EVS (Electronic Verification System) Instruction on how to get an Agent Card

1. Go to ERS.Utah.Gov

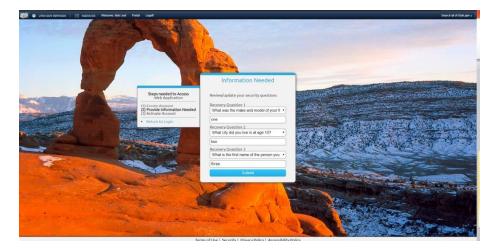
- 2. On this page a Utah ID must be create. If you already have an account enter your User Name and Password and skip to step 13.
- 3. If not, click Create an Account below the Log-In Button.



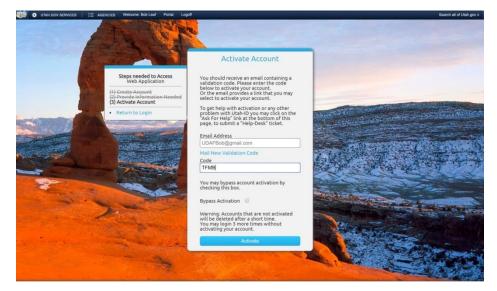
- 4. Your Utah ID can never be changed or duplicated, keep this in mind when creating a Utah-ID.
- 5. Enter an email address that will be linked to your Utah-ID. Once everything is filled out click Create Account.



6. Answer Security Questions. Make sure to remember the answers; this is how your password will be reset if the password is forgotten.



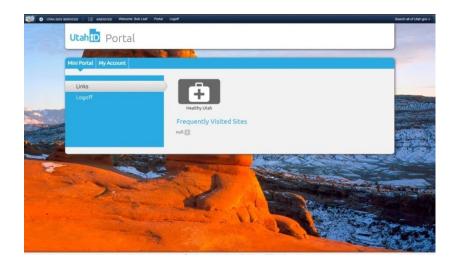
7. An activation account verification code will be emailed. The code must be entered on this page before you can continue



- 8. Once the Code is Entered Click Activate
- 9. You will be taken to this page.

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	Main DEPARTMENT OF Main Canabia Employee Registration System DEFE Medical Canabia DEFE Medical Canabia	
	Type of License Cutivation Agent • • Utah ID B_Leaf	
	First Name Bob	
	Last Name	
	Suffix	
	Last Four Digits of SSN 1234 O	
	Date of Birth 10/15/1990	
	Email Address udafbob@gmail.com	
	Register Cancel	
	By signing in to this system you are agreeing to the <u>Website usage policy</u> .	

- 10. Fill out the Employee Information. In this example Bob Leaf is going to be a Cultivation Agent. Roles can be changed and added later in the process.
- 11. Click Register
- 12. If you are brought to this page it is an error in the system. Go to evs.utah.gov to continue.



EVS.Utah.gov



13. Enter your Utah ID you create in the beginning. If you forget your password or User ID click Forgot Password? below the Log In.

14. You will be taken to the EVS Home Page

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	e to the EVS por e Utah Departm	tall In of Agriculture's Electronic Verification System (EVS). Medical Marijuana Cultivation, Processor, and Laboratory Employees and Owners can apply here for an Agent Registration Card.

I Want To ...

Update Registration Roles

Time Out! To add a roles click Update Registration Roles under I Want To. . .

- Select the second role you would like to add
- Then Sign Out by clicking Sign out at the top of the page
- When you log back in the role you are looking at will be displayed in the upper right corner
- Now to change roles click Change Roles in the top left of the page

15. Click the TRACKING INBOX at the top of the page.

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🔩 Change Role 🕞 Sign Out 🛛 🖗 H	telp		UT Electronic Verification System 1.0.4 - B_Leaf (Cultivation Agent)
HOME TRACKING INBOX			
Tracking Inbox			
UDAF Agent UDAF Facilities			
« < Page 1 of 1 > » I	Display 50 per page C Refresh 🖨 Print 🏛 CSV Displaying 1 - 2 of 2 All Assignments 🔻 🍸 Filter		
Status 🗘	Type of License	First Name	Last Name
 Draft 	Cuttivation Agent	Bob	Leaf
 Draft 	Processor License Agent	Bob	Leaf

- 16. Look at the role listed in the upper right corner of the screen to ensure it is the Correct Role. In this example B_Leaf(Cultivation Agent) is the role currently being used.
- 17. Then, double click the type of Licensing you are currently working on. For this example we are going to continue with Bob Leaf's Cultivation Agent Registration.

Tracking Inbox 🔹 UDA	FAgent			
UDAF Agent Wor	Facility Payment Notes Corr	rected Documentation CI	nange Of Information	
Registration ID Registration State	3_Leaf nitial Application oraft	~	Proof of Identity State of ID State ID Type ID Number ID Issue Date ID Expiration Date Acknowledgment o I acknowledge that	t of Certification tat I have completed the Utah Cannabis Agent Training (UCAT) or an Agent Training approved by the Utah Department of Agriculture and Food. 1 acknowledge that I have reviewed the legal require
Suffix Last 4 Digits of SSN	1234 Ø		these policies will r	ll result in my cannabis establishment agent registration card being suspended or withdrawn.
Date of Birth Address Apt/Suite#	10/15/1990 🛱 (mm/dd/yyyy) 🧿 123 Test Rd. 🚱		 Training Acknow Certification Docum Agent Acknowledge 	Browse 🧕
City	Salt Lake City			s production establishment agent registration and renewal applications for cannabis product establishment agent cards must pledge not to dispense or divert cannabis or cannabis products to unaut
State County Zip Code	Utah V 🚱		Medical Cannabis UDAF, their agents	roduction Establishment Agent (Agent) acknowledges and agrees that the State of Utah and UDAF are governmental entities, as defined by the Utah Governmental Immunity Act. Utah Gode, § 530 is Agent Registration Card is imtended on shall be constructed to varies any defenses otherwise available to the State of Utah and UDAF are (Agent agrees to prote this, employees, and volunteers from, and against all claims, demands, damages, and causes of action of every find or charget or account of tokolly injuries, defail, or damage to properly atting to wideoment. ¹
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Background Check Work Facilities	🔍 Yes 🔍 No 🚷			
Facility Name	No data available in table	*		
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+ New Work Facility Save & Keep in Dra	ft Save & Submit Registration Cance	el My Registration		

- 18. Fill out all required information.
- 19. If this is your **Second Agent Card** or you are a **Facility Owner** Click "Yes" Next to *Already paid for Background Check*. Otherwise, Click "No".
- 20. When adding a facility click + New Work Facility. A black box will appear on the right. Select the facility you will be working for.
- 21. There will be a date box. DO NOT ENTER A DATE. This is a termination date; the agent card will expire on the date put.

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- Change Role	Sign Out 🛛 🕤 Həla				UTI New Work Facility
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First Name Last Name Suffix Last 4 Digits of SSN	Boo Leaf 1224	•	I acknowledge that these policies will n	have coupleted the LBM C-ascelas Lagent Training (UCLT) or as Lagent Training approach by the Ubih Department of Aproxibue and Food. Lacknowledge that I have reviewed the legal evid in my cannotic establishment againt exploration card lange suspended or withdrawn.	nquirenne
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22. Complete the rest of the page.

HOME TRA	CKING INBOX																		
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Last Name	Leaf					I acknowledge that I	have complet	ed the Utah Cannal	is Agent Training (UCA	T) or an Agent Trainir	ing approved by the	Jiah Department of Agr	priculture a	and Food. I acknowledge that I have	reviewed the legal	requirements assoc	iated with this posi	tion and that violation	n of
Suffix						these policies will res	ult in my can	nabis establishmen	agent registration card	being suspended or	r withdrawn.								
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County	Salt Lake					Litab and UDAF their	r agents emr	lovees and volunte	irs from and against al	I claims demands d	damages and cause	s of action of every kind	id or chara	acter on account of bodily injuries of	eath or damage to	property arising bec.	ause of for out of	or in any way	-
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- 23. Click Save and Keep in Draft before leaving page or Save & Submit Registration when the application is complete.
- 24. If any box is forgotten, a very small error message will appear in the upper left side of the page. In this example we forgot to check the Agent Acknowledgement.
- 25. When the page is complete click Save & Submit Registration.
- 26. Then Click the Payment Tab at the top of the page.
- 27. Once Payment is made Navigate back to the UDAF Agent Tab.

-Change Role	🕒 Sign Out 🛛 Help	UT Electronic Verification System 1.0.4 - B_J	Leaf (Cultivation Agent)
Loading	KING INDOX		
Tracking Inbox *	UDAF Agent	Assign	ment: Cultivation Agent
UDAF Agent	Work Facility Payment Notes Corrected Documentation	hange Of Information	
Registration Inf	ormation (Official Use)	Proof of Identity	×
Account Name Registration ID Registration Sta Status Effective Date Expiration Date Personal User I	Awaiting Background Form	State Of DD Massage Massage Massage Massage Massage Massage Massage Massage Massage Mas	
First Name Last Name Suffix	Bob Leaf	Acknowledgment of Certification Acknowledge but I have completed that UAb Canabia Agent Training (UCAT) or an Agent Training approved by the UAb Department of Agriculture and Foot. Lacknowledge that I have reviewed the legal requirements associated with this position and that these policies will require an exclusion that exclusion card being supported or withortown.	at violation of
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City State County Zip Code	Sat Lare Cny O Usen • O Sat Lare • O 64107 •	All new cannabis production establishment agent registration and newwai applications for cannabis product establishment agent cach mult pledge not to dispense or divert cannabis or cannabis products to unauthorized persons. The cannabis Production Establishment Agent Agent (Agent) accommoding and agrees that the State (Utab mult QUEF are goes motion astrices, as default with the state (State Agent Agent) accommoding and the state (State Agent Agent) accommoding and the state (State Agent	of Utah and scled with the
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- 28. Once back on the UDAF Agent Page you will see a <u>Cannabis Cultivation Agent Auth. Form</u> has appeared.
- 29. Download this 6 Page Document and Follow all Instructions. Upload the required forms and signature back into browse field. REMEMBER THE BACKGROUND CHECK IS NOT COMPLETE UNTIL FINGUREPRINTS ARE SUBMITTED.
- 30. Once everything is uploaded and complete hit Save.

- Change Role 🕞 Sign Out 🔮 Help			UT Electronic Verification System 1.0.4 - 8_Leaf (Cultivation Agent)
Cubivation Agent NEOX Processor License Agent			
UDAF Agent UDAF Facilities			
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Status ;	Type of License	First Name	Last Name
Awaiting State Review	Cultivation Agent	Bob	Leaf
> Draft	Processor License Agent	Bob	Leaf

- 31. Once you Navigate out to Tracking Inbox you should see Awaiting State Review under the Status Colum. In this example Bob Leaf's Cultivation Agent Card is Awaiting State Review. However, he has not completed his Processor Agent application so it is still in Draft Form.
- 32. REMEMBER! Even though the Agent Application is awaiting State Review, the Department can't approve the application until fingerprints are submitted to a Livescann Location.
- 33. Once your Finger Prints are submitted and the required forms are emailed to <u>CannabisCheck@utah.gov</u> the Department will approve your Agent Card and Following Email will be sent!!

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Bob -	+		Thank you,	quesions, piease ier	el free to contact our	romce.					
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No recent chats Start a new one											

As soon as Agent Cards are Printed they will be Sent to Your Cannabis Production Facility