Instructions To Complete a Pharmacy Employee Application and Renewal

Please note that an individual may not apply until they have been offered employment by a licensed Medical Cannabis Pharmacy.

All users must create a Utah-ID account and complete an application. The UtahID creates a user ID and password for the Electronic Verification System.

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

Section 1

1.1 From iD.Utah.gov click “Create an Account”.

![UtahID sign in page]
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 pretty fast, but delays can happen. Also, be sure to check your Spam folder if you haven’t received the email.)
1.3. Open up 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.
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.

You have now created a UtahID
Section 2

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

2.1. Create an application by going to ers.utah.gov

2.2. Login using the same username and password that you just created.

2.3. Complete the employee information and click “Register”
2.4. The application complete popup appears – 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”, “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...”.

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

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.

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

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 application.
Section 3
This set of instructions is to be used if you already have an EVS.Utah.gov account (a patient, cultivator card, etc.) you want to add an Agent 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.”. Chose the role from the list. Then click “Add Role”

3.4. You will then need to log out of evs.utah.gov 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”

3.8. To continue your application go to step 2.5
Section 4

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.

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”

![Image of webpage showing Tracking Inbox with arrows pointing to the Pharmacy Medical Provider option.]

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...”.
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”
4.8 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.
4.9 Verify all fields are correct by clicking “yes”.

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 application.