

Metrc Next Steps

Metrc Next Steps Overview

The Oklahoma Medical Marijuana Authority (OMMA) and Metrc are excited to announce the kickoff of Metrc for Oklahoma Medical Marijuana licensees! Within this next steps document, we want to provide you with the information and timeline to become fully operational within Metrc. This rollout is intended to provide ample time for each business to prepare to transition into Metrc based on their ongoing operations. The stages of this rollout will go as follows:

- **Initial Training Sign Up**
 - Starting on February 22nd, you will be able to sign up for the Metrc New Business Training Course. Information on signing up for training is on the next page.
- **Training and Credentialing Access into Metrc Accounts (4 Weeks)**
 - Starting on March 1st, Metrc will begin offering daily training classes for employees, managers, and owners. Training is required prior to credentialing in order to gain access to the Metrc system.

The deadline to complete Metrc training and subsequent credentialing of businesses into their user accounts was March 26th, 2021. If you have not completed training and credentialing, please contact Metrc as soon as possible to register for a class. This must be completed before licensees can enter their beginning inventory in Metrc. Licensees who have not completed this step will not be given an extended window to enter inventory.

- **Beginning Inventory (5 Weeks)**
 - Once licensees have accounts in Metrc, they will have access to the Beginning Inventory Guide, which outlines the steps to enter initial plant and/or package inventory into the system.
 - **OMMA will require that beginning inventory be completely reported into Metrc by April 30th, 2021.**
 - For operating licensees, the last monthly report that will need to be submitted to OMMA will be the April report, filed in May. After that time, full operation and tracking within Metrc will satisfy a licensee's monthly reporting requirements.
 - Non-operational licensees will continue to file zero inventory monthly reports with OMMA. Instructions will be available soon.

Fully Operational in Metrc by April 30th

- On April 30th, the beginning inventory entry period will close, and licensees will report all transactions of inventory directly into Metrc going forward.

Metrc Next Steps

New Business Training Course

Each licensed facility is required to have an administrator in the Metrc system in order to complete credentialing. An administrator must be an owner or designated manager, and each Metrc administrator must take the new business training course at least once.

All facility employees must be trained in the proper use of the statewide track and trace system. Therefore, it is strongly recommended that each employee planning to operate in the Metrc system take the new business training course to ensure they know how to accurately utilize the system.

- The new business training course is provided in a webinar-based format and offered to individual licensees or a small group of licensees.
- The webinar-based training classes **have been updated** to be offered Monday through Saturday at the following times:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
11 am CT 3 pm CT	9 am CT 12 pm CT	11 am CT 2 pm CT	9 am CT 3 pm CT	10 am CT 1 pm CT	11 am CT

- Additional classes that have been added are outlined in green.
- The classes are instructor-led and will provide a thorough overview of the Metrc system and its basic functions.
- These classes are now set up for all licensed businesses, and users can sign up by selecting the “Schedule Training Now” button at www.metrc.com/oklahoma.
- Advanced training classes by license type will also be available at a later date for licensees who have begun operations in Metrc.
- **There is no additional cost for these classes.**


Oklahoma Program Information

[Integration & API](#) [FAQs](#)

The Oklahoma Medical Marijuana Authority (OMMA) welcomes you to the Oklahoma Metrc webpage. Oklahoma’s licensees must utilize the Metrc track-and-trace system to track all medical marijuana and medical marijuana products being grown, processed, transported, tested, and sold in the state.

This portal contains important resources, training, and updates for OMMA licensees and their employees. The information and tools provided by Metrc are critical in ensuring that your establishment remains in compliance with the laws and rules of the state of Oklahoma.

The mission of the OMMA is to ensure patient access to safe medical marijuana and medical marijuana products. The OMMA website can be found [here](#). We look forward to working with you to ensure a safe, equitable, and effectively run medical marijuana industry.



OKLAHOMA
Medical Marijuana
Authority

Sign Up for Training

Training Videos

Metrc Next Steps

To sign-up for the new business training course, the following information **MUST** be provided:

- State License Number
- Business Name
- E-mail
- First and Last Name
- Phone Number
- Date of Birth

First-Time Credentialing

Licenses New to Metrc: Please follow the steps below to gain initial access to the Metrc system.

When at least one business owner or designated manager completes the new business training course (instructions for signup are located on the previous page), the business owner must send an e-mail to support@metrc.com requesting log-in credentials. The e-mail **MUST** contain the following:

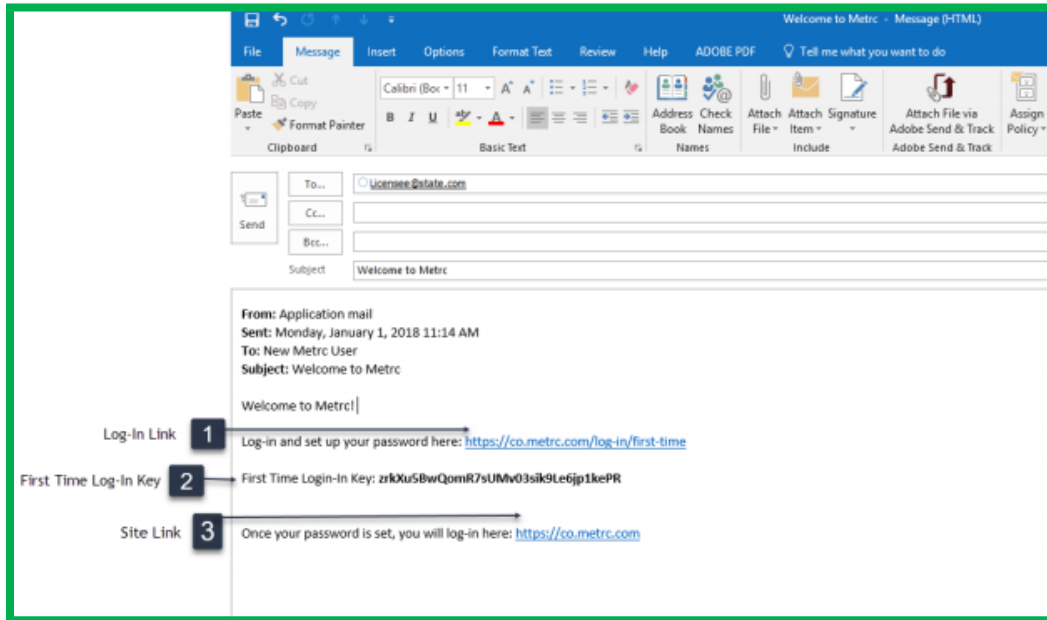
Subject Line: "Requesting OK Credentials"

Body of E-mail: In the body of the e-mail, please include:

- Your full name
- Your OK Medical Marijuana License Number
- The name of your business and DBA if applicable
- The best phone number to reach you at
- The email address where you'd like your "Welcome to Metrc" email to be sent

Your information will be reviewed within 48 hours, or by the following Monday if you've sent the information in on a Friday. You will then receive a "Welcome to Metrc" e-mail like the one below.

Metrc Next Steps



This e-mail contains your log-in link and a temporary password that will allow you to access Metrc and set up your account. The First-Time Login Key is expires 24 hours.

You must log in to Metrc within 24 hours of when the link was sent!

Item 1: Log-in Link

<https://OK.metrc.com/log-in/first-time>

This link will take you to the first-time login page, where you can use your key and temporary password to log in.

Item 2: First Time Log-in Key

This first-time log-in key can only be used once, and it must be used within 24 hours of when the “Welcome to Metrc” email is sent.

Item 3: Site Link

<https://OK.metrc.com>

Use this link to navigate to the main login screen and create a bookmark on your device.

The first credentialing request must come from an owner or designated manager, who will be assigned as the facility admin. The facility admin can then request to have the admin changed if needed. During

Metrc Next Steps

the training and credentialing timeframe, admins will be able to add Employees, Strains (if applicable), Items, and Locations (rooms or areas inside their licensed facility). Once the beginning inventory period starts, licensees will be able to order tags and begin entering initial inventory into Metrc.

Please contact Metrc support at support@metrc.com or 877-566-6506 with any Metrc-related questions or for assistance on training signup and/or credentialing.

Please contact the Oklahoma Medical Marijuana Authority Compliance Division for any regulatory, facility location, and/or compliance questions at OMMACompliance@ok.gov.