Reciprocal Licensee Directions for Access

1. A Licensee must be approved for retail sales by Cannabis Control Division (CCD) prior to requesting a reciprocal participant application approval.

2. Once approved by CCD, DOH will need the following information to create your login:
   a. Email address* you wish your business to use as a login.
   b. Business Name as it appears on the license.
   c. UBI Number

   Email this information to: Medical.Cannabis@state.nm.us, and state it is for the creation of your reciprocal login in the body of the email. Use the subject line "New Creation of Reciprocal login".

   *This email address must be related to the agency and not currently affiliated with any other individual. For example, if Joe Smith works for a licensee and has a patient card and he has registered using his work email, that email cannot be used for any other registration. For example, if Joe Smith works for a licensee and has a patient card and he has registered using his work email, that email cannot be used for any other registration.

3. The request for a licensee to be able to complete reciprocal participant applications must come from a person in a management position within the Licensee organization.

4. Once DOH creates the user ID, and sets the Licensee permissions, the Licensee will be emailed with the login instructions.

   Login Instructions
   a. Go to: www.mcp-patient-tracking.nmhealth.org
   b. Login using email and password.
   c. The Licensee will see a drop down for "Applications". Click on this and select "Reciprocal Licensee Application" (this is only for approval for access, not a license)
   d. Complete this application for each retail location.
   e. DOH will then approve each location.

5. On the initial login the Licensee will need to change password.

6. Once the Licensee has changed the password, then the Licensee can login and complete a reciprocal licensee application for each location where retail sales are conducted. The Licensee will need the following information to complete the reciprocal Licensee Application:
   a. Licensee name
   b. UBI Number
   c. location license number
   d. Location Address

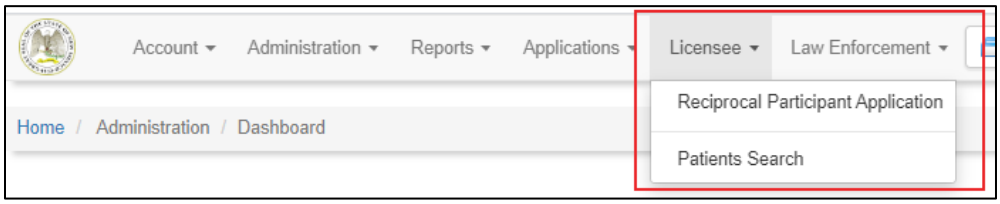
7. Once processed DOH will send an email to the Licensee, letting the Licensee know the request has been processed and will include the current regulations for reciprocal participants. The Licensee staff will all use the same login to create Reciprocal Participant records.

8. The Licensee is required to review requirements with their staff. Violations of the regulations may result in sanctions against the Licensee and potential suspension of authorization of conduct reciprocal sales.

Reciprocal Participant Directions

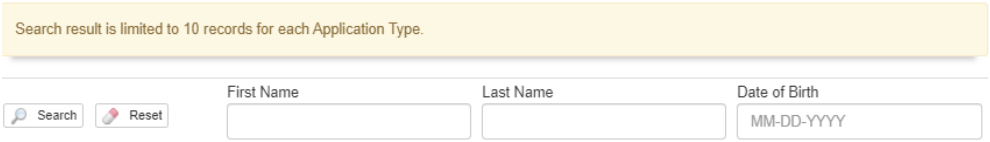
1. Access the following URL: http://mcp-patient-tracking.nmhealth.org/
2. The Licensee will need to login using the credential sent by the DOH:

3. The Reciprocal Participant application may be accessed by using the Licensee drop-down menu.

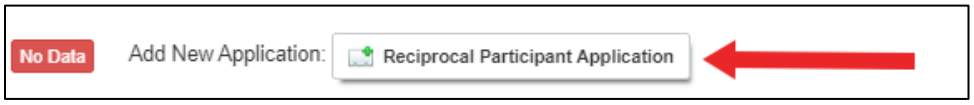


Please Note: The Licensee drop-down menu is designed for use by Licensees. For a Licensee to access this drop-down menu, the Licensee must have already submitted a Reciprocal Licensee application and received their login credentials (see the **Reciprocal Licensee Directions for Access** guidance). Upon approval, DOH-MCP will grant specific rights to the user login and credentials. Once assigned these rights, the Licensee will be able to access drop down menu for the Reciprocal Participant Application Process.

4. The Licensee then selects the Patients Search and will see a Patients Search function



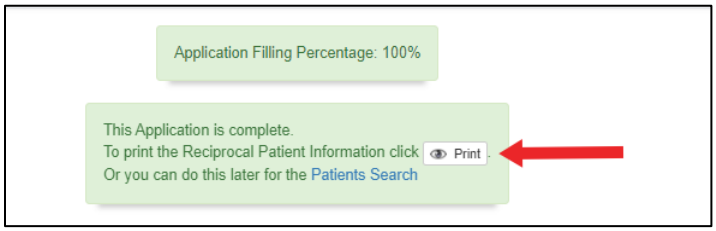
5. The Licensee may search for current program participants by a combination of First Name, Last Name and Date of Birth



a) If the search criteria returns No Data in the MCP program, then the Licensee may elect to start the Reciprocal Participant Application process.

b) If the search criteria returns an ID code as a result, then the Licensee can proceed with a sale under the ID code after verifying it is the same individual and proof of enrollment I still valid.

6. Upon selecting the application, a new browser tab will open with the Reciprocal Participant Application.
   a) The Licensee my enter information for the reciprocal participant.
   b) Confirm proof of enrollment is from a State or Government Entity. Letters from a medical provider or letter of recommendation are not accepted.
   c) State ID and proof of enrollment must be from the same State.
   d) Patient must sign the form (nobody else can sign on their behalf)



7. Once the application is submitted, a pop-up banner will appear with instructions to print the Reciprocal Patient Information.

8. Licensee selects print, and the Reciprocal Participant application process is complete.



The licensee may also choose to print the Patient Information at the Patient Search functionality and selecting the Preview icon and select print.

The Reciprocal Participant application is now located in the Applications list in the Reciprocal Participant folder

The full regulations for Reciprocity can be found here: https://www.srca.nm.gov/nmac-home/nmac-titles/title-7-health/chapter-34-medical-use-of-cannabis/ in 7.34.3 NMAC, part 22.