How to start and submit an Online 329 Application

Department of Health
Office of Medical Cannabis Control & Regulation
Patient Registry
Start a 329 Application

1. Go to https://medmj.ehawaii.gov
2. Click “Create Account”
3. Enter your email address – this email address will be your username.
4. Click “continue”
5. Create your account by entering your information. (Store your password somewhere safe and secure in case you forget it. 😊)
6. Scroll down and enter your contact information.
7. Read through the “Terms of Use”, select if you agree.
8. Click “Create Account”.

![Contact Information Form]

**Contact Information**

Provide the following information so we may contact you if necessary. This information is used for official State business only, and it will never be transferred to any 3rd party.

- **Address**: 
- **Country**: United States
- **City**: 
- **State**: 
- **Zip**: 

**Work Phone**
- [ ] International format
- [ ] [ ]

**Home Phone**
- [ ] [ ]

**Mobile Phone**
- [ ] [ ]

- [ ] I agree to the **Terms of Use**.
- [ ] Email me about important dates pertaining to services I use.
- [ ] Email me about new eHawaii.gov services as they become available.

**Create Account**
9. Click on Medical Cannabis Registry to start your 329 application.
10. Enter your email address/password here: (using the email address and password that you just created)
11. Select **one**: “In State” or “Out of State” application

Out of State process (OSP) are for those visiting Hawaii; In State process (ISP) are for those who reside in Hawaii or who are staying here for an extended period of time.

***Please go to our website for eligibility criteria for both ISP and OSP before selecting your application type. [https://health.hawaii.gov/medicalcannabis/](https://health.hawaii.gov/medicalcannabis/)***
12. In State Process (ISP) – Verify your Email Address
(Please review the FAQ’s and/or the In State patient video, review steps 1-4)
13. Review the information and select “Send Verification”
14. Go to your email inbox and you should see an email like the one below.

15. Open the email. Follow the instructions.
15. You will be taken back to this screen when following the email instructions. Select the application type.
16. Enter the verification code you received in your email. Select “confirm”
18. Read the Terms and Condition, check it off

19. Select “Start an Application”
20. Enter your certifying provider’s name. Select “Next”
21. Enter your personal information. Select “NEXT”
Double check your information. Errors will cause delays in processing.

Registry staff will do their best to catch all errors but if your application is approved with errors that prevent you from entering a dispensary you will be required to submit a change packet and pay the fee to update/change your information – there will be no waivers.
22. Will you have a caregiver?

If yes, select “YES, the patient has a caregiver” fill out the required information. Select NEXT.

If you will not have a caregiver, select NEXT.
23. Is there a grow site?

YES you will or have a grow site, select “yes, there is an active or planned grow site for this record” and enter additional grow site information as requested. Select “NEXT”

NO you do not plan to have a grow site, select “NEXT”
24. All the documents you are required to submit will be listed below. Select “Get it here” and the forms will download to your computer. Click “Save Application”

25. Open the forms and fill them out completely. Make sure you read over the forms and sign/initial (e-sign is okay) as noted. Save your forms on your device. You will upload them in the next section.
26. Upload your Supporting Documents; select “Yes, I want to upload documents now”

27. Click “Select File” and insert your document for each section.

28. Click “Upload” for each section. Once it is uploaded, you will see the upload progress is “checked”.

29. Upload all documents and select “NEXT”
27. REVIEW YOUR INFORMATION!!! Any applications that are completely processed with incorrect information will need to be changed. This will require additional documents to be submitted along with a payment of $16.50 to the program. There will be NO WAIVERS.

If you need to make corrections, select “PREVIOUS” at the bottom of the page until you reach the section that needs editing. Once you’ve edited the information, select “NEXT” until you can review the information again.
28. At the bottom of the “Review” page, you will select your registration type. **First time applicants will only receive an option for a 1 year registration.** Renewal applicants will receive a 1 or 2 year option.

29. Select “Payment Method”

30. Select “SUBMIT”
31. Review the Applicant Statement of Understanding and Certification – Select “I agree” 
32. Select “Continue”
33. Enter your payment information
34. Select “Continue”
35. Confirm your payment and if everything is correct, select “Pay Now”
36. Save/Print your Payment Receipt
37. Select “continue”

Please note: Payments are NON-REFUNDABLE.
38. Your application has been submitted. You can print a copy for your records.
39. At the bottom of the page, you can either select “Return to Home”, “Return to Application Status”, or close out. You are done! 😊