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# Oregon Medical Marijuana Program

## Grower Monthly Reporting Requirements

Updated December 1, 2017



# Overview of Training

- Who needs to report
- When to report
- Where to report
- What to report
- How to report
- How to pay the grow site fee

# Who Needs to Report

If you meet any of the below criteria you are required to log in and report onsite inventory and transfer activity for the previous month. If you have no inventory or transfers to report you must log in and report that you had no inventory or transfers.

If any one of the below are true you are required to report:

- You have been designated by a patient (other than yourself) to grow
- You will be transferring cannabis to a medical dispensary or processing site
- You are at a grow site with more than 12 mature plants
  - Please note that if you are at a grow site with over 12 plants and are staying with the OMMP, you will be notified by OMMP when and how to start reporting into the Cannabis Tracking System (CTS) managed by the OLCC, until that time you must report into the Oregon Medical Marijuana Online System (OMMOS)
  - For more information on CTS visit: [healthoregon.org/ommpcts](https://healthoregon.org/ommpcts)
- Growing at a site that is not a patient's residence

# When to Report

- Report prior month's onsite inventory and transfer activity by the 10<sup>th</sup> of each month.
- In order to report inventory and transfers associated with a patient a grower has been designated to grow for, a grower must have paid the \$200 grow site fee through their grower OMMOS account
- Creating an OMMOS email account and management of your account is covered starting on slide 10

# Where to Report

## Growers and Processors

[OMMPSYSTEM.OREGON.GOV](http://OMMPSYSTEM.OREGON.GOV)

# What to Report – Onsite Inventory

Onsite Inventory – Report medical marijuana inventory on hand that you had at the end of the previous month by the 10<sup>th</sup> of each month.

Tracking and Reporting fields included in OMMOS:

- Number of mature marijuana plants
- Number of immature marijuana plants less than 24 inches in height
- Number of immature marijuana plants 24 inches or more in height
- Amount of usable marijuana
- Amount of marijuana leaves and flower being dried
- Number of seeds on hand
- Wet or dry trim (optional reporting)
- Discarded or Destroyed (optional reporting)

# What to Report – Transfer Activity

Transfer activity – Report transfer activity for the previous month by the 10<sup>th</sup> of each month. Transfers to and from patients, medical processors and medical dispensaries must all be accounted for in reporting to the OHA through the OMMOS system (OAR 333-008-0630).

Tracking and Reporting fields included in OMMOS:

- Amount of usable marijuana
- Number of mature marijuana plants
- Number of immature marijuana plants less than 24 inches in height
- Number of immature plants 24 inches or more in height
- Number of seeds

# How to Report Onsite Inventory & Transfers

- Create an Oregon Medical Marijuana Online System (OMMOS) account
- Log into: [OMMPSYSTEM.OREGON.GOV](http://OMMPSYSTEM.OREGON.GOV)
- Connect to your grower information
- Reporting onsite inventory and transfers is due by the 10<sup>th</sup> of each month for the prior months' transfer activity and total onsite inventory at the end of a month





# Log into: OMMPSYSTEM.OREGON.GOV

Oregon Medical Marijuana Online System

Already have an account? [Sign-in](#)

Need to create an account? [Create an account](#)

[Reset your password](#)

You can use one account to connect your grower and processor information connected to you. Click on the links below to learn more about each.

**Patients**  
Submit an application to register as a new patient or connect to existing patient information.

**Growers**  
Connect to grower information.

**Processors**  
Submit an application to register as a new processor.

**Medical Marijuana Dispensary Application**

**Dispensaries**  
[Apply or sign in at the Dispensary Program website](#)

**Annotations:**

- A red circle highlights the "Create an account" button.
- A red callout box points to the "Reset your password" link with the text: "If you have forgotten your password click here."
- A red box on the right contains the text: "If you created an account before but can't remember your password please click the *Reset your password* link under the *Sign-in* button on the system main page."

# Create a OMMOS Login

Oregon Medical Marijuana Online System Home Help Sign-in

## Create an Account

The first step for any Oregon Medical Marijuana Program participant is to create an account. Please fill out the form below to continue the process. With your account you may submit Patient applications, Grower reports and Processing Site applications.

First Name



Last Name

Email

Password


- Password must be at least 6 characters long.
- Password must contain at least one special character (\*^%\$#@!~).
- Password must contain at least one numeric (0-9).
- Password must contain at least one uppercase letter (A-Z).

Confirm Password

  
Type the text  

[Privacy & Terms](#)

Oregon Health Authority | Medical Marijuana Program (2017)  
[CONTACT US](#) | [PRIVACY](#)



Growers, Processors and Patients – This creates your account and the same email is used for all participant roles. Once your account is created, you will choose the participant role you would like to connect to.

When creating an OMMOS account please pay special attention to the email and password you are using.

# Confirmation Email

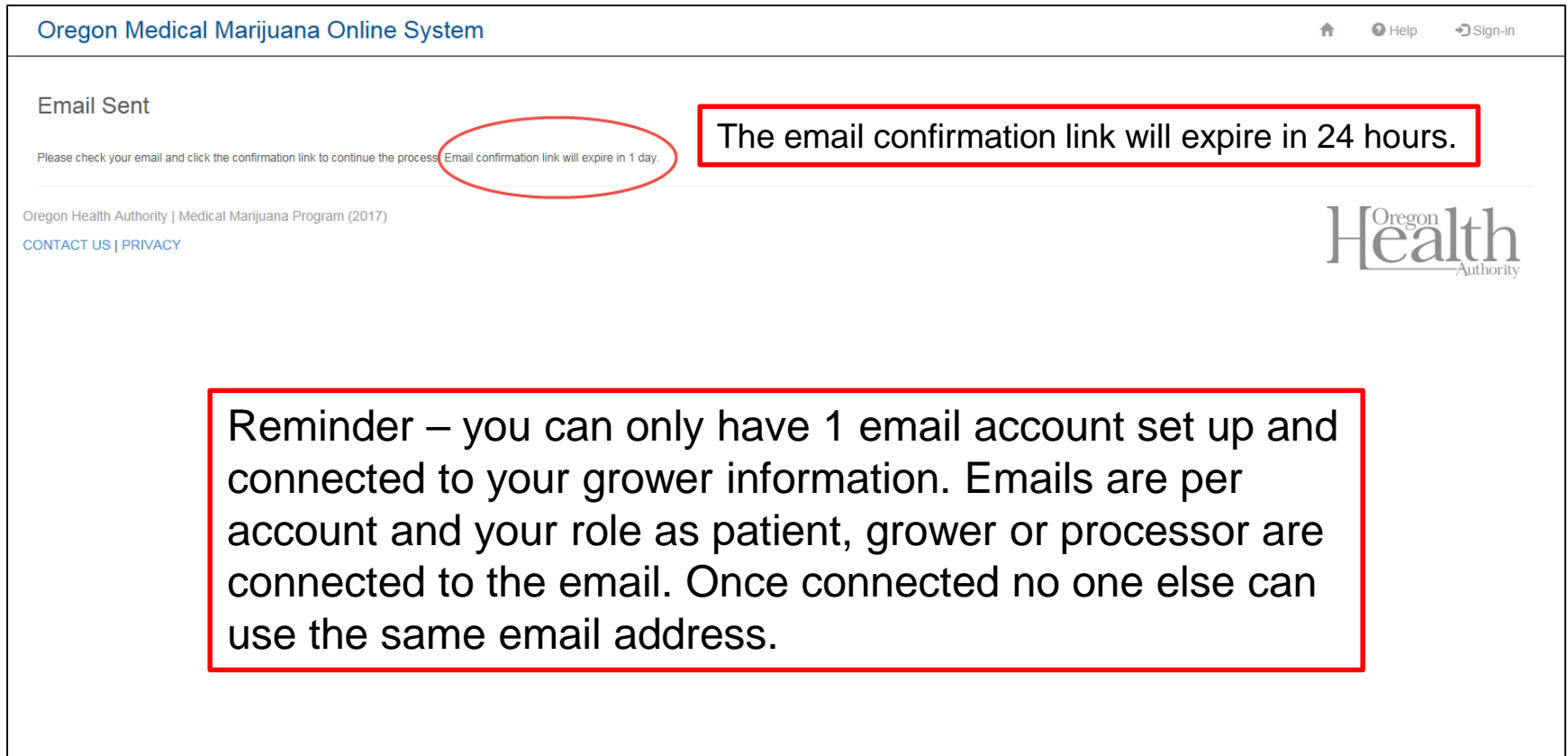
Oregon Medical Marijuana Online System Home Help Sign-in

Email Sent

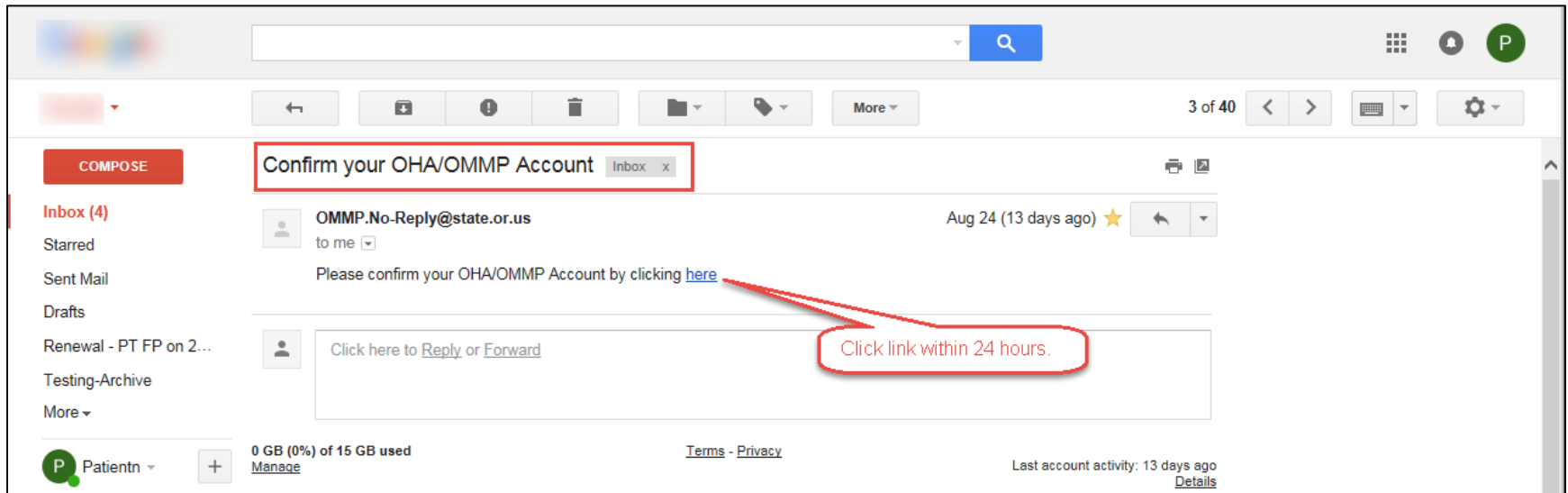
Please check your email and click the confirmation link to continue the process. Email confirmation link will expire in 1 day. **The email confirmation link will expire in 24 hours.**

Oregon Health Authority | Medical Marijuana Program (2017)  
CONTACT US | PRIVACY

**Reminder – you can only have 1 email account set up and connected to your grower information. Emails are per account and your role as patient, grower or processor are connected to the email. Once connected no one else can use the same email address.**



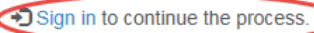
# Confirm Your Email



A confirmation email is sent to the email address you provided. You must click the link located in the body of the email within 24 hours to confirm the email address you are using to log in to the OMMOS. If you do not click the link within 24 hours or receive an error when trying to log in you will need to contact the OMMP to correct at [mmg.online@state.or.us](mailto:mmg.online@state.or.us).

## Email Confirmed

You may now use your account.

 Sign in to continue the process.

Click on Sign In and it will take you to the login screen

# Log in Screen

Oregon Medical Marijuana Online System

Home Help Sign-in

Sign in →

Email

Password

[Reset your password](#)

Remember me?

[Create an Account](#)

Oregon Health Authority | Medical Marijuana Program (2017)  
[CONTACT US](#) | [PRIVACY](#)

Oregon Health Authority

## Error:

You must have a confirmed email to log on.

Oregon Health Authority | Medical Marijuana Program (2017)

CONTACT US

Oregon  
Health  
Authority

If you tried to sign in and receive this message, you didn't complete the step of checking your email and confirming your account.

Login to the email address you used to create your account. You will then be able to retrieve the confirmation email sent from `ommpnoreply` and confirm your account access. It will take you back to the sign in page.

If you do not immediately see the email, check your spam filters as it may have been placed in your junk mail folder.

If you have followed these instructions and still receive this message, please contact the OMMP at [mmg.online@state.or.us](mailto:mmg.online@state.or.us).

This is where you connect to your grower information, submit application(s) to register a processing site or register as a patient.

Oregon Medical Marijuana Online System

pt.i@...com

You are logged in with this email

Patient: Grower: Processing Site:

**Register as Patient**

**Connect to Grower Information**

**Apply Now**

Click the “Connect to Grower Information” button to begin the connection.




# Connecting to Grower Information

Oregon Medical Marijuana Online System

Account Sign out Help

ail.com

## Grower Registration



### Grower Information

To connect to your grower information please enter:

- Your **Government Issued Identification Number** currently on file with the Oregon Medical Marijuana Program (OMMP). The government issued identification number most often submitted and filed with the OMMP is your driver's license, passport, or military ID.
- Your current, valid **Grower Card Number** or **Registration Number**.

All information must be an exact match to what is on file with OMMP.

Grower Full Name (as displayed on your Grower Card or Grow site Registration Fee Letter)

Government Issued Identification Number

Your **Government Issued Identification Number** currently on file with the Oregon Medical Marijuana Program (OMMP). The government issued identification number most often submitted and filed with OMMP is your driver's license, passport, or military ID.

Grower Card ID

OR

Registration Number

Next →

Connecting to your grower information is only **required once**.

Type your name exactly as it is on your grower card or Grow Site Registration Fee Letter


Government issued ID currently on file with the OMMP (normally your drivers license).

If you have not received a grower card and need to pay the grow site registration fee, enter the registration number included on the letter you received from OMMP.

Verify the information and patient(s) name listed are correct before clicking the submit button. If the information is not correct, please contact the OMMP.

Oregon Medical Marijuana Online System

Grower Registration



Grower Registration Information / Confirm

Please review the information returned below.  
Use the link above to go back and correct/change the information you entered.

To complete your registration click the **Submit** button below.

Grower Card Information

Grower Card ID	Patient
13	
Card Pending	

Submit

In this example the grower has been issued a grower card for the first patient they are growing for. Once the grower clicks the submit button they will be able to pay the grow site fee for the 2<sup>nd</sup> patient that is listed. After review by OMMP a grower card will be issued and mailed to the grower for the 2<sup>nd</sup> patient.



Grower Registration



Your grower information has been successfully validated!

You may now view/manage grower information.

Continue



Click here

After successful grower connection, when you log on you will be brought to the Grower Cards tab. Here you will see a summary of the patients you grow for, card information and if a grow site fee payment is needed.

Oregon Medical Marijuana Online System

Home Account Sign out Help

Patient Grower Processor

Grower Cards (2) Onsite Inventory Transfers

Click on ⓘ next to Card Status for information about different card statuses.

**Important Information**

- Grower cards will be mailed directly to the grower after the grower pays the required grow site registration fee for that card and the patient cards have been issued.
- If the grow site registration fee is not paid in the time provided you and the grow site will be removed from the patient's registration.
- If you have a patient that does not show on your patient list and you have received the grower card for the patient, please have the grower card for the patient or registration number and contact the OMMP.
- Tutorials on how to report [NO ONSITE INVENTORY](#) and [NO TRANSFERS FOR THE MONTH](#) have been added here (click underlined and highlighted text) and to the Onsite Inventory and Transfers tabs.

⚠ Payment is required for Card(s) below.

Payments can take up to 2 business days to process through the system. If you have not yet paid, please click the Unpaid button below to make a payment for that Card.

Show 10 entries

Search:

Grower Card Number	Patient	Issue Date	Effective Date	Expiration Date	Card Status ⓘ	Fee Status
		04/02/2017	04/02/2017	04/02/2018	Valid	
Card Pending					Pending	<input type="button" value="Unpaid"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

# OMMOS – Grower Account View: Grower Card(s) Tab

**Fee Status:** When a grow site fee is required, click the green unpaid button to submit the \$200 grow site fee. If you have received notice to pay a grow site fee of \$200 on a registration but the Unpaid button is not listed for that patient (registration), please contact the OMMP.

**Card Status:** Invalid Cards – Will show on your list for 45 days to allow for inventory reporting for the previous month. Reasons for cards being invalid can be found by clicking the *i* icon next to card status.

⚠ Payment is required for Card(s) below.

Payments can take up to 2 business days to process through the system. If you have not yet paid, please click the Unpaid button below to make a payment for that Card.

Show  entries Search:

Grower Card Number	Patient	Issue Date	Effective Date	Expiration Date	Card Status ⓘ	Fee Status
		04/02/2017	04/02/2017	04/02/2018	Valid	
Card Pending					Pending	<input type="button" value="Unpaid"/>

Showing 1 to 2 of 2 entries Previous  Next

# Grower – Onsite Inventory Reporting

Oregon Medical Marijuana Online System

Account Sign out Help

Onsite Inventory

NOTE: If you are removed as a patient's grower you will no longer see that patient or grow site. If you need to submit a final inventory or transfer report please email it to mmg.online@state.or.us.

Inventory must be entered each month. You have until the 10th of the month to report inventory and transfers for the previous month. Your report is automatically submitted to the OMMP when the reporting period closes.

Question(s) on submitting inventory? Email: mmg.online@state.or.us.

Report Inventory for: October 2017 Report Inventory for: November 2017

[HOW TO REPORT NO ONSITE INVENTORY FOR THE MONTH TUTORIAL](#)

Onsite Inventory Information

Show 10 entries

Search:

Action	Growsite Address	Grower Name	Month-Year	Mature Plants	Immature Plants less than 24 inches in height	Immature Plants 24 inches or more in height	Usable Marijuana	Leaves and Flowers being dried	Seeds	Wet Trim (OPTIONAL REPORTING)	Dry Trim (OPTIONAL REPORTING)	Discarded (OPTIONAL REPORTING)	Destroyed (OPTIONAL REPORTING)	Is Late?	No Inventory?
	PORTLAND OR MULTNOMAH		November 2017	1	1	1	1g	1g	1	1g	1g	Optional reporting field	Optional reporting field	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

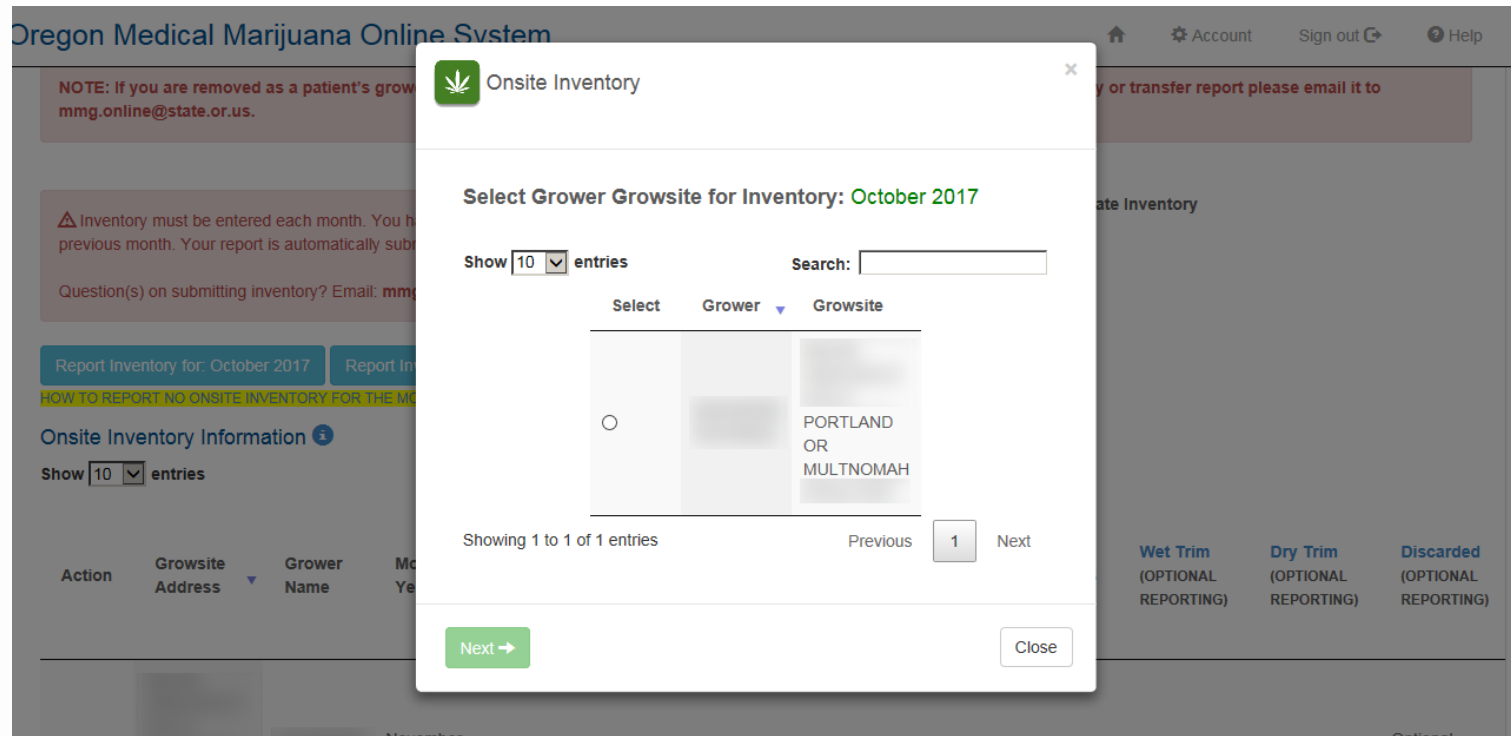
View Past Inventory Reports

Previous 1 Next

**To begin entering inventory click either of the applicable reporting months inventory buttons or if reporting late inventory check the report late inventory box. If you have no inventory to report you must report that to OHA by selecting the applicable reporting time period and selecting "No Inventory to Report". If you need more information on reporting no inventory see the "How to Report No Onsite Inventory For The Month Tutorial".**

**To view past reported inventory not listed on the Onsite Inventory tab.**

# OMMOS – Grower Account View: Onsite Inventory Tab



**Selecting either of the blue reporting month buttons, will open a pop-out to begin the processes of reporting onsite inventory. After selecting the grow site you are reporting onsite inventory for, click *next* at the bottom of the pop-out window.**

# OMMOS – Grower Account View: Onsite Inventory Tab

Onsite Inventory for : November 2017

Grower:  
Growsite:

No Inventory To Report

**Mature Plants**  
(total count)

**Immature Plants less than 24 inches in height**  
(total count)

**Immature Plants 24 inches or more in height**  
(total count)

**Usable Marijuanas**  
grams

**Leaves and Flowers being dried**  
grams

**Seeds**  
(total count)

**Wet Trim (OPTIONAL REPORTING)**  
grams

**Dry Trim (OPTIONAL REPORTING)**  
grams

**Discarded (OPTIONAL REPORTING)**

**Destroyed (OPTIONAL REPORTING)**

Previous Save Close

No Inventory to report for the month? Check the box!

You can click the blue text for a description of the field and what to report.

Please pay close attention to the units you are selecting when reporting

At the top of the pop-out window you'll see the month and grow site you are reporting inventory for. If this information is not correct click the *Previous* button to return to the previous grow site selection screen.

If you are reporting no inventory for a month, select the *No Inventory To Report* checkbox. If additional information is needed on reporting no inventory please see training material under the growers section of the [Reporting Requirements for Tracking Medical Marijuana](#) web page along with a tutorial on the grow site.

Please note the unit section when reporting and pick the applicable unit of measurement. Clicking any of the field headings in blue text will open a definition for that field.

Onsite Inventory for : October 2017

Grower:  
Growsite:

No Inventory To Report

Previous Save Close

If No Inventory To Report is selected, the rest of the information on the pop-out will collapse. If you uncheck the box the other reporting fields will re-appear.



# OMMOS – Grower Account View: Late Onsite Inventory

Grower Cards (2) Onsite Inventory Transfers

**NOTE:** If you are removed as a patient's grower you will no longer see that patient or grow site. If you need to submit a final inventory or transfer report please email it to [mmg.online@state.or.us](mailto:mmg.online@state.or.us).

**⚠** Inventory must be entered each month. You have until the 10th of the month to report inventory and transfers for the previous month. Your report is automatically submitted to the OMMP when the reporting period closes.

Question(s) on submitting inventory? Email: [mmg.online@state.or.us](mailto:mmg.online@state.or.us).

Report Inventory for: October 2017 Report Inventory for: November 2017

[HOW TO REPORT NO ONSITE INVENTORY FOR THE MONTH TUTORIAL](#)

Enter Late Inventory

Month Year

January 2017

Enter Late Inventory

**To Enter Late Inventory**, return to the *Onsite Inventory* reporting tab and check the box in the right corner of the screen, below the red banner note. Dropdown's for the month and year you are reporting late inventory for will appear. After you have selected the applicable dropdown date fields click the *Enter Late Inventory* button.

A pop-out screen will appear with the grow site(s) a grower was registered for growing at during the time period that was selected for reporting late inventory for. The grow site selection pop-out and following reporting pop-out screens are similar to the reporting screens for the current months.

# OMMOS – Grower Account View: Onsite Inventory Tab

Oregon Medical Marijuana Online System

Grower Cards (2) Onsite Inventory Transfers

NOTE: if you are removed as a patient's grower you will no longer see that patient or grow site. If you need to submit a final inventory or transfer report please email it to [mmg.online@state.or.us](mailto:mmg.online@state.or.us).

Inventory must be entered each month. You have until the 10th of the month to report inventory and transfers for the previous month. Your report is automatically submitted to the OMMOS when the reporting period closes.  Enter Late Inventory

Question(s) on submitting inventory? Email: [mmg.online@state.or.us](mailto:mmg.online@state.or.us)

Report inventory for: October 2017 | Report inventory for: November 2017

HOW TO REPORT NO CHANGES IN INVENTORY FOR THE MONTH TUTORIAL

Onsite Inventory Information

Show 10 entries Search:

Action	Growsite Address	Grower Name	Month-Year	Mature Plants	Immature Plants less than 24 inches in height	Immature Plants 24 inches or more in height	Usable Marijuana	Leaves and Flowers being dried	Seeds	Wet Trim (OPTIONAL REPORTING)	Dry Trim (OPTIONAL REPORTING)	Discarded (OPTIONAL REPORTING)	Destroyed (OPTIONAL REPORTING)	Is Late?	No Inventory?
	PORTLAND OR MULTNOMAH		September 2017	0	0	0	0g	0g	0	0g	0g			<input type="checkbox"/>	<input type="checkbox"/>
	PORTLAND OR MULTNOMAH		October 2017	1	1	1	1g	1g	1	0g	0g			<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 entries Previous 1 Next

[View Past Inventory Reports](#)

To view past submitted inventory reports click here.

**To view past inventory reports**, return to the *Onsite Inventory* reporting tab and click the *View Past Inventory Reports* button. Reporting entries listed on the Onsite Inventory tab page can be edited or deleted (by clicking the notebook and pencil icon or deleted by selecting the X icon) .

# Grower – Transfer Reporting

Oregon Medical Marijuana Online System

Account Sign out Help

Patient Grower Processor

GROWER

Grower Cards (2) Onsite Inventory Transfers

**NOTE:** If you are removed as a patient's grower you will no longer see that patient or grow site. If you need to submit a final inventory or transfer report please email it to [mmg.online@state.or.us](mailto:mmg.online@state.or.us)

Inventory must be entered each month. You have until the 10th of the month to report inventory and transfers for the previous month. Your report is automatically submitted to the OMMP when the reporting period closes.

Question(s) on submitting inventory? Email: [mmg.online@state.or.us](mailto:mmg.online@state.or.us)

Enter Late Transfer

Report Transfer for: August 2017 Report Transfer for: September 2017

[HOW TO REPORT NO TRANSFERS FOR THE MONTH TUTORIAL](#)

Transfers

Show 10 entries

Action	Growsite Address	Grower Name	Month-Year	Transfer Type	Id/Name	Usable marijuana	Mature Plants	Immature Plants	Seeds	Is Late?	No Transfers?
No data available in table											

Showing 0 to 0 of 0 entries

[View Past Transfer Reports](#)

To begin entering transfers, click either the applicable reporting months buttons or if reporting late transfers check the Report Late Transfer box. If you had zero transfers in a month, you must report that to OHA by selecting the applicable reporting time period and selecting no transfers to report. If you need more information on reporting no transfers for the month see the “How to Report no Transfers For The Month Tutorial”.

To view past reported transfers not listed on the Transfer tab.

# OMMOS – Grower Account View: Transfers Tab

Transfers

Select Grower Growsite for transfers for : September 2017

Show 10 entries Search:

Select	Grower	Growsite	Patients
<input type="checkbox"/>		PORTLAND OR MULTNOMAH	

Showing 1 to 1 of 1 entries Previous 1 Next

Next → Close

Selecting either of the blue reporting month buttons, will open a pop-out to begin the processes of reporting transfers for the month. After selecting the grow site and patient(s) you are reporting associated transfers for, click *next* at the bottom of the pop-out window.

# OMMOS – Grower Account View: Transfers Tab

The screenshot shows the 'Transfers' window with the following elements:

- Transfer details for :** November 2017
- Grower:** c
- Growsite:** s
- No Transfers To Report**
- Transfer Type:** To (dropdown)
- Sender/Receiver:** Patient (dropdown)
- Select Patient:** Select Patient (dropdown)
- Usable Marijuana:** 0 (input) grams (dropdown)
- Mature Plants:** 0 (input) (Total Count)
- Immature Plants less than 24 inches in height:** 0 (input) (Total Count of Plants less than 24 inches in height)
- Immature Plants 24 inches or more in height:** 0 (input) (Total Count 24 inches or more in height)
- Seeds:** 0 (input) (Total Count)
- Buttons:** Previous, Save, Close

Callouts from the image:

- No Transfers to report for the month? Check the box!** (points to the 'No Transfers To Report' checkbox)
- Please pay close attention to the units you are selecting when reporting** (points to the 'grams' dropdown)
- You can click the blue text for a description of the field and what to report** (points to the blue text descriptions of the plant and seed fields)

At the top of the pop-out window you'll see the month and grow site associated with the transfers you are reporting on. If this information is not correct click the *Previous* button to return to the previous grow site and patient selection screen.

When reporting transfers please indicate if you are the recipient (from) of product or you are transferring the product out (to) under the *Transfer Type* drop down. You will then select the person who is sending or receiving the product followed by selecting a card (for patient or caregiver) or entering a registered processor number or dispensary number.

If you are reporting no transfers for a month, select the *No Transfers To Report* checkbox. Please note the unit section when reporting and pick the applicable unit of measurement. Clicking any of the field headings in blue text will open a definition for that field.

A conversion chart is provided on the next slide for reference.

Ounces to Grams Conversion	
Ounces (oz)	Grams (g)
0 oz	0 g
0.1 oz	2.835 g
1 oz	28.35 g
2 oz	56.70 g
3 oz	85.05 g
4 oz	113.40 g
5 oz	141.75 g
6 oz	170.10 g
7 oz	198.45 g
8 oz	226.80 g
9 oz	225.15 g
10 oz	283.50 g
20 oz	566.99 g
24 oz	680.39 g
30 oz	850.49 g
40 oz	1133.98 g
48 oz	1360.78 g
50 oz	1417.48 g
60 oz	1700.97 g
70 oz	1984.47 g
72 oz	2041.17 g
80 oz	2267.96 g
90 oz	2551.46 g
100 oz	2834.95 g
1000 oz	28349.52 g

Pounds to Kilograms Conversion	
Pounds (lbs)	Kilograms (kg)
0 lbs	0 Kg
0.5 lbs	0.23 kg
1 lbs	0.45 kg
1.5 lbs	0.68 kg
2 lbs	0.91 kg
2.5 lbs	1.13 kg
3 lbs	1.36 kg
4 lbs	1.81 kg
5 lbs	2.27 kg
6 lbs	2.72 kg
7 lbs	3.18 kg
8 lbs	3.63 kg
9 lbs	4.08 kg
10 lbs	4.54 kg
11 lbs	4.99 kg
12 lbs	5.44 kg
13 lbs	5.90 kg
14 lbs	6.35 kg
15 lbs	6.80 kg
16 lbs	7.26 kg
17 lbs	7.71 kg
18 lbs	8.16 kg
19 lbs	8.62 kg
20 lbs	9.07 kg
21 lbs	9.53 kg

# OMMOS – Grower Account View: Transfers Tab

Oregon Medical Marijuana Online System

Account Sign out Help

Patient Grower Processor

Grower Cards (2) Onsite Inventory Transfers

NOTE: If you are removed as a patient's grower you will no longer see that patient or grow site. If you need to submit a final inventory or transfer report please email it to mmg.online@state.or.us.

Inventory must be entered each month. You have until the 10th of the month to report inventory and transfers for the previous month. Your report is automatically submitted to the OMMOS when the reporting period closes.  Enter Late Transfer

Question(s) on submitting inventory? Email: mmg.online@state.or.us.

Report Transfer for: October 2017 Report Transfer for: November 2017

HOW TO REPORT NO TRANSFERS FOR THE MONTH TUTORIAL

Transfers

Show 10 entries

Action	Growsite Address	Grower Name	Month-Year	Transfer Type	Id/Name	Usable marijuana	Mature Plants	Immature Plants less than 24 inches in height	Immature Plants 24 inches or more in height	Seeds	Is Late?	No Transfers?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PORTLAND OR MULTNOMAH		September-2017	To Patient		0g	0	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PORTLAND OR MULTNOMAH		October-2017	To Patient		1g	1	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

View Past Transfer Reports

To view past submitted transfer reports click here

**To Enter Late Transfers**, return to the *Transfers* reporting tab and check the box in the right corner of the screen, below the red banner note. Dropdown's for the month and year you are reporting late for will appear. After you have selected the applicable dropdown date fields click the *Enter Late Transfers* button. The grow site/ patient selection pop-out and following reporting pop-out screens are similar to the reporting screens for the current months you report by the 10<sup>th</sup> on.

**To view past transfer reports**, return to the *Transfers* reporting tab and click the *View Past Transfer Reports* button and then select the time frame in which you would like to view reports for.

**Under the Action column**, reporting entries listed on the *Transfers* tab page can be edited or deleted (by clicking the notebook and pencil icon or deleted by selecting the X icon) .

# How To Pay The Grow Site Fee

- When in your OMMOS account on the patient card tab you will see an “unpaid” green button listed next to a registration that has a grow site fee due.
- Click on the “unpaid” button to make the grow site fee payment for that particular participant
- Do Not pay again – the green button will remain until the payment is processed. You will get a receipt of the payment for your records and proof of payment.
- Please note that once you pay, it can take up to 2 business days for that payment to process through the system

⚠ Payment is required for Card(s) below.

Payments can take up to 2 business days to process through the system. If you have not yet paid, please click the **Unpaid** button below to make a payment for that Card.

Show  entries

Search:

Grower Card Number	Patient	Issue Date	Effective Date	Expiration Date	Card Status	Fee Status
[REDACTED]	[REDACTED]	04/02/2017	04/02/2017	04/02/2018	Valid	
Card Pending	[REDACTED]				Pending	<b>Unpaid</b>

Showing 1 to 2 of 2 entries

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[User Profile]

Grower Registration



[Redacted] (Card Pending)

Payments can take up to 2 business days to process through the system.  
If you have not yet paid, please click the **Pay Now** button below.

Failure to a required grow site registration fee will result in the invalidation of this grower card and grow site address designation.

Pay Now

Click on the "Pay Now" button – Payment can only be made with credit or debit card

Clicking the “pay now” button brings you to the payment system. The screen will show you the description of the payment that will appear on your statement. It also shows you the total of the payment your making.

SKU	Description	Unit Price	Quantity	Amount
576333	Grow Site Registration Fee Payment for Grower Card Pending	\$200.00	1	\$200.00
Total				\$200.00

Grow Site Registration Fee Payment for Grower Card Pending	\$200.00
<b>TOTAL</b>	<b>\$200.00</b>

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304

**Payment Type**

**Credit Card**

**Customer Information**

Complete all required fields [ \* ]

Country

First Name \*

Last Name \*

Address \*

Once all fields are accurately filled out click the "Next" button

✓  ✓

Address \*  
 ✓

Address 2  
 ✓

City \* State \*  
 ✓  ✓

ZIP/Postal Code \*  
 ✓

Phone \* Email \*  
 ✓  ✓

Grow Site Registration Fee Payment for Grower Card Pending	\$200.00
<b>TOTAL</b>	<b>\$200.00</b>

Customer Information to be entered is the Card Holder. For technical assistance call 1-855-255-4304

**Next** ←

**Payment Info**

Cancel

SKU	Description	Unit Price	Quantity	Amount
576333	Grow Site Registration Fee Payment for Grower Card Pending	\$200.00	1	\$200.00
Total				\$200.00

Grow Site Registration Fee Payment for Grower Card Pending	\$200.00
<b>TOTAL</b>	<b>\$200.00</b>

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction. For technical assistance call 1-855-255-4304.

**Payment Type** ✓

**Credit Card**

**Customer Information** ✓

Address  Phone   
Country United States Email Address

**Payment Info** ✓

Credit Card  Name on Credit Card   
Visa \*\*\*\* Exp.

**Verification**



Enter the characters from the above image:

Cancel

Submit Payment

Clicking “next” will then bring you to the payment confirmation page, where you will need to type in the image provided in the box below. After doing that and verifying the information you entered is accurate click the “Submit Payment” button.

## Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. For technical assistance call 1-855-255-4304.

Print

### Transaction Summary

Description		Amount
Total Amount Paid		\$200.00

SKU	Description	Unit Price	Quantity	Amount
	Grow Site Registration Fee Payment for Grower Card Pending	\$200.00	1	\$200.00
Total				\$200.00

### Customer Information

Customer Name [redacted]      Receipt Date      11/20/2017  
Local Reference ID [redacted]      Receipt Time      08:47:33 AM PST

### Payment Info

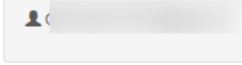
Payment Type      Credit Card      Credit Card Number      [redacted]  
Credit Card Type      VISA      Order ID      [redacted]  
Name on Credit Card      [redacted]

### Billing Information

Billing Address      [redacted]      Phone Number      [redacted]  
Billing City, State      [redacted]  
ZIP/Postal Code      [redacted]      This receipt has been emailed to the address below.  
Country      [redacted]      Email Address      [redacted]

Continue

After submitting your payment you have the opportunity to print your payment receipt confirmation or return to OMMOS by selecting “Continue” button.




Your grow site registration fee payment has been submitted!

Your grow site registration fee payment may take up to 2 business days to process through the system. You can log into this site to view the status of your grow site registration fee payment.

Continue

Once back in OMMOS you'll have to select the "continue" button to be brought back to the grower card section of your grower account.

Please note that once hitting continue you may also be brought back to your patient tab if you have one. If this happens you can simply select the grower icon in the upper right corner of the screen.

Click on  next to Card Status for information about different card statuses.

**Important Information**


- Grower cards will be mailed directly to the grower after the grower pays the required grow site registration fee for that card and the patient cards have been issued.
- If the grow site registration fee is not paid in the time provided you and the grow site will be removed from the patient's registration.
- If you have a patient that does not show on your patient list and you have received the grower card for the patient, please have the grower card for the patient or registration number and contact the OMMP.
- Tutorials on how to report [NO ONSITE INVENTORY](#) and [NO TRANSFERS FOR THE MONTH](#) have been added here (click underlined and highlighted text) and to the Onsite Inventory and Transfers tabs.

 Payment is required for Card(s) below.

Payments can take up to 2 business days to process through the system. If you have not yet paid, please click the Unpaid button below to make a payment for that Card.

Show  entries

Search:

Grower Card Number	Patient	Issue Date	Effective Date	Expiration Date	Card Status 	Fee Status
		04/02/2017	04/02/2017	04/02/2018	Valid	
					Card Pending	<input type="button" value="Unpaid"/>

Showing 1 to 2 of 2 entries

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You'll also see that your payment will not appear as paid. Please, do not pay again. It can take 2 business days to process through the system.

# Grower Fee is Per Patient

- Payment for growers is due with a patient renewal
- The reporting system allows you to pay your fee that is due through your account
- Once payment is made, you are brought back to the inventory reporting page.



# Wrap up

- Inventory and transfer reporting is due the 10<sup>th</sup> of each month for the prior months activity, even if you have no inventory or transfers to report you must report that to the OHA
- If you have over 12 plants at your grow site you will be required to use CTS (system managed by OLCC)
- OHA will notify all impacted growers of how to pay the fee for CTS and how to login at the appropriate time
- If you are required to report please continue reporting into OMMOS until instructed otherwise
- In order to receive a grower card, the grow site fee of \$200 must be paid

# Tracking and Reporting Questions?

Email: [mmg.online@state.or.us](mailto:mmg.online@state.or.us)

OR

visit the OMMP website Reporting and Requirements section at: <http://www.healthoregon.org/ommp>