Important Metrc Training Info

The State of Michigan and the Metrc team have been working diligently to put together a statewide monitoring system to meet the specific needs of the Bureau of Medical Marihuana Regulation (BMMR). Successful deployment of the system requires businesses to be adequately trained. So, the State of Michigan is providing this important training information to help prepare potential licensees that are in the process of being approved by the State. Licensees can position their employees for success by taking the statewide monitoring system (Metrc) training to ensure they have the necessary knowledge to operate in the system.

Once a prospective licensee is approved by the State, that business and their employees will then be eligible to sign up for the Metrc New Business training course. It is not a requirement for the business to have paid their regulatory assessment fee prior to signing up for a training class. Metrc's team has coordinated with the BMMR to establish a weekly training schedule for the Metrc New Business Class, which the licensee's Metrc Administrator is required to attend at least once. It is strongly recommended that any employee planning to operate in Metrc take the New Business Training Class to ensure they know how to accurately utilize the Michigan Metrc system to track their inventory. Metrc's training plan accounts for the fact that potential end-users have various levels of exposure and understanding, as well as different needs. Introductory courses are going to be geared for new licensees that have no prior exposure to Metrc. As the program evolves, Metrc will provide advanced training courses that are focused on further educating users that have been operating in the system.

Leading up to and through the initial deployment, these New Business training classes will be 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 webinar-based classes are instructor-led and provide a thorough walkthrough of Metrc's core functionality. The class will also have an interactive question and answer session at the end. To sign up for a training class, the following information will need to be provided:

- Facility License Number (Can be application ID if the business is approved)
- Company Name
- Email
- First Name
- Last Name
- Phone

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

Important Metrc Training Info

Getting into Metrc

The following flow chart outlines the steps necessary for a business to receive credentials into their Metrc account and begin entering and tracking their inventory.

```
┌─────────────────────┐          ┌─────────────────────┐
│ Pay Regulatory      │  ───────▶│ Receive Facility    │
│ Assessment Fee      │          │ License ID Number   │
└─────────────────────┘          └─────────────────────┘
         │
         │
┌─────────────────────┐          ┌─────────────────────┐
│ Register Employees  │  ───────▶│ Identify Metrc      │
│ for Metrc New       │          │ Administrator (Must │
│ Business Training   │          │ Take New Business   │
│                     │          │ Class & Test)       │
└─────────────────────┘          └─────────────────────┘
                                           │
                                           ▼
                                 ┌─────────────────────┐     ┌─────────────────────┐
                                 │ Metrc Admin Emails  │────▶│ If Admin is Owner   │
                                 │ Support@metrc.com to│     │ and Information is  │
                                 │ Request Credentials │     │ Valid the           │
                                 │ (Must have Facility │     │ Credentials are     │
                                 │ License Number)     │     │ Emailed to the      │
                                 └─────────────────────┘     │ Individual          │
                                           │                 └─────────────────────┘
                                           ▼
                                 ┌─────────────────────┐     ┌─────────────────────┐
                                 │ If Admin is not the │────▶│ If Owner Approves   │
                                 │ Owner, the          │     │ and Information is  │
                                 │ Requesting Employee │     │ Valid the           │
                                 │ will need Owner     │     │ Credentials are     │
                                 │ Approval            │     │ Emailed to the      │
                                 └─────────────────────┘     │ Individual          │
                                                             └─────────────────────┘
```