

Hi there!

Do you need help completing your Biznet state application? Here's how to do it!

Step 1: Create a [Biznet account](#). If you already have a Biznet account, [log in](#) to your account. If you are not taken directly to the DCP MMRP page, click [here](#).

-Note: If you have an account and don't know your password, click [here](#) and follow the instructions in the email you will receive. When taken to the reset page, **only** fill-out the bottom two fields: "New password" and "confirm password." **Do NOT** enter a new email address. Once you change your password, you will receive a new email to activate your account. Click on the link in your email to activate your account, and you will be good to go.

Step 2: Take a picture of your [proof of identity](#) and a picture of your [proof of residency](#) using your smartphone. You can also scan your documents to your computer if you would like to do the application from there instead of on your phone. If you decide to scan the documents to your computer, see **Step 2a** at the bottom of the email. You may also take the pictures with your phone and email them to yourself, or upload them to the cloud, if you would like to do the application from your computer.

Step 3: Once successfully logged in, click on "I'm a patient."

Step 4: Enter your birthday and email address, and continue.

Step 5: The next screen should have all of your info on it and a dropdown box to select a dispensary. Verify that information, select a dispensary, and continue to the next screen. If your doctor indicated that you require a caregiver, fill-out the caregiver info on the following screen.

-Note: If your doctor indicated you need a caregiver, we recommend using the same email address for the caregiver as the patient's, that way you can just log back in and click "I'm a caregiver" instead of "I'm a patient" and follow the steps. If you choose to use a separate email, you will need to [create](#) a new account and go through this process for the caregiver. You won't need proof of residency, however, and the fee is \$25 instead of \$100 for the patient.

Step 6: Select what form of [proof of identity](#) you will be using, and then continue.

Step 7: Select what form of [proof of residency](#) you will be using, and then continue.

Step 8: In the "proof of identity" section, click "upload" and then "choose file". Select the image that you took during **Step 1**. Do the same thing for the "proof of residency" section. If properly uploaded, the file names should be a string of random numbers and letters, followed by ".jpg" or ".jpeg." (E.g. "23235-jvrg435.jpg")

-Note: As long as the file names are different, it doesn't matter what they're named, and you do **not** need to rename the files. If both files say, "Image.jpg", please see **Step 8a** at the bottom of the email on how to fix that, as the DCP will not approve the application.

Step 9: Once the files have been uploaded, continue to the next screen.

Step 10: Answer "yes" for every question, and then continue to the next screen.

Step 11: Answer "yes" to this question, and continue to the next screen.

Step 12: Select "credit card" on the left (this is for both credit AND debit cards), and then enter your credit or debit card information.

Step 13: Click submit, and you are all set!

-Note: If you are renewing your certification, your new temporary card will be emailed to you immediately, as long as you don't have a caregiver, and there were no changes to your name (including adding or removing your middle initial), address, and/or email. If you are new to the program, have a caregiver, or have changed anything in your name, address, and/or email, you will have to wait, usually a week or two (but can be up to 30 days), until your application is approved and you receive your temporary card. Shortly after receiving your temporary card, you will receive a welcome email from us, and you will be able to set-up a new patient consultation with one of our pharmacists (unless you have already been a patient in the past, in which case you can waive your consultation).

Step 2a: If you scanned your files to your computer: Locate the scanned files on your computer. Ensure that they are .jpg or .jpeg files. If they are .pdf files, please either change the setting in your scanner to upload as .jpg/.jpeg instead of .pdf and rescan them, or visit <https://www.adobe.com/acrobat/online/pdf-to-jpg.html> to convert your .pdf files to .jpg files. **DCP WILL NOT APPROVE ANY APPLICATION WITH .PDF FILES.**

Step 8a: If your uploaded files say "image.jpg": you are using an Apple product, and need to do the following:

- Go to your phone's settings.
- Go to "camera"
- Go to "format"
- Change the setting from "highest efficiency" to "most compatible", and then exit back to the home screen
- Take your pictures again, and then go back to the upload screen and upload the files.
 - They will now have random numbers and letters, followed by .jpg. Upload the files via **Step 8** above.