

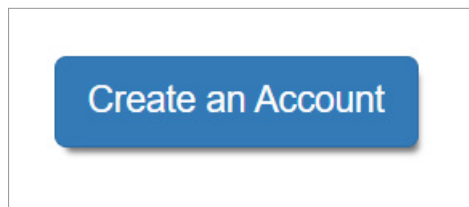


How to Create an Account as a Medical Provider

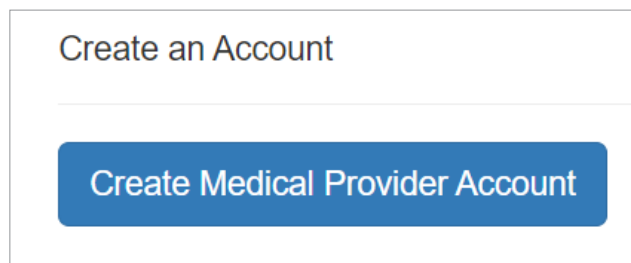
To create an account, you must be a practitioner of medicine or osteopathy, or a physician assistant, licensed by the Board of Medicine, or a nurse practitioner jointly licensed by the Board of Medicine and the Board of Nursing.

Create an Account

- ▶ To access the patient registry system, use the following link <https://patients.va.biotr.ac/>
- ▶ Create an account by clicking on the “Create an Account” button at the bottom of the page.



- ▶ Select the “Create Medical Provider Account” button.



- ▶ Complete the following:
 - ▶ First name
 - ▶ Last name
 - ▶ Date of birth

| | |
|-----------------|---|
| * First Name | <input type="text"/> |
| * Last Name | <input type="text"/> |
| * Date of Birth | <input type="text" value="MM-DD-YYYY"/> |

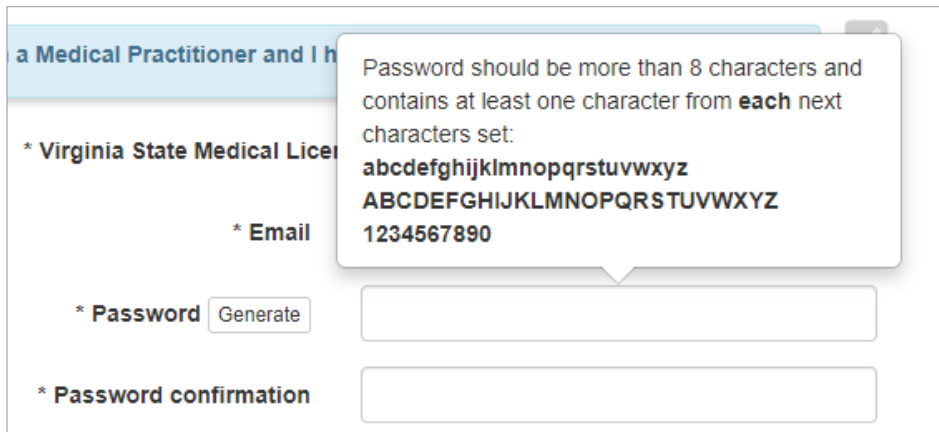
- ▶ Enter your Virginia Medical License number

*Note: This is **NOT** the registered practitioner for medical cannabis number but your primary medical license number*

* Virginia State Medical License #

- ▶ Enter your email and create a password.

Note: The email address entered will be the email address to access your account and to which all electronic correspondence and notifications will be delivered



The screenshot shows a registration form with the following fields and a tooltip:

- Field: * Virginia State Medical License #
- Field: * Email
- Field: * Password with a "Generate" button
- Field: * Password confirmation

A tooltip box is overlaid on the Password field, containing the following text:

Password should be more than 8 characters and contains at least one character from **each** next characters set:
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890

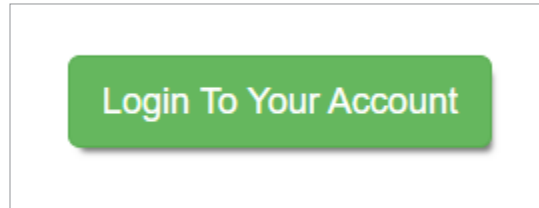
- ▶ You will be sent an email to confirm you created an account. Click on the link **only once** to validate your account.

Note: Check your email spam folder for the confirmation email.



Account Sign-In

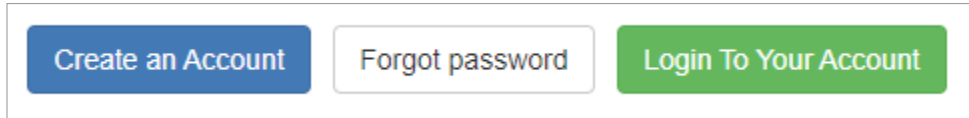
- ▶ To access your account, use the “Login to Your Account” in the bottom right-hand corner of the patient registry homepage.



- ▶ Enter your email and password.

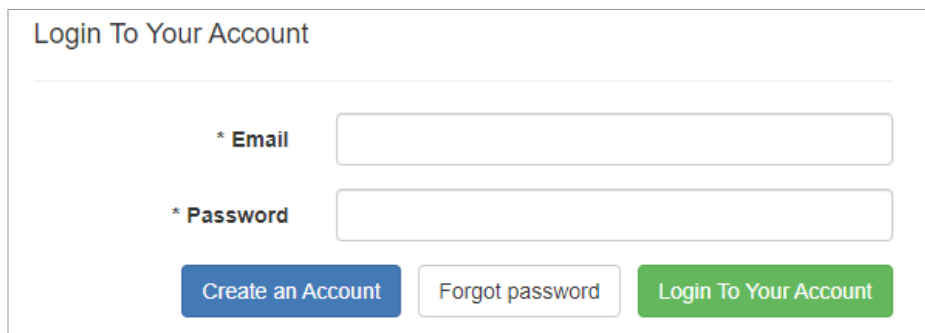
Forgot your Password?

- ▶ If you forget your password, click on the “Forgot Password” button.



- ▶ Enter your email, and the system will send a “Reset Password” email to change your password.

Note: An applicant may request a new password once per hour.

A screenshot of a login form titled "Login To Your Account". It features two input fields: "* Email" and "* Password". Below the fields are three buttons: "Create an Account" (blue), "Forgot password" (white), and "Login To Your Account" (green).