Adult-Use Beginning Metrc Steps for Michigan

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.

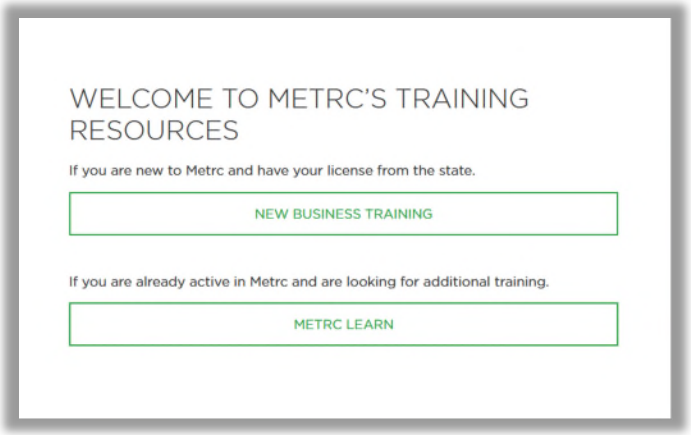
It is strongly recommended that any employee planning to operate in the Metrc system take the **New Business Training Course** to ensure they know how to accurately utilize the system.

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 **on demand**. 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 going to the Michigan Partner page on the Metrc website at www.metrc.com/michigan.



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

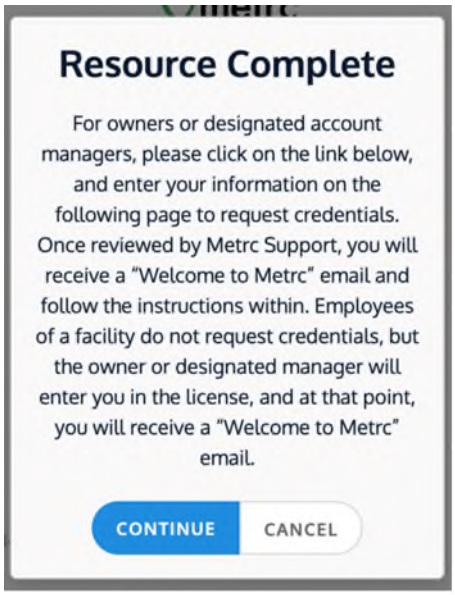
- Facility/Establishment license number (Can be application ID once the business is approved)
- Email
- First Name
- Last Name

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.

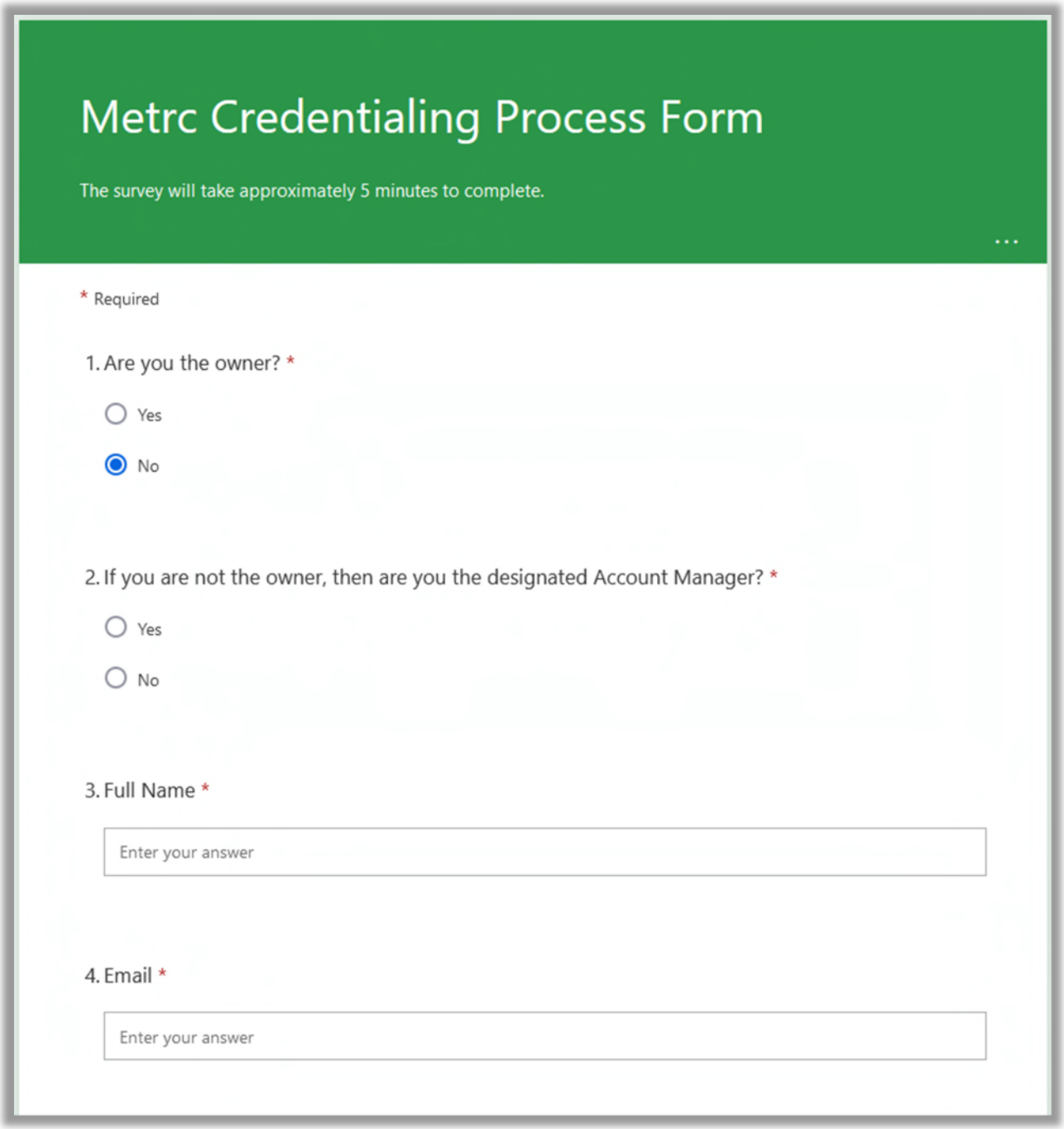
After you complete training, you click Continue on the pop-up at the end of the video in order to request your credentials.



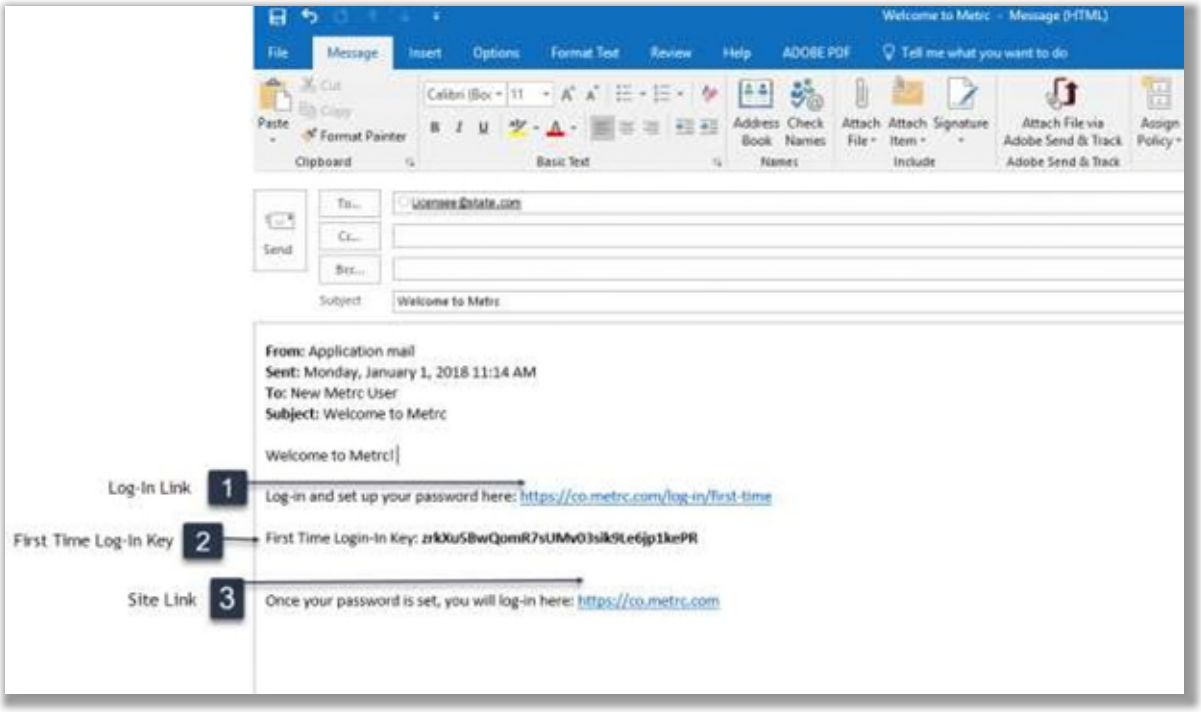
The business owner will then fill out the information on the Metrc Credentialing Process Form and click on the Submit button at the bottom of the page. The Credentialing form will require the following information:

1. Are you the owner?
2. If you are not the owner, then are you the designated Account Manager?
3. Full Name
4. Email

5. Phone Number (Format: 1-555-555-5555)
6. State
7. Facility License Type
8. State Assigned Badge/Permit (if not applicable, please provide DOB in MM/DD/YY format, and last four digits of SSN. For California licensees, please enter NA)
9. Business License Number(s)
10. Business Name or DBA



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.

Enabling Multi-Factor Authentication

When logging into your Metrc account, the user will need to enable the Multi-Factor Authentication in their license as seen in Figure 1.

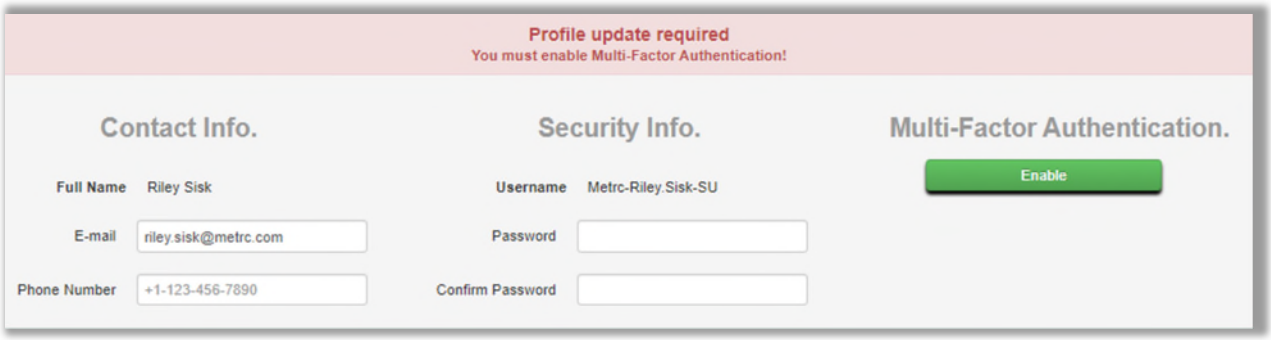


Figure 1: Profile Update

Downloading and Using Authenticator App

When selecting to enable MFA, you will be prompted with the steps to finalize the setup. You'll either be able to use the QR code within the action window as seen in Figure 2 or use the Manual Entry key to receive your six-digit code.

Figure 2: Authenticator Instructions

Download Backup Codes

Once your MFA is completed, it is highly recommended to download backup codes in the chance you lose your authenticator device or do not have it on hand for log in. These backup codes will not require access to the authentication application and can be stored in a safe location for usage when logging in going forward.

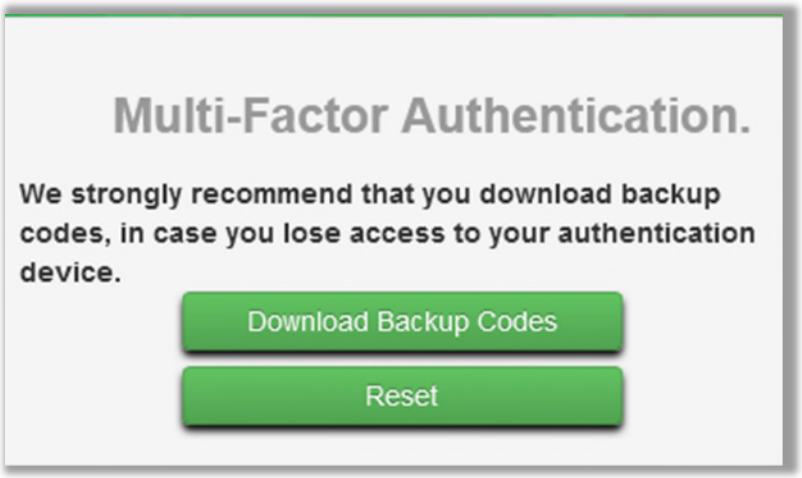


Figure 3: Download Backup Codes

Please note that if you lose your backup codes and no longer have access to your authentication application, you can reach out to support@metrc.com to reset your MFA which will prompt you to start the process of enabling it over again.

Log In Requirements

After MFA has been enabled and backup codes are downloaded, future log in requirements will prompt the Username and Password information to be entered as it currently works today and outlined in **Figure 4**.

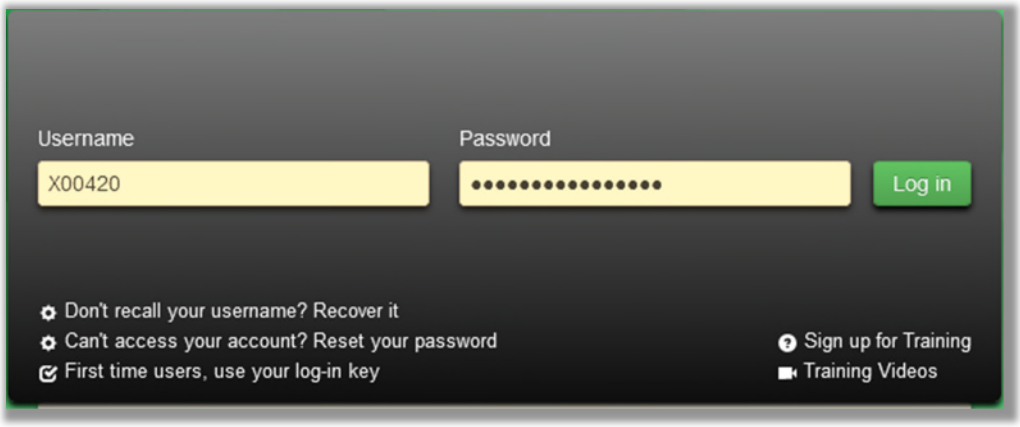


Figure 4: Download Backup Codes

Once the Username and Password have been correctly entered, you will be prompted to input either the MFA from the authentication app or a downloaded backup code. After that information is correctly validated, you will be directed to the standard home page to begin your session in Metrc.

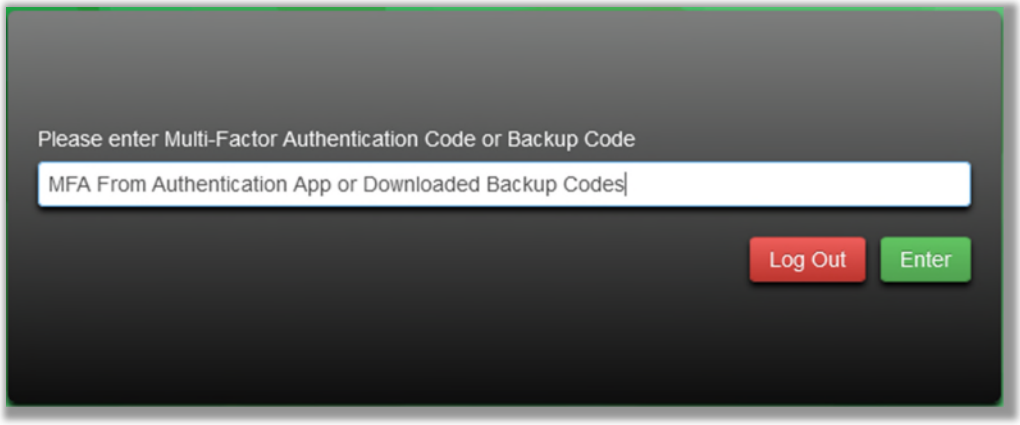
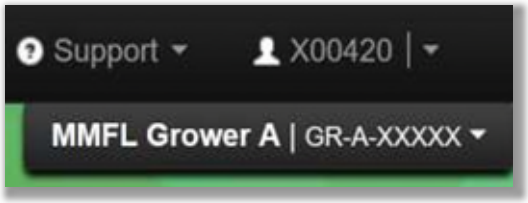


Figure 5: Download Backup Codes

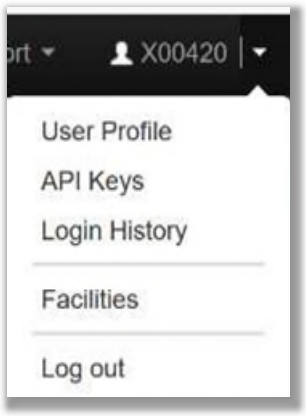
Adding New Facilities

The following guidance outlines the steps necessary for a business to input additional facilities to the Metrc system. **Please note: Only the Metrc admin can add facilities.** These steps will pertain to any existing Licensee that has been awarded additional Medical Marihuana or Adult Use licenses to their already operational business.

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

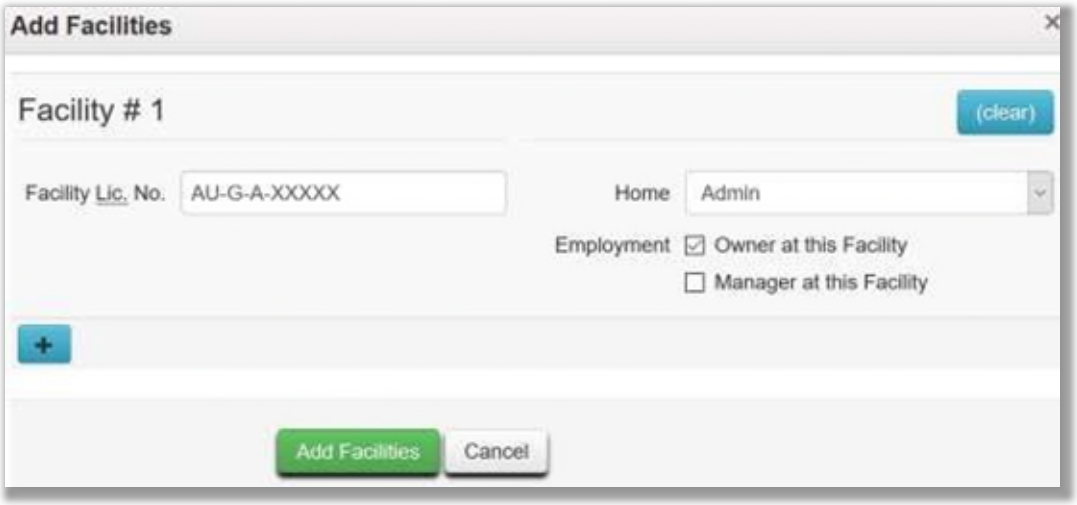


Step 2: Once the dropdown populates select the **Facilities** option.



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.



Please note: Only active licenses can be added. If the user tries to enter an inactive facility license number, they will receive an error. The license number will not include the middle A. For example, if AU-GA-C-000000 is the application number, the license number would be AU-G-C-000000.

Once you have access to your new license you will **immediately** need to order Metrc tags. Cultivators will need both plant and package tags; all other license types will only need package tags.

Co-located stacked class C licenses and excess marijuana grower licenses are now permitted to hold their plant inventory within any of their stacked licenses as long as the total plant count does not exceed the limits dictated by the total number of stacked/co-located licenses.

Example: A single adult-use marijuana grower class C license authorizes up to 2,000 marijuana plants. If a licensee holds five stacked adult-use marijuana grower class C licenses at the same address, that licensee can hold up to 10,000 marijuana plants on one of their five licenses if the other four licenses all hold zero plants. Please note, for licensees holding equivalent medical and adult-use cultivator licenses, the above plant count allowance updates are permissible exclusively within the medical market or exclusively within the adult-use market; plants held in one market will not count for or against plant counts in the other market.

Example: It is not permissible for a licensee holding one medical grower class C license (1500 plants) and one adult-use marijuana grower class C license (2000 plants) to hold 3500 plants on either of their licenses. In this example, the medical grower class C license cannot hold more than 1500 plants and the adult-use marijuana grower class C license cannot hold more than 2000 plants. There are two different processes that cultivators can follow to consolidate their existing plant inventory.

For a detailed explanation of these processes, refer to the Metrc bulletin found here.

Please note, cultivators that do not wish to consolidate their plant counts are not required to participate. Further, there is no opt-in requirement or CRA approval necessary for a cultivator to begin executing either of the processes detailed in the Metrc bulletin referenced above.

How to Enter Adult-Use Beginning Inventory

This document is intended to guide you through the process of tagging and reporting your Adult-Use beginning inventory in Metrc. This reference is designed as a step-by-step tool, but the information may be used at the discretion of your business processes. **The beginning inventory steps herein are not the same steps you will take to track your inventory in the system once your account is set up.**

There are two types of tagged inventory in Metrc: *Plants* and *Packages*.

Plants are Immature, Vegetative, or Flowering. All plants must enter the system through immature plant batches.

Packages are created from immature plants, harvest batches, or other packages.

You will place an order for tags for each of your organization's licenses unless operating under a license collapse . Blue tags in Metrc designate the plants and packages for adult-use licensees. Each tag order will arrive and display your facility license number, name, and the unique identification number for that tag.

After you have placed your tag order, you will need to go into Admin tab and add all the Strains that will be within your facility. Then, you will need to go back into Admin tab and create all Items that the facility will carry. Lastly, you will need to add all rooms for each license that indicate the location of plants and packages within your facility.

Metrc tags are onetime use ONLY. If an error is made when assigning a tag to a plant, that plant's tag will need to be replaced using the "Replace Tag" option in the software. If an error is made when assigning a tag to a package, the package quantity in the package in question would need to be discontinued and a new correct package will be created with a new package tag.

When reporting beginning inventory, newly created immature plant batches can be immediately transitioned to reflect the phase the plants are in (in the case of existing Vegetative and/or Flowering inventory).

Beginning inventory should be plants only for Grower A and Microbusinesses who are starting with existing caregiver plants from caregivers who are also the license applicants. Microbusinesses may at any time accept the transfer of immature plants (seeds, tissue cultures and clones).

For licensees who hold equivalent medical licenses, the beginning inventory will be transferred from their medical facility.

Harvested inventory is assigned a unique identifying batch name within the system. The weight of the product is reported based on the weight at harvest. Waste is reported from each harvest batch to account for all waste collected throughout the dry/cure process.

A product will need to be packaged using a package tag to be ready to transfer.

The grid below outlines the transfer types available for medical Growers to transfer immature plants to adult-use Microbusinesses or Growers.

A microbusiness can only bring in mature plants one-time upon licensure, these plants can only come from a licensed caregiver who is an applicated on the license.

Transfer Type	Facilities	Purpose
Microbusiness Transfer	Grower A, B, and C to Adult-Use Microbusinesses	Growers may transfer packages of immature plants to Microbusiness licensees. This transfer will have a wholesale dollar amount associated to it.

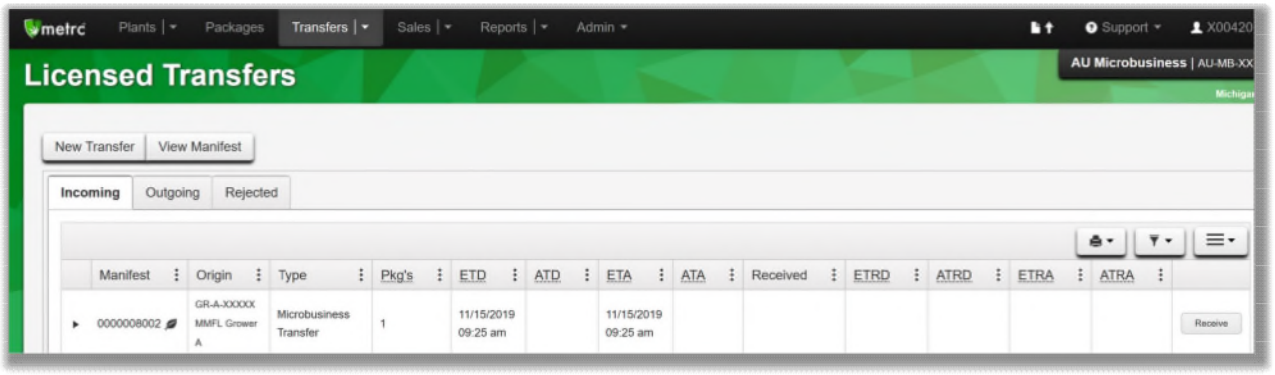
Immature Plants Med to AU	Medical Grower A, B, and C to Adult-Use Growers A, B, and C	Growers may transfer packages of immature plants to equivalent Adult Use licensees.
External Caregiver	Adult-Use Microbusinesses	Microbusiness licensees can bring beginning inventory caregiver plants into their license.

Step-by-Step instructions can be found on the following pages.

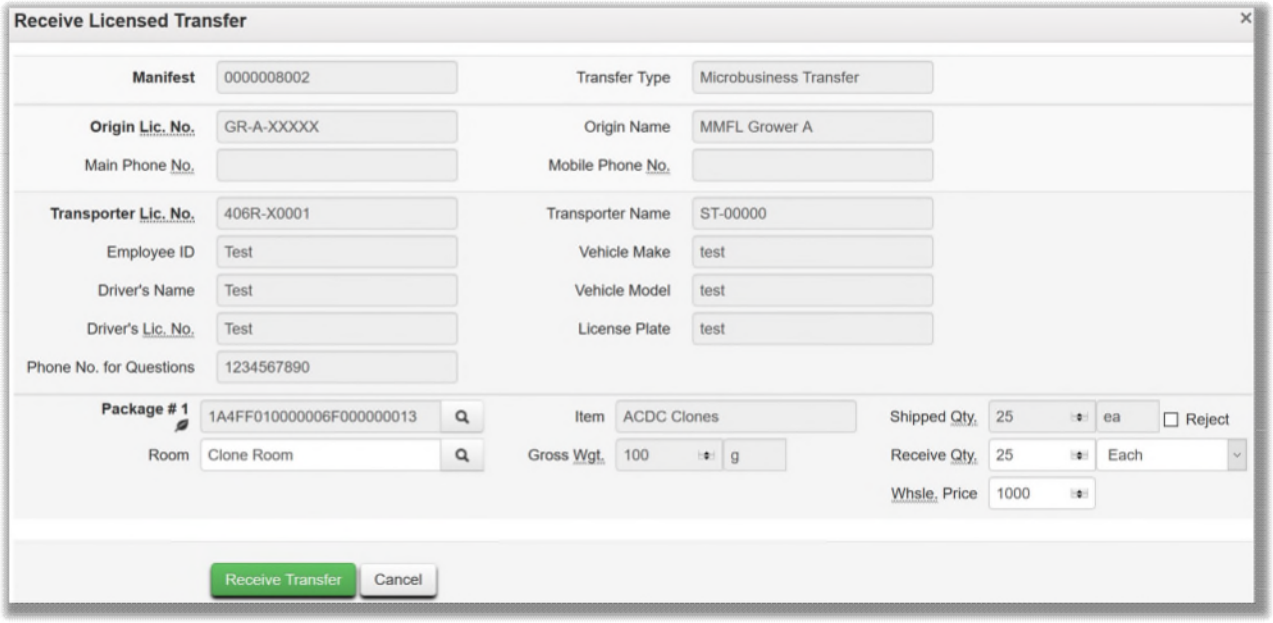
Receiving Immature Plants Package from Medical Licensees

The following is a step-by-step example with screenshots on how an Adult Use Microbusiness Facility would receive a transfer of immature plants package from a Medical Grower Facility. Please note medical products will bear the YELLOW METRC package label when transferred. Once the package has been accepted into the Adult-Use establishments inventory, a new package will need to be created which bears the BLUE METRC package label.

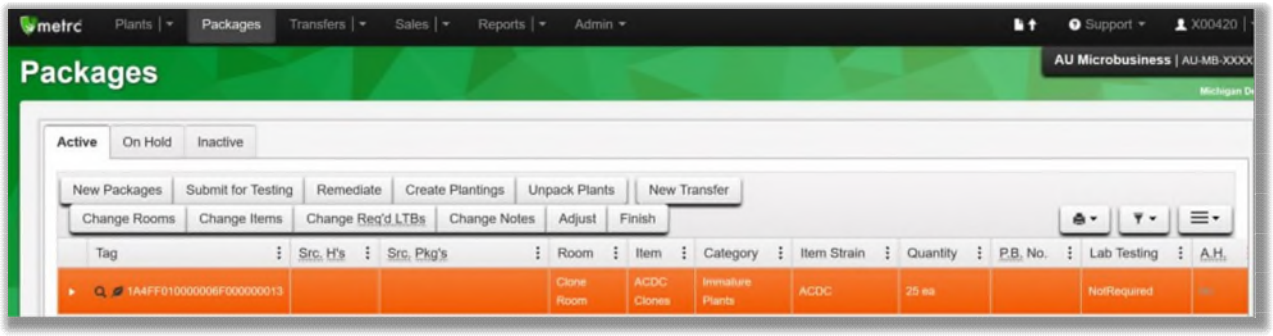
Step 1: Toggle to incoming the "Transfers" and select the receive button



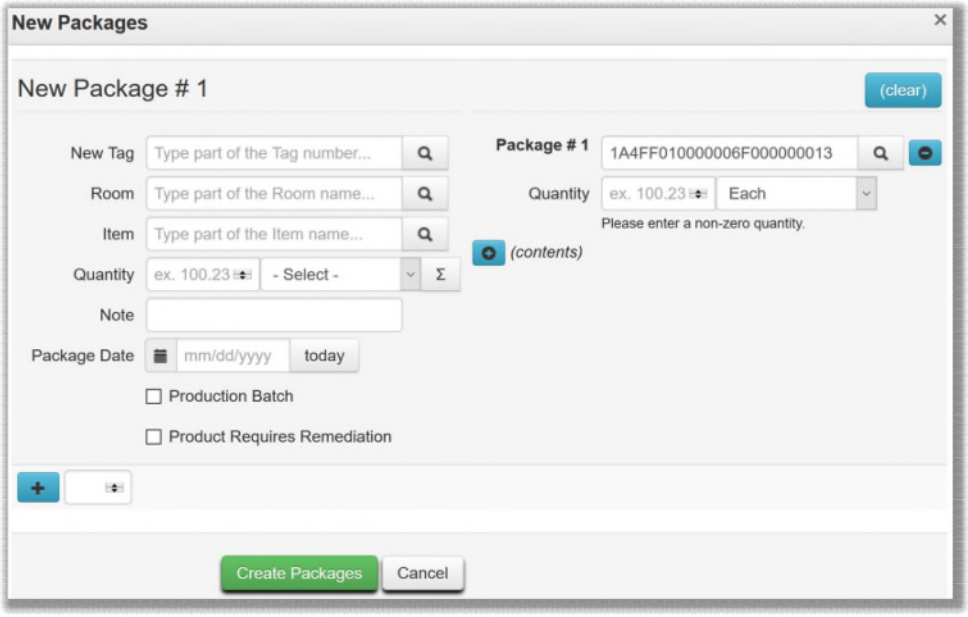
Step 2: Select a room for the package(s) and click "Receive Transfer"



Step 3: Select “Packages” and find your newly transferred package

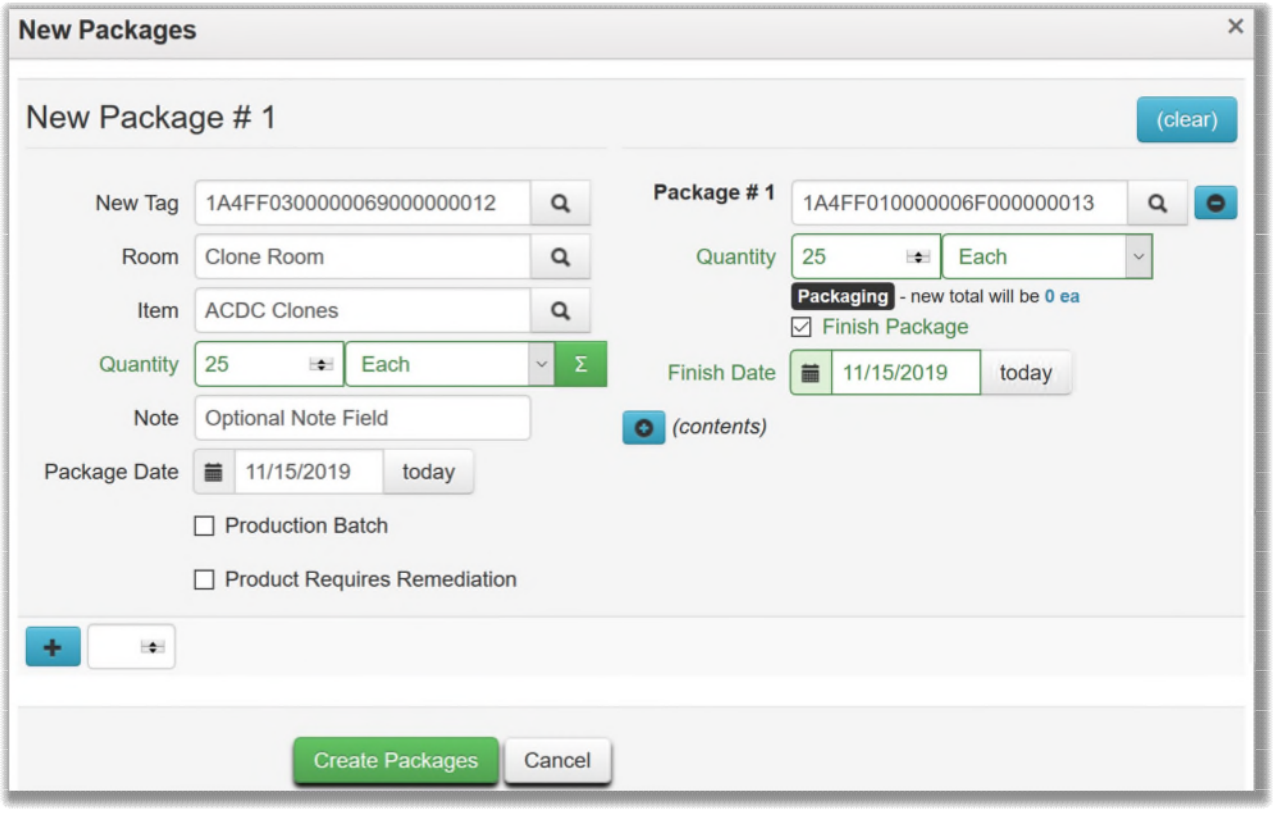


Step 4: Once highlighted in orange from Step 3 select “New Packages” and the dialog box below will populate



Step 5: Complete the "New Package" form

(Ensure that you use the entire quantity of the package and select the Finish Package checkbox.)

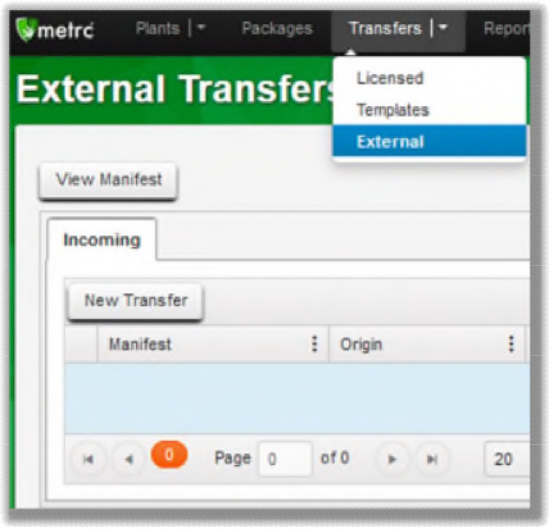


Step 6: After verifying the accuracy of the information in Step 5, Select "Create Package"

All Adult-Use inventory should be designated with a blue plant or package tag. Your new Adult-Use package should appear under your “Active” Packages, and the package with the yellow Medical Tag moved to the “Inactive” Packages.

External Incoming Transfers Steps

External Transfers is a two-step process which will require a user to go to the External Transfers Grid to create and then receive the transfer into the active inventory for your account. This process is only meant for licensees who are allowed by rule to intake caregiver inventory. The two-step process is as follows:



Step 1: Creating an External Transfer

Once you’ve selected “External” under the Transfers tab on the navigation bar. Create the incoming external transfer by clicking the “New Transfer” button. This will bring up a screen below where you will enter the required information to begin the process of receiving caregiver inventory. You should complete the fields as follows:

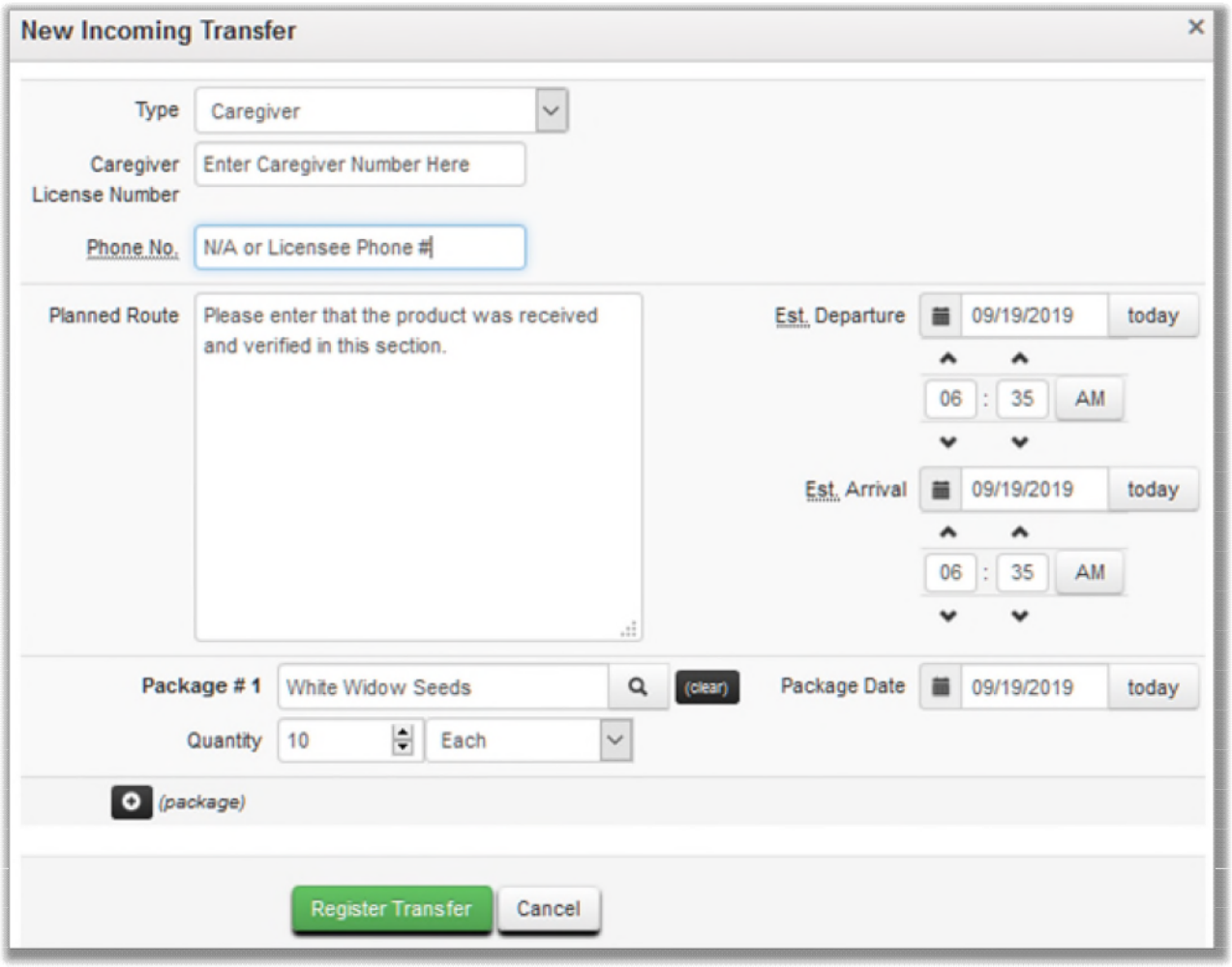
Type: Select the Caregiver transfer option from the dropdown menu.

Caregiver License Number: Registered Caregivers license number.

Phone Number: Enter a valid phone number. This can be designated as the Business Phone Number and not the Caregiver’s phone number.

Planned Route: This can be stated as “Received and weighed at AU-MB-00000”.

Item Name, Quantity, and Packaged Date: These fields correspond to the specific items and quantities being transferred. The date packaged should be the day that you are entering the items into Metrc. The quantities should be exact and should account only for the product being received.

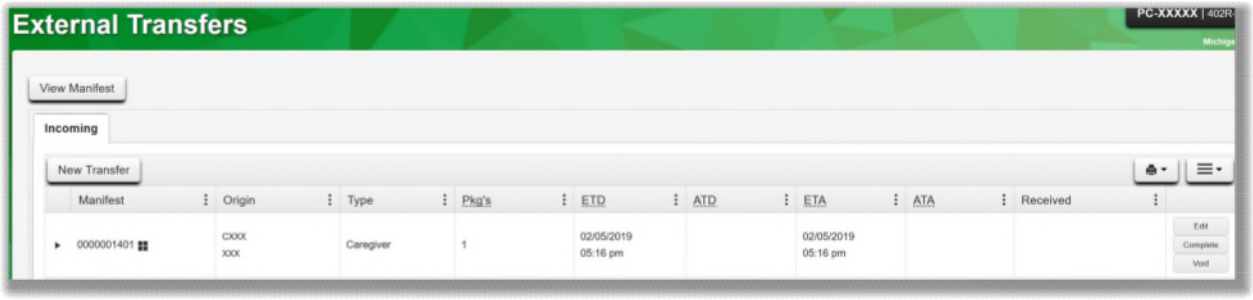


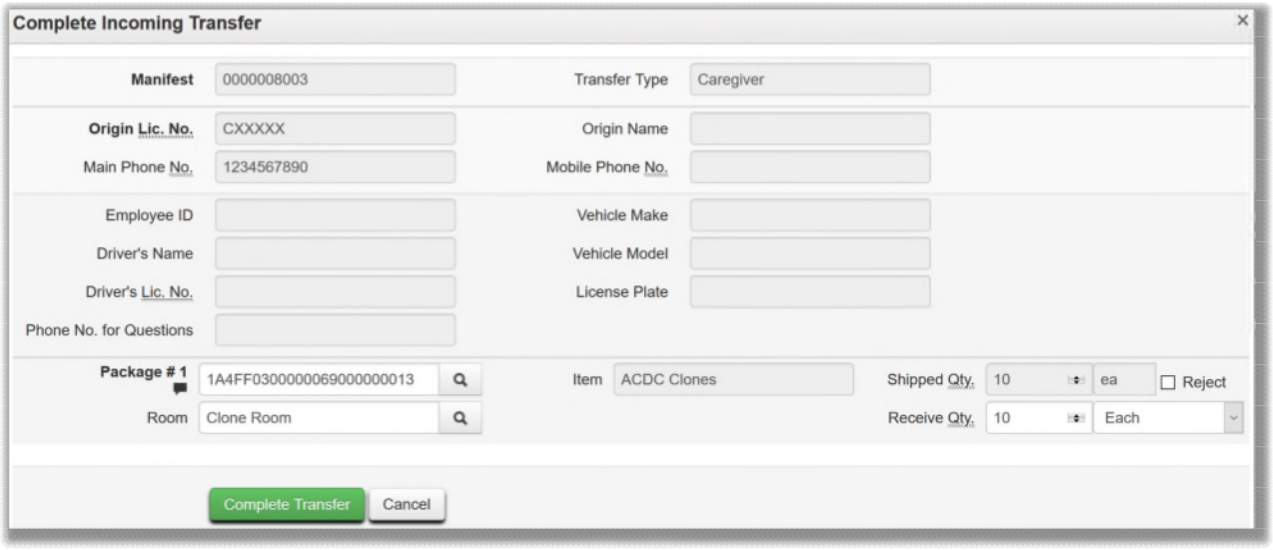
Note: Clicking "Register Transfer" does not create tagged packages in your inventory; you must complete Step 2 (below) to complete the incoming external transfer.

Step 2: Completing the External Transfer

Creating a pending incoming transfer from Step 1 does not immediately associate Metrc package tags with those items. Without completing the transfer, a licensee will not show the proper inventory and will not be in compliance with CRA inventory reconciliation requirements. To create tagged packages, a licensee must complete the pending incoming transfer by clicking the "Complete" button to the far right and then entering the required information. The quantities entered in Step 1 will be auto-populated; you should confirm the accuracy of the quantities and assign a unique Metrc package tag to each item.

Licensees must have package tags available to complete this step. The tag assigned to the product in the system should be physically affixed to the associated product. Once the information is accurate and complete, clicking the “Complete Transfer” button will create the packages with the specified quantities in your inventory.



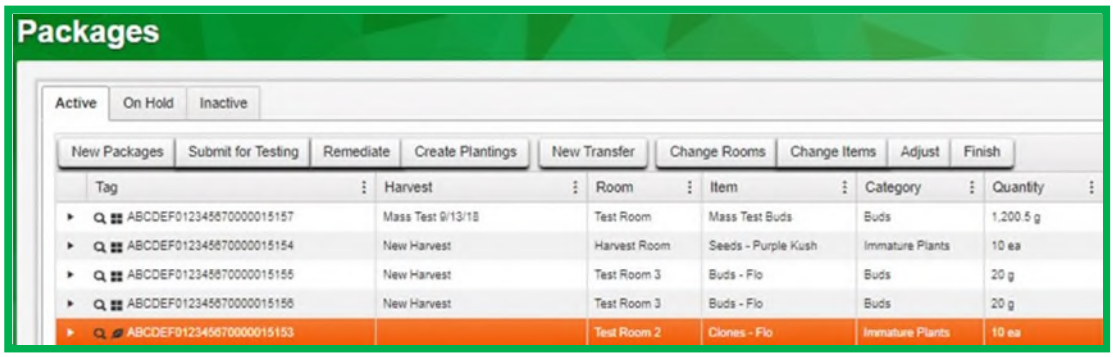


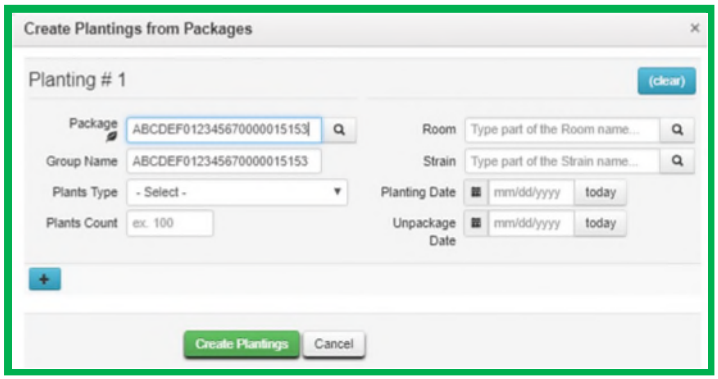
Creating Plantings from Packages

After completing the Incoming External Transfer (as described on the previous page) the packages of seeds, clones, or plants will appear within your inventory in the Active section under the Packages tab on the navigation bar. For those seeds, clones or plants that are intended for cultivation, you will now need to transition them into the Plants section of Metrc. If you are planning on storing seeds, they would not need to be transitioned directly to the Plants section.

Because plants are required to be received in as a package through the External Transfers, you will need to Create Plantings from each package to move the product into the Plants section. All plants regardless of phase will enter the Plants functionality as an Immature planting.

Immature Plants are considered non-flowering marijuana plant that is no taller than eight inches and no wider than eight inches produced from a cutting, clipping, or seedling and that is in a growing/cultivating medium or in a growing/cultivating container.





A preferred naming convention may be used for the Group Name, but typically includes the Strain Name and date of planting (or entry in the case of beginning inventory). Strains and Rooms must already have been entered under the admin function on the navigation bar for selection here. Use today's date (the date of entry) for the "Planting Date".

Vegetative Plants

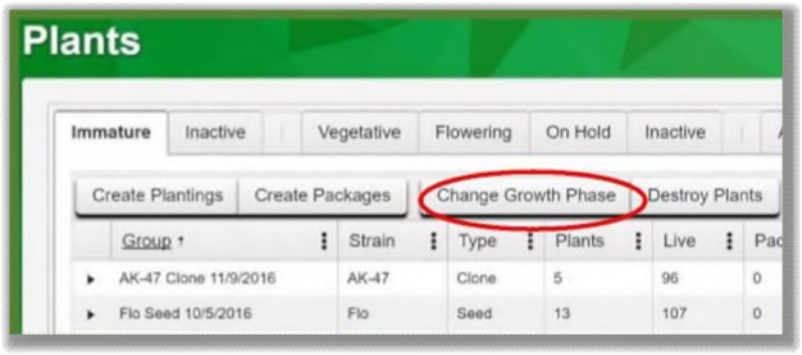
Vegetation is the sporophytic state of the marijuana plant which is a form of asexual reproduction in plants during which plants do not produce resin or flowers and are bulking up to a desired production size for flowering. Each vegging plant will be assigned a tag logged into Metrc.

Flowering Plants

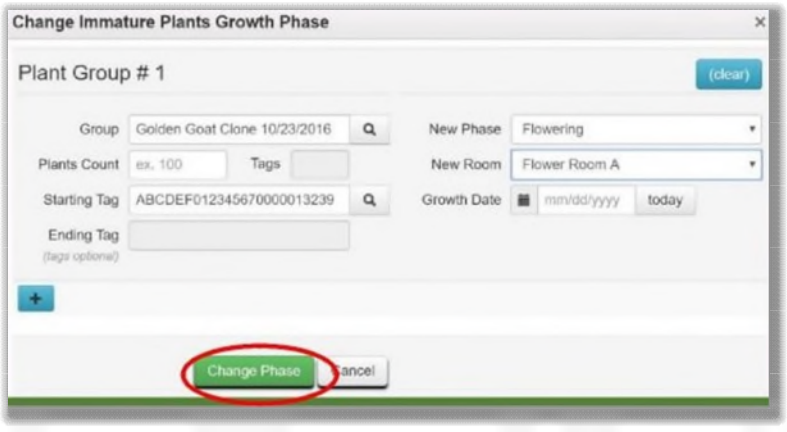
Flowering is the gametophytic or reproductive state of marijuana in which the plant is in a designated flowering space within a cultivation facility with a light cycle intended to produce flowers, trichomes and cannabinoids characteristic of marijuana.

Follow the steps below to move beginning inventory plants from the Immature Batch you created to the Vegetative or Flowering phases.

Step 1: Select the relevant Immature Batch by clicking on it, then select “Change Growth Phase”



Step 2: Populate the required information and select “Change Phase”



Fill the information top to bottom, left to right. That way you will have populated the Plants Count prior to selecting a Starting Tag from your available tags in the system. Doing it in this way allows the system to then auto-populate that number of tags in sequence for your use in identifying your beginning plants inventory. Be sure to physically tag your plants with the same tag they’ve been assigned in the digital system. Rooms must already have been entered under the admin function on the navigation bar for selection here. Use today’s date (the date of entry) for the “Growth Date”.

Additional Compliance Resources

CRA Administrative Rules (searchable PDF)

CRA Best Practices

Additional Metrc training is available. Please refer to this bulletin.

Please contact Metrc support at support@metrc.com or 877-566-6506 with any Metrc questions or for assistance on training signup and/or credentialing. Below is a QR Code which will allow you to create a contact in your phone with the email address and phone number of Metrc support.

Please contact the Cannabis Regulatory Agency Operations Support Section via email at

CRA-compliance@michigan.gov with any compliance questions. Below is a QR Code which will allow you to create a contact in your phone with the email address for Operations Support.