

Bulletin Number: OR_IB_0053	Distribution Date: 5/24/2024	Effective Date: See bulletin details
Contact Point: Metrc Support	Subject: Plant Group implem	entation update
Topic: Plant Group functionality	details and important reminder	s on resources and training.

Greetings,

Metrc is pleased to share technical guidance on new functionality to support the general availability of "Plant Group Tracking" for Oregon's adult-use cannabis cultivators, which goes into effect on June 17, 2024.

This bulletin contains important details regarding new and updated functionality as listed below:

- Ordering RFID-enabled plant group tags
- Assigning Plant Group tags
- New Plant Tag column
- Updated Destroy Plants functionality
- New Merge Plant Groups functionality
- New Split Plant Groups functionality
- Harvesting Plant Groups
- Metrc training



Ordering RFID-enabled plant group tags

The process for ordering tags for plant tracking will remain the same for all Oregon adult-use licensed cultivators who use Metrc. However, new order options will be made available beginning the evening of May 20, 2024 – **see Figure 1**.

			I.N.	Additional dropdowns
Cannabis Plant	Count ×	(\$0.4500 ea. 5,000 max. 1 batch size)	\$0.0000	available to select the appropriate tag type
Cannabis Package	Count ×	(\$0.2500 ea. 5,000 max.)	\$0.0000	and quantity for order
Cannabis Plant 5 QTY	Count ×	(\$2.2500 ea. 5,000 max. 5 batch size)	\$0.0000	Max of 5,000 tags
Cannabis Plant 10 QTY	Count ×	(\$4.5000 ea. 5,000 max. 10 batch size)	\$0.0000	remains as is today.
Cannabis Plant 25 QTY	Count ×	(\$11.2500 ea. 5,000 max. 25 batch size)	\$0.0000	
Cannabis Plant 50 QTY	Count ×	(\$22.5000 ea. 5,000 max. 50 batch size)	\$0.0000	
Cannabis Plant 100 QTY	Count ×	(\$45.0000 ea. 5,000 max. 100 batch size)	\$0.0000	
Subtotal			\$0.00	
		Shipping/Handling Taxes Total Amount	7	Input accurate shipping details to populate S&H and Total Amount due.
			-	Select the preferred payment method and
	Cannabis Package Cannabis Plant 5 QTY Cannabis Plant 10 QTY Cannabis Plant 25 QTY Cannabis Plant 50 QTY Cannabis Plant 100 QTY	Cannabis Plant 5 QTY Count * Cannabis Plant 25 QTY Count * Cannabis Plant 25 QTY Count * Cannabis Plant 25 QTY Count * Cannabis Plant 50 QTY Count *	Cannabis Plant 5 QTY Count Cannabis Plant 5 QTY Count Cannabis Plant 5 QTY Count Cannabis Plant 10 QTY Count Cannabis Plant 25 QTY Count Cannabis Plant 100 QTY Count Ca	Cannabis Package Count © (\$0.2500 ea. 5,000 max.) \$0.000 Cannabis Plant 5 QTY Count © (\$2.2500 ea. 5,000 max.] 5 batch size) \$0.000 Cannabis Plant 10 QTY Count © (\$4.5000 ea. 5,000 max.] 10 batch size) \$0.000 Cannabis Plant 25 QTY Count © (\$11.2500 ea. 5,000 max.] 10 batch size) \$0.000 Cannabis Plant 20 QTY Count © (\$22.5000 ea. 5,000 max.] 25 batch size) \$0.000 Cannabis Plant 50 QTY Count © (\$22.5000 ea. 5,000 max.] 100 batch size) \$0.000 Cannabis Plant 100 QTY Count © (\$45 0000 ea. 5,000 max.] 100 batch size) \$0.000 Subtotal \$0.00 \$0.00 \$0.00 \$0.00

For all tag order options, the cost per tag, regardless of tag type, remains equal and is based on total number of tracked plants.

- Cannabis Plant 1 QTY will have a 1-plant maximum: \$0.45 per tag
- Cannabis Plant 5 QTY will have a 5-plant maximum: \$2.25 per tag (or \$0.45 x 5)
- Cannabis Plant 10 QTY will have a 10-plant maximum: \$4.50 per tag (or \$0.45 x 10)
- Cannabis Plant 25 QTY will have a 25-plant maximum: \$11.25 per tag (or \$0.45 x 25)
- Cannabis Plant 50 QTY will have a 50-plant maximum: \$22.50 per tag (or \$0.45 x 50)
- Cannabis Plant 100 QTY will have a 100-plant maximum: \$45.00 per tag (or \$0.45 x 100)



While all Metrc RFID-enabled plant tags arrive compliance-ready, an important difference to note is tag color.

- When tracking plants individually, plant tags remain blue in color.
- When tracking plants in groups, plant tags will be orange in color, and include the clearly printed plant group count for identification purposes see Figure 2.



Figure 2: Plant Group tracking – new tag color

Did you know? All Metrc plant tags are enabled with proprietary RFID technology to help automate compliance and streamline operations. To learn more about RFID and third-party integrator solutions in Oregon, please visit the <u>Metrc website</u> and <u>Oregon Partner Page</u>.



Assigning Plant Group tags

To change an immature plant batch growth phase, select the Plants area on the navigational toolbar and select the Immature tab. Locate and select the relevant Immature Batch, then once that batch is highlighted click the "Change Growth Phase" button – **see Figure 3**.

C	reate F	lantings 0	Create Pa	ickages	Split Pla	ntings	Rename	Char	nge Strains	Change (Frowth Phase	Destroy I	Plants	Record Additives	Record Waste						e-		≣• [∔
	Plan	t Batch	:	Strain	Ŧ	Туре	E F	Hold	: Pla	nts	Tracked	I	Packaged	i De	stroyed	Source Package	1	Source Plant	:	Source Plant Batch		Batch Date	_
	HK 04	2424		Hindu Kus	h	Clone	N	lo -	90		10		0	0								04/24/2024	

Figure 3: Change Immature Plants Growth Phase

This will open the 'Change Immature Plants Growth Phase' action window. The Plant Batch will be auto populated. The Tag Type, Plants Count, New Phase, New Location, and Change Date should be entered or selected. The system will then auto populate the number of tags in sequence in relation to the group tag type selected.

For example, if the growth phase is changed for 50 plants and the Cannabis Plant 10 QTY Tag Type (10 max) is selected, the system will auto populate 5 sequential 10 QTY Tag Type tags – **see Figure 4**.

Change Immat	ture Plants Growth Phase				×
Plant Batch	# 1				(clear)
Plant Batch	HK 042424	٩	New Phase	Vegetative	~
Tag Type	Cannabis Plant 10 QTY	~	New Location	Licensed Premises	~
Plants Count	50 Tags 5		Change Date	iii 05/17/2024	📰 🚺 today
Starting Tag	1A4010200002C25000001102	Q			
Ending Tag (tags optional)	1A4010200002C25000001106				
+ 1					
	Change Phase Ca	ncel			

Figure 4: Change Immature Plants Growth Phase action window



When assigning a Tag Type, a list of pre-populated tag types will appear in the Tag Type dropdown – **see Figure 5**.

Change Immat	ture Plants Growth Phase				×
Plant Batch	# 1				(clear)
Plant Batch Tag Type Plants Count Starting Tag (tags optional)	HK 042424 Cannabis Plant 10 QTY - Select - Cannabis Plant 10 QTY Cannabis Plant 100 QTY Cannabis Plant 25 QTY Cannabis Plant 50 QTY Cannabis Plant 50 QTY	Cancel	New Phase New Location Change Date	Vegetative Licensed Premises	v today

Figure 5: Tag Type dropdown list

With the proper Tag Type selected, the Starting Tag can be entered next or chosen by clicking on the magnifying glass button which will populate an updated dialogue window – **see Figure 6**.

Change Immat	ure Plants (Growth Phase				×
Plant Batch	# 1					(clear)
Plant Batch	HK 042424		٩	New Phase	Vegetative	~
Tag Type	Cannabis Pla	ant 10 QTY	~	New Location	Licensed Premises	~
Plants Count	50	Tags 5		Change Date	■ 05/17/2024	🗊 🚺 today
Starting Tag	1A401020000	02C25000001102	٩			
Ending Tag (tags optional)	1A401020000	02C25000001106				
+ 1						
	-					
	C	hange Phase	Cancel			

Figure 6: Starting Tag magnifying glass



In the dialogue window, the number of tags needed will be automatically calculated and the Ending Tag will be assigned. In addition, the selected tag type and the max tag size columns will appear – **see Figure 7.**

			Currently	y selecte	d item(s)		
				_				■ • •
Line :	Tag	1	Тад Туре	:	Status	:	Tag Max (Plant)	Commissioned
1	1A4010200002C25000001102		Cannabis Plant 10 QT	ſ	Received		10	04/24/2024 01:03 pm
1	1A4010200002C25000001103		Cannabis Plant 10 QT	r	Received		10	04/24/2024 01:03 pm
1	1A4010200002C25000001104		Cannabis Plant 10 QT	r -	Received		10	04/24/2024 01:03 pm
1	1A4010200002C25000001105		Cannabis Plant 10 QT	r	Received		10	04/24/2024 01:03 pm
1	1A4010200002C25000001106		Cannabis Plant 10 QT		Received		10	04/24/2024 01:03 pm
								▼・ =・ ↓
Tag	:	Tag Type	:	Status	:	Tag N	Max (Plant)	Commissioned
1A401020000	02C25000001102	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001103	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001104	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001105	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001106	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001107	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001108	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001109	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001110	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
1A401020000	02C25000001111	Cannabis Pla	int 10 QTY	Received		10		04/24/2024 01:03 pm
H A	2 3 4 5 6	7 8 9	10 Page 1	of 10	•	•	10 • rows per page	Viewing 1 - 10 (99 total)

Figure 7: Tag Type dialogue window

New Plant Count Column

Tags can be assigned to individual plants or plant groups, and the columns listed in the immature plant phase will remain unchanged. The Plant Count column in the Vegetative and Flowering phase tabs are now visible – **see Figure 8**.

Assign Tags Replace Tags Split P	lant Group Change Strains Cha	nge Location Ch	ange Growth Phase C	hanges by Location	Merge Destroy	Record Additives Record Waste	Create Plantings Create Packages	Manicure @•	▼ • ≡ •
Tag	Plant Count 👃	Strain	E Location	E Hold	Plant Batch	Plant Batch Type	Plant Batch Date	Phase Date 4	Harvested
+ 1A4010200002C25000001101	10	Hindu Kush	Licensed Premises	No	HK 042424	Clone	04/24/2024	05/17/2024	0 times
1A4010200002C25000001102	10	Hindu Kush	Licensed Premises	No	HK 042424	Clone	04/24/2024	05/17/2024	0 times
 1A4010200002C25000001103 	10	Hindu Kush	Licensed Premises	No	HK 042424	Clone	04/24/2024	05/17/2024	0 times
1A4010200002C25000001104	10	Hindu Kush	Licensed Premises	No	HK 042424	Clone	04/24/2024	05/17/2024	0 times

Figure 8: Plant Count Column

Important note: The Plant Count column indicates a plant group's active remaining plant count.



Updated Destroy Plants Functionality

Additional information will be entered when destroying plants in the Vegetative and Flowering phases when selecting the 'Destroy' button – **see Figure 9.**

Note: The appropriate permissions must be granted by an Administrator for a user to take this action.

Replace Tags Split Plant Group Change	Strains Change Location Change Growth Ph	ese Changes by Location Me	rge Destroy Record A	dditives Record Waste	Create Plantings Create Package	es Manicure			
Tag †	E Plant Count 1	I Strain I	Location	E Hold E	Group I	Group Type	Group Date :	Phase Date	Harvested
 1A4FF0200000018000000118 	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
 1A4FF0200000018000000119 	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
 1A4FF02000001600000120 	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
 1A4FF0200000018000000121 	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times
 1A4FF0200000018000000122 	10	Blue Dream	Veg Location A	No	Blue Dream 7/21/23	Clone	07/31/2023	08/02/2023	0 times

Figure 9: Destroy Plants action tab

When the 'Destroy' button is selected, this will open the 'Destroy Vegetative Plants' or 'Destroy Flowering Plants' action window, depending on the phase. The following should be reported:

- *Count:* The number of plants being destroyed from the plant group should be manually entered in the text box.
- *Destroy Date:* Type in or use the calendar functionality to select the date.
- *Reason*: Type in the reason for destroying the plants
- *Note:* Enter additional information

To complete the destruction of the plant group, select the green 'Destroy Plants' button at the bottom of the window – **see Figure 10**.

Destroy Vegetative Plant Groups			×
Plant Group # 1			(clear)
Group 1A4FF0200000016000000118 Q Count 2	Destroy Date Reason Note	mm/dd/yyyy	today
+ 1 Destroy Plants Cancel			

Figure 10: Destroy Vegetative Plant Groups action window



After the plants have been destroyed, the plant count column will automatically decrease in quantity to represent the number of remaining plants – **see Figure 11**.

Replace Tags Split Pla	Int Group Change	Strains Ch	ange Location	Change Growth Phase	Changes by Location	Merge	Destroy	Record Additives	Record Wa
Tag †		1	Plant Count	t	Strain	÷	Location	: Hold	
1A4FF02000001600000	D118		8		Blue Dream	N	leg Location A	No	
1A4FF02000001600000	0119		10		Blue Dream	N	leg Location A	No	
1A4FF02000001600000	0120		10		Blue Dream	1	leg Location A	No	
1A4FF02000001600000	0121		10		Blue Dream	N	leg Location A	No	
1A4FF02000001600000	0122		10		Blue Dream	N 1	/eg Location A	No	

Figure 11: Plant Count column updated for Destroyed Plants

New Merge Plant Groups functionality

A new merge button within the Vegetative and Flowering phases is now available. To access, navigate to the intended phase and select the 'Merge' action button – **see Figure 12**.

Note: Plant groups must be in the same phase to be merged.

R	eplace Tags Split Plant Group Change Strains	Ch	ange Location Change Growth Phase C	Changes by Location Merg	ge Destroy R	ecord Additive	Record Waste	Create Plantings	Create Pack
_	Tag †	÷	Plant Count 1	Strain :	Location	1 F	fold E	Group	
۲	1A4FF0200000016000000118		8	Blue Dream	Veg Location A	N	lo	Blue Dream 7/21/23	
۲	1A4FF0200000016000000119		10	Blue Dream	Veg Location A	N	lo	Blue Dream 7/21/23	
۲	1A4FF0200000016000000120		10	Blue Dream	Veg Location A	N	lo	Blue Dream 7/21/23	
۲	1A4FF0200000016000000121		10	Blue Dream	Veg Location A	N	io	Blue Dream 7/21/23	
	1A4FF0200000016000000122		10	Blue Dream	Veg Location A	N	lo	Blue Dream 7/21/23	

Figure 12: Merge Plant Groups action button

The 'Merge Plant Groups' action window will open, and the following information should be recorded:

- Target Plant Group
- Source Plant Group
- Merge Date
- Plants Count



Once the information is entered, a Remaining Plant Balance notification will show under the 'Plants Count' indicating the max count allotted for the Target Plant Group. To complete the merging of the plant group, select the green 'Perform Changes' button at the bottom of the action window – **see Figure 13**.

Merge Plant G	Groups	×
Plant Group	p # 1	(clear)
Target Plant Group	Group	٩
Merge Date	mm/dd/yyyy today Plants Count 5 0 - Remaining P	lant Balance
+ 1		
	Perform Changes Cancel	

Figure 13: Merge Plant Groups action window

New Split Plant Group Functionality

A new Split Plant Group button is available within the Vegetative and Flowering phase tabs. To access, navigate to the intended phase and select the 'Split Plant Group' button – **see Figure 14.**

	nature On Hold Inactive Vegetative Flo	wering On Ho	ld Inactive Addi	lives	s Waste H	larve	sted On Hold	Inactive				
F	Replace Tags Split Plant Group Change Strains C	hange Location	Change Growth Phase	Ch	nanges by Location	Merg	ge Destroy	Record Addi	ives	Record Waste	Create Plantings	Create Pa
	Tag †	Plant Count	t	÷	Strain	÷	Location	:	Hold	1	Group	
٠	1A4FF02000001600000118	8			Blue Dream		Veg Location A		No		Blue Dream 7/21/23	
•	1A4FF02000001600000119	10			Blue Dream		Veg Location A		No		Blue Dream 7/21/23	
٠	1A4FF02000001600000120	10			Blue Dream		Veg Location A		No		Blue Dream 7/21/23	
•	1A4FF02000001800000121	10			Blue Dream		Veg Location A		No		Blue Dream 7/21/23	
	1A4FF0200000016000000122	10			Blue Dream		Veg Location A		No		Blue Dream 7/21/23	

Figure 14: Split Plant Group action button



The "Split Plant Groups" action window will open, and the following information should be recorded:

- Plant Group being split
- New Tag
- Plant Count
- Strain for the new plant group
- Split Date to be entered.

To complete the splitting of the plant group(s), select the green "Perform Changes" button – **see** Figure 15.

S	plit Plant Gro	oups				×
F	Plant Group) # 1			[(clear)
	Plant Group	1A4FF02000001600000118	Q	Strain	Type part of the Strain name	Q
	New Tag	Type part of the Tag number	۹	Split Date	🗰 mm/dd/yyyy	today
	Plant Count					
ĺ	+ 1					
		Perform Changes	Cancel			

Figure 15: Split Plant Group action window

Harvesting Plant Groups

Important notes:

- The entire plant group quantity must be harvested when completing the Harvest action. For example, if the plant group quantity is 10 plants, all 10 plants will be harvested.
- The "Harvest Weight" template should only be used when harvesting numerous single plants. This functionality should not be used when harvesting numerous plant groups. For example, if a user is harvesting three plant groups with quantities of 5, 10, and 25 the user will enter the weight for each group.

To harvest plant groups, navigate to the Flowering phase tab, highlight the plant group(s) being harvested, and then select the 'Harvest' button – **see Figure 18 below**.



Imn	ature	On Hold	Inactive		Vegetative	Flowering	On Hold	Inactive		Additives	Wast	le	Harvested	On Hold	Ina	active							
F	eplace Ta	ngs Ch	ange Strains	Ch	nange Location	Change C	Frowth Phase	Changes	s by	Location	Merge	Sp	it Plant Group	Destroy	Rec	ord Additives	Record	l Waste	Create Plantings	Create Immature Plant	Packages	Manicure	Han
	Tag					: Plant C	ount		:	Strain		÷	Location		-	Hold	1	Group		:	Group Typ	e -	
٠	1A4FF0	200000016	000000005			10			1	Blue Dream			Flowering Location			No		ABCDEF	012345670000022630		Clone		
٠	1A4FF0	2000000160	000000121			10			1	Blue Dream			Flower Location A			No		Blue Drea	am 7/21/23		Clone		

Figure 18: Harvest Flowering Plants action button

'Harvest Flowering Plants' action window will open. Using the template, the following information should be recorded:

- Harvest Name
- Unit of Measure (or harvest batch weight)
- Drying Location
- Harvest Date.

To complete the harvest, select the green 'Harvest Plants' button at the bottom of the window – see Figure 19.

Harvest Flowe	ring Plants								×
Template Harvest Name	Hindu Kush 050124		Total Weight (auto-divided)	ex.	100.23	•	- Select	-	~ ~
(optional)	Tillidu Rusil 030124		Drying Location	Lic	ensed Premi	ises		Q	×
			Harvest Date		05/19/2024	4	Ħ	today	*
Plant Group) # 1								-
Plant Group	1A4010200002C25000001101	۹	Weight	25		Poun	ds	~	
Harvest Name	Hindu Kush 050124		Drying Location	Lic	ensed Premi	ises		Q	
(optional)			Harvest Date		05/19/2024	4	Ŧ	today	
Plant Group	o # 2								-
Plant Group	1A4010200002C25000001004	۹	Weight	15		Poun	ds	~	
Harvest Name	Hindu Kush 050124		Drying Location	Lic	ensed Premi	ises		Q	
(optional)			Harvest Date		05/19/2024	4	E	today	
+ 1									
	Harvest Plants Ca	ancel							

Figure 19: Harvest Flowering Plant Groups

Note: The harvest weight template is not used since multiple plant groups are being harvested.



To verify the quantity of a plant group, hover over the magnifying glass icon when in the Harvest Flowering Plants window – **see Figure 20.**

Harvest Flowe	ring Plants								×
Template Harvest Name (optional)	Hindu Kush 0501	24 🗸	Total Weight (auto-divided) Drying Location Harvest Date	Lie	. 100.23 censed Pren 05/19/202		- Selec	٩	~ /
Plant Group	o # 1		Harvest Date		03/13/202	24		today	-
Plant Group Harvest Name	1A4010200002C2 Hindu Kush 0501		Q Weight		censed Pren	Pour	nds	~ Q	
(optional)		State	2C25000001101		05/19/202	24	E	today	,
Plant Group	o#2	Strain Location	Hindu Kush Licensed Premises						-
Plant Group	1A4010200002C	Location Type	Room t	15		Pour	nds	~	
Harvest Name (optional)	Hindu Kush 0501	Patient Hold	N/A No	Lie	ensed Pren 05/19/202			Q	
+ 1		Plant Count	5		05/19/202	24		today	
		Group Max Group	10 HK 042424						
	Harve	Group Type	Clone						
	_	Group Date Phase	04/24/2024 Flowering						
		Vegetative	05/17/2024						
		Flowering	05/19/2024						
		Harvested	0 times						

Figure 20: Verify the plant group quantity



Metrc Sandbox Training

A Metrc Sandbox environment will be available from June 1st – June 24th. To request access to this environment, submit a support case through the Metrc Support portal at <u>Support.Metrc.com</u>. Access to the portal is also available from within the Metrc system by clicking the Support area dropdown and clicking on the portal link.

Note: Please select "Credentialing" from the Metrc System Areas of Support dropdown and add the following to the subject line when requesting access – "*Oregon Sandbox Access*" – **see Figure 21.**

	Create a Sup		
	Metrc Sys	stem	
Please start by indicating what type of Metrc System Areas of Support	issue you need help with today. If you are not sure, you	u may click "Previous" and choose the "I am not sure" option on the previous screen.	
None			;
None Technical Support Credentialing			
resong Account Management Billing Reporting Questions Feature Request Access Training Material Issues			
✓ Case Information			٦
• Subject			
Oregon Sandbox Access			
* Description			

Figure 21: Requesting access to the Oregon Sandbox

If accessing the Support Portal for the first time, a username (which is established when logging in), the respective state, the Facility license number, and a valid email to set a password is required.



Metrc Learn training

Metrc Learn was recently redesigned to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies. To support the release of "Plant Group Tracking" for Oregon's adult-use cannabis cultivators, specific training has been developed to provide additional functionality guidance.

Plant Group Tracking Training

For current Metrc Learn users, the "Group Tagging-OR" e-learning can be accessed by logging in to Metrc Learn, navigating to the Course Catalog, and clicking on this module – **see Figure 22**.

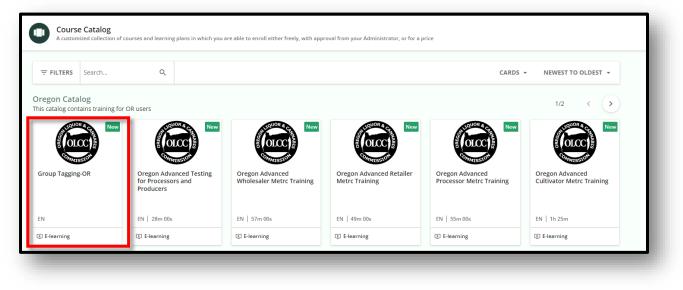


Figure 22: Plant Group Tracking – Metrc Learn training module

Next, enroll to take this training by selecting the green 'Enroll' button. Once enrolled, users can take the e-learning curriculum at their own pace – **see Figure 23.**

Course Description			
This training goes over group tagging.		Enrollment options	^
Course Syllabus		ENROLL	_
1 Lesson		ENROLL	
Group Tagging-OR Video		Course details	^
		Time to Complete Unlimited Access	

Figure 23: Plant Group Tracking e-learning enrollment

Metrc LLC For additional support: <u>support.metrc.com</u>



Important note: To access Metrc training, <u>Metrc Learn registration</u> is required. See below instructions on how to register for a Metrc Learn account for more information.

New to Metrc Learn? Here's how to register:

To register for a Metrc Learn account, the following steps should be taken:

- 1. Navigate to the Metrc Learn login page by:
 - Using the new link: <u>learn.metrc.com;</u> or
 - From within the Metrc system Navigate to the Support area dropdown on the navigational toolbar and select "Sign up for Training".
- 2. Click the 'Register' link next to 'New user?' see Figure 24.

	etro	
Sign in		
Please insert your username a	and password to proceed	
Username (Required)		
Password (Required)		-
•••••	0	
	SIGN IN	
Forgot	Your Password?	
News	user? Register	
		1

Figure 24: Register for a Metrc Learn account

Once the 'Register' link is clicked, the registration page will appear.

3. From the registration page, complete all required information on the form. The password must include at least 9 characters. When complete, click 'Next' – **see Figure 25 below**.



Register Begin your new learning experience by simply filli	ing out this forr	n.	
1 User profile		2 Additional Fields	
Email (Required)			
First Name (Required)		Last Name (Required)	
Password (Required)	۲	Retype Password (Required)	o
Language (Required)	•	State or region you facility is licensed in Alabama Industry Users	
Already registered? Sign in			
			NEXT

Figure 25: Registration – User profile

4. On the next page, fill in all additional fields and click 'Register' - see Figure 26.

Register Begin your new learning experience by simply filling out this form.	
User profile	2 Additional Fields
Metrc Username	State or region your facility is licensed in. (Required) 🔻
Facility Type (Required)	Facility License Number(s) (Required)
Already registered? Sign in	
PREVIOUS	REGISTER

Figure 26: Registration – Additional fields

Once Metrc Learn status has been activated, which can take up to 48 hours, an email invitation will be sent confirming registration.

Once the email invitation is received, navigate to the <u>Metrc Learn login page</u> to sign in and access training.

If you have questions, please contact Metrc Support. Thank you for your continued partnership.