



## Metrc Next Steps

### Metrc Next Steps Overview

The South Dakota Medical Cannabis Program (SDMCP) and Metrc are excited to announce the kickoff of Metrc for South Dakota 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**
  - The Metrc New Business Training is available. So with your license number available, visit <https://www.metrc.com/partner/southdakota/> and click on the “New Business” training button. You will be asked to register with your license number, full name, and email. You will then be taken to the Metrc Training site to watch the New Business training.

## WELCOME TO METRC'S TRAINING RESOURCES

If you are new to Metrc and have your license from the state.

NEW BUSINESS TRAINING

If you are already active in Metrc and are looking for additional training.

METRC LEARN

- **Training and Credentialing Access into Metrc Accounts**
  - Once the New Business Training is completed, you will receive a pop-up that will ask the Designated Key Administrator to continue to enter your license number in order to request credentials from Metrc. Once the form is submitted, Metrc



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Support will verify all of the information. After the verification of all prerequisites is done, then Metrc Support will respond within 72 hours with a “Welcome to Metrc” email. This email will provide instructions for the initial login and account setup.

- This welcome email includes a link to complete the Metrc account set up, please note the link will expire 24 hours after it is generated. If the link expires, the admin will have to reach out to Metrc Support for a new link.
- **Beginning Inventory**
  - Once licensees have set up 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.
  - **MMCP will require that beginning inventory be completely reported into Metrc by within 45 days.**

## New Business Training Course

Each licensed facility is required to have a Key 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 that will have statewide track and trace (Metrc) access are encouraged to be trained in the proper use of the statewide track and trace system. Therefore, each employee planning to operate in the Metrc system should 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.
- The webinar-based training classes are offered on demand.
- 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 “New Business” training button at [www.metrc.com/partner/southdakota](http://www.metrc.com/partner/southdakota).
- Advanced training classes by license type will also be available at a later date for licensees shortly after they have begun operations in Metrc.
- **There is no additional cost for these classes.**

When signing up for the New Business Training course, the following information **MUST** be provided:

- Business License Number (given by the state)
- Business Name
- E-mail



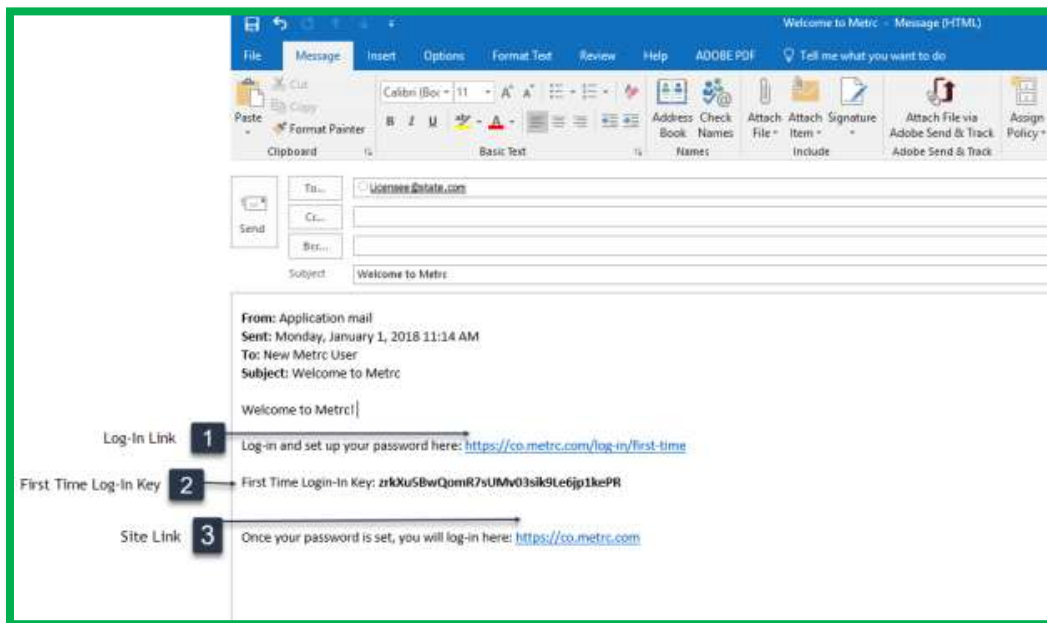
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- First and Last Name
- Phone Number

### First-Time Credentialing

**Licensees 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 can submit the form requesting log-in credentials. Once that form has been submitted, the information will be reviewed within 72 hours, or by the following Monday if you've sent the information in on a Friday to verify the required prerequisites. After that information has been verified, you will then receive a "Welcome to Metrc" e-mail like the one shown below.



This e-mail contains your first time log-in link that will allow you to access Metrc and set up your profile in order to set up your license account. The First-Time Login Key expires in 24 hours.

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

The first credentialing request must come from an owner or designated key administrator, who will be assigned as the facility key admin. The key admin can then add other administrators if needed. Administrators will be able to add Employees, Strains (if applicable), Items, and Locations (rooms or areas inside their licensed facility) as well as order tags. Once the



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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](mailto:support@metrc.com) or 877-566-6506 with any questions.*