

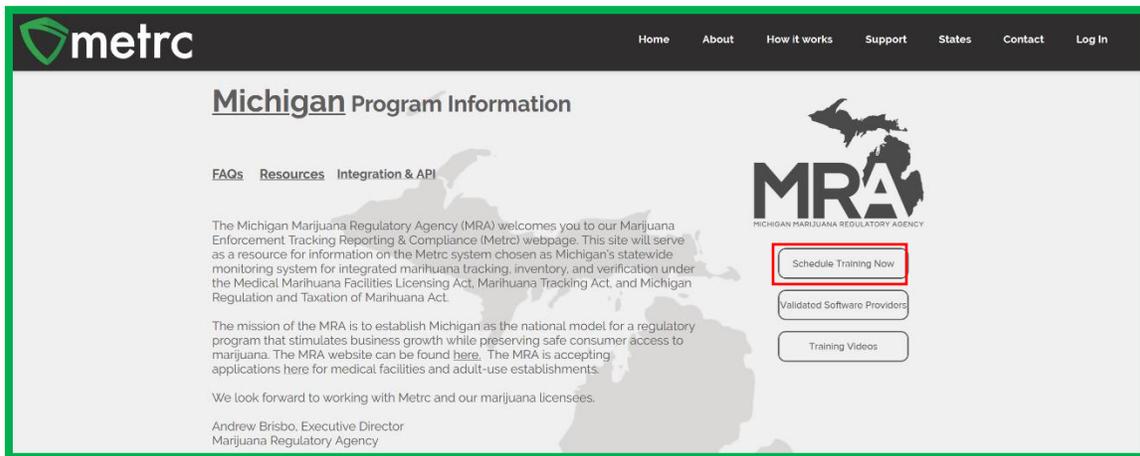
## New Business Training Course

Once a prospective licensee has their license number or application ID and has been approved either Step 1 or 2 of their application, that marihuana facility and their employees will be eligible to sign-up for the new business training course.

Each facility is required to have an administrator in the Metrc system, who must be an owner in order to complete credentialing. The Metrc administrator is required to take the new business training course at least once **unless** you already have an existing medical marihuana facility license.

It is not a requirement for the business to have paid their license fee prior to signing-up for the new business training course. 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](http://www.metrc.com/michigan).



To sign-up for the new business training course, the following information **MUST** be provided:

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

## First-Time Credentialing

For any **new** medical marihuana facility licensee that **does not** have an existing medical marihuana facility license, please follow the steps below to gain access to the Metric system for the first time.

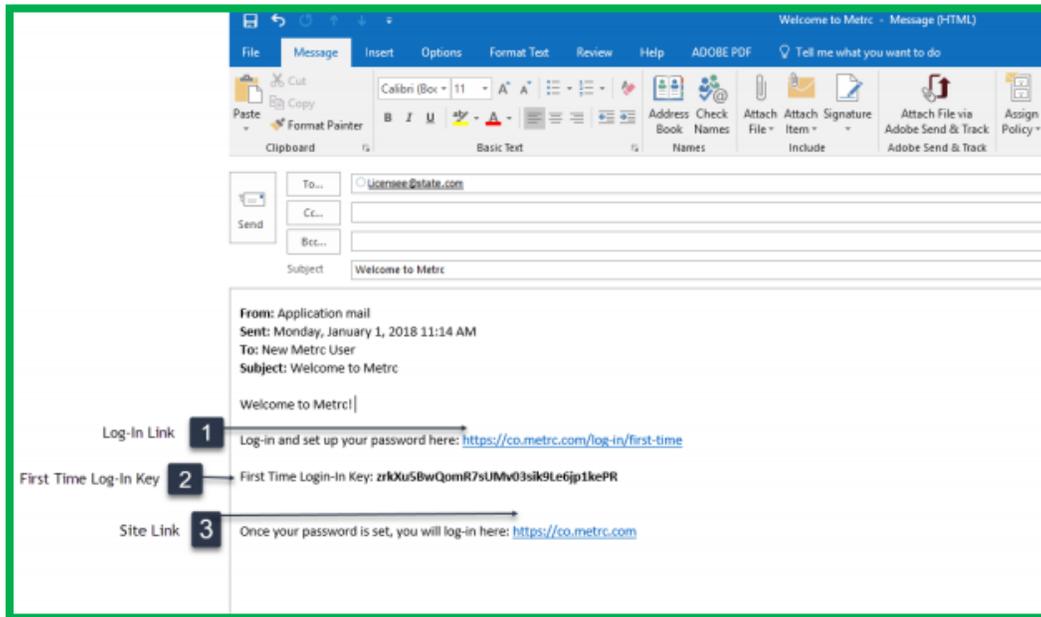
At least one business owner completes the new business training course (instructions for this course can be found on the next page) the business owner must send an email to [support@metric.com](mailto:support@metric.com) requesting log-in credentials. The email **MUST** contain the following:

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 Metric" 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 Metric" email like the one below.



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

# Metrc Next Steps - Medical



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.

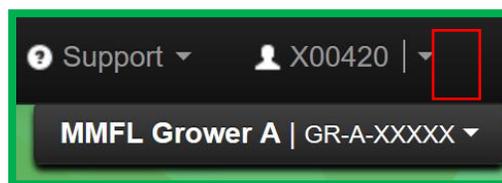
The first credentialing request must come from an owner and they will be assigned the facility admin, the facility admin can then request to have the admin changed if needed.

## Adding New Facilities

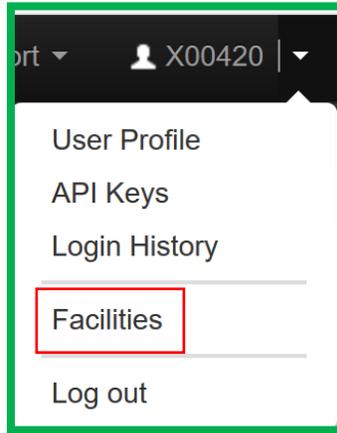
The following guidance outlines the steps necessary for a business to input additional facilities to the Metrc system. These steps will pertain to any existing medical marijuana facility licensee that has been approved for additional medical marijuana licenses to their already operational facility.

If a user tries to enter an inactive Facility License Number, they will receive an error. If you believe this to be incorrect, please contact [MRA-MedicalMarijuana@michigan.gov](mailto:MRA-MedicalMarijuana@michigan.gov) for any Medical Licensing inquires.

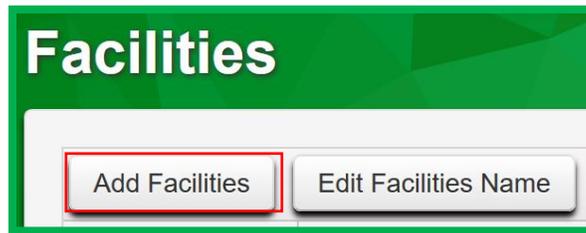
**Step 1:** Navigate to the upper right-hand corner of your Metrc account and select the dropdown next to your username.



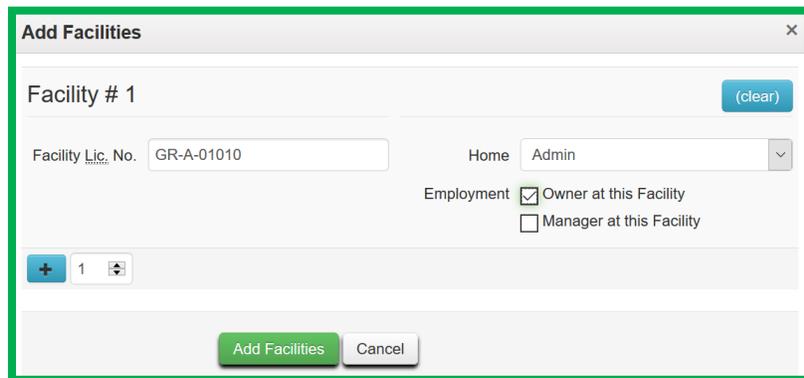
**Step 2:** Once the dropdown populates, select the Facilities option.



**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 contact Metrc support at [support@metrc.com](mailto: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](mailto:MRA-Compliance@michigan.gov) with any Compliance questions.