



UTAH DEPARTMENT OF
HEALTH

Center for Medical Cannabis

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.



Figure 1 - Sign-in Page

3. Click Log In.
4. The Sign-in/Registration page appears. The page includes three registration buttons.



Figure 2 - Sign-in Popup with Registration Buttons

5. Click the Registration button that applies to you. In the example, we will click the Patient Registration button.

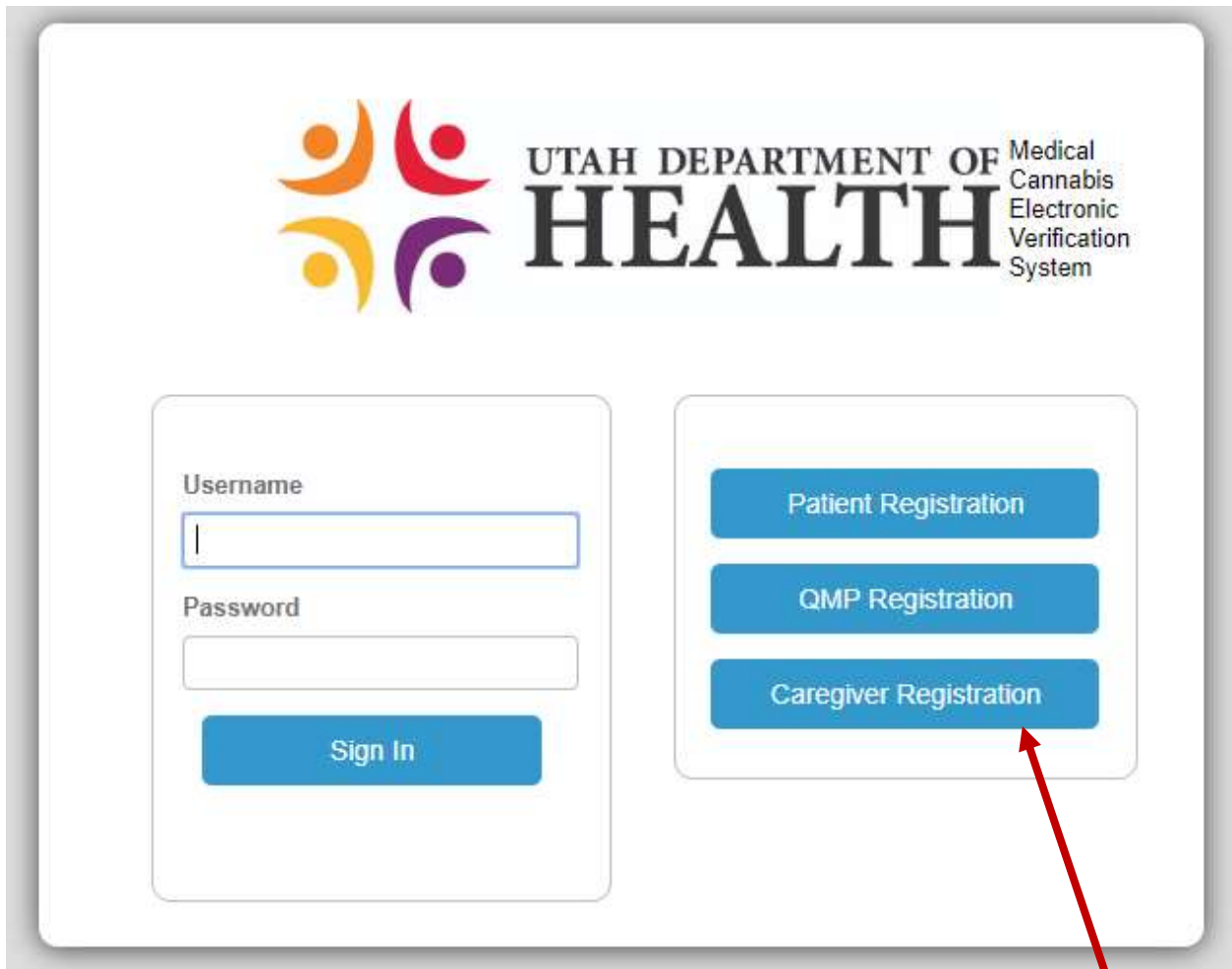


Figure 3 - Caregiver Registration Button

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.



UTAH DEPARTMENT OF HEALTH

Medical Cannabis Electronic Verification System

Registration Type
Caregiver

By signing in to this system you are agreeing to the [Website usage policy](#).

User Information

Utah ID

 R

First Name

 R

Last Name

 R

Suffix

 ▼

Last Four Digits of SSN

 R

Date of Birth

 R

Email Address

 R

Register

Cancel

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.

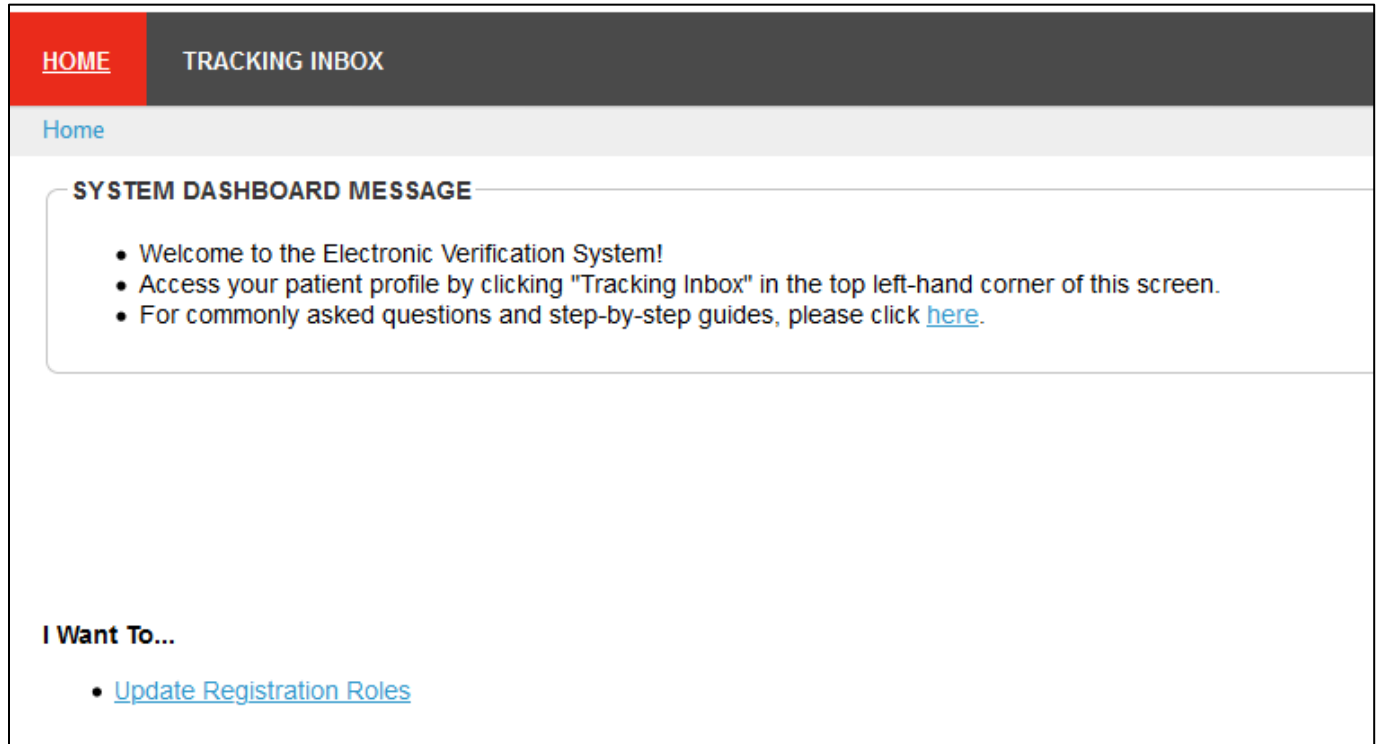
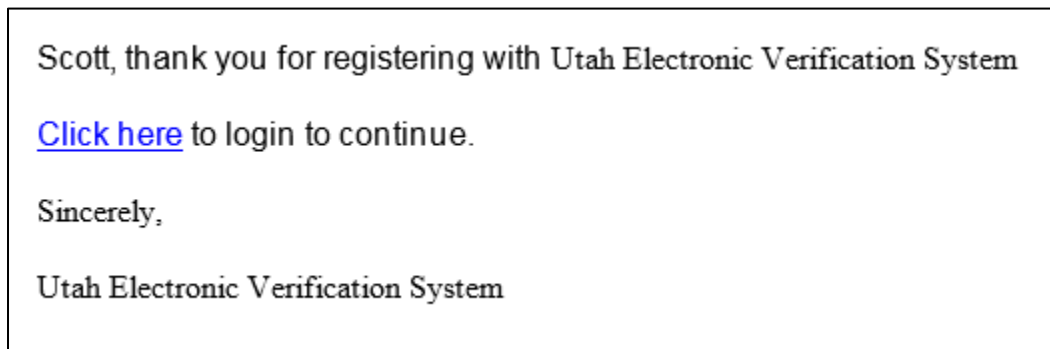


Figure 5 - Home Page

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



The Home page appears.

HOME TRACKING INBOX

Home

SYSTEM DASHBOARD MESSAGE

- Welcome to the Electronic Verification System!
- Access your patient profile by clicking "Tracking Inbox" in the top left-hand corner of this screen.
- For commonly asked questions and step-by-step guides, please click [here](#).

I Want To...

- [Update Registration Roles](#)

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.

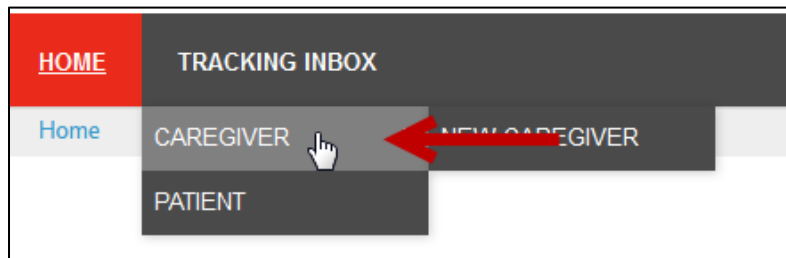


Figure 2-1 New Patient tab

3. In the Listing, click your name.

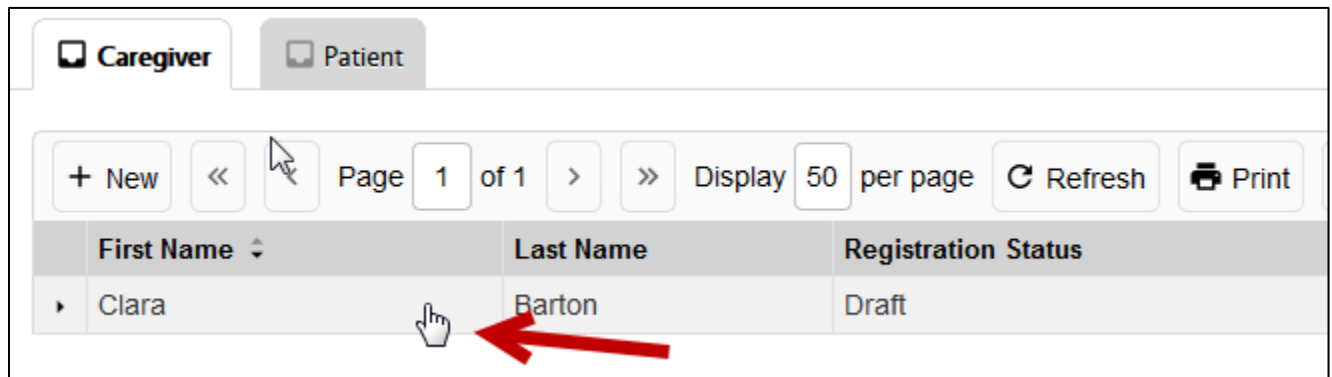


Figure 2-2 Caregiver Listing

4. The new Application page appears.

Registration Information (Official Use) ▼		Caregiver Information	
Utah ID	pyork	First Name	Pauline R
Caregiver Registration ID		Last Name	York R
Status		Suffix	<input type="text"/> R
Effective Date		Last 4 Digits of SSN	4587 R
Expiration Date		Date of Birth	12/18/1975 <input type="text"/> (mm/dd/yyyy) R
Patient Information ▼		Address	<input type="text"/> R
Relationship	<input type="text"/> R	Apt/Suite#	<input type="text"/> R
First Name	<input type="text"/> R	City	<input type="text"/> R
Last Name	<input type="text"/> R	State	Utah R
Suffix	<input type="text"/> R	County	<input type="text"/> R
Date of Birth	<input type="text"/> (mm/dd/yyyy) R	Zip Code	<input type="text"/> R
Gender	<input type="text"/> R	Email Address	Scott.Hicks@micropact.com R
Address	<input type="text"/> R	Phone Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Apt/Suite#	<input type="text"/> R	Caregiver Proof of Identity	
City	<input type="text"/> R	State of ID	Utah R
State	Utah R	State ID Type	<input type="text"/> R
County	<input type="text"/> R	ID Number	<input type="text"/> R
Zip Code	<input type="text"/> R	ID Issue Date	<input type="text"/> (mm/dd/yyyy) R
		ID Expiration Date	<input type="text"/> (mm/dd/yyyy) R

Figure 2-3 New Application Information page

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).

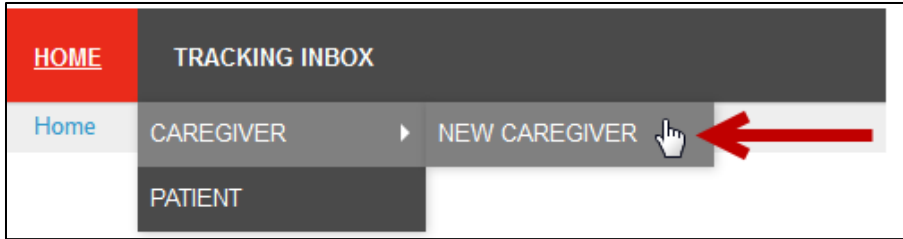
The system will only allow you to enter and save the Patient's information if the patient has designated you as a Caregiver and holds a Medical Cannabis Card to participate in the program.

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		
Relationship	Friend	R
First Name	Miles	R
Last Name	Hart	R
Suffix		
Date of Birth	12/16/1952 (mm/dd/yyyy)	R
Gender	Male	R
Address	100 East Ave	R
Apt/Suite#		
City	Ephraim	R
State	Utah	R
County	Sanpete	R
Zip Code	84627	R

Figure 2-4 Patient Information

6. Complete the Caregiver Information.

Caregiver Information ▼

First Name R

Last Name R

Suffix ▼

Last 4 Digits of SSN R

Date of Birth R

Address R

Apt/Suite#

City R

State ▼ R

County ▼ R

Zip Code R

Email Address R

Phone Number - -

Caregiver Proof of Identity ▼

State of ID ▼ R

State ID Type ▼ R

ID Number R

ID Issue Date R

ID Expiration Date R

Figure 2-5 Caregiver Information

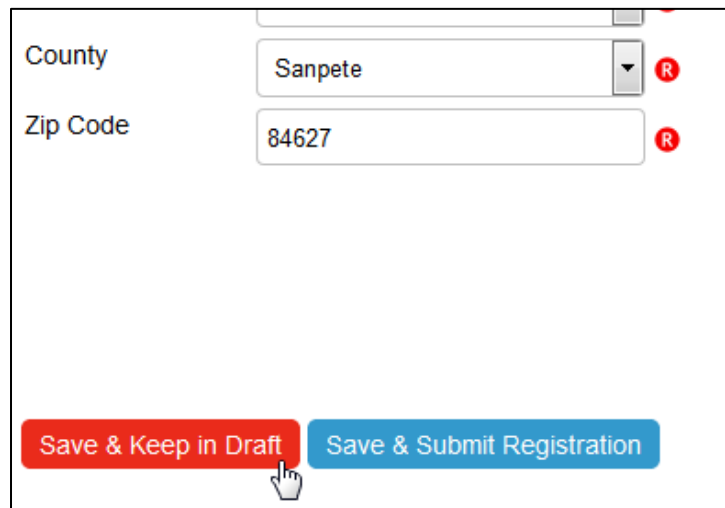
Note: Be sure to complete all required fields and optional fields as needed.

7. Next you can:

- Save & Keep in Draft
- Save & Submit Registration button

2.1.1.1.1 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*.



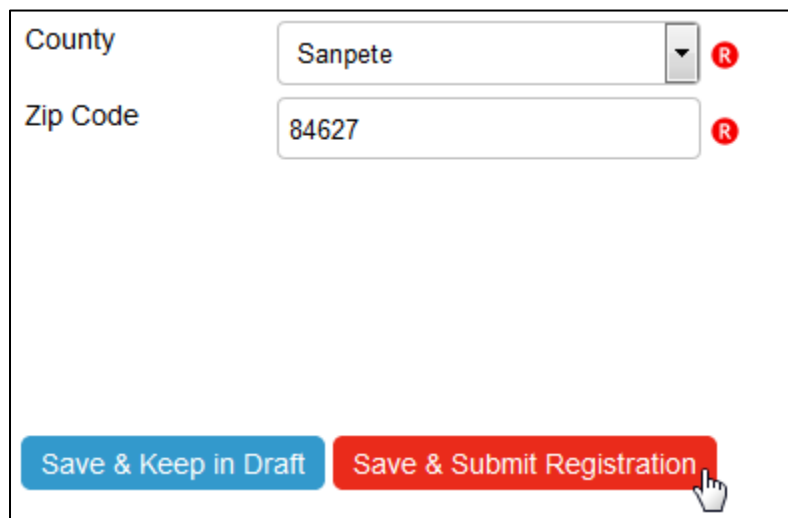
The screenshot shows a form with two input fields: 'County' with the value 'Sanpete' and 'Zip Code' with the value '84627'. Each field has a red 'R' icon to its right. Below the fields are two buttons: a red button labeled 'Save & Keep in Draft' and a blue button labeled 'Save & Submit Registration'. A mouse cursor is positioned over the 'Save & Keep in Draft' button.

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.



The screenshot shows the same form as Figure 2-6. The 'County' field contains 'Sanpete' and the 'Zip Code' field contains '84627'. Below the fields are two buttons: a blue button labeled 'Save & Keep in Draft' and a red button labeled 'Save & Submit Registration'. A mouse cursor is positioned over the 'Save & Submit Registration' button.

Figure 2-7 Save & Submit button

9. The Status changes to *Awaiting Payment*.