

**Alabama Medical Cannabis Commission
Applications & Licensing Portal Instructions
(Patients)**

You must create an account to log in to the AMCC Portal and complete an application/registration. Instructions for creating an account are available on the AMCC website at <https://amcc.alabama.gov/patients/>.


A patient who has received a certification from a registered certifying physician and who is applying for a medical cannabis card for the first time must complete the *New Patient Registration* (see **PART A** below).

A registered patient, with a valid medical cannabis card, who receives a subsequent physician certification must update to the current physician certification by completing the *Patient License Update* (see **PART B** below). The *Patient License Update* is also used when a registered patient needs to change or update other information in their registration before their medical cannabis card is due for renewal.

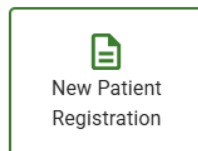
A registered patient's medical cannabis card is valid for one year from the date of issuance. To renew a medical cannabis card, the patient, on or before the card expiration date, must complete the *Patient License Renewal* (see **PART C** below).

All registered patients have access to a digital version of their medical cannabis card. A registered patient may request a physical (hard) card or request replacement of a previously issued physical (hard) card by submitting a *Patient Physical Card Request or Replacement* (see **PART D** below).

PART A: New Patient Registration

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select "**Patient**" from the dropdown menu in the "I am a" prompt.

5. Select



6. Click

CREATE APPLICATION

7. Complete all required items on the “General Information” tab.
- ✓ The information entered must match the information entered by the certifying physician on the *Electronic Physician Certification*.
 - ✓ A minor patient (under 19 years of age) or a patient with a court-appointed legal guardian must provide parent/legal guardian information.

8. Click

→ SAVE & NEXT

9. Complete all required items on the “Contact Information” tab.

10. Click

→ SAVE & NEXT

11. On the “Certifying Physician/Condition Information” tab, click

 VIEW AVAILABLE CERTIFICATIONS

and select the current valid physician’s certification for which you are completing a patient registration.

- ✓ The information entered by the physician on the selected physician certification will prepopulate and the patient is unable to make changes. If any information is incorrect, the patient must contact the physician to update the physician certification.
- ✓ A minor patient (under 19 years of age) or a patient with a court-appointed legal guardian must answer “Yes” to the question “Do you plan to use a caregiver?”
- ✓ If a patient is required to have a caregiver (see above) or indicates that they plan to use a caregiver, the caregiver information entered must match the caregiver information entered on the corresponding physician certification.

12. Click

→ SAVE & NEXT

13. Complete all required items on the “Attestation” tab, including the signature and date.

14. Click

→ SAVE & NEXT

15. On the “Documents” tab, click

 UPLOAD

to upload required documents.

16. Click

→ SAVE & NEXT

17. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)
- ✓ Credit Cards accepted: Visa, MasterCard, Discover
 - ✓ The fee for a patient registration or renewal with access to a digital version of the medical cannabis card is \$40.00.
 - ✓ The additional fee for a physical (hard) card (initial and renewal) is \$10.00 (see **PART D** below).
 - ✓ The fee to replace a physical (hard) card is \$25.00 (see **PART D** below).

18. Click





19. After completing all required items, you will be directed to the “Review” tab to review all information. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

20. Click




at the bottom of the “Review” tab.

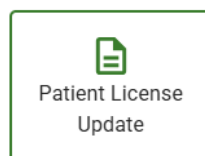
- ✓ You will receive an email notifying you that your *New Patient Registration* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.


- ✓ Once the *New Patient Registration* is approved, it will appear on your  **License Dashboard** and, on that dashboard, you may download and print your medical cannabis card by clicking  **PRINT DIGITAL CARD**

PART B: Patient License Update

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  **CREATE NEW APPLICATION** button in the panel on the left-hand side of the account page.
4. Select “**Patient**” from the dropdown menu in the “I am a” prompt.

5. Select



6. Click 
7. Select the License Number corresponding to your approved patient registration. Without a valid License Number, you are unable to proceed any further in the *Patient License Update*.
8. On the “License Information” tab, toggle the response to “Yes” on the items that you need to update. (Note: A response of “Yes” is required on at least one question to proceed any further in the *Patient License Update*.)
- ✓ To update from a previous physician certification to a current physician certification, toggle the response to “Yes” on the question “Do you need to update your Physician Certification?”
 - ✓ A registered patient is unable to update a caregiver using the *Patient License Update*. You must contact your certifying physician to update your caregiver information.

9. Click



10. Click



11. For any updates, complete all required items on the “General Information” tab.

12. Click




13. For any updates, click  and complete all required items on the “Contact Information” tab.



14. Click



15. On the “Certifying Physician/Condition Information” tab, click  and select the current valid physician’s certification for which you are completing a patient registration.
- ✓ The information entered by the physician on the selected physician certification will prepopulate and the patient is unable to make changes. If any information is incorrect, the patient must contact the physician to update the physician certification.



- ✓ A minor patient (under 19 years of age) or a patient with a court-appointed legal guardian must answer “Yes” to the question “Do you plan to use a caregiver?”
- ✓ If a patient is required to have a caregiver (see above) or indicates that they plan to use a caregiver, the caregiver information entered must match the caregiver information entered on the corresponding physician certification.

16. Click

→ SAVE & NEXT

17. Complete all required items on the “Attestations” tab, including the signature and date.

18. Click

→ SAVE & NEXT

19. On the “Documents” tab, click

↑ UPLOAD

to upload relevant additional documents.

20. Click


→ SAVE & NEXT

21. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

22. Click


✓ SUBMIT

at the bottom of the “Review” tab.


- ✓ You will receive an email notifying you that your *Patient License Update* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Each patient registration (with updates made in the *Patient License Update*) will appear on your  License Dashboard with a status (e.g., Approved, Expired).

PART C: Patient License Renewal

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.

3. Click the  **CREATE NEW APPLICATION** button in the panel on the left-hand side of the account page.


4. Select **“Patient”** from the dropdown menu in the “I am a” prompt.

5. Select 
Patient License
Renewal


6. Click 


7. Select the License Number corresponding to your approved patient registration. Without a valid License Number, you are unable to proceed any further in the *Patient License Renewal*.


8. Click 


9. Click 

10. Complete all required items on the “General Information” tab.

11. Click 

12. Click  and complete all required items on the “Contact Information” tab.

13. Click 

14. On the “Certifying Physician/Condition Information” tab, click  and select the current valid physician’s certification for which you are completing a patient registration.

- ✓ The information entered by the physician on the selected physician certification will prepopulate and the patient is unable to make changes. If any information is incorrect, the patient must contact the physician to update the physician certification.

- ✓ A minor patient (under 19 years of age) or a patient with a court-appointed legal guardian must answer “Yes” to the question “Do you plan to use a caregiver?”
- ✓ If a patient is required to have a caregiver (see above) or indicates that they plan to use a caregiver, the caregiver information entered must match the caregiver information entered on the corresponding physician certification.

15. Click

→ SAVE & NEXT

16. Complete all required items on the “Attestations” tab, including the signature and date.

17. Click

→ SAVE & NEXT

18. On the “Documents” tab, click

 **UPLOAD**

to upload required documents.

19. Click

→ SAVE & NEXT

20. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)

- ✓ Credit Cards accepted: Visa, MasterCard, Discover
- ✓ The fee for a patient renewal with access to a digital version of the medical cannabis card is \$40.00.
- ✓ The additional fee for a physical (hard) card (initial and renewal) is \$10.00 (see **PART D** below).
- ✓ The fee to replace a physical (hard) card is \$25.00 (see **PART D** below).

21. Click


→ SAVE & NEXT

22. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.


23. Click

 **PAY & SUBMIT**

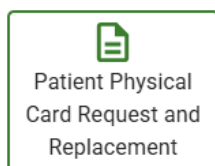
at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Patient License Renewal* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Each patient registration and renewal will appear on your  **License Dashboard** with a status (e.g., Approved, Expired).

PART D: Patient Physical Card Request and Replacement

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “**Patient**” from the dropdown menu in the “I am a” prompt.

5. Select



- ✓ You must have an active patient registration to request a physical card or replacement.
- ✓ The information from the active patient registration will be prepopulated into the *Patient Physical Card Request and Replacement*.
- ✓ The patient must follow the steps below to confirm that all information in the active patient registration is correct, but the *Patient Physical Card Request and Replacement* application cannot be used to make updates or changes.
- ✓ If any updates or changes are necessary, the patient must complete the *Patient License Update* form before submitting the *Patient Physical Card Request and Replacement*.

6. Click



7. Select the License Number corresponding to your approved patient registration. Without a valid License Number, you are unable to proceed any further in the *Patient Physical Card Request and Replacement*.

8. Click



9. Click



10. Review the information on the “General Information” tab.

- ✓ If any updates or changes are necessary, the patient must complete the *Patient License Update* form before submitting the *Patient Physical Card Request and Replacement*.

11. Click

→ SAVE & NEXT

12. Review the information on the “Contact Information” tab.

- ✓ If any updates or changes are necessary, the patient must complete the *Patient License Update* form before submitting the *Patient Physical Card Request and Replacement*.

13. Click

→ SAVE & NEXT

14. Complete all required items on the “Attestations” tab, including the signature and date.

15. Click

→ SAVE & NEXT

16. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)

- ✓ Credit Cards accepted: Visa, MasterCard, Discover
- ✓ The fee for a physical (hard) card (initial and renewal) is \$10.00.
- ✓ The fee to replace a physical (hard) card is \$25.00.

17. Click

→ SAVE & NEXT

18. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

19. Click

✓ PAY & SUBMIT

at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Patient Physical Card Request and Replacement* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.