

Maryland Medical Cannabis Commission

Entity Claiming User Instructions for Industry Body Business Primary Contacts

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Introduction

Maryland State has created a portal to house the state's licenses, permits, applications, and registrations across numerous state agencies. The portal is called OneStop, and it is a resource for the Maryland Medical Cannabis Commission (MMCC) registered patients, caregivers, providers, and businesses to manage their documents on a central hub.

As a Primary Contact for a registered MMCC Industry Body Business, you will need to have access to the OneStop system with an entity type of account in order to register agents and renew your registration.

OneStop Account

Personal and Entity Accounts

OneStop allows users to hold two types of accounts: a personal account and an entity account. A personal account is associated with one individual person. Any activity completed on OneStop using a personal account belongs to the person who has created the account. An entity account can be created once a personal account has been made. Entity accounts are typically associated with an establishment, however, as a primary contact,, you will need an entity account in order to manage your business registration.

Personal Account. You automatically have a personal account when you register with OneStop. Having an individual account gives you the ability to conduct personal business outside of MMCC. Your personal OneStop account grants you the ability to apply or register for various permits and licenses throughout the state of Maryland.

Entity Account. You will need to create an entity account to claim your Industry Body Business Registration with MMCC. The entity account will allow you to conduct business related to your Industry Body Business.

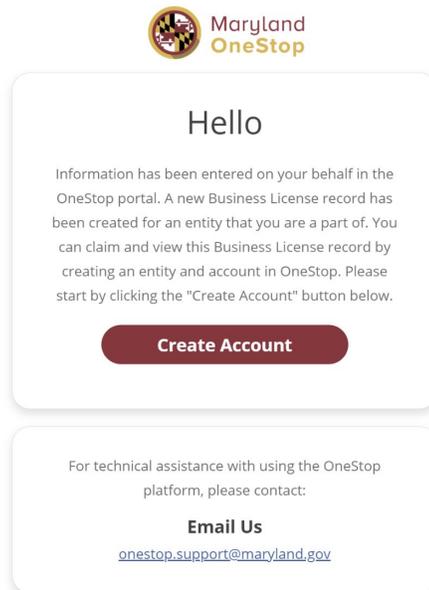
Setting up your Account

Upon MMCC approval, the designated representative for your organization will receive an email from onestop.support@maryland.gov to notify you that a new Business Registration record has been created on your behalf. Click the *Create Account* button, and you will be directed to the registration page on OneStop.

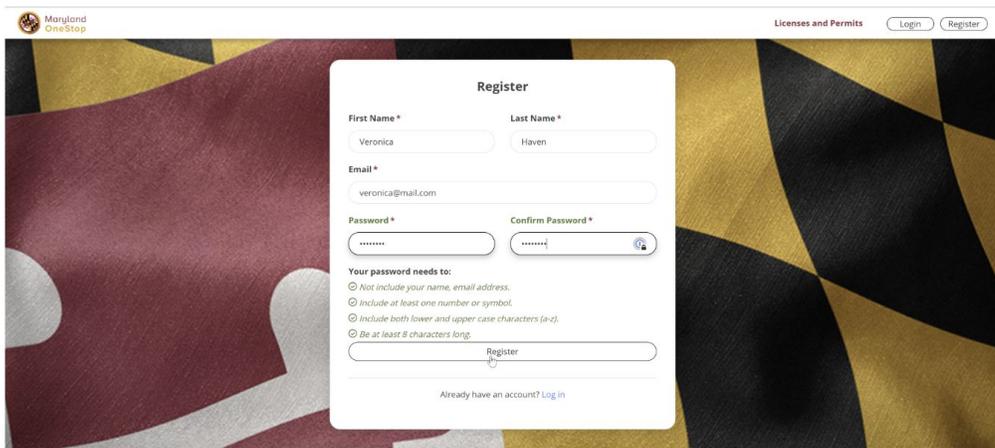
Create Your Personal Account

1. If you were not the applicant for the "Industry Body Business Registration", you will receive an email that information has been entered on your behalf in OneStop. Click the

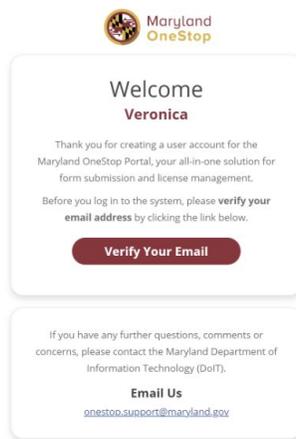
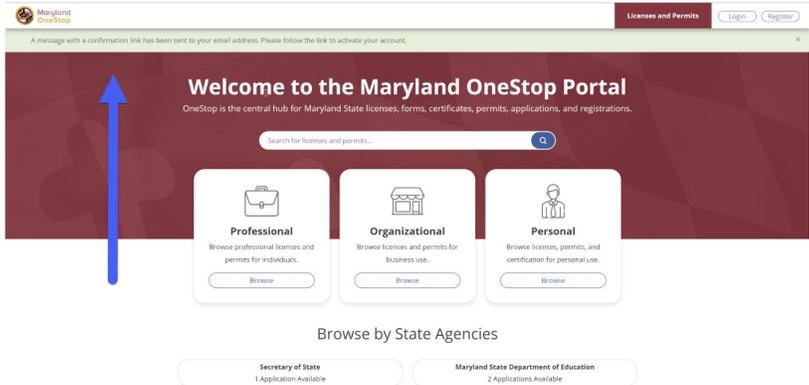
red *Create Account* button. If you were the applicant, please skip to the “Claim your Entity Record” section.



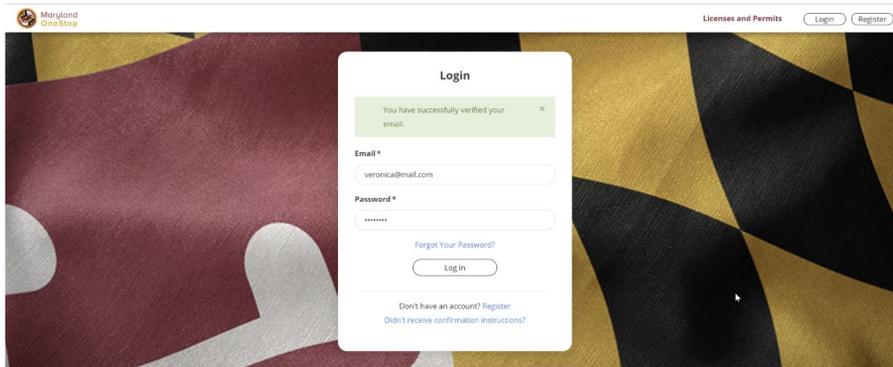
2. Create a Personal account by entering your information.



3. You will receive an email to confirm your account registration. Click the red *Verify Your Email* button.



4. Now that you have verified your email, log in with your credentials.



Claim your Record Email/Create your Entity Account

1. If you were the applicant for the "Industry Body Business Initial Registration", you will receive an email from OneStop prompting you to claim a record. Click the red *Claim Record* button.



Hello
Rosie

Information has been entered on your behalf in the OneStop portal. A new Business License record has been created for your account. Claim this Business License record by clicking the "Claim Record" button below.

[Claim Record](#)

2. Log in using your Personal account information. While in your Personal account, click your account name located on the top-right corner of the screen. In the drop down, click the *Claim Records* button.

Received Monday, 23 Nov 2020 9:25:40 AM
From <onestop.support@maryland.gov>
To <karl@mail.com>
Subject **New OneStop Data**

HTML Source [Download](#)

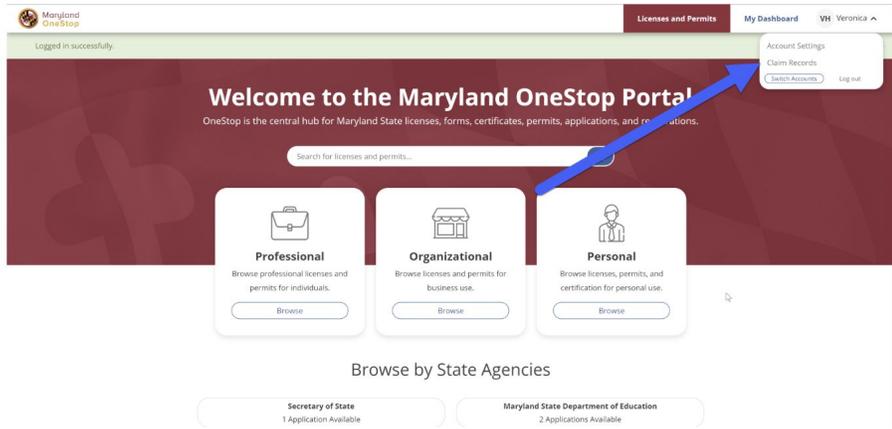
The logo for Maryland OneStop, featuring the state seal of Maryland on the left and the text "Maryland OneStop" in a sans-serif font on the right.

Hello
Karl

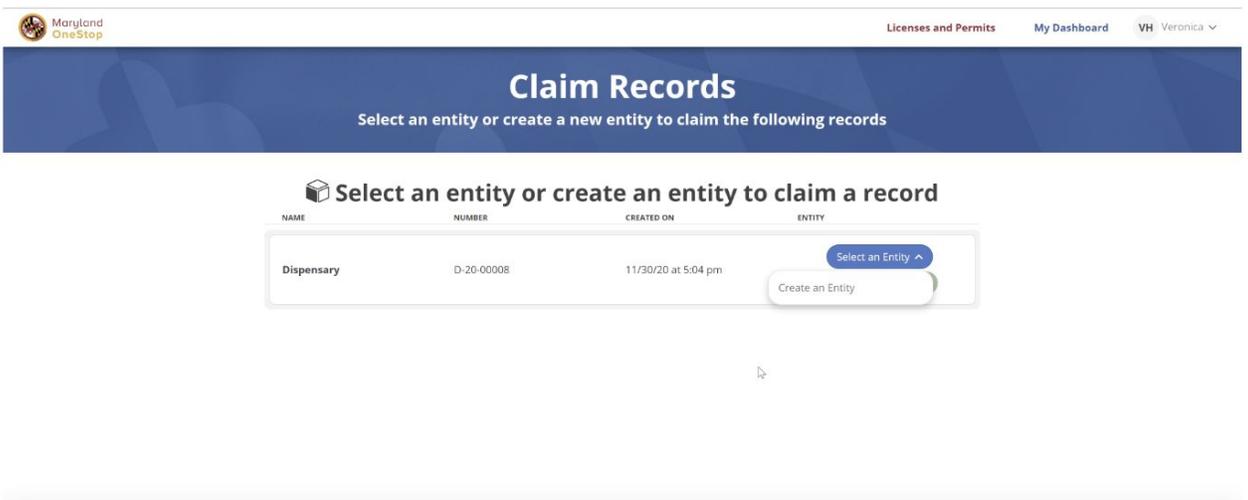
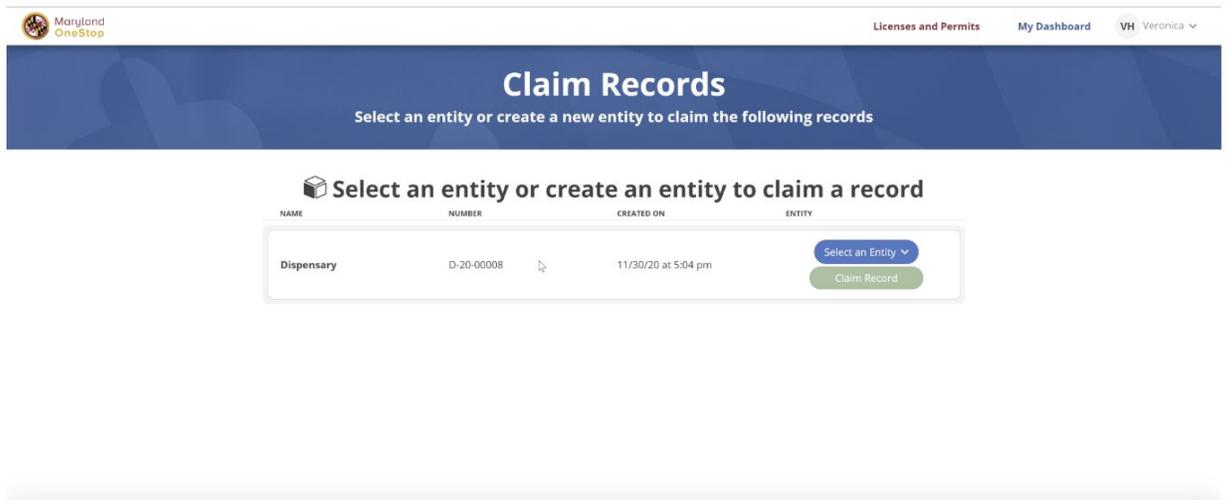
Information has been entered on your behalf in the OneStop portal. A new Provider Registration record has been created for your account. Claim this Provider Registration record by clicking the "Claim Record" button below.

[Claim Record](#)

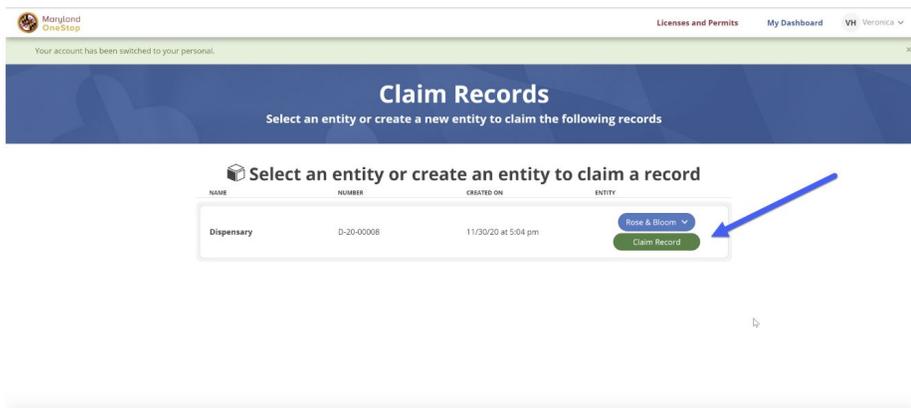
For technical assistance with using the OneStop platform, please contact:
[Email Us](#)



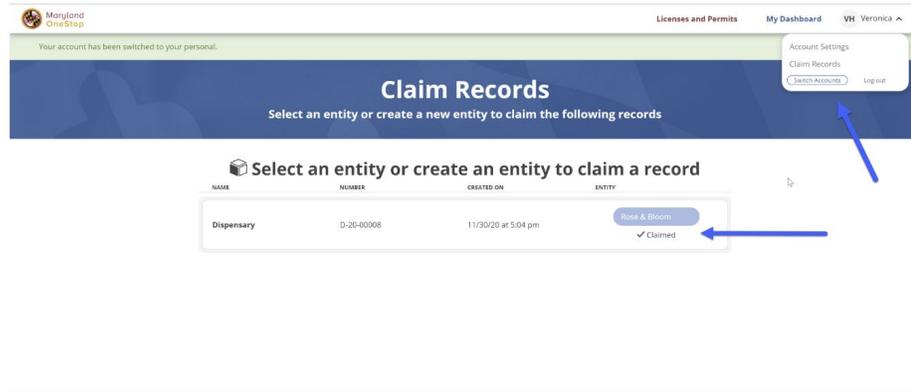
3. On the Claim Records page, click the blue *Select an Entity* button. You will need to *Create an Entity*. Enter the name of the Entity.



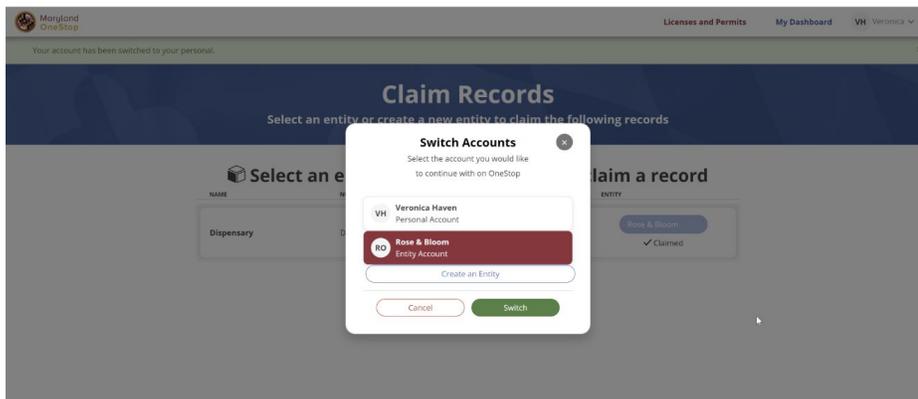
4. Using the Entity account you just created, you will select the now green *Claim Record* button. **If you are the primary contact for multiple different business registrations, we suggest you create a different entity for each registration so you can easily manage the documents and forms that pertain to each registration.**



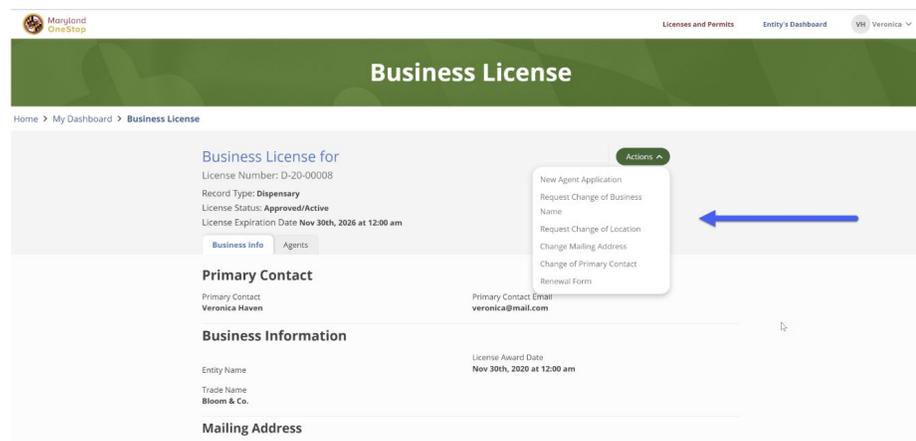
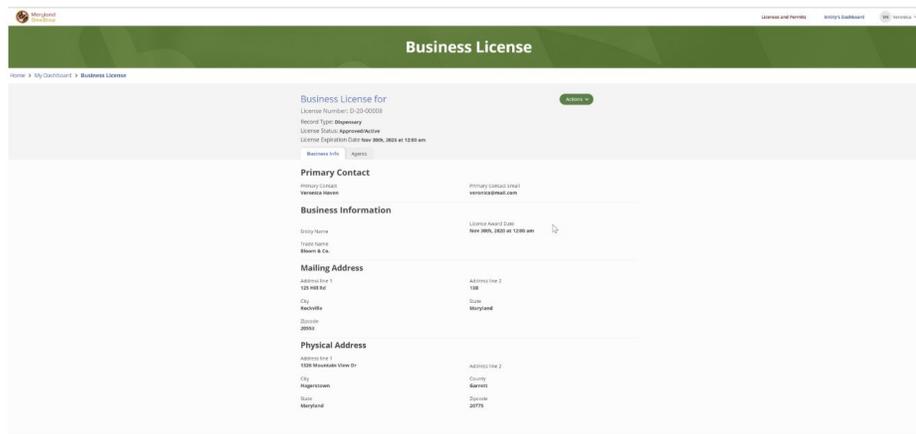
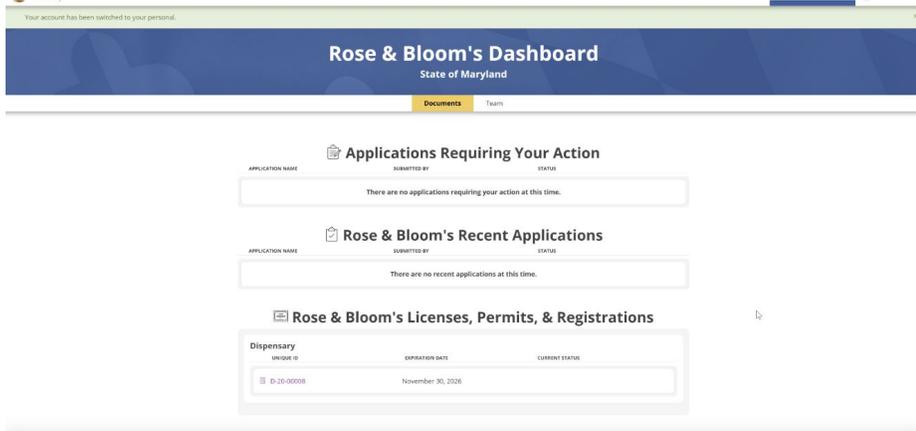
5. You are still in your Personal account. Click your account name located on the top-right corner of the screen. In the drop down, click the *Switch Accounts* button.



6. Select your Entity and select the green *Switch* button.



- You are now in your Entity account dashboard. Here you can see the Business License record you have claimed by clicking on the Unique ID under the Licenses, Permits, & Registrations section.



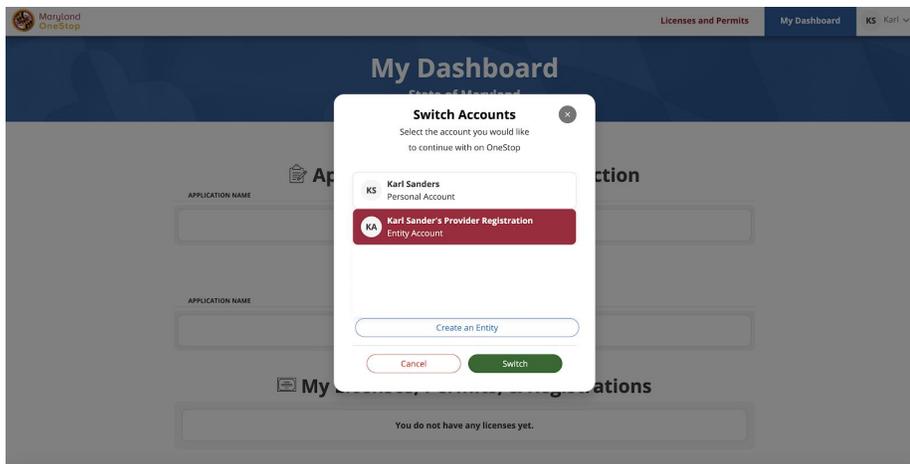
Switch Between Accounts

To view your **Business Registration** on your dashboard, you will need to switch from your **personal account** to your **entity account**. Your record will show on the Licenses, Permits, & Registrations section.

1. Click your account name dropdown button in the top right corner.
2. Under Account Settings, click *Switch Accounts*.



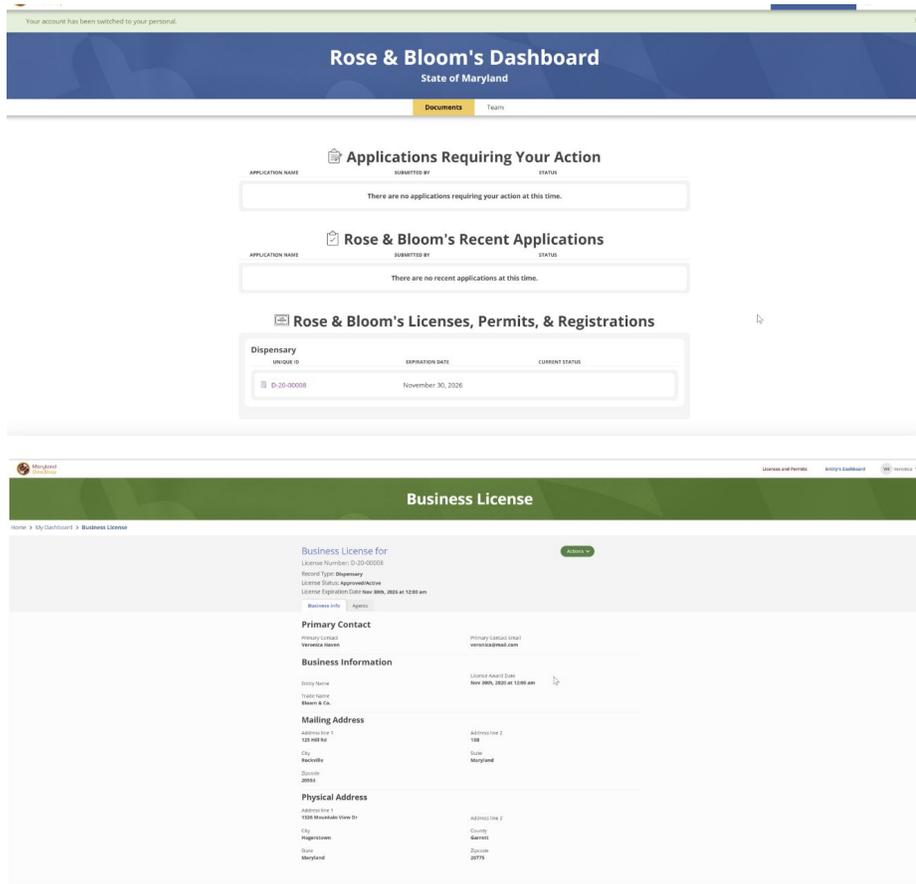
3. Select the *Entity Account*. Note: To switch back to a personal account, select *Personal Account*.
4. Click the green *Switch* button.



5. You have now switched to your **Entity Account**.



- You can view and manage your Business License in the Entity account dashboard. Here you can see the records you have claimed by clicking on the Unique ID under the Licenses, Permits, & Registrations section.



Future Access

When accessing the system after registering for the first time, you will be prompted to login with your username and password. **Once you have logged in successfully, you will always be directed to your personal account. You will need to switch to your Entity account.**

- Click on the dropdown button with your name in the top right corner.
- Click *Switch Accounts*.
- Select the Entity account.
- Click *Switch*.
- You are now in your Entity account.

Entity Dashboard

Your Personal dashboard includes your Personal applications, licenses, permits and registrations. Your Entity dashboard includes your Business registration.

To access your Entity dashboard, you will need to make sure you are on your Entity account. The dashboard button in the top right corner next to the blue bell icon indicates which dashboard (“My Dashboard” or “Entity Dashboard”) you are currently viewing.

This is your Personal account dashboard:

My Dashboard
State of Maryland

Applications Requiring Your Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

Your Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
There are no recent applications at this time.		

My Licenses, Permits, & Registrations

You do not have any licenses yet.

This is your Entity account dashboard:

Karl Sander's Provider Registration's Dashboard
State of Maryland

Registered Patients Documents Team

Applications Requiring Your Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

Karl Sander's Provider Registration's Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
Provider Registration	Karl Sander's Provider Registration on 11/22/20 at 1:03 pm	Completed on Nov 22nd, 2020 at 1:03 pm
Provider Certification	Karl Sander's Provider Registration on 11/20/20 at 10:20 am	Completed on Nov 20th, 2020 at 10:20 am
Provider Certification	Karl Sander's Provider Registration on 11/20/20 at 10:11 am	Completed on Nov 20th, 2020 at 10:11 am

Documents

On the Entity dashboard, you will have the following sections of types of documents under the Document tab: Applications Requiring Your Action, Entity's Recent Applications, and Entity's Licenses, Permits, & Registrations.

- Applications Requiring Your Action: Includes a list of applications that are pending your action
- Recent Applications: Includes a list of recent actions you have completed on account of the entity.
- Licenses, Permits, & Registrations: Includes any licenses, permits or registrations for the Entity.

Note: The dashboard shows a preview of the most recent documents for each category. To see all, click *View All*.

The screenshot displays the 'Karl Sander's Provider Registration's Dashboard' for the State of Maryland. The dashboard is divided into three main sections: 'Applications Requiring Your Action', 'Recent Applications', and 'Licenses, Permits, & Registrations'. The 'Applications Requiring Your Action' section shows a message: 'There are no applications requiring your action at this time.' The 'Recent Applications' section lists several completed applications, including 'Provider Registration' and 'Provider Certification', with their respective submission dates and times. The 'Licenses, Permits, & Registrations' section shows a single 'Provider Registration' entry with a unique ID of PN-1A034BAA95277B3124AA, an expiration date of October 26, 2022, and a current status of 'Registered'.

Karl Sander's Provider Registration's Dashboard
State of Maryland

Registered Patients | **Documents** | Team

Applications Requiring Your Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

Karl Sander's Provider Registration's Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
Provider Registration	Karl Sander's Provider Registration on 11/22/20 at 1:03 pm	Completed on Nov 22nd, 2020 at 1:03 pm
Provider Certification	Karl Sander's Provider Registration on 11/20/20 at 10:20 am	Completed on Nov 20th, 2020 at 10:20 am
Provider Certification	Karl Sander's Provider Registration on 11/20/20 at 10:11 am	Completed on Nov 20th, 2020 at 10:11 am
Provider Certification	Karl Sander's Provider Registration on 11/17/20 at 11:42 am	Completed on Nov 17th, 2020 at 11:43 am
Provider Certification	Karl Sander's Provider Registration on 11/17/20 at 11:36 am	Completed on Nov 17th, 2020 at 11:36 am
Provider Certification	Karl Sander's Provider Registration on 11/09/20 at 12:37 pm	Completed on Nov 9th, 2020 at 12:37 pm
Provider Certification	Karl Sander's Provider Registration on 11/09/20 at 10:54 am	Completed on Nov 9th, 2020 at 10:54 am

[View All](#)

Karl Sander's Provider Registration's Licenses, Permits, & Registrations

Provider Registration	UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
	PN-1A034BAA95277B3124AA	October 26, 2022	Registered