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# Office of Cannabis Regulation (OCR) Medical Home-Grow Registration QRG

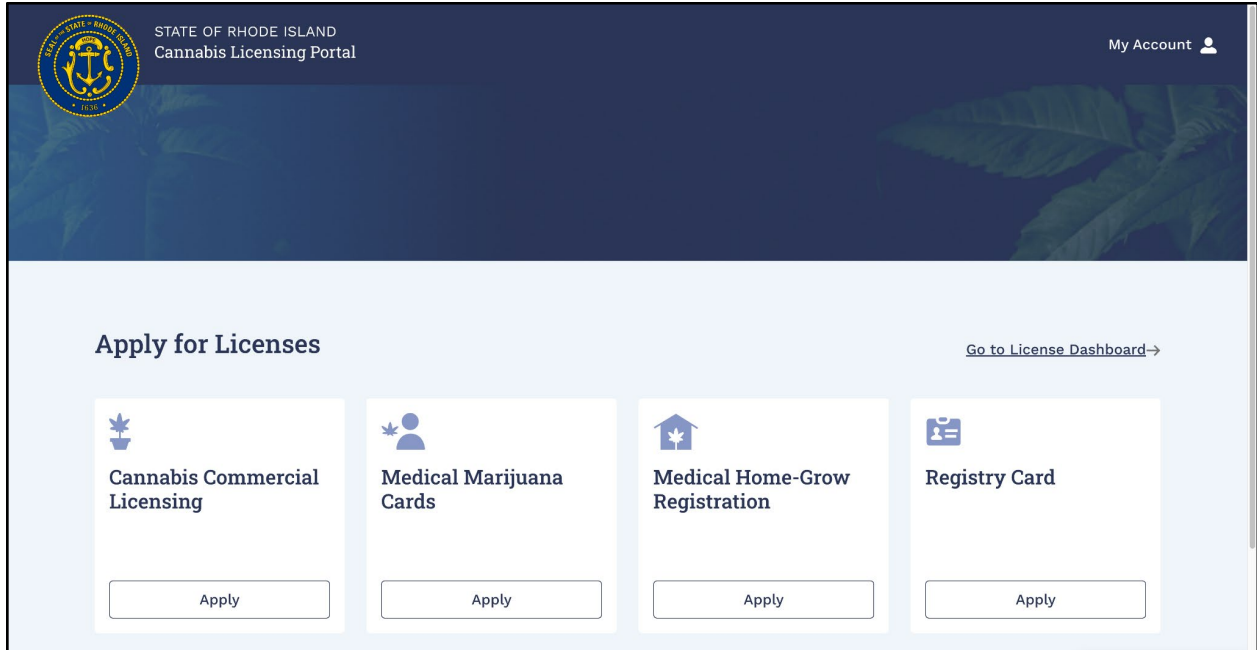
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## PURPOSE

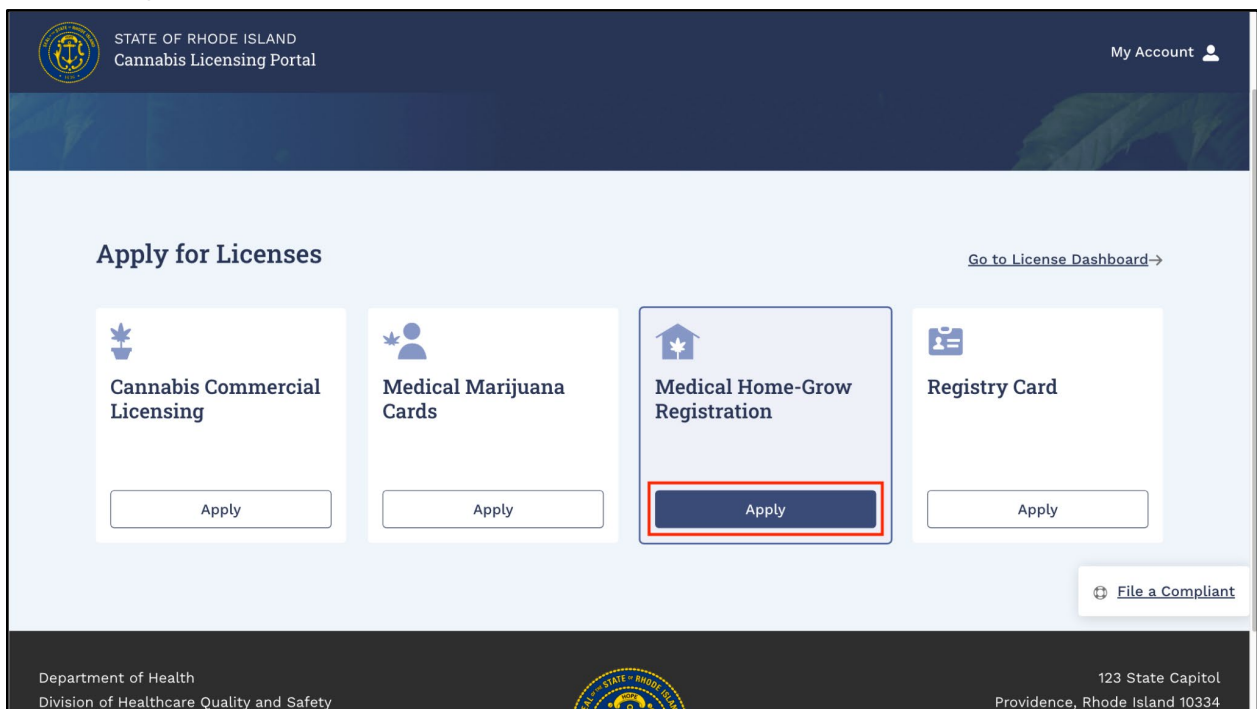
The purpose of this Quick Reference Guide (QRG) is to assist an applicant registering for Medical Home-Grow.

## APPLY FOR PLANT TAG SETS

1. Once logged in, you will be directed to the **Apply for Licenses** page.



2. To start the registration process, click "**Apply**" on the Medical **Home-Grow Registration** tile.



## Medical Home-Grow Registration QRG

3. To learn more about the registration process, click "**View Details.**"
4. To register, click "**Go to Apply.**"

The screenshot displays the 'STATE OF RHODE ISLAND Cannabis Licensing Portal' interface. On the left is a navigation menu with items: 'My License Applications', 'All Licenses', 'Apply for a License', 'My Registry Cards', 'Licensing Search', 'File A Complaint', and 'Help/FAQ'. The main content area is titled 'License Categories Cannabis Licensing/Registration'. A card for 'Medical Home Grow Application' is shown, containing two buttons: 'VIEW DETAILS' and 'GO TO APPLY'. A red arrow points to the 'VIEW DETAILS' button, and a red rectangular box highlights the 'GO TO APPLY' button. The top right corner of the page shows a 'My Account' link with a user icon.

## Medical Home-Grow Registration QRG

5. The application process generates a **Submission Record ID**. You will be able to reference this number in your dashboard later if you need assistance.
6. If you cannot complete the application in one session you can click the **“Save and Exit”** button to save the application.
7. You can resume the application process using the application number on the **My License Applications** screen.
8. Review the content in the **General Instructions** section and click **“Next”** to proceed.

STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account

Medical Home Grow Application

S-000005979

STATUS: Draft

LAST MODIFIED: 3/23/2023, 3:39 PM

Save and Exit

1 General Instructions

2 Registry Information

3 Grow Address

4 Attachments

5 Signature

6 Confirmation

### General Instructions

HOME GROW APPLICATION

Welcome to the Medical Home Grow Portal:

You will need your Rhode Island Medical Marijuana Card (patient or caregiver depending on your order) to place your order.

If you rent your grow space you will need to submit a [Landlord Permission to Grow Form](#) with your order. Please download it now and fill it out prior to starting your order.

If you are unfamiliar with Plant Tags please visit our [Frequently Asked Questions](#) to familiarize yourself with the basics.

Please also read our [Regulations](#) to make sure you are growing compliantly.

If you need assistance, please email [DBR.MMPCompliance@dbri.gov](mailto:DBR.MMPCompliance@dbri.gov) or call [401-889-5607](tel:401-889-5607)

NEXT

## Medical Home-Grow Registration QRG

9. Under the **Registry Information** section, input all required details.

**Note:** Fields marked with an asterisk (\*) are mandatory.

10. Select whom you are applying from the dropdown menu options.

- Login as a **Patient** to apply as a **Patient** only.
- Login as a **Caregiver** to apply as a **Caregiver** only. (up to 5 orders for up to 5 patients can be done at the same time)
- Login as **Caregiver AND Patient**, if you are ordering for yourself and your patient(s) at the same time.

STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account

Medical Home Grow Application  
S-00005979

STATUS: Draft | LAST MODIFIED: 3/23/2023, 3:39 PM | Save and Exit

1 General Instructions  
2 **Registry Information**  
3 Grow Address  
4 Attachments  
5 Signature  
6 Confirmation

### Registry Information

\* Indicates required field

- Select Patient if you are just an RI MMP Patient ordering Plant Tags for yourself.
- Select Caregiver if you are just an RI MMP Caregiver ordering Plant Tags for a patient(s) you care for.
- Select Caregiver AND Patient if you are both an RI MMP Patient ordering Plant Tags for yourself AND a Caregiver placing an order(s) for a Patient(s) you care for.
- If you need help call [401-889-5607](tel:401-889-5607)

\* Are you applying today as a Patient or a Caregiver or Both?

Caregiver AND Patient

Patient

Caregiver

✓ Caregiver AND Patient

II. For Patient orders, enter Patient Registry Information:

- a. Enter Patient Registry Number (the MMP number).
- b. Enter a number of plant tag sets from the dropdown menu options.

**Note:** A patient can select up to 12 **Plant Tag Sets**.

The screenshot shows the 'STATE OF RHODE ISLAND Cannabis Licensing Portal' interface. On the left, a sidebar contains steps: '5 Signature' and '6 Confirmation'. The main content area includes instructions for patient registration. A dropdown menu is set to 'Caregiver AND Patient'. Under 'PATIENT REGISTRY INFORMATION', there are two fields: 'Patient Registry Number' (containing 'MMP46320780355') and 'Requested Number of Plant Tag Sets' (a dropdown menu set to '5'). Red arrows point to these two fields. Below this is the 'CAREGIVER AND PATIENT REGISTRY INFORMATION' section with explanatory text and a button labeled 'Add Caregiver and Patient Registry Information' which is highlighted with a red box. At the bottom right, there are 'BACK' and 'NEXT' buttons.

12. For Caregiver orders click the “**Add Caregiver and Patient Registry Information**” button.

1. **Note:** This option appears only when you are applying as a **Caregiver** or **Caregiver AND Patient**.

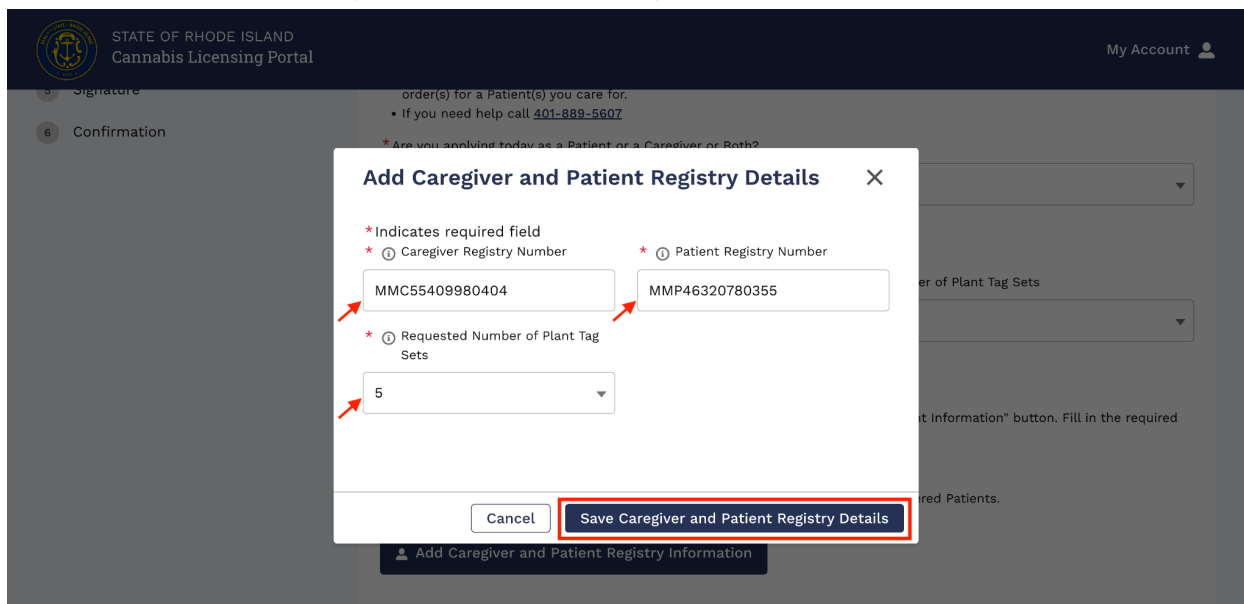
13. Add Caregiver and Patient Registry Details screen appears.

14. Enter Caregiver Registry Number (MMC number), Patient Registry Number (MMP number), and number of plant tag sets from the dropdown menu options.

**Note:** Patient’s Registry Number must be associated with the Caregiver’s registry number.

A Caregiver can select up to a **TOTAL** of 24 **Plant Tag Sets**. Divided among 2 or more patients. (this would include Patient plants for yourself if you are both a Patient and Caregiver) You can only select up to **12 sets** per patient.

15. Click “**Save Caregiver and Patient Registry Details.**”



16. Once saved, added details are shown here.

17. Click “**Next**” to proceed.

## Medical Home-Grow Registration QRG

STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account

Patient Details has been added.

for yourself and your patient(s).  
Continue this process until all your patients' information has been entered.  
As a caregiver, you may be appointed to grow for a maximum of five (5) RIDOH Registered Patients.

[Add Caregiver and Patient Registry Information](#)

ADDED PATIENT


CAREGIVER REGISTRY NUMBER	PATIENT REGISTRY NUMBER	NUMBER OF PLANT TAG SETS	ACTION
MMC55409980404	MMP46320780355	5	<a href="#">Edit/Delete Licensee</a>

[BACK](#) [NEXT](#)

18. Under the Grow **Address** section, enter the address where you intend to grow Medical Marijuana.
19. Select **Do you own the proposed grow premises?** from the dropdown menu options. If you select **“no”** you will have to upload the Landlord Permission Form on the next page. Failure to answer the question truthfully can result in Tags being revoked.
20. Click **“Next”** to proceed.



STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account 

- 1 General Instructions
- 2 Registry Information
- 3 **Grow Address**
- 4 Attachments
- 5 Signature
- 6 Confirmation

### Grow Address

\* Indicates required field

**THIS MUST BE THE PHYSICAL ADDRESS WHERE YOU INTEND TO GROW MEDICAL MARIJUANA.**

\*  Tagholder First Name  
Samantha

\*  Tagholder Last Name  
Jones

\*  Street Address - 1  
Saint

Unit/Apt #

\* City  
Newport

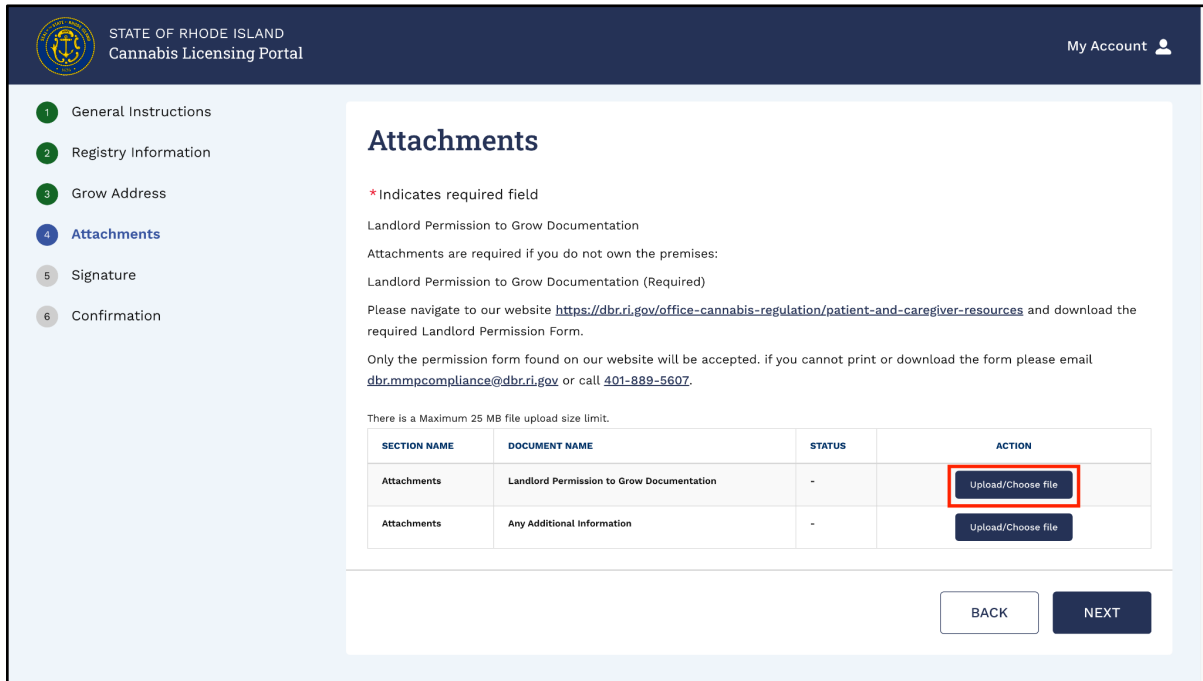
\* State  
Rhode Island

\* Zip code  
55667-7889

\*  Do you own the proposed grow premises?  
Yes

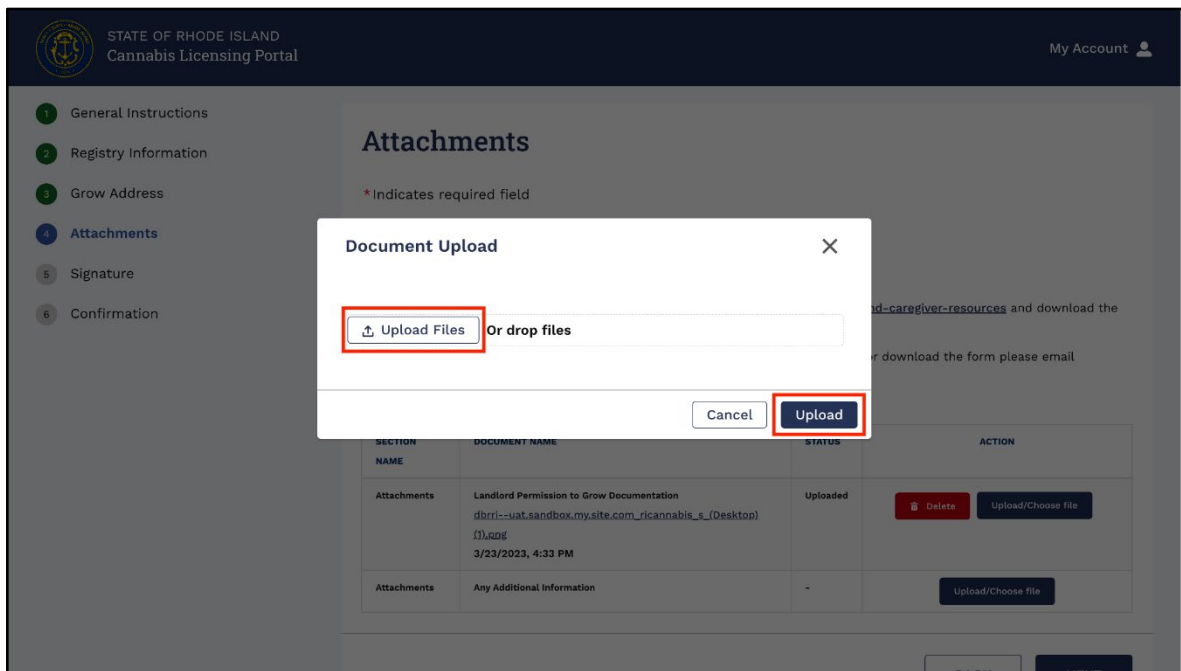
BACK NEXT

21. To attach all required documents, click **“Upload/Choose File.”**



22. A **Document Upload** screen field appears.

23. Click **Upload Files**, choose files to upload, and click **“Upload.”** Click **“Done”** when prompted.



## Medical Home-Grow Registration QRG

24. All the attachments are shown here.

25. Click **"Delete"** to delete any incorrectly uploaded documents.

26. Click **"Next"** to proceed.

STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account

4 Attachments

5 Signature

6 Confirmation

Landlord Permission to Grow Documentation

Attachments are required if you do not own the premises:

Landlord Permission to Grow Documentation (Required)

Please navigate to our website <https://dbr.ri.gov/office-cannabis-regulation/patient-and-caregiver-resources> and download the required Landlord Permission Form.

Only the permission form found on our website will be accepted. If you cannot print or download the form please email [dbr.mmpcompliance@dbr.ri.gov](mailto:dbr.mmpcompliance@dbr.ri.gov) or call 401-889-5607.

There is a Maximum 25 MB file upload size limit.

SECTION NAME	DOCUMENT NAME	STATUS	ACTION
Attachments	Landlord Permission to Grow Documentation <a href="#">dbrri--uat.sandbox.my.site.com_ricannabis_s_(Desktop)</a> (1).png 3/23/2023, 4:33 PM	Uploaded	Delete  Upload/Choose file
Attachments	Any Additional Information <a href="#">dbrri--uat.sandbox.my.site.com_ricannabis_s_(Desktop)</a> (4).png 3/23/2023, 4:35 PM	Uploaded	Delete  Upload/Choose file

BACK

27. Review content in the **Signature** section.

28. Select the **"I Agree"** checkbox.

29. Complete the **Signature** field and click **"Submit."**

Medical Home Grow Application  
S-000005979

STATUS: Draft | LAST MODIFIED: 3/23/2023, 3:39 PM

Save and Exit

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### Signature

\* Indicates required field

By clicking this box, I hereby attest that all information provided herein is accurate and agree that I will maintain compliance with Section 1.12 of the [Rules and Regulations Related to the Medical Marijuana Program 230-RICR-80-05-1](#)

By submitting this application I am agreeing to the [Terms of Service](#)

\*  I Agree

\* Signature:

Date:

BACK


## Medical Home-Grow Registration QRG

30. Application submission confirmation screen appears.

31. To view submitted applications, click **“Navigate To My Applications.”**

The screenshot shows the 'Medical Home Grow Application' confirmation screen. The header includes the State of Rhode Island Cannabis Licensing Portal logo and 'My Account' link. The application ID is S-000005979. The status is 'Submitted' and the last modified date is 3/23/2023, 3:39 PM. A sidebar on the left lists the application steps: 1. General Instructions, 2. Registry Information, 3. Grow Address, 4. Attachments, 5. Signature, and 6. Confirmation (highlighted in blue). The main content area displays 'Confirmation' and the message 'Your application has been submitted successfully.' A button labeled 'NAVIGATE TO MY APPLICATIONS' is highlighted with a red box.

STATE OF RHODE ISLAND  
Cannabis Licensing Portal

My Account 

Medical Home Grow Application  
S-000005979

STATUS: Submitted | LAST MODIFIED: 3/23/2023, 3:39 PM

- 1 General Instructions
- 2 Registry Information
- 3 Grow Address
- 4 Attachments
- 5 Signature
- 6 Confirmation

### Confirmation

Your application has been submitted successfully.

[NAVIGATE TO MY APPLICATIONS](#)

## Medical Home–Grow Registration QRG

After you submit your application, it will be sent to a reviewer. The review can take up to 2 business days. After your application is reviewed you will get an email notifying you that your application is issued and will instruct you on how to obtain your Certificate.

If you do not get notified that your application has been processed after 2 business days, please check for any communications from the OCR either by email or phone.

If you do not see any contact attempts, please email

[DBR.MMPCompliance@dbr.ri.gov](mailto:DBR.MMPCompliance@dbr.ri.gov) with the **Submission Number** that appears on your dashboard.