to Account Creation:




The box in the upper left corner of the screen allows you to easily switch between accounts



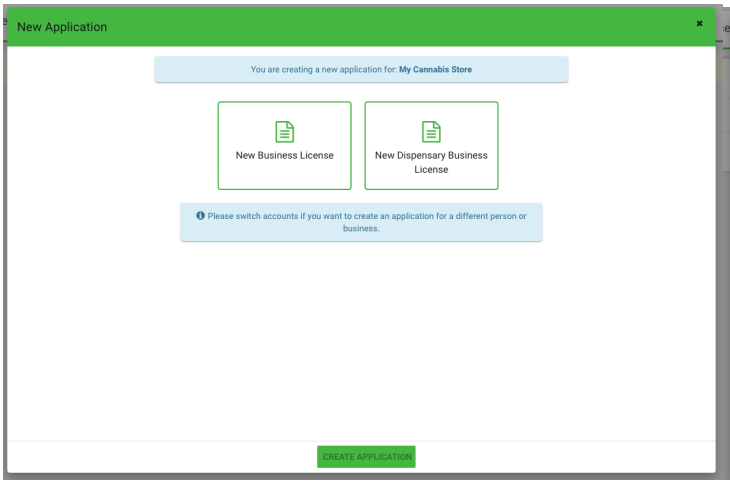

To switch between accounts, click the drop down and select the desired account.

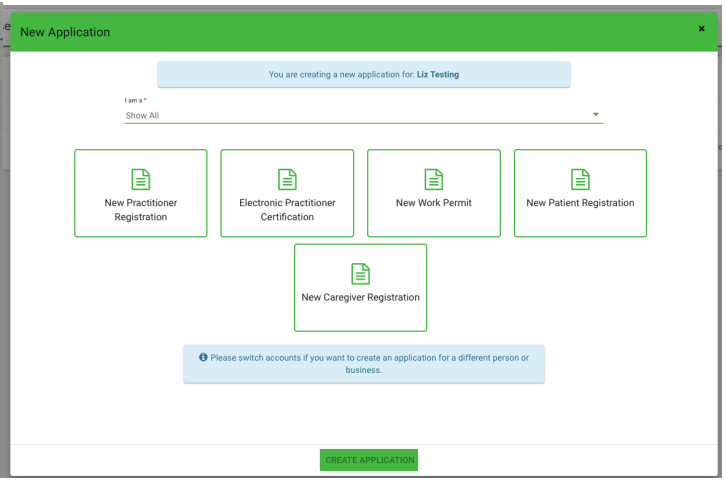
## Payment

Most applications in NLS require the payment of fees as detailed by the Mississippi Cannabis rules and regulations. Please contact the Mississippi Medical Cannabis Program if you have payment related questions.

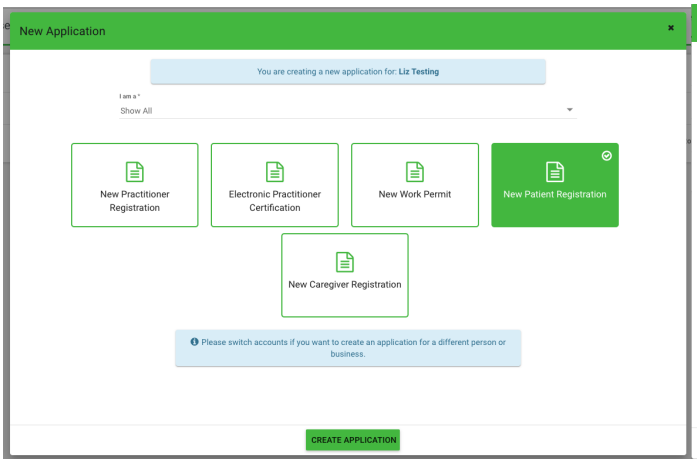
## Submit a New Application

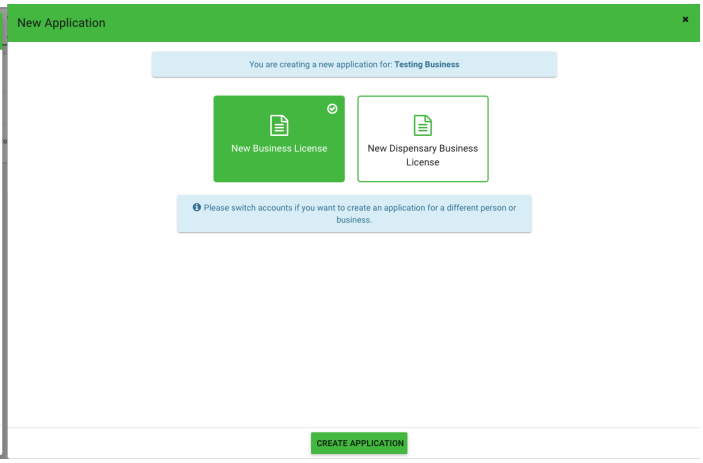
To start a new application, click the Create New Application button in the center of the screen. If you are applying as an individual, click on the "I am a…" dropdown and select the option that best applies to you. You can also select "see all" to view all application types.



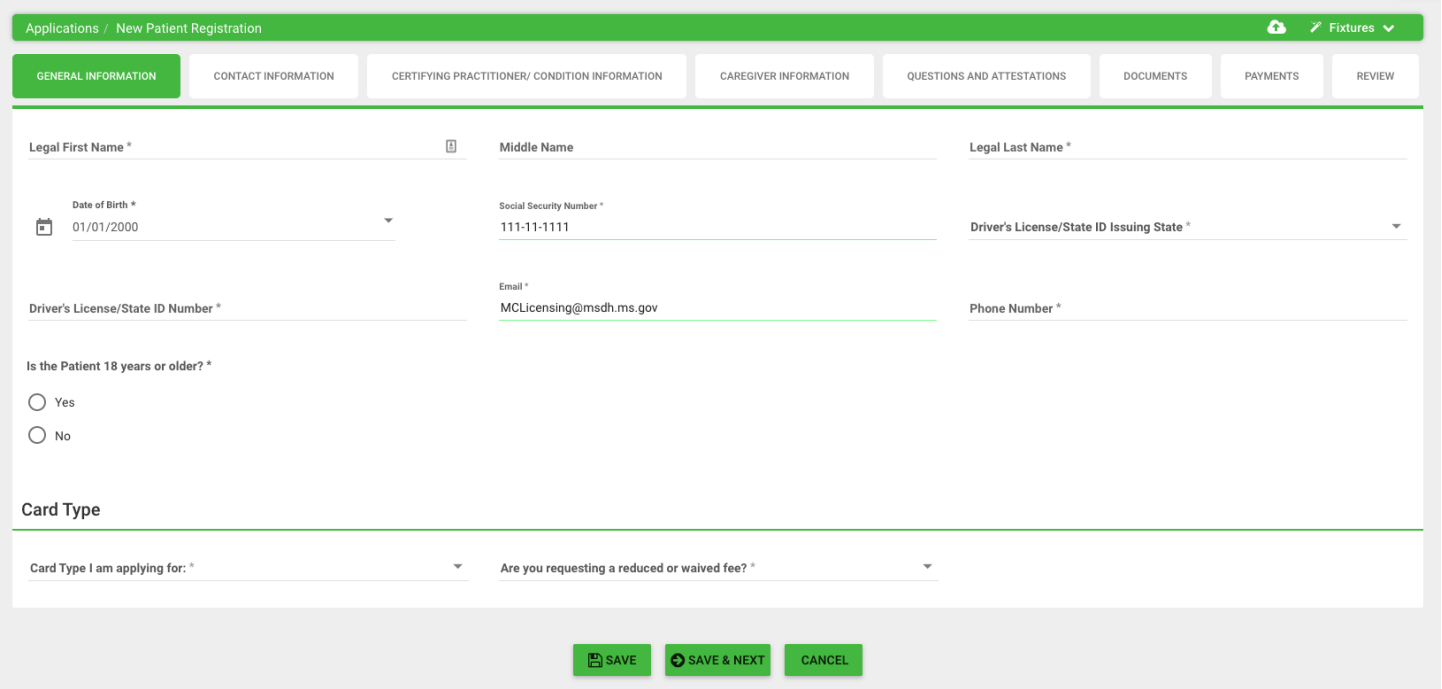

Next, choose the application type you'd like to create. Be sure to verify that you are working in the proper account by verifying the information in the blue box. Click Create Application to start the application.



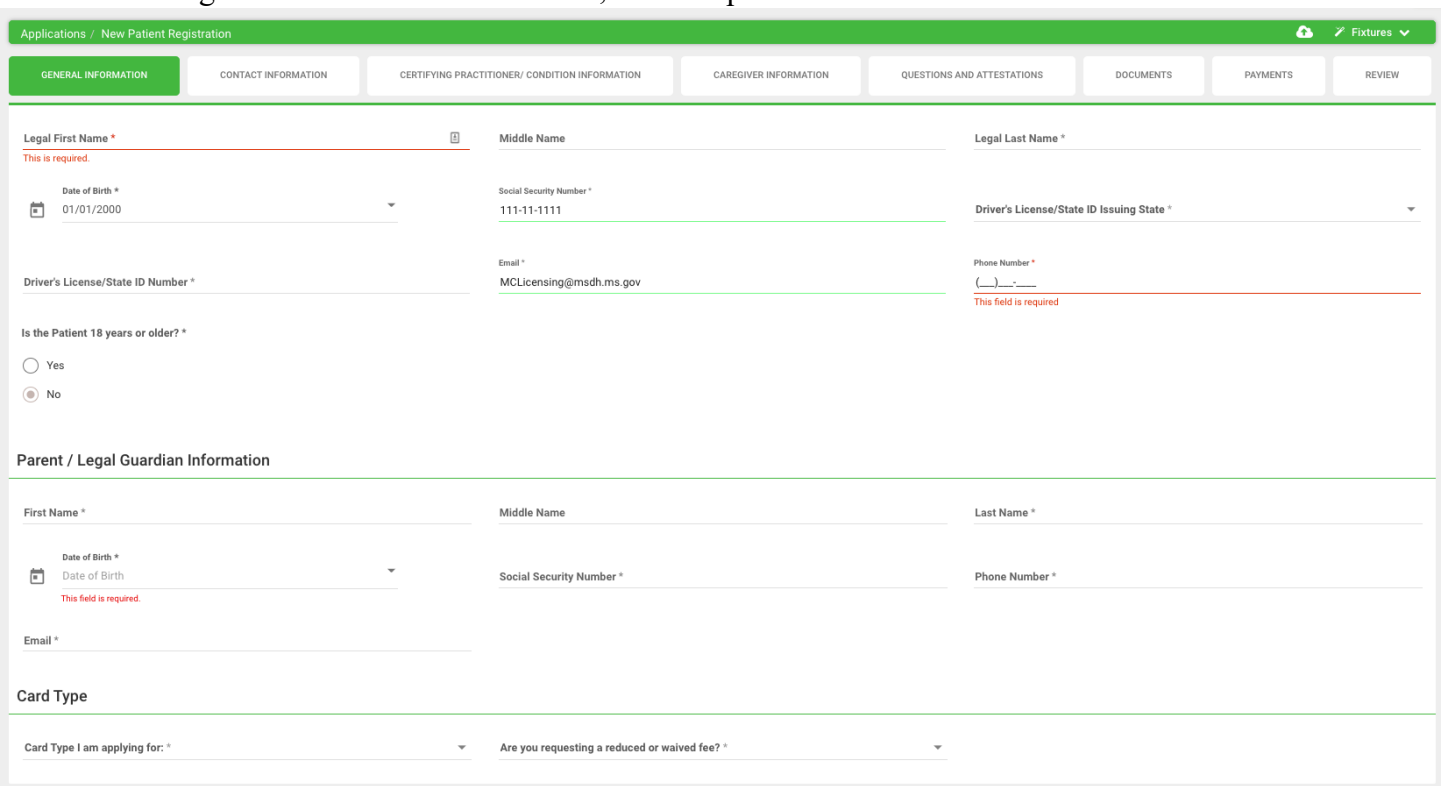




Once the application is created, complete all of the required information. Each application contains required data fields, question responses, and document uploads:

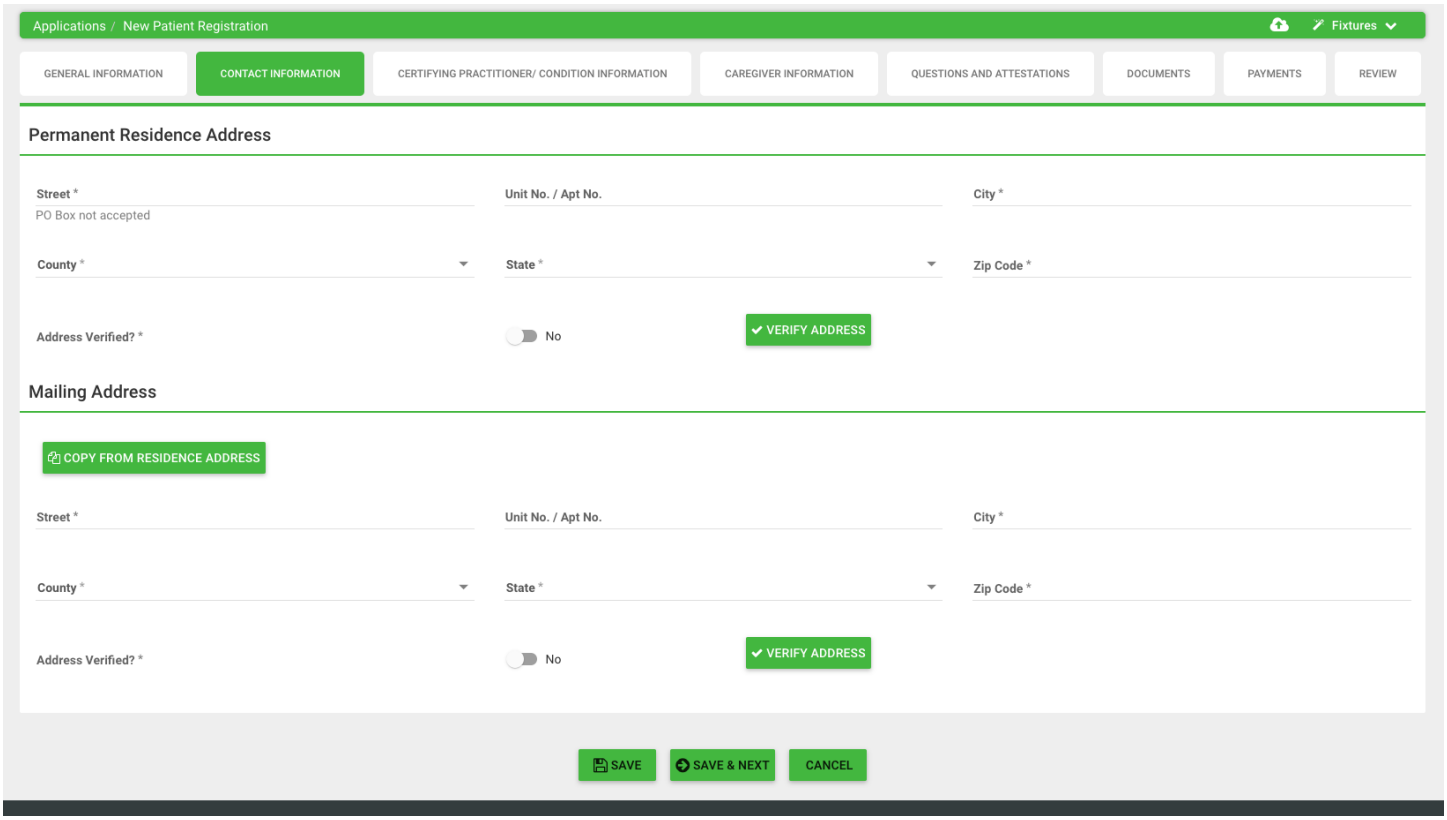
New Patient Registration: General Information:



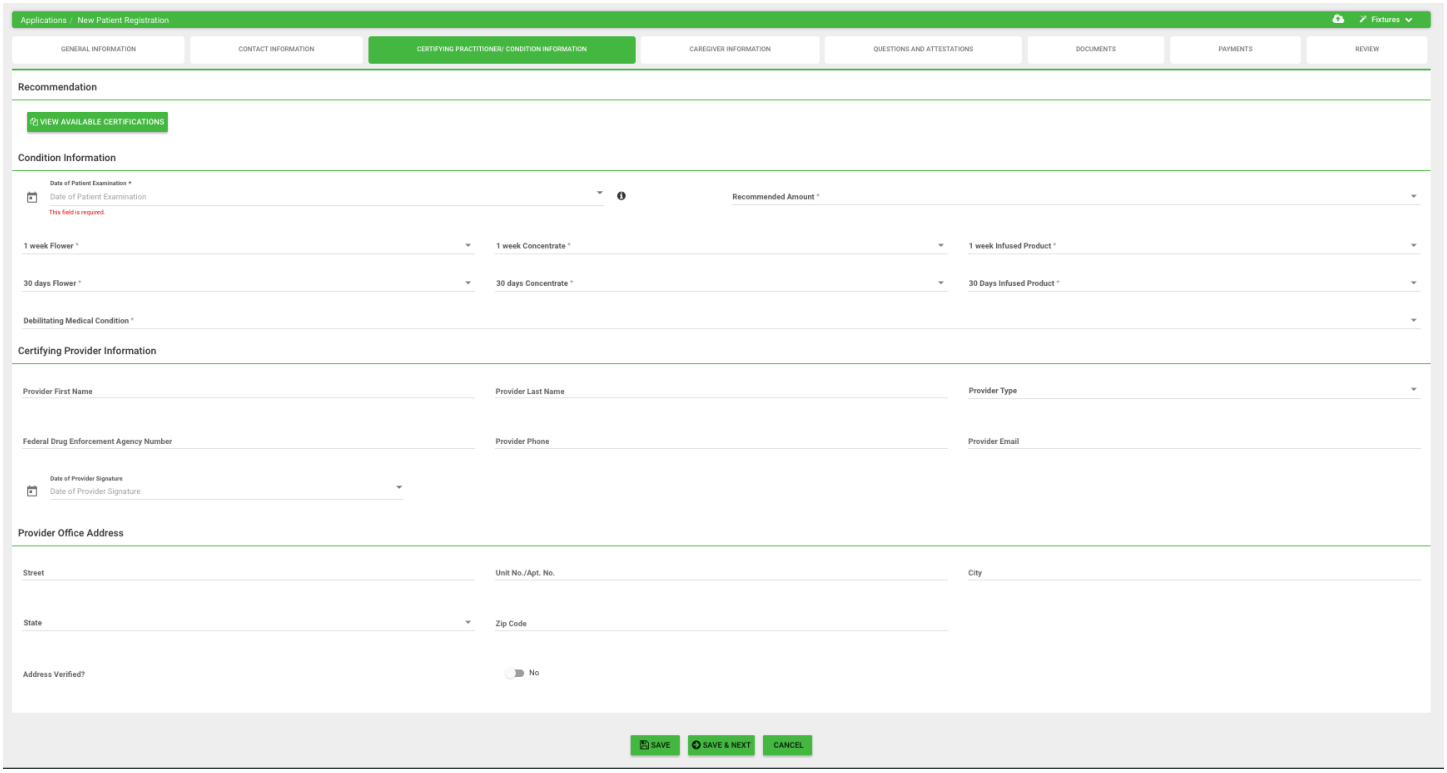

New Patient Registration: General Information, if minor patient:



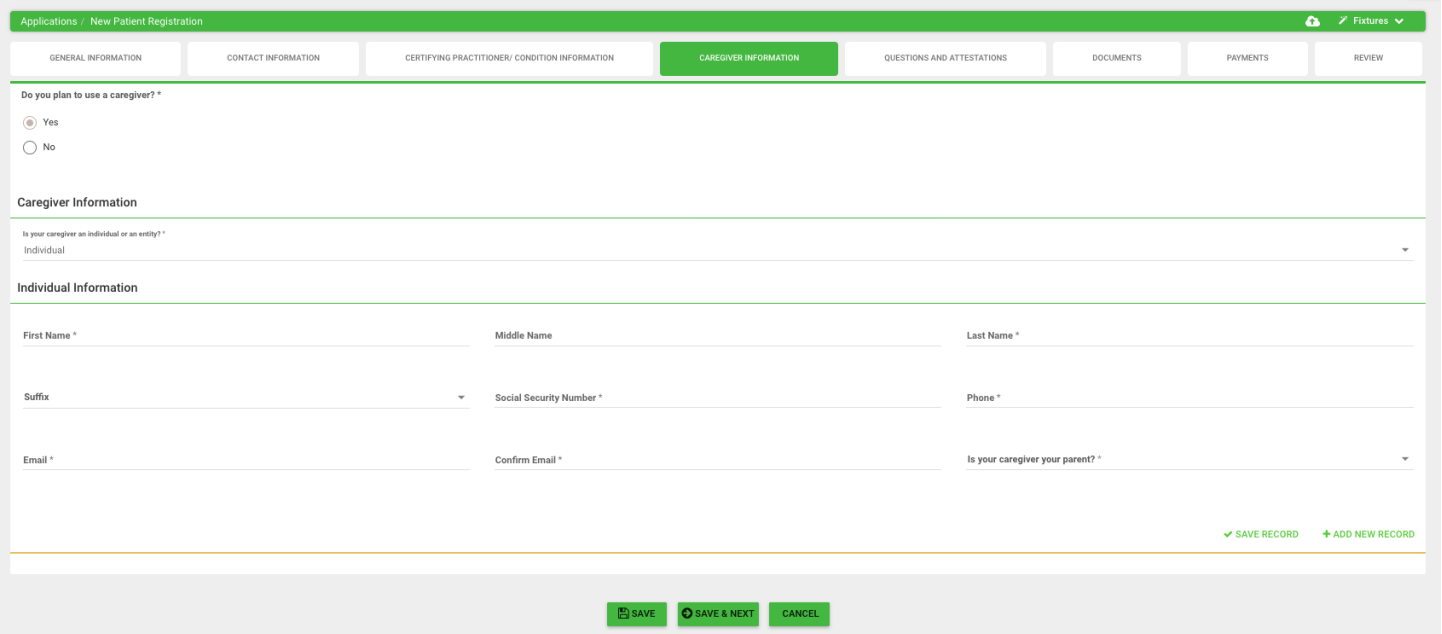

New Patient Registration: Contact Information

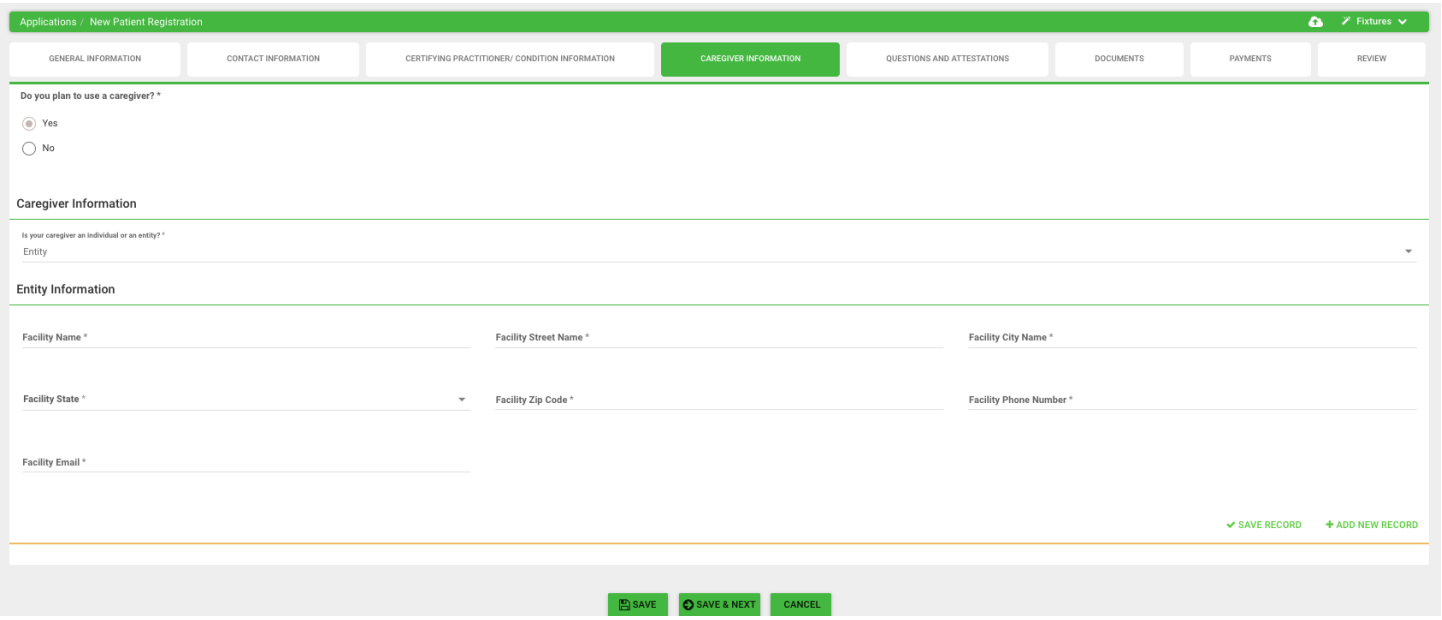



New Patient Registration:  Physician/Condition Information

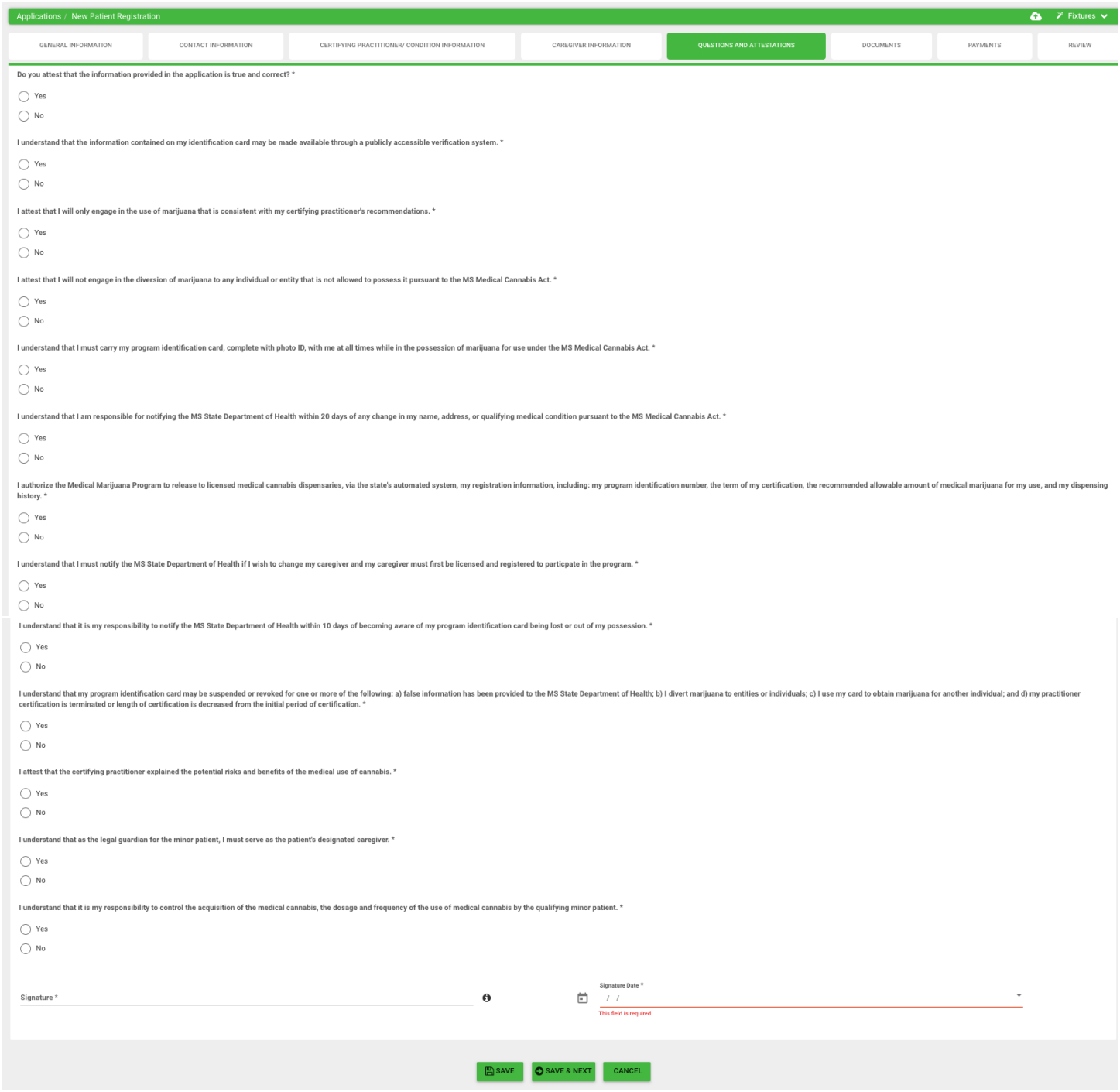



New Patient Registration: Caregiver Information

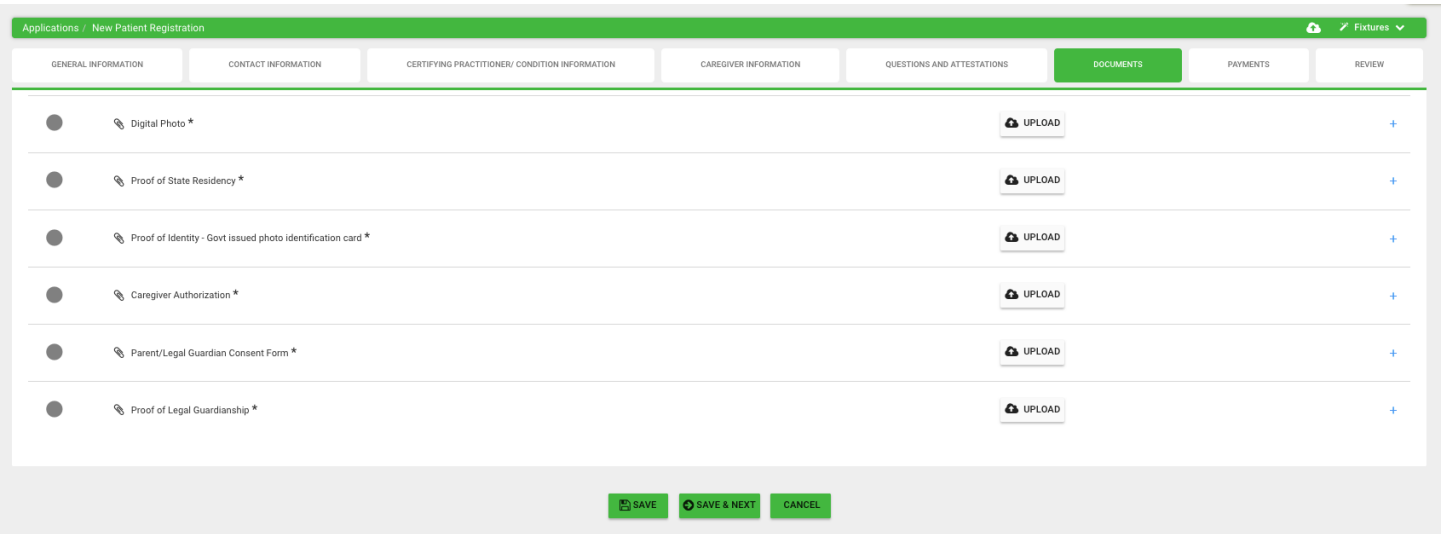


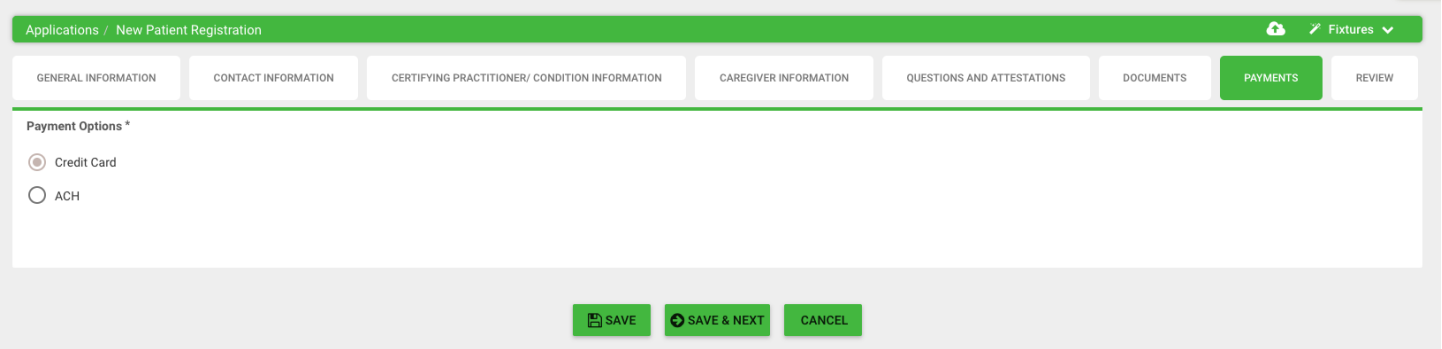

New Patient Registration:  Questions and Attestations




New Patient Registration:  Documents

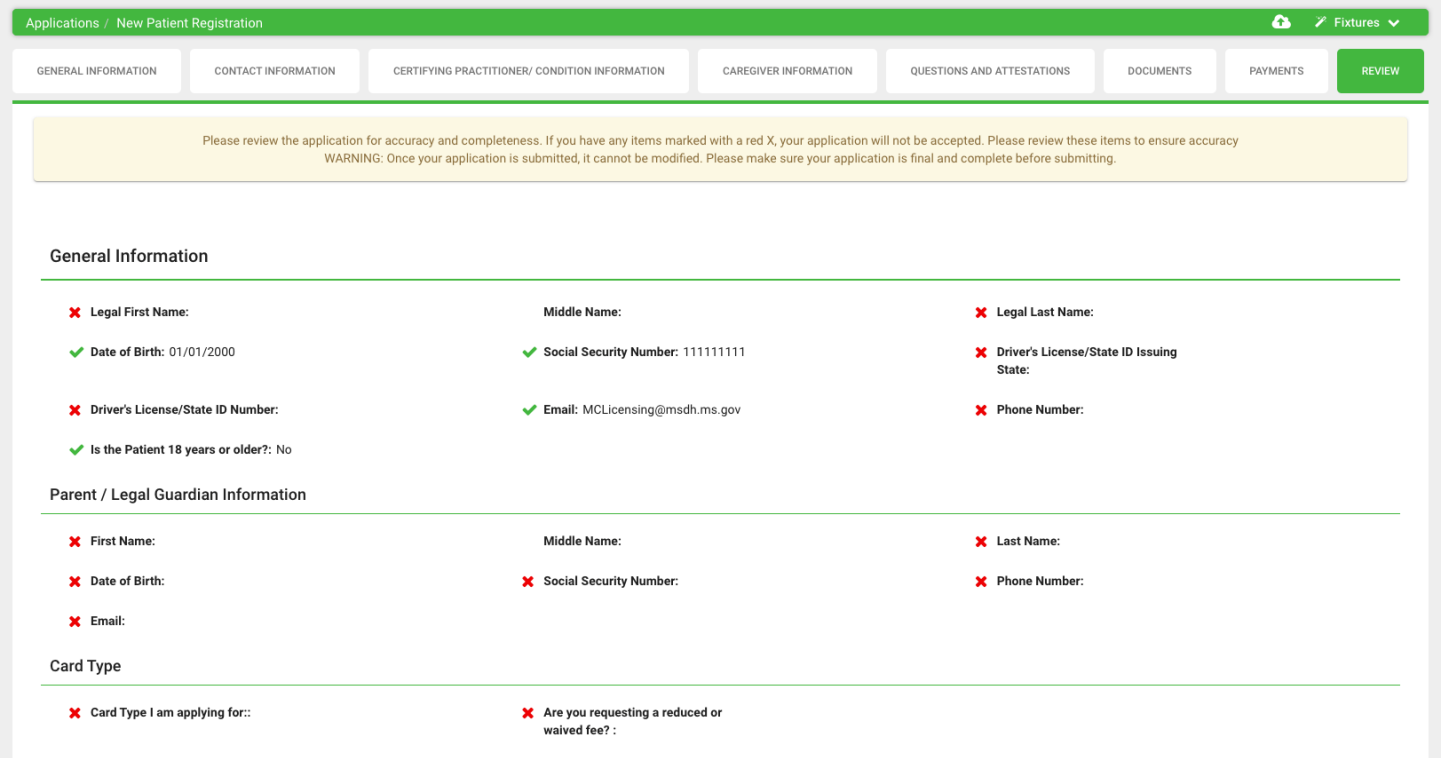



New Patient Registration:  Payment



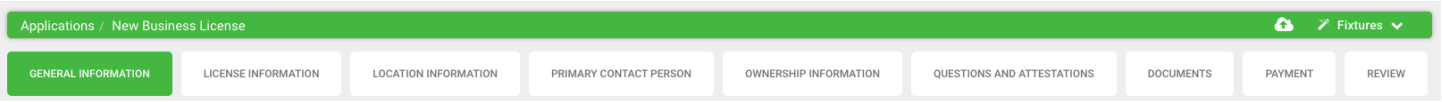

Patient Registration:  Review
This is the final page, which will indicate if there are required fields missing data.

The “red X” indicates where there is a missing requirement.  Click on the tab to complete the missing information or document.

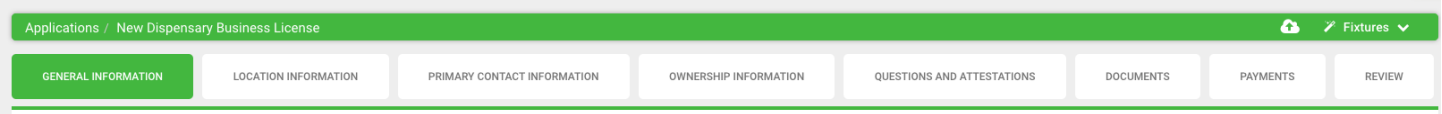



All the license types follow the same format, where information is collected on each tab, and documents are uploaded.

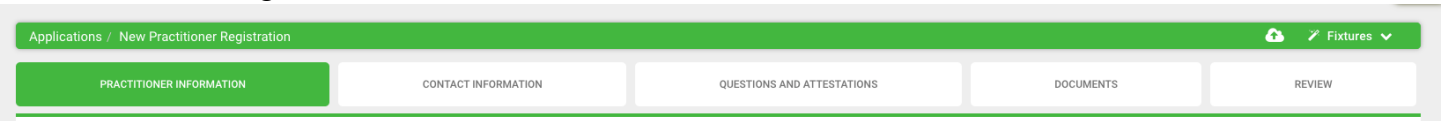
New Business License:



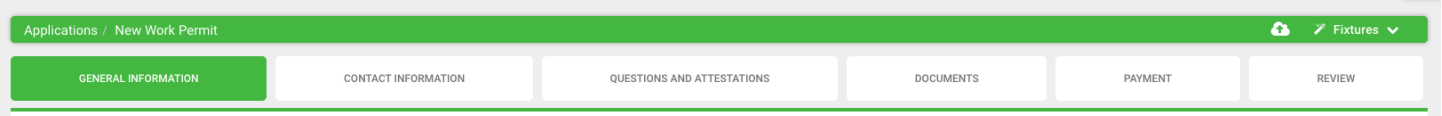

New Dispensary License:



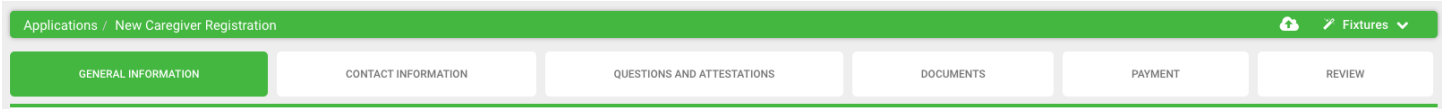

New Practitioner Registration:




New Agent/Work Permit:



New Caregiver Registration:



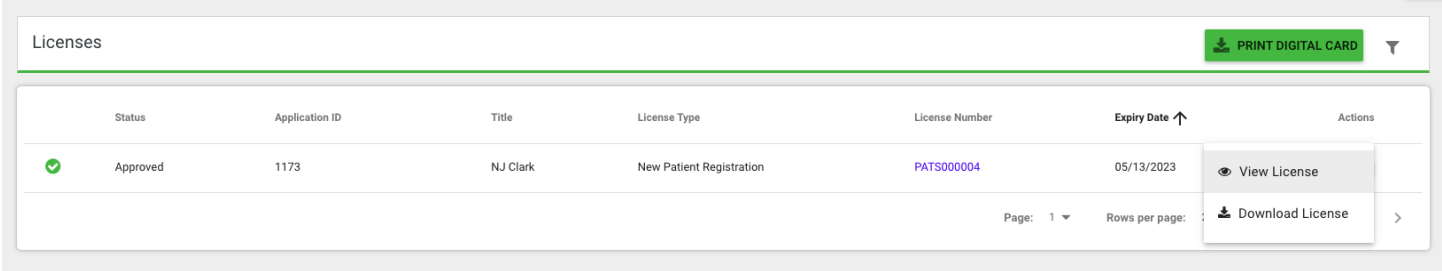

You are welcome to save the application and return to it at a later time if you need more time. Simply click save and log off.

As your application is nearing completion, navigate to the Review tab to verify all required items are completed. If you see any red X's, you'll need to go back to the applicable tab to complete the missing items.

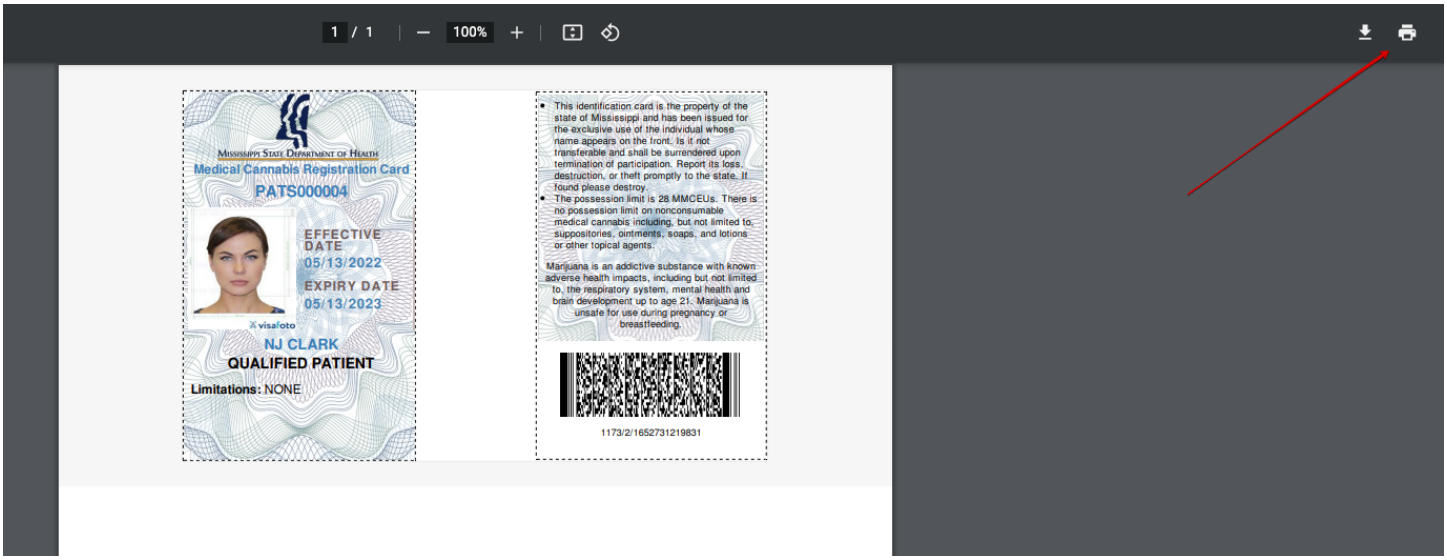
Once your application is submitted, it will be available for review by Mississippi Medical Cannabis Program personnel. Please be sure to monitor your inbox for updates as your application is reviewed. If there are issues with your application, it may be rejected. You will receive an email notification when this occurs. Rejected applications must be corrected and resubmitted through NLS.

## Digital Cards and Business Licenses

In order to view and download and/or print your card, simply login to your License Dashboard. Go to the far right and click on the green "Print Digital Card" button.




Then download license, will create a pdf file. You just print like any other pdf file. It does not open in the screen, for privacy reasons. It will download a pdf file that you can save/print/open.



## Support

For questions regarding application requirements, acceptable documentation, the status of your application, payments, rules, regulations, policy, or other program specific questions, please contact the Mississippi Medical Cannabis Program:

You can quickly find answers to Frequently Asked Questions (FAQS) here.

If you are a dispensary and have a policy or procedural question, please contact the Mississippi Department of Revenue (MS DOR) at
Email Address: abcpermitdepartment@dor.ms.gov
Phone Number: 601-923-7690

If you are an Individual (Patient, Practitioner, Caregiver, Agent) or a business other than dispensary and have a policy or procedural question, please contact the Mississippi Department of Health(MSDH) at
Email Address: MCLicensing@msdh.ms.gov
Phone Number: 601-206-1540

For technical support and payment questions, please contact NIC Mississippi at
Email Address: nlssupport-ms@egov.com
Phone Number: 601-351-5023