

Complia & METRC Application Quick Guide for Providers

Step 1, In Complia,

- * Apply for Provider/MIPP License
- * Apply for a dispensary license (all providers must have atleast 1 dispensary license associated to thier provider/MIPP license)
- * Apply for an Employee (Agent) Badge
- * Instruct all employee's to apply for a badge

Step 2, Once licenses are approved, sign up for METRC Level 1 New Business Training at metrc.com/montana

Step 3, Once training is complete, email support@metrc.com to request credentials

You will need:

- * First Name
- * Last Name
- * Phone Number
- * Email
- * Employee (Agent) Badge Number
- * Business Name
- * Business License Number (Provider/mipp & Dispensary)

Step 4, Once credentials are received, Log into METRC

- * Set up Facilities
- * Order RFID Tags
- * Add all Patients to Dispensary Facility
- * Add all Employee's

Step 5, Once tags are received,

- * Enter inventory, plants, & packages into METRC & assign tags, as applicable
- * Begin tracking inventory, transfers, and sales