

# 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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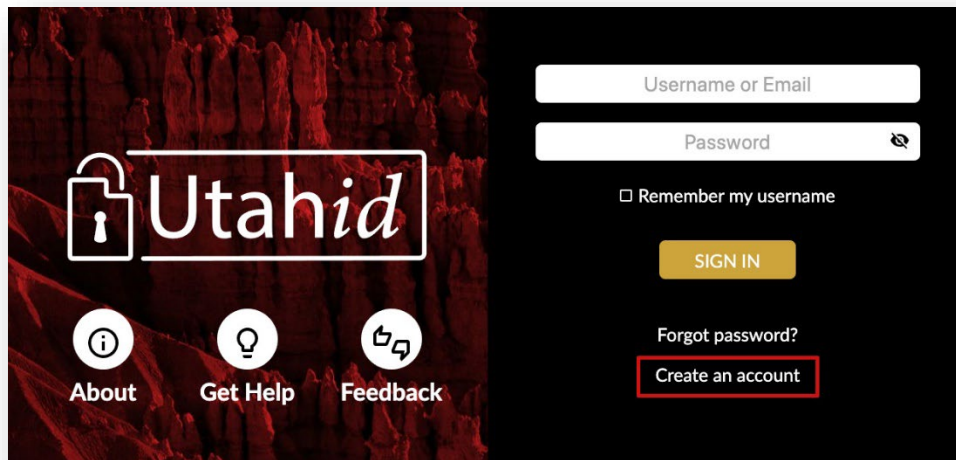
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Utah Department of  
**Health & Human Services**  
Center for Medical Cannabis

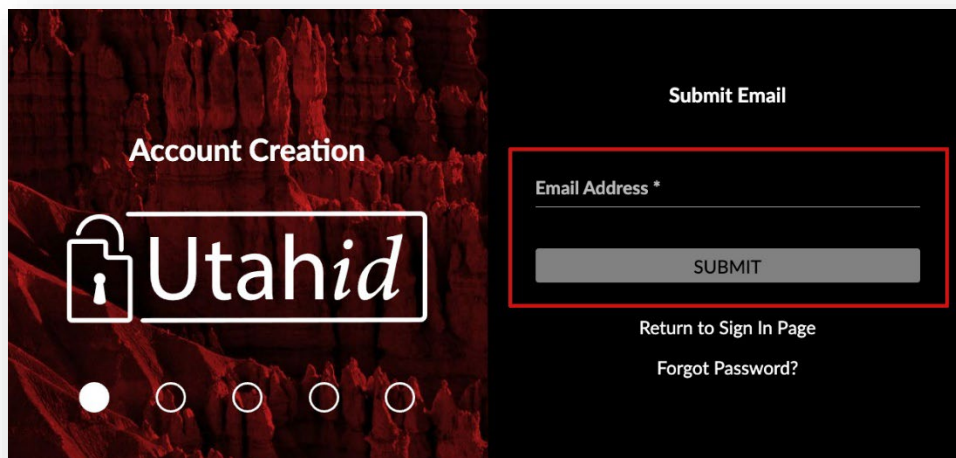
## Section 1 – Creating a UtahID

1.1 From [ID.Utah.gov](https://ID.Utah.gov) click “Create an Account”.



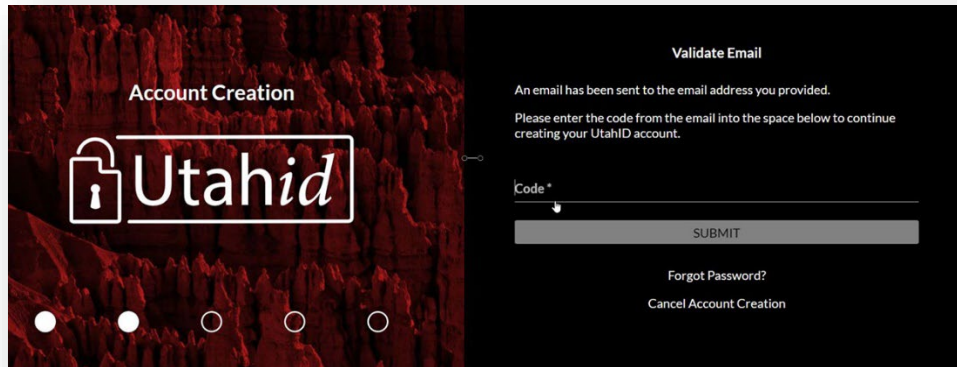
The screenshot shows the UtahID sign-in interface. On the left, there is a logo with a padlock icon and the text "Utahid". Below the logo are three circular icons labeled "About", "Get Help", and "Feedback". On the right, there are two input fields: "Username or Email" and "Password". Below these fields is a checkbox labeled "Remember my username" and a yellow "SIGN IN" button. At the bottom right, there are two links: "Forgot password?" and "Create an account", with the latter highlighted by a red rectangular box.

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

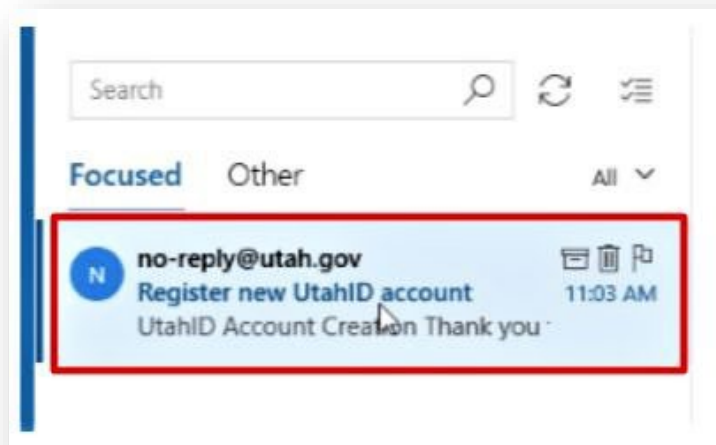


The screenshot shows the UtahID account creation interface. On the left, there is a logo with a padlock icon and the text "Utahid". Below the logo are five circular progress indicators, with the first one filled. On the right, there is a section titled "Submit Email" containing an "Email Address \*" input field and a grey "SUBMIT" button, both highlighted by a red rectangular box. Below the input field are two links: "Return to Sign In Page" and "Forgot Password?".

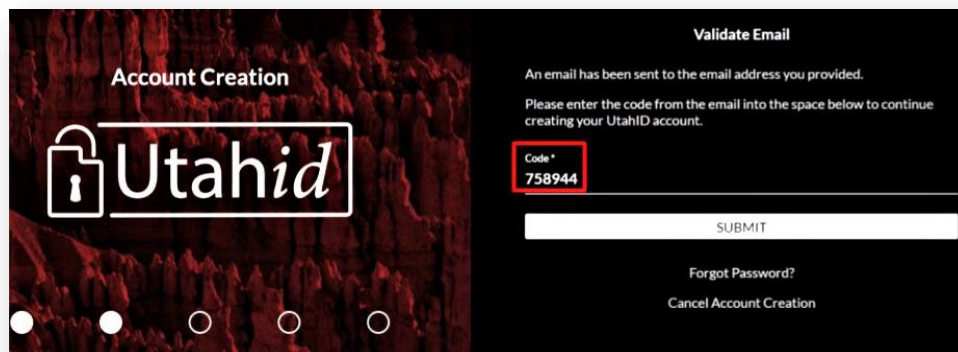
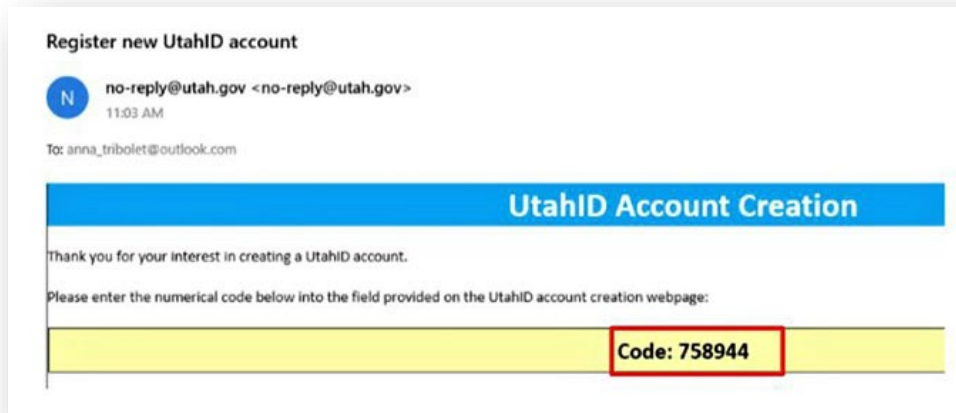
When you click Submit, you'll be directed to a Validate Email screen. This informs you that an email has been sent to the email address you just listed. (Reminder: Email delivery on the internet is usually pretty fast, but delays can happen. Also, be sure to check your Spam folder if you haven't received the email.)



- 1.3. Open your email, go to your inbox, and open the email labeled "Register new UtahID account".



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.

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

The screenshot shows the 'Enter User Details' screen. On the left, there is a dark red background with a white outline of a padlock and the word 'Utahid' in a white serif font. Above this, the text 'Account Creation' is visible. Below the logo are five white circles, with the first three filled and the last two empty. On the right, a black panel contains the title 'Enter User Details' and three input fields: 'First Name \*', 'Last Name \*', and 'Username \*'. A grey 'SUBMIT' button is located at the bottom of this panel. A red rectangular box highlights the entire right-hand panel.

- 1.5. 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.

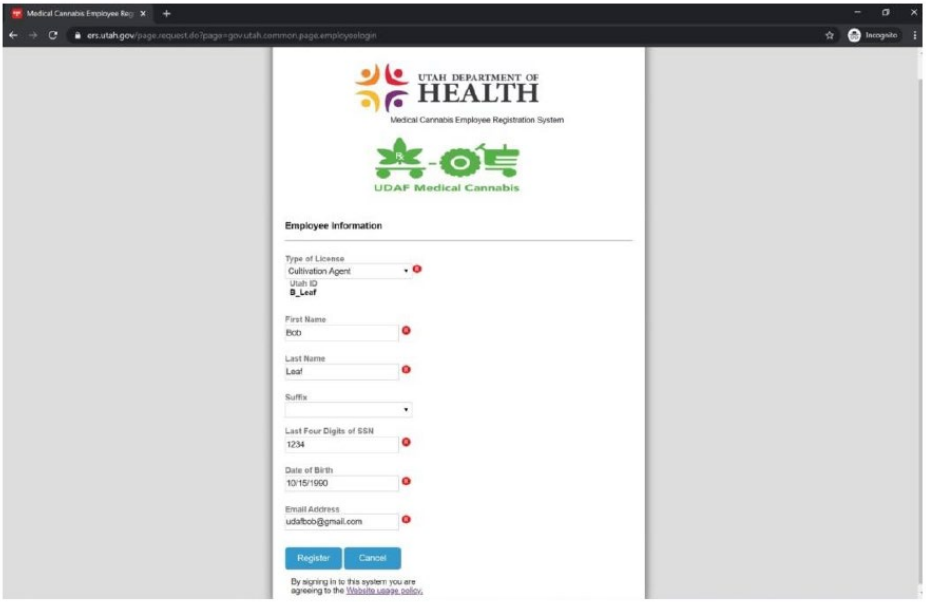
The screenshot shows the 'Create Password' screen. On the left, the background and logo are identical to the previous screen. On the right, a black panel contains a list of password requirements: '✓ Not same as current password', '✗ Between 8 and 128 characters long', and '✓ Not contain name, username, etc.'. Below this list are two input fields: 'Password \*' and 'Confirm Password \*'. A grey 'SUBMIT' button is positioned between these fields. At the bottom of the panel, there are two links: 'Return to Sign In Page' and 'Forgot Password?'. A red rectangular box highlights the right-hand panel.

You have now created a UtahID

## Section 2 - Registering in ERS

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

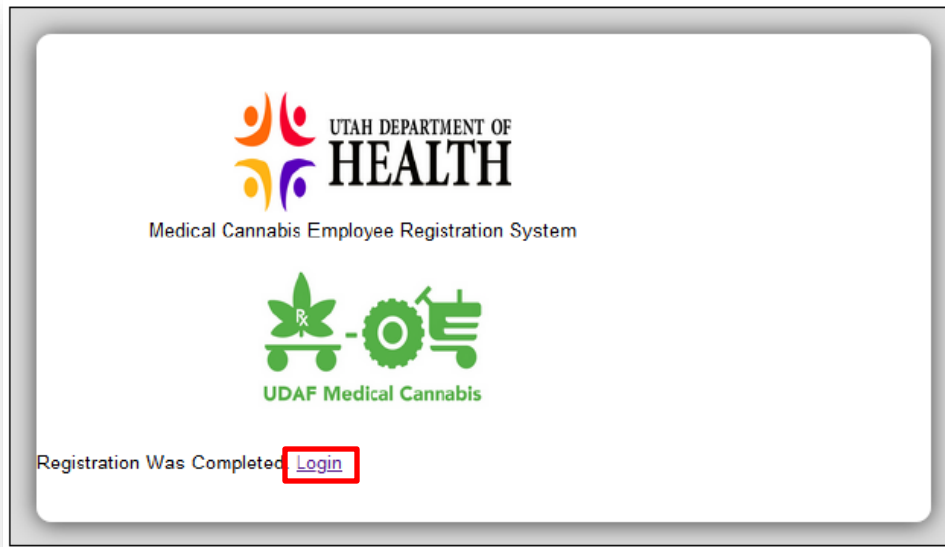
- 2.1. Start the registration by going to [ers.utah.gov](https://ers.utah.gov)
- 2.2. Login using the UtahID username and password.
- 2.3. Complete the employee information and click “Register”



The screenshot shows a web browser window displaying the registration form for the Medical Cannabis Employee Registration System. The page header includes the Utah Department of Health logo and the text "Medical Cannabis Employee Registration System" and "UDAP Medical Cannabis". The form is titled "Employee Information" and contains the following fields:

- Type of License: Cultivation Agent (dropdown menu)
- Utah ID: Leaf (text input)
- First Name: BCD (text input)
- Last Name: Leaf (text input)
- Suffix: (dropdown menu)
- Last Four Digits of SSN: 1234 (text input)
- Date of Birth: 10/15/1900 (text input)
- Email Address: udufbo@gmail.com (text input)

At the bottom of the form, there are two buttons: "Register" and "Cancel". Below the buttons, there is a small disclaimer: "By signing in to this system you are agreeing to the Website Usage Policy."



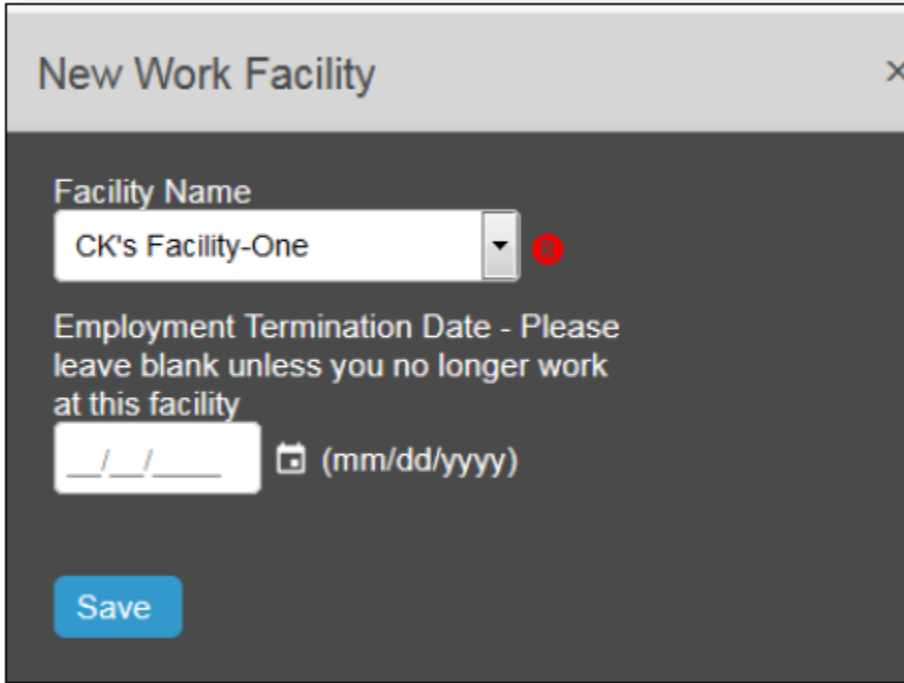
- 2.4. The application complete popup appears – click “Login”
- 2.5. You will then be directed to the [ers.utah.gov](https://ers.utah.gov) homepage. Hover over “Tracking Inbox” then click the type of application: “Pharmacy Medical Provider”, “Pharmacy Agent”, “Courier Agent”



- 2.6. The webpage will show a list 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. 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.

Note: A PMP must complete 4 hours of approved training. To add CME information to the application click the “+New CME Record”, a box will appear on the right. Enter information in all fields and download a copy of the certificate. The path will be masked as “fakepath...”.



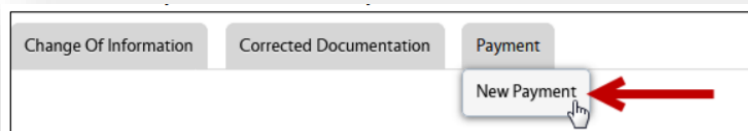
**New Work Facility** [X]

Facility Name

Employment Termination Date - Please leave blank unless you no longer work at this facility  
 (mm/dd/yyyy)

**Save**

- 2.8. Next you will need to make the payment. Hover over the gray “payment” tab and select “New Payment” Or Click on the “payment” tab and click the “+new” button.





2.9. Click “Click Here to Pay”



Patient Patient Certification Patient Petition Compassionate Use Board **Payment**

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

**Click Here to Pay**

Payment Date 02/12/2020

Payment Amount 15.00

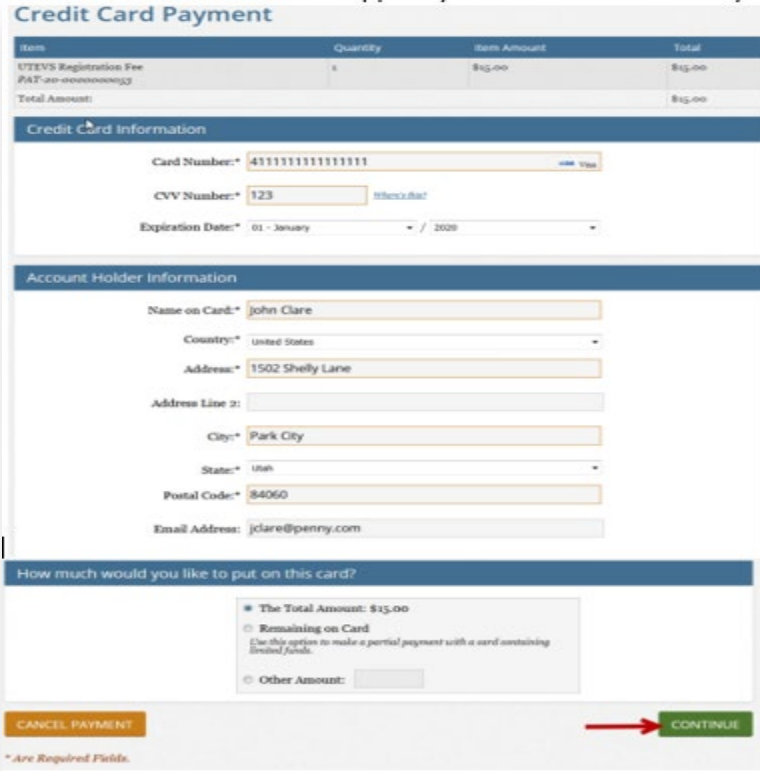
Payment Type

Payment Status

Payment Approval Number

2.10. 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.



**Credit Card Payment**

Item	Quantity	Item Amount	Total
UTEVS Registration Fee PAT-00-000000000000000000000000	1	\$15.00	\$15.00
Total Amount:			\$15.00

**Credit Card Information**

Card Number: 4111111111111111 visa

CVV Number: 123 MasterCard

Expiration Date: 01 - January / 2020

**Account Holder Information**

Name on Card: John Clare

Country: United States

Address: 1502 Shelly Lane

Address Line 2:

City: Park City

State: Utah

Postal Code: 84060

Email Address: jclare@penny.com

How much would you like to put on this card?

The Total Amount: \$15.00

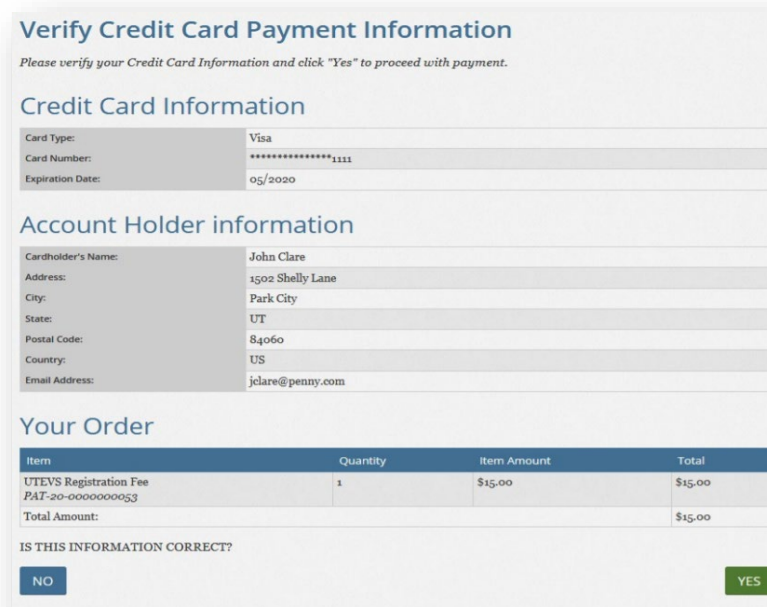
Remaining on Card  
(Use this option to make a partial payment with a card containing limited funds.)

Other Amount:

CANCEL PAYMENT **CONTINUE**

\*Are Required Fields.

2.11. Verify all fields are correct by clicking “yes”.



**Verify Credit Card Payment Information**  
*Please verify your Credit Card Information and click "Yes" to proceed with payment.*

**Credit Card Information**

Card Type: Visa  
Card Number: \*\*\*\*\*1111  
Expiration Date: 05/2020

**Account Holder information**

Cardholder's Name: John Clare  
Address: 1502 Shelly Lane  
City: Park City  
State: UT  
Postal Code: 84060  
Country: US  
Email Address: jclare@penny.com

**Your Order**

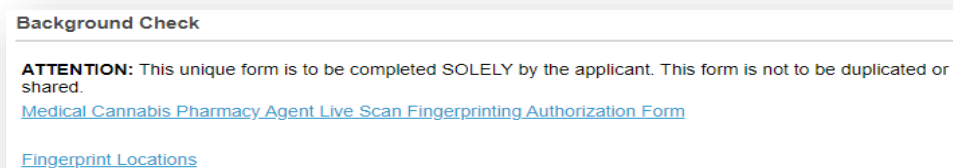
Item	Quantity	Item Amount	Total
UTEVS Registration Fee PAT-20-0000000053	1	\$15.00	\$15.00
<b>Total Amount:</b>			<b>\$15.00</b>

IS THIS INFORMATION CORRECT?

2.12. Your employer will need to contact the Department of Health to confirm your employment. They can do this by emailing [cannabiscompliance@utah.gov](mailto:cannabiscompliance@utah.gov).

Note: Even though the Agent Application is awaiting State Review, the Department can not approve the application until the CMEs or background check have been verified and the employer has confirmed their offer of employment.

2.13. If you are applying as a Pharmacy Agent or Courier Agent you will need to complete a background check. You will print the fingerprint form from your EVS application and bring it to a LiveScan Vendor. The vendor will electronically send your prints to our department for the background check.



**Background Check**

**ATTENTION:** This unique form is to be completed SOLELY by the applicant. This form is not to be duplicated or shared.

[Medical Cannabis Pharmacy Agent Live Scan Fingerprinting Authorization Form](#)

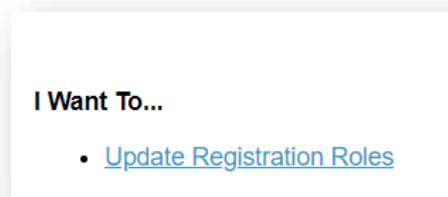
[Fingerprint Locations](#)

2.14. Once the application is complete the Department 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](http://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](https://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.”. Chose the role from the list. Then click “Add Role”

Your current roles are:

- Caregiver
- Patient
- Pharmacy Agent
- QMP Proxy

**ATTENTION:** Only use this tool if you are adding a role (i.e., you are a patient and want to also be a caregiver). To complete your application, hover over Tracking Inbox and select the role you are currently assigned.

To add role, select a role in the drop down list.

3.4. You will then need to log out of EVS by clicking the “Sign Out” button.



Sign Out

3.5. Navigate back to [evs.utah.gov](https://evs.utah.gov) and log back in.

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



Change Role Sign Out Help

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
<input type="radio"/> Caregiver	Caregiver
<input checked="" type="radio"/> Patient	Medical cannabis patient.
<input type="radio"/> Pharmacy Agent	Pharmacy Agent
<input type="radio"/> QMP Proxy	QMP Proxy

Set

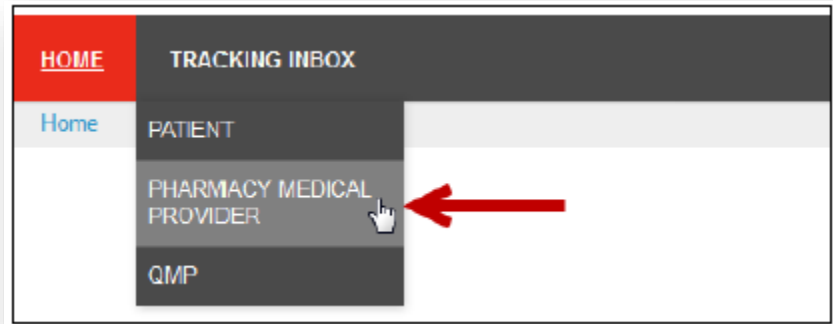
3.8. To continue your application go to step 2.5

## Section 4 – EVS renewal

A pharmacy employee will need to renew their registration every 2 years.

Note: If the renewal is for a PMP you will need to complete another 4 hours of continuing education each renewal.

- 4.1. Login to [evs.utah.gov](https://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”

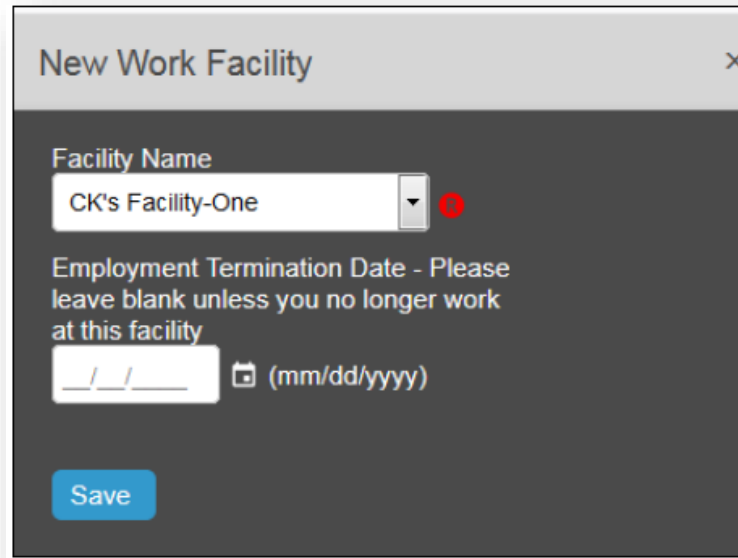


- 4.3 The webpage will show a list your applications, click on the one you would like to renew.
- 4.4 The application will appear. Review and update information on the application.
- 4.5 Click “Save and Submit Registration”.


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. 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.

Note: A PMP must complete 4 hours of approved training. To add CME information to the application click the “+New CME Record”, a box will appear on the right. Enter information in all fields and download a copy of the certificate. The path will be masked as “fakepath...”.



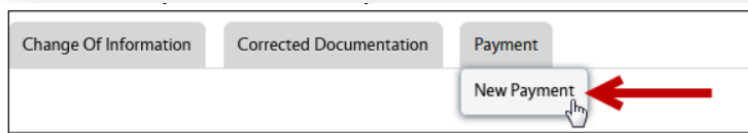
**New Work Facility**

Facility Name  
 

Employment Termination Date - Please leave blank unless you no longer work at this facility  
  (mm/dd/yyyy)

[Save](#)

4.6 Next you will need to make the payment. Hover over the gray “payment” tab and select “New Payment” Or Click on the “payment” tab and click the “+new” button.



4.7 Click “Click Here to Pay”



Patient   Patient Certification   Patient Petition Compassionate Use Board   **Payment**

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

[Click Here to Pay](#) 

Payment Date	02/12/2020
Payment Amount	15.00
Payment Type	
Payment Status	
Payment Approval Number	



4.9 Verify all fields are correct by clicking “yes”.

**Verify Credit Card Payment Information**  
*Please verify your Credit Card Information and click "Yes" to proceed with payment.*

**Credit Card Information**

Card Type:	Visa
Card Number:	*****1111
Expiration Date:	05/2020

**Account Holder information**

Cardholder's Name:	John Clare
Address:	1502 Shelly Lane
City:	Park City
State:	UT
Postal Code:	84060
Country:	US
Email Address:	jclare@penny.com

**Your Order**

Item	Quantity	Item Amount	Total
UTEVS Registration Fee PAT-20-000000053	1	\$15.00	\$15.00
Total Amount:			\$15.00

IS THIS INFORMATION CORRECT?

4.10 Once the renewal is complete the Department 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](http://evs.utah.gov) application.