Module 1: Medical Marijuana Authorization Database Registration

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THERE ARE TWO DATABASES, ONE REQUIRED REGISTRATION

SECURE ACCESS WASHINGTON (SAW)

SAW is a security portal that is used by many agencies throughout the state of Washington to allow customers access to various restricted services or systems like the Medical Marijuana Authorization System (MMJAS).

MEDICAL MARIJUANA AUTHORIZATION DATABASE (MMJAS)

The Medical Marijuana Authorization Database (MMJAS) is a confidential and secure database used to verify cardholders and to create and issue medical recognition card to qualifying patients and their designated providers.

To access MMJAS, also known as Airlfit, users will create a SAW account and always log in through SAW.
STEP 1

Let’s get started!
Create a Secure Access Washington (SAW) Account
Step 1: Create a SAW Account

Every owner, manager and store employee using the database will need to create their own SAW account using personal information. **Do not** share passwords or user names.

- Click “Sign Up” to get started!
Step 1: Create a SAW Account

**STOP!** If you think you already have a SAW account and you want to continue using that account, click “Check Now” to confirm.

To create a new SAW account:

1. Complete the form
2. Click “I’m not a robot”
3. Click “Submit”
Step 1: Create a SAW Account

Next, the SAW system will send you an activation link to the email account you registered with.

1. Check your email and click on the activation link.
2. Your account is now active! Click “Login” to continue with registration.
STEP 2

Add a new service to your SAW user account
Step 2: Add a New Service

Next, you will add the Medical Marijuana Authorization System (database) service to your SAW profile.

- Click “Add a new service”
Step 2: Add a New Service

The Medical Marijuana Authorization Database has its own code.

- Click “I have been given a code”
Step 2: Add a New Service

- Enter the code “MMJAS”
- Click “Submit”
STEP 3

Complete the identity verification process
Step 3: Identity Verification

SAW will walk you through the identity verification process where you will be asked a series of questions based on public record data.

1. Review your name and edit (if necessary)
2. Complete the address form
3. Click “Continue”
Step 3: Identity Verification

If you fail the identity verification process, try the following:

1. Edit your profile using your legal name and a previous address
2. Click “Request permission to skip this step”

If you requested a “skip”, you will be contacted by email with next steps within 72 hours. Once complete, you will be able to continue on with Step 4 (next page).
STEP 4

Add security to your account using Multi-factor Authentication (MFA)
Step 4: Multifactor Authentication (MFA)

Next, SAW will add an extra layer of protection over your account by allowing you to add phone numbers and emails to verify your identity in the future.

➢ Click “Begin” to get started
Step 4: Multifactor Authentication (MFA)

SAW uses multifactor authentication to verify the right person is accessing the account by sending a verification code that can be received by phone, text or email.

- Enter a primary email
- If you are using an email provided by your employer, please use your personal email as “Optional”
Step 4: Multifactor Authentication (MFA)

Next, SAW will ask you to add a primary phone number.

- Enter a primary phone number where you can be reached to be given a verification code.
- The optional number is not required, but you can enter a secondary number.
- Click “Next”

**DO NOT** use phone numbers that have a phone tree set up because SAW will not be able to make a selection.
Step 4: Multifactor Authentication (MFA)

Now, review your information and finalize MFA.

- Review your contact information for accuracy. To make a correction, click the “Change” button at the bottom of the screen.
- Click “Submit” if everything looks good.
STEP 5

Complete the SAW registration process
Step 5: Finalize SAW Registration

Now that you have created your SAW user profile, the Department of Health wants to know what type of database user you are.

- Choose “Marijuana Retail Stores”
- Click “Submit”
Step 5: Finalize SAW Registration

You are almost done! You have completed SAW registration, and now it is time to complete the Medical Marijuana Authorization Database account registration.

- Click “OK” to access the service
STEP 6

Access the Medical Marijuana Authorization Database
Step 6: Access Database (Airlift)

On this screen, you see three things:

1. Description of the service you signed up for
2. Membership status (Active)
3. Action button that allows you to remove the service (not advised)

➢ To continue, access the service by clicking the “Medical Marijuana Authorization System” link (circled in red)
Step 6: Access Database (Airlift)

This page is a reminder you are leaving the SAW security portal and entering a different database, the Medical Marijuana Authorization Database, also known as Airlift.

- Click “Continue”
Step 6: Access Database (Airlift)

Once inside Airlift, the database will want to know who you are also. You will be required complete your Airlift profile. To continue:

- Read the “Terms of Service”
- Click “I Agree”
Step 6: Access Database (Airlift)

- Complete the form. Required fields are indicated by a red (*)
- Click “Save.”

Medical Marijuana Consultants...

DO NOT enter your credential number until you have SAVED your profile without it. Then, reopen your profile by clicking on your name in the upper right corner and enter your DOH Consultant Certificate Number.
Step 6: Access Database (Airlift)

**Congratulations!** You have successfully registered with the Medical Marijuana Authorization System.

✔ Click “Continue”
Step 6: Access Database (Airlift)

At this point in the registration process, you are in pending status until someone adds you to a store account. The only people who can add you to a store account is:

☑ A Master User (owner of the store)

☑ A Delegate (manager of the store)
Important Reminders

- A Master User or Delegate must add you to a store account before you can use the database
- Always use Google Chrome as the preferred internet browser
- Always log into the database through SAW: [https://secureaccess.wa.gov/myAccess/](https://secureaccess.wa.gov/myAccess/)
- Keep your user profile ACTIVE by logging in at least once every 30 days
- Logging in frequently (even if you don’t need to) offers many benefits
  - minimizes SAW authentication challenges
  - helps you become familiar with the system
  - keeps your account active
- Protect yourself! Do not share user names or passwords
Support

MMJAS Support
360-236-4819, select option 1
medicalmarijuana@doh.wa.gov