Utah Department of Health and Human Services Center for Medical Cannabis

Pharmacy/Courier Employee Registration Guide

Please note that an individual may not apply until they have been offered employment by a licensed medical cannabis pharmacy/courier.

All users must create a Utah-ID account and complete an application.

If you do not have a UtahID or an EVS application, you will complete all steps in Section 1 and Section 2.

If you already have a UtahID but you do not have an EVS application, you will complete the steps in Section 2.

If you already have a UtahID account and any type of EVS application (patient, agent, etc.), you will follow the steps in Section 3.

If you are renewing an existing pharmacy employee application, you will follow the steps in Section 4.

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Utah Department of
Health & Human Services
Center for Medical Cannabis

Section 1 – Creating a UtahID

1.1.   From ID.Utah.gov click "Create an Account".

1.2.   Type in your email address in the Email Address field and click "Submit".

When you click Submit, you'll be directed to a Validate Email screen. This informs you that an email has been sent to the email address you just listed. (Reminder: Email delivery on the internet is usually fast, but delays can happen. Be sure to check your Spam folder if you haven't received the email.)
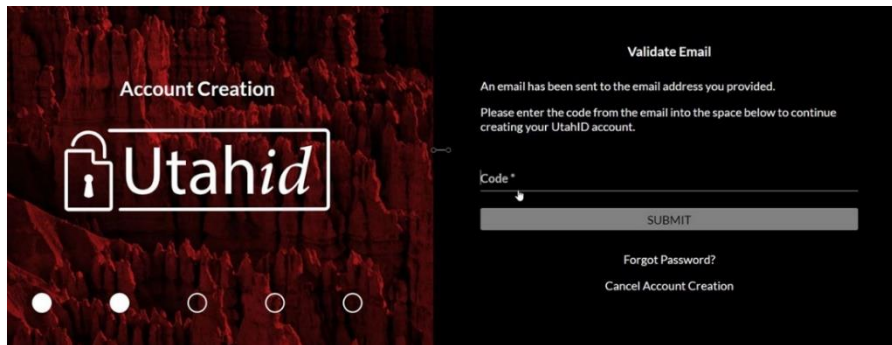
1.3.   Open your email, go to your inbox, and open the email labeled "Register new UtahID account".
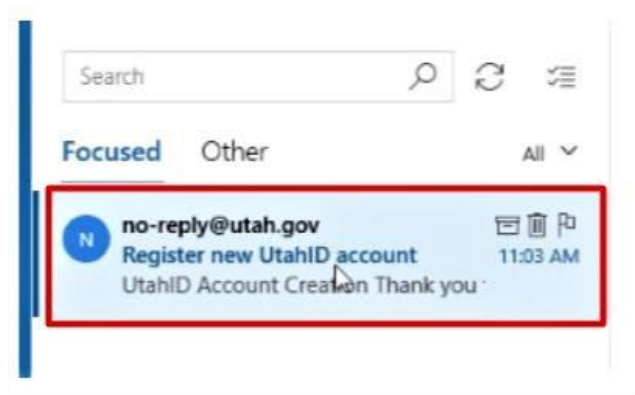
1.4. Once you've opened the email, copy the provided verification code, and paste it into the previous Validate Email Screen.
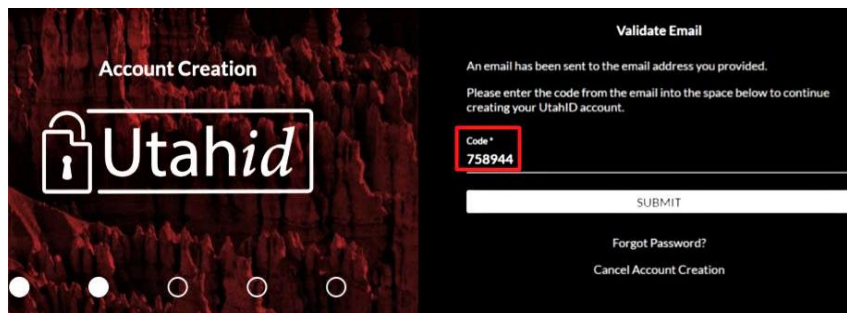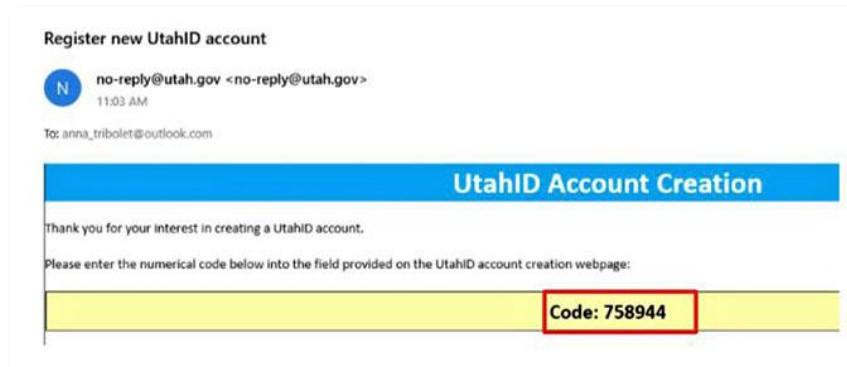
This will verify your email address and take you to a new UtahID browser where you'll be asked to enter more information.

1.5. Type in your first name, last name, and a unique username of your choice in the corresponding fields, and then click Submit.
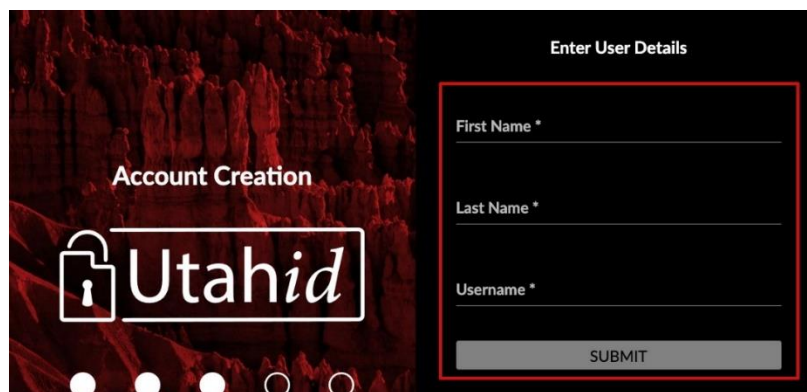

This will take you to a Create Password screen. Think of a strong password—a password with uppercase letters, lowercase letters, numbers, and symbols—and type it in twice, then click Submit.
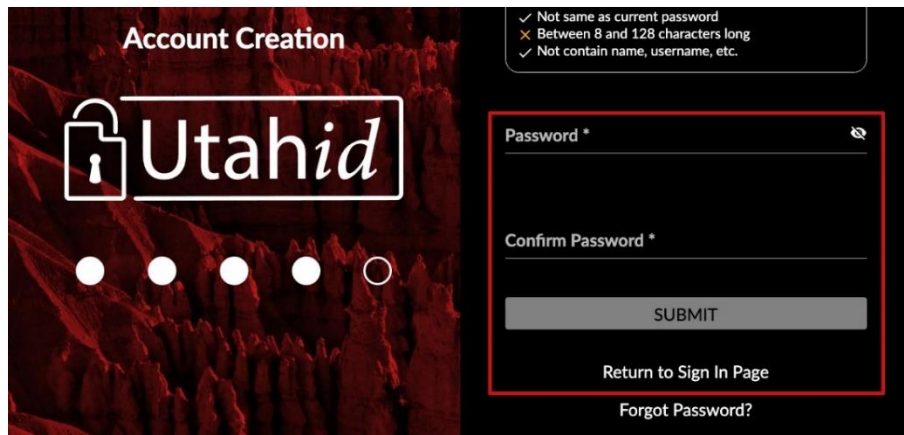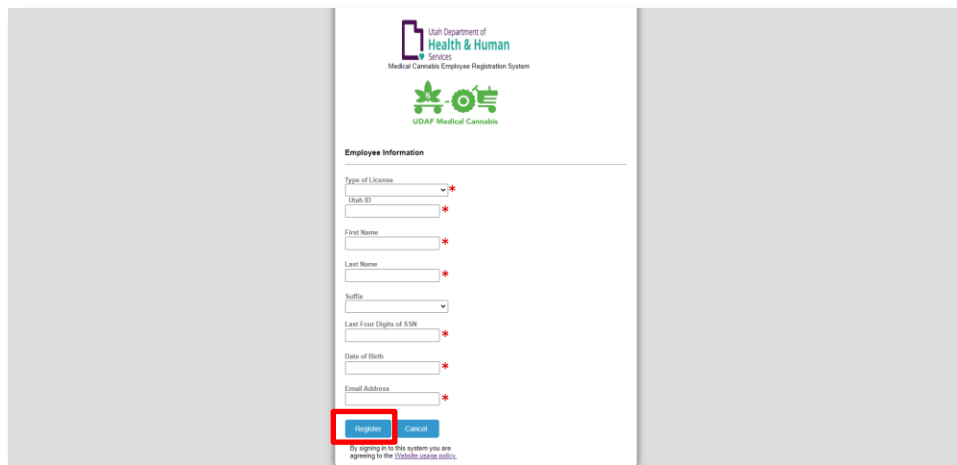
1.6. You have now created a UtahID.

Note: UtahID uses dual factor authentication, so each time you log in, you will need to receive a security code via email or text and enter it each time you log in. You can set a phone number to receive security codes via text in your UtahID account.
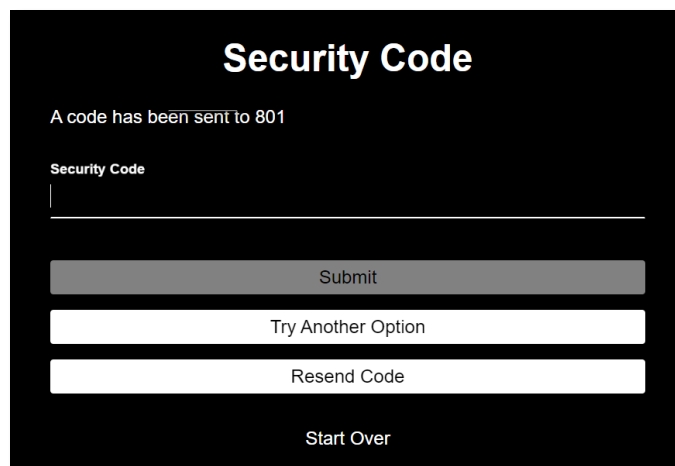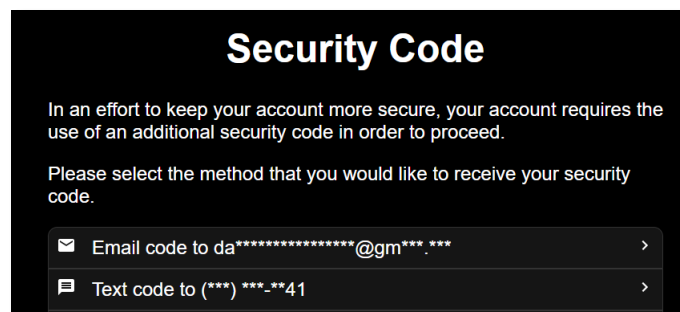
Section 2 - Registering in ERS

To create the employee application, you can follow the below steps:

2.1.   Start the registration by going to ers.utah.gov

2.2.   Login using your UtahID username and password

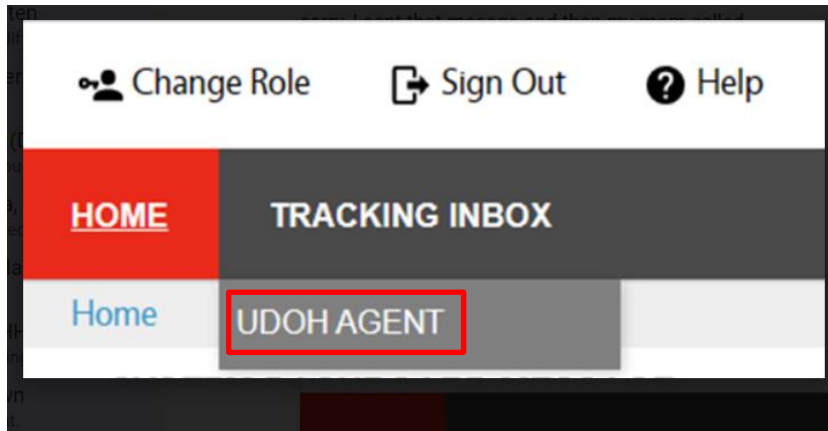2.3.   Complete the employee information and click "Register".
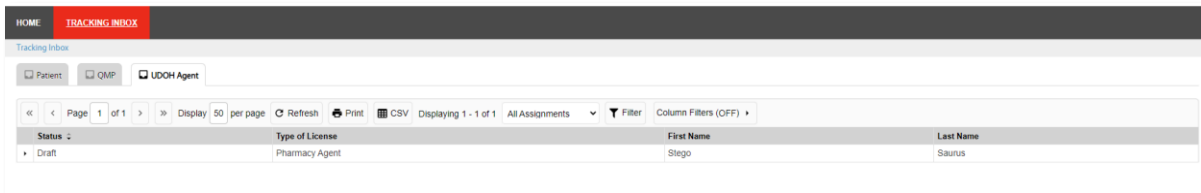

2.4.   The application complete popup will appear. Click "Login".

2.5.   You will then be directed to the evs.utah.gov homepage. Hover over "Tracking Inbox" then click the type of application: "Pharmacy Medical Provider" or "UDOH Agent".
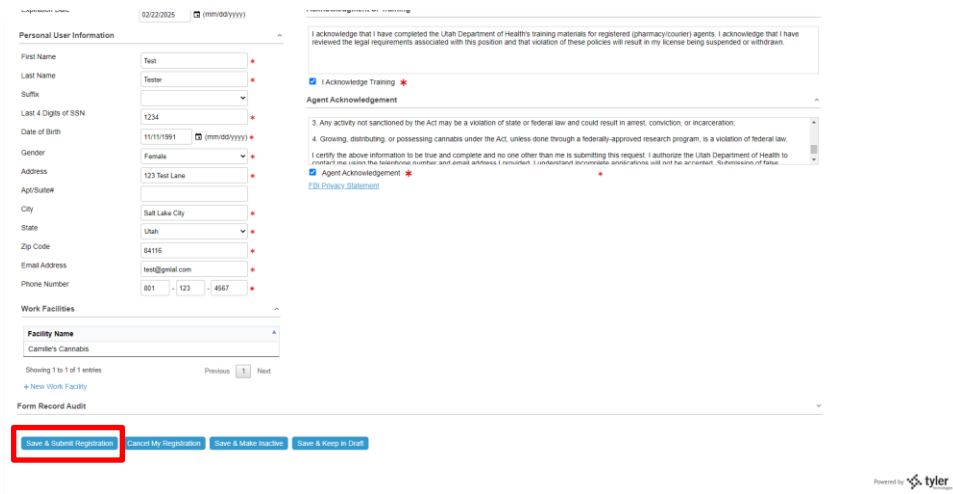

2.6.   The webpage will show a list of your applications. Click on the one you would like to complete.

2.7.   A new application will appear. Complete the application and click "Save and Submit Registration".

Note: If any box is forgotten, an error message will appear in the upper left side of the page, fix any error that is indicated. Any field with a red * is a required field.

Note: When adding a facility, click "+ New Work Facility". A box will appear on the right. Select the facility you will be working for. There will be a date box, but do not enter a date. This is a termination date; adding a date will terminate your employment with the facility, this is only to be used when you terminate your employment with that facility.

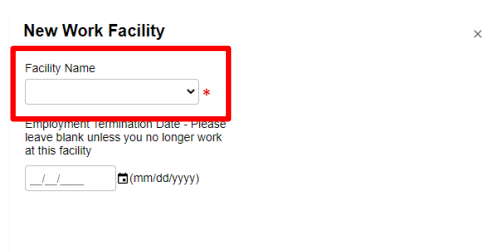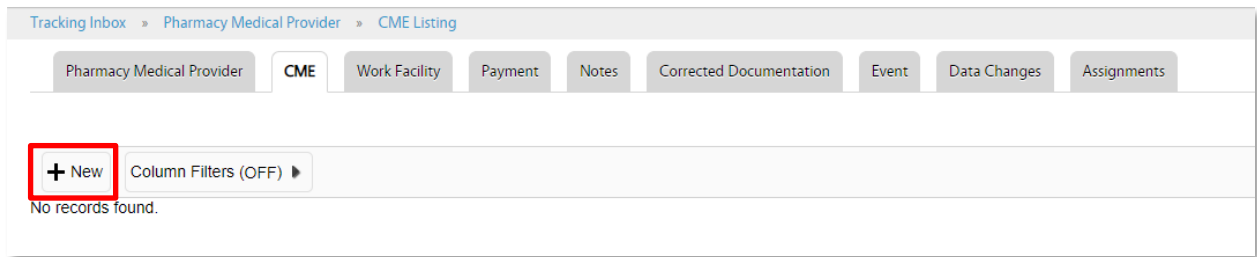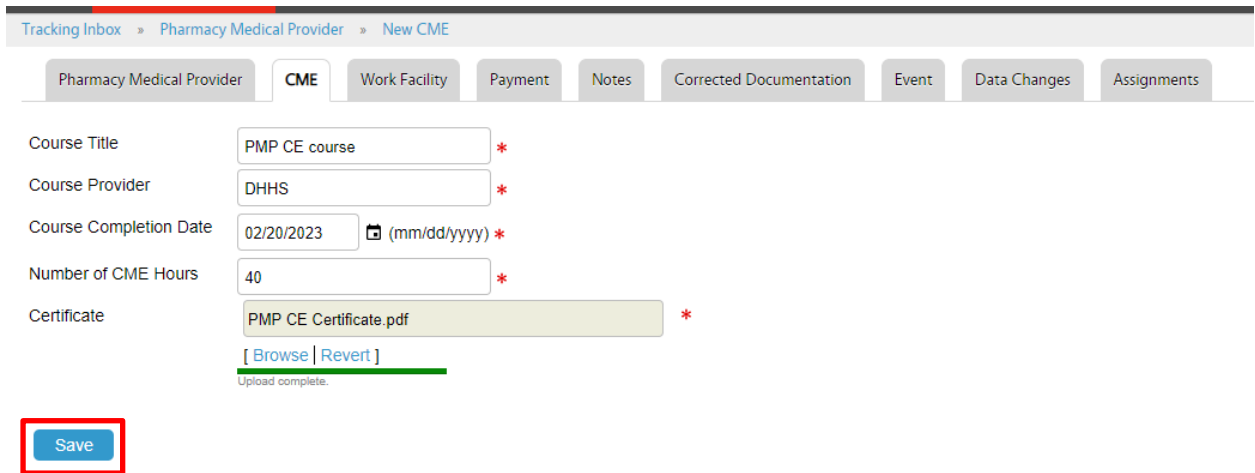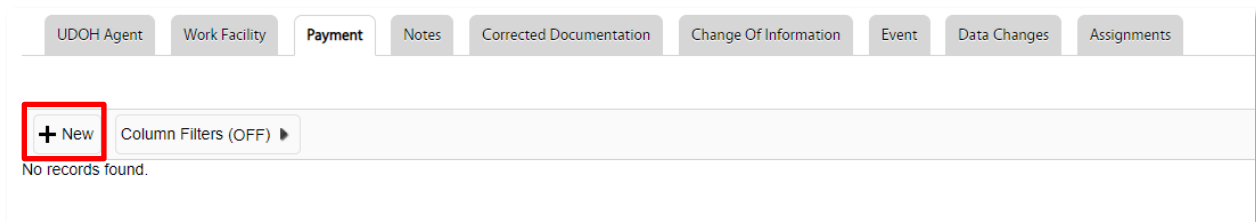2.8.   PMPs will need to upload proof of completed CE before paying the application fee.

PMPs can upload CME information to the application by clicking the "CME" tab, and then clicking "+New". Enter information in all fields and download a copy of the certificate. The path will be masked as "fakepath…".

Be sure to save after uploading your CE completion certificate.

2.9.   Next, you will need to make the payment. Click on the "Payment" tab and click the "+New" button.

2.10.   Click "Click Here to Pay"

Fields will auto-populate once you have successfully completed payment.

Click Here to Pay

Payment Date   02/23/2023

Payment Amount $ 100.00

Payment Type
Payment Status
Payment Approval Number

2.11.   The credit card window will appear. Complete all fields and click "Continue".

Note: if the credit card window does not appear, you will need to turn off your pop-up
        blockers.

2.12.   Verify all fields are correct by clicking "Yes".

2.13. If you are applying as a Pharmacy Agent or Courier Agent, you will need to complete a background check. Print the fingerprint form from your application and take it to a LiveScan Vendor. The vendor will electronically send your prints to DHHS for the background check.
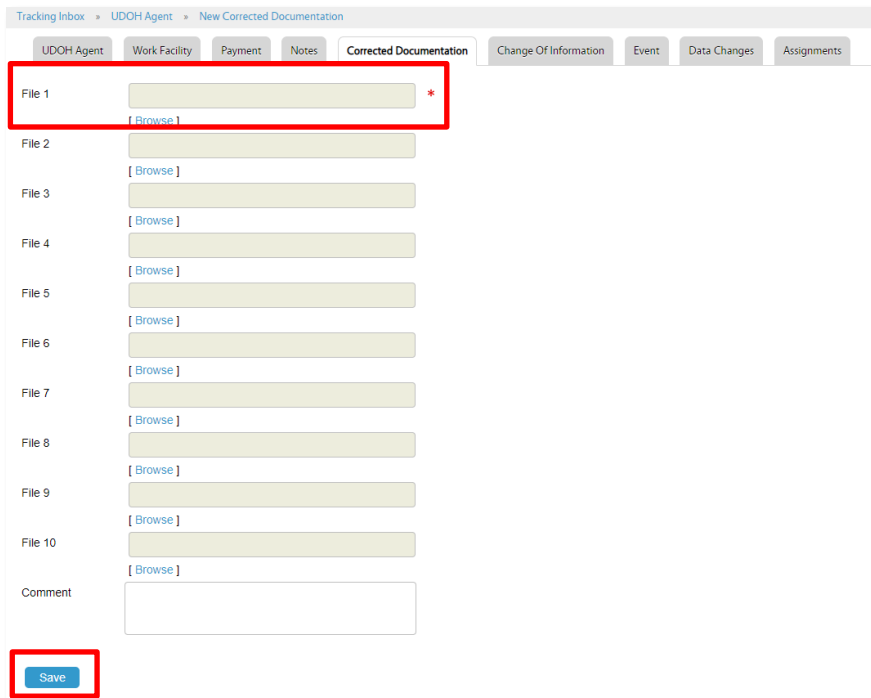
2.14. If you are applying as a pharmacy agent or courier agent, you should complete the required continuing education (CE) while you are waiting for the background check and fingerprints to be verified by DHHS, if you haven't already.

2.15. Once the CE course is complete and you've received a certificate of completion, you will need to upload it into your application under the "Corrected Documentation" tab.

Be sure to save after uploading your CE completion certificate.

2.16.   For both PMPs and pharmacy agents and couriers, your employer will need to contact DHHS to confirm your employment. They can do this by emailing cannabiscompliance@utah.gov.

Note: Even though the agent application is "Awaiting State Review", DHHS cannot approve the application until the background check has been completed (if applying as an agent), the CMEs/CEs have been verified, and the employer has confirmed their offer of employment.

2.17.   Once the application is complete, DHHS will approve the application within 15 days. The applicant will then receive an email with their card attached or they can print their card from their evs.utah.gov application.

Section 3 – EVS application

This set of instructions is to be used if you already have an evs.utah.gov account (a patient, cultivator card, etc.) and you want to add another role. You can Add a Role using the below steps:

3.1.   Navigate to evs.utah.gov and log in.

3.2.   After logging in you will see a statement on your Home page that says: "I want to..". One of the options will say "Update Registration Roles", click there.
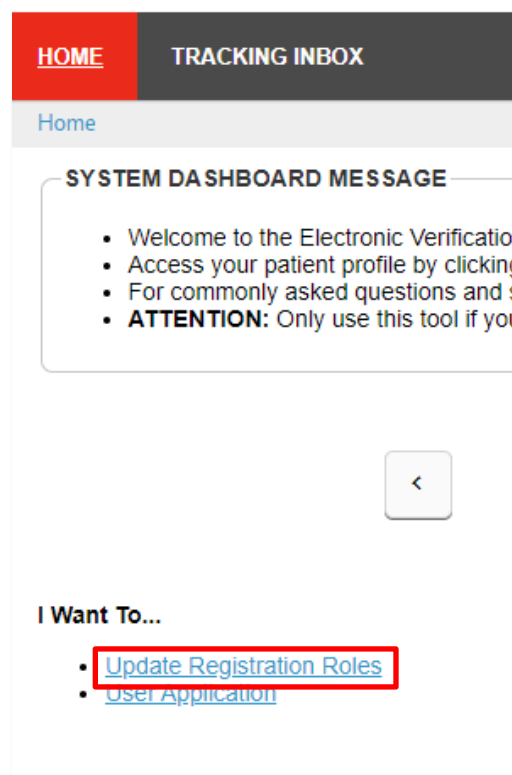
3.3.   You will see a list of current roles listed at the top. You will also see a dropdown box that says, "To add role, select a role in the drop-down list.". Choose the role from the list. Then click "Add Role".
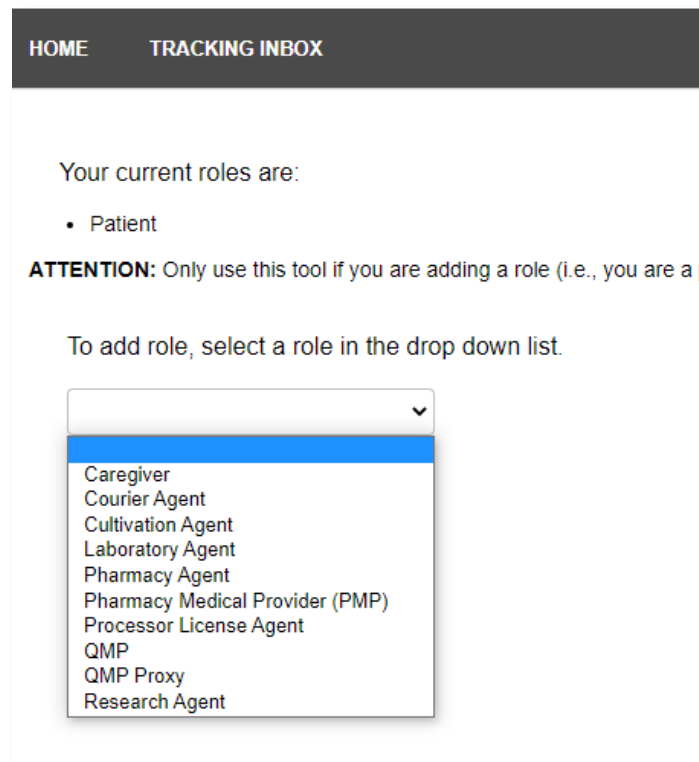
3.4. You will then need to log out of EVS by clicking the "Sign Out" button.

3.5. Navigate back to evs.utah.gov and log back in.

3.6. You can then click on "Change Role" in the top left corner.

3.7. Choose the role you would like by clicking in the circle to the left of the role title, then click "Set".

Role	Description
○ Caregiver	Caregiver
⦿ Patient	Medical cannabis patient.
○ Pharmacy Agent	Pharmacy Agent
○ QMP Proxy	QMP Proxy

Set

3.8. To continue your application, go back to section 2 and follow the directions from steps 2.5 through 2.16.

Section 4 – EVS renewal

A pharmacy employee will need to renew their registration every 2 years. This includes completing the required continuing education every renewal cycle.

4.1.   Login to evs.utah.gov

4.2.   From the homepage hover over "Tracking Inbox" then click the type of application: "Pharmacy Medical Provider", "Pharmacy Agent", "Courier Agent"
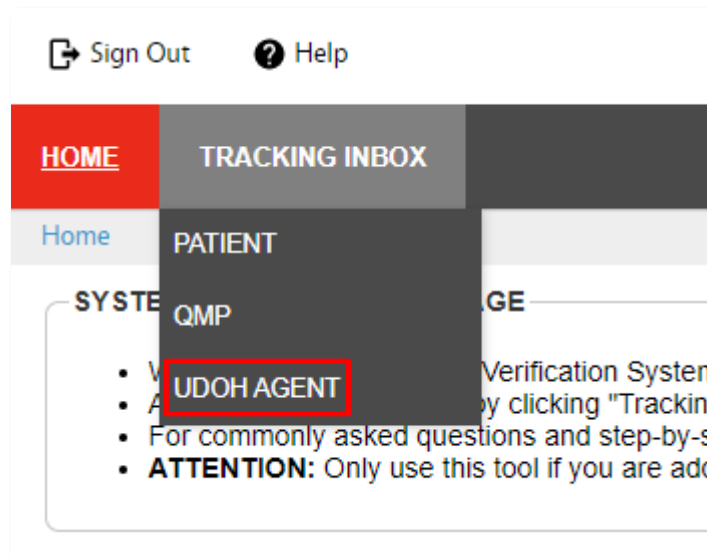
4.3   The webpage will show a list of your applications, click on the one you would like to renew.

4.4   Review and update any information on the application, then click "Save and submit for registration".

4.5   To continue your renewal, go back to section 2 and follow the directions from steps 2.8 through 2.16.