



**STATE OF  
OHIO**  
BOARD OF PHARMACY



# Ohio Medical Marijuana Control Program Compliance Upload Portal Guidance Document

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## Ohio Medical Marijuana Control Program Compliance Upload Portal Guidance Document

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**I. Document Purpose, Audience and Topics covered**

A. Document Purpose

This reference document is designed to provide a step-by-step guide to licensed dispensaries on uploading specified forms to the State Board of Pharmacy's "Compliance Upload Portal" website.

B. Intended Audience

The intended audiences for this document are dispensary Associated Key Employees responsible for submitting forms to the Board.

C. Topics covered

The topics covered in this guidance document include:

- Purpose and Use of the Compliance Upload Portal
- How to access the Compliance Upload Portal
- Creating Username and Password
- Uploading document types

**II. Purpose and Use of the Compliance Upload Portal**

The Board has developed a Compliance Upload Portal to allow for filing of compliance forms that require timely notification and response from the Board. The Compliance Upload Portal is not intended to accept all forms, but only those pre-identified as needing timely response. The following forms are documents that can be uploaded into the Compliance Upload Portal:

Request for Medical Marijuana Manual OARRS Submission Variance	Required when POS system is unable to file OARRS (PMP) data within 5 minutes of transaction.
Medical Marijuana Dispensary Operational Request	Required to request specified operational changes. See specifics below.
Medical Marijuana Dispensary Incident Report	Required to report specified incidents. See specifics below.
Medical Marijuana Licensee Compliance Report	Required to report specified alleged violations. See specifics below.
Medical Marijuana Dispensary License Surety Bond	Dispensary Surety Bond form.
Temporary Certificate of Authority Form	Request for temporary Designated Representative due to termination, death, or incapacitation.
Dispensary Written Notice of Business Discontinuance	Notice of business discontinuance.
Request to Sell Medical Marijuana Device	Device submission form for Marketing and Advertising review.
Dispensary Temporary Access Request	Request for temporary visitor access to designated areas of dispensary.

**The following forms must be used for the specified reporting:**

**Medical Marijuana Dispensary Operational Request**

Hours of Operation Change	METRC Inventory Adjustment
Change Date/Time of Product Destruction	Request for Special Event



Storage of Records Offsite	Change of Policy and Procedures
Other Compostable Mixed Waste	Change of Location of Inventory Records
Cancellation to Manually Enter Dispensation Data in PMP Clearinghouse	

**Medical Marijuana Dispensary Incident Report**

Error in Dispensing	Unauthorized Dispensary Access
Video Surveillance System Outage	Discover of fraudulent or Unlawful Recommendation
Adverse Action Against an Employee by Any Licensing Authority	Failure to Submit Dispensation Data to OARRS

**Medical Marijuana Licensee Compliance Report**

Theft, Loss, or Diversion of Medical Marijuana	Theft or Loss of Medical Marijuana Inventory or theft or Loss of Currency
Report Dispensary Employee Disqualifying Offense	Report Dispensary Employee Arrest, Charge, or Conviction for a Misdemeanor or Felony Offense
Violation of State Drug Laws	

**III. Obtaining Forms Specified for Upload**

Only forms specified can be uploaded via the Compliance Upload Portal. All forms are available on the Board’s website under the [Licensee Resource](#) tab. You can locate the tab by clicking on the link provided or going to **medicalmarijuana.ohio.gov > Programs > Licensee Resources > Forms and Guidance for Compliance Upload Portal**. Open the form needed. Some forms are fillable pdf forms, so please complete the forms in the manner indicated. Once complete, scan the document and upload to the Compliance Upload system as described.

**IV. How to access the Compliance Upload Portal**

To access the Compliance Upload Portal users will go to the following website:  
<https://www.pharmacy.ohio.gov/Licensing/DocumentUpload.aspx>

To upload a compliance document, users will need to enter the dispensary license number and Security Code provided by the eLicense Ohio system. If a user does not know their dispensary license number and Security Code, the eLicense Ohio system has a “License Verification” feature for License number lookup and the Board provides a password lookup feature based on the dispensary license number. If license number and Security Code are known, skip to **“Uploading Document Types”** below.

**V. Obtaining the Dispensary’s License Number and Security Code**

- A. If you already know your Dispensary’s license number and security code, proceed to VI ‘Uploading Document Types’ below.
- B. If license number and Security Code is unknown, follow these steps:
  - a. Click on to link, **“Verification Page”** as shown in fig. 1 below.



Fig. 1

## DOCUMENT UPLOAD

**Instructions:** Please complete the fields below to Log In. Input your license number exactly as it appears on the [Verification Page](#). To retrieve your security code, use the link below.

- b. Next, click on business and enter the Business Name and the “Board of Pharmacy” as the Board Name as shown in fig. 2 & 3.

Fig. 2

INDIVIDUAL BUSINESS

## Verify a License

To verify a license, select Individual or Business, enter search criteria and click Search to see the results.

<input type="text" value="First Name"/>	OR	<input type="text" value="License Number"/>
<input type="text" value="Last Name"/>		<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Board Name"/> --None--
<input type="button" value="SEARCH"/>		

Fig. 3

INDIVIDUAL BUSINESS

## Verify a License

To verify a license, select Individual or Business, enter search criteria and click Search to see the results.

<input type="text" value="Business Name"/>
<input style="border: none; background-color: #f0f0f0; padding: 2px 5px;" type="text" value="Board Name"/> --None--
<input type="text" value="License Number"/>
<input type="button" value="SEARCH"/>

- c. After determining the dispensary license number, the Security Code can be retrieved by clicking on the “Look Up Your Security Code” link at the bottom of the Document Upload page, as shown in fig. 4 below.



Fig. 4

Your license number:

**SUBMIT**

If you cannot provide the information requested on this page, you may send an email to [Licensing@Pharmacy.Ohio.Gov](mailto:Licensing@Pharmacy.Ohio.Gov) to request your license number and security code. Be sure to include the license number (if available), name of licensee, location of licensee if a business, phone number and your full name in the body of the email. Please allow up to four business days for a reply.

## VI. Uploading Document Types

- A. On the Compliance Upload Portal Website, enter the Dispensary License number and Security Code as shown in fig. 5 below.

Fig. 5

License Number

Security Code

**LOG IN**

[Related Links](#)  
[Look Up Your Security Code](#)

- B. On the Compliance Upload Portal document upload page (Fig. 6):
- Verify the email address is correct.
  - Under document type, choose the document type that corresponds to the document title on the form.
  - Click "Submit Document".

Intentionally Left Blank



Fig. 6

## DOCUMENT UPLOAD

*Use the fields below to upload your license document(s)*

Logged in as:  
Name: MMCP OSBP Test  
License Number: MMD. 0000001  
License Type: Medical Marijuana Dispensary - Certificate of Operation

**LOG OUT**

  

Email Address(s)   
*\*use ; to separate multiple*

Document Type

Select PDF File  No file chosen

  

**SUBMIT DOCUMENT**

  

Related Links  
Having trouble uploading a PDF? [Click here to use our PDF creator](#)