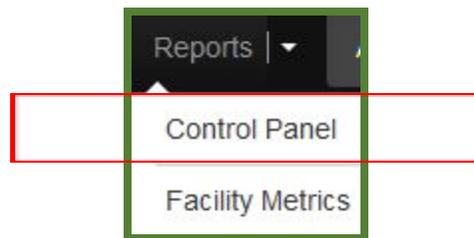


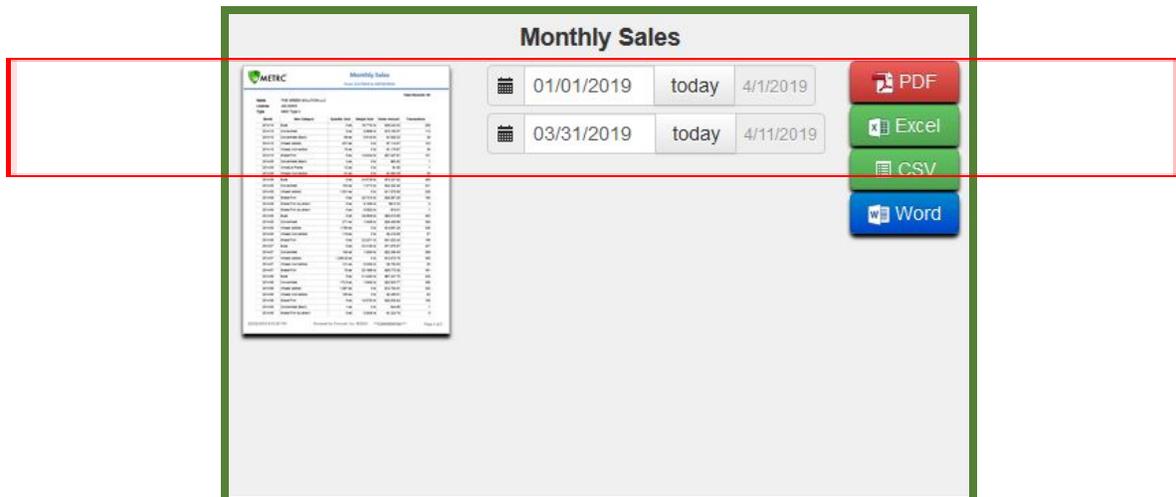
Quarterly Distribution Reporting Instructions For Dispensaries

How to Generate a Quarterly Distribution Report (METRC)?

1. Login to METRC.
2. Click on the “Reports” tab at the top of the screen (employee must have permission to view the reports section).
3. Click on the arrow to display the dropdown and select “Control Panel”, as shown below.



4. Once the Reports Control Panel page loads, locate the box titled “Monthly Sales”.
5. Enter the “Start Date” and “End Date” of the reporting period of the quarterly report you want to generate (refer to the chart above).



6. Click on the red button to generate a “PDF” of the quarterly report.
7. Save the PDF file to your computer. You will need to upload it into the Seamless Quarterly Distribution Reporting Form.

Please email us at reporting.mmcc@maryland.gov if you have any questions or concerns.

How to submit a Quarterly Distribution Report to Seamless?

8. Access the online submission portal here: [Quarterly Distribution Report](#)
9. Select your Licensee Type and enter your Business Information.
10. Select the Distribution Report(s) you are submitting. (Note: you may submit multiple reports)
11. Press the “Click Here to Upload” button to access your device's files.
12. Select the PDF file you generated through METRC, click “Open”, and then press the “Upload” button.
13. Your file name should appear where the “Click Here to Upload” button used to be, along with an “X” to the right of it.
14. If you accidentally selected the wrong file, click on the “X” to remove the file and select a different one.
15. Complete the Patient Information section. (Note: if you are submitting multiple reports, you must submit the number of Unique and Total patients for each corresponding quarter.)
16. Enter the NUMBER OF UNIQUE PATIENTS that were served during the quarter (*i.e. John Doe + Jane Doe = 2 unique patients*)
17. Enter the NUMBER OF TOTAL PATIENTS that were served during the quarter (*i.e. John Doe served 3 times + Jane Doe served 2 times = 5 total patient transactions*).
18. Respond to the Serious Adverse Event question(s) and upload any relevant documents, if applicable.
19. Provide your Contact Information so we may contact you if we have any questions about your submission(s).
20. Click the “Submit” button to complete your Quarterly Distribution Report Submission.



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