Caregiver Application User Guide

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1 Applying as a Caregiver

1.1 Registration

Before you apply to participate in the Medical Cannabis program, you must register to the Electronic Verification System.

Patients can register from the Electronic Verification System Sign-in page.

To begin EVS Registration:

1. Access the Utah EVS site.
2. Enter your Username and Password.
3. Click Log In.
4. The Sign-in/Registration page appears. The page includes three registration buttons.

*Figure 1 - Sign-in Page*
5. Click the Registration button that applies to you. In the example, we will click the Patient Registration button.
6. In the User Information page, enter your Email Address, First Name, Last Name, Suffix, Username, Last Four Digits of SSN, and Date of Birth.
Figure 4 - Caregiver Information Popup

Notes: Your email address (Utah ID) must be unique from any other user. If it is not unique, an error message will display and registration will not be completed until it has a valid entry.
7. Click the Register button.
8. The Registration Complete popup appears with the Login link. Click the Login link.
9. Login to EVS.
10. Your Home page appears. The information you see depends on your role: Caregiver, Guardian, or Patient.

Figure 5 - Home Page

Note: You will receive a confirmation email. You can also select the Click here link in the Confirmation email to open EVS.

Scott, thank you for registering with Utah Electronic Verification System

Click here to login to continue.

Sincerely,

Utah Electronic Verification System

The Home page appears.
Note: You have just registered to create an EVS account.
The next step is to access EVS to complete an application to participate in the Medical Cannabis program.
2 Applying as a Caregiver

2.1 Accessing the Application Page

When a patient lists you as a caregiver in EVS, you will receive an email informing you that you have been listed as a caregiver.

If you have not yet applied to participate in the Medical Cannabis program as a Caregiver, you must register to the Electronic Verification System. You can click the “create an account” link in the email to get started.

2.1.1 Accessing the Application Page

1. Sign-in to EVS.
2. Hover over the Tracking Inbox, click Caregiver.
3. In the Listing, click your name.
4. The new Application page appears.

Figure 2-1 New Patient tab

Figure 2-2 Caregiver Listing
Notes:
The system will only allow you to enter one application for the same patient (first name, last name, DOB, and last 4 of SSN.

The system will only allow you to enter and save the Patient’s information if the patient has designated you as a Caregiver and holds a Medical Cannabis Card to participate in the program.

If the patient designates a caregiver and makes a typo in the caregiver information, the system will display an error message there is no matching Patient.

After you apply and add your first patient, you can add multiple patients who have designated you as their Caregiver. The same rules apply. But to begin adding a new patient your will:
Sign-in to EVS.
Click the Tracking inbox and hover over Caregiver and click New Caregiver.
Enter the information as described above.

5. Complete the Patient Information section. Complete the Required fields and Optional fields as needed.

![Patient Information](image)

**Figure 2-4 Patient Information**

6. Complete the Caregiver Information.
Figure 2-5 Caregiver Information

Text:

Note: Be sure to complete all required fields and optional fields as needed.

7. Next you can:
   - Save & Keep in Draft
   - Save & Submit Registration button
2.1.1.1 Saving and Keeping a Patient Application in Draft Status

Users can edit the application after it is saved the first time. Simply make the edits. To keep the application editable, click the Save & Keep in Draft Status button. The Status is Draft.

![Save & Keep in Draft and Save & Submit Registration buttons](image)

**Figure 2-6 Save & Keep in Draft and Save & Submit Registration buttons**

2.1.1.1.2 Saving & Submitting the Application

When you have reviewed and edited the application and are ready to submit the application, you can click the Save & Submit Registration button. You can edit the Application page until payment has been made and the application is in **Awaiting State Review**. Then only specific fields are editable.

8. Click the Save & Submit Registration button.

![Save & Keep in Draft and Save & Submit Registration buttons](image)

**Figure 2-7 Save & Submit button**

9. The Status changes to **Awaiting Payment**.