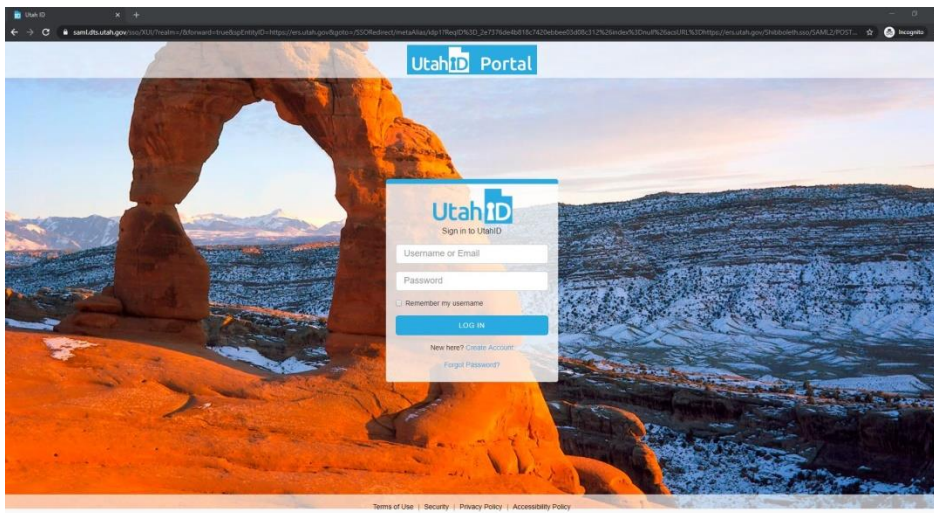
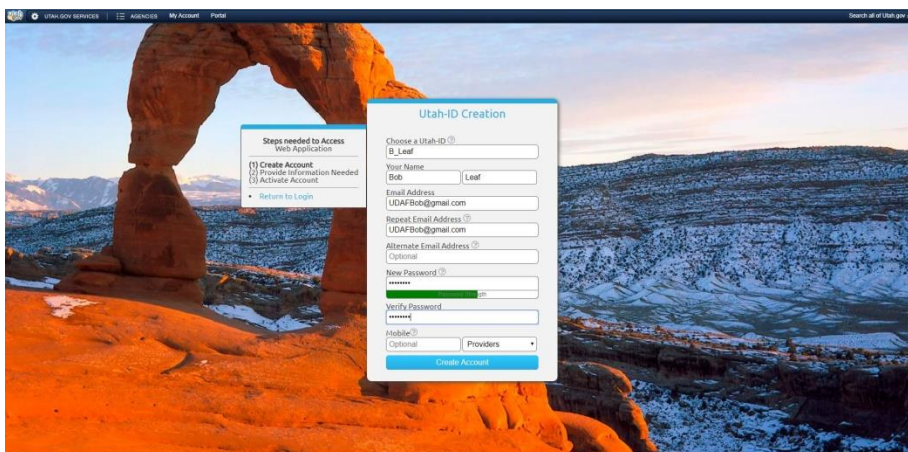


## EVS (Electronic Verification System) Instruction on how to get an Agent Card

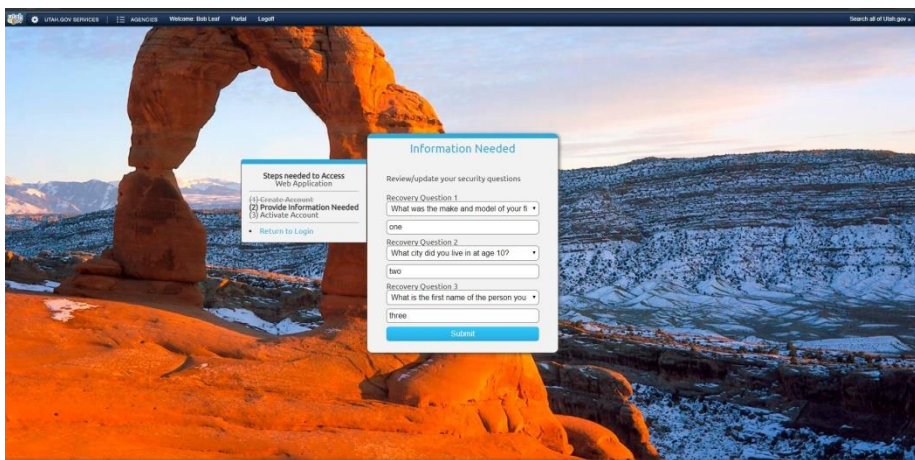
1. Go to ERS.Utah.Gov
2. On this page a Utah ID must be create. If you already have an account enter your User Name and Password and skip to step 13.
3. If not, click [Create an Account](#) below the Log-In Button.



4. Your Utah ID can never be changed or duplicated, keep this in mind when creating a Utah-ID.
5. Enter an email address that will be linked to your Utah-ID. Once everything is filled out click Create Account.



6. Answer Security Questions. Make sure to remember the answers; this is how your password will be reset if the password is forgotten.



7. An activation account verification code will be emailed. The code must be entered on this page before you can continue

UTAH.GOV SERVICES | AGENCIES | Welcome: Bob Leaf | Portal | Logoff | Search all of Utah.gov

### Activate Account

Steps needed to Access Web Application

- (1) Create Account
- (2) Provide Information Needed
- (3) **Activate Account**

• Return to Login

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address  
UDAFBob@gmail.com

Mail New Validation Code

Code  
TFME

You may bypass account activation by checking this box.

Bypass Activation

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

Activate

8. Once the Code is Entered Click [Activate](#)

9. You will be taken to this page.

Medical Cannabis Employee Reg. | ers.utah.gov/page/request.do?page=gov.utah.common.page.employeeLogin

UTAH DEPARTMENT OF HEALTH  
Medical Cannabis Employee Registration System  
UDAF Medical Cannabis

#### Employee Information

Type of License  
Cultivation Agent

Utah ID  
B\_Leaf

First Name  
Bob

Last Name  
Leaf

Suffix

Last Four Digits of SSN  
1234

Date of Birth  
10/15/1990

Email Address  
udafbob@gmail.com

Register Cancel

By signing in to this system you are agreeing to the [Website User Agreement](#).

10. Fill out the Employee Information. In this example Bob Leaf is going to be a Cultivation Agent. Roles can be changed and added later in the process.

11. Click [Register](#)

12. If you are brought to this page it is an error in the system. Go to [evs.utah.gov](http://evs.utah.gov) to continue.

UTAH.GOV SERVICES | AGENCIES | Welcome: Bob Leaf | Portal | Logoff | Search all of Utah.gov

## UtahID Portal

Mini Portal | My Account

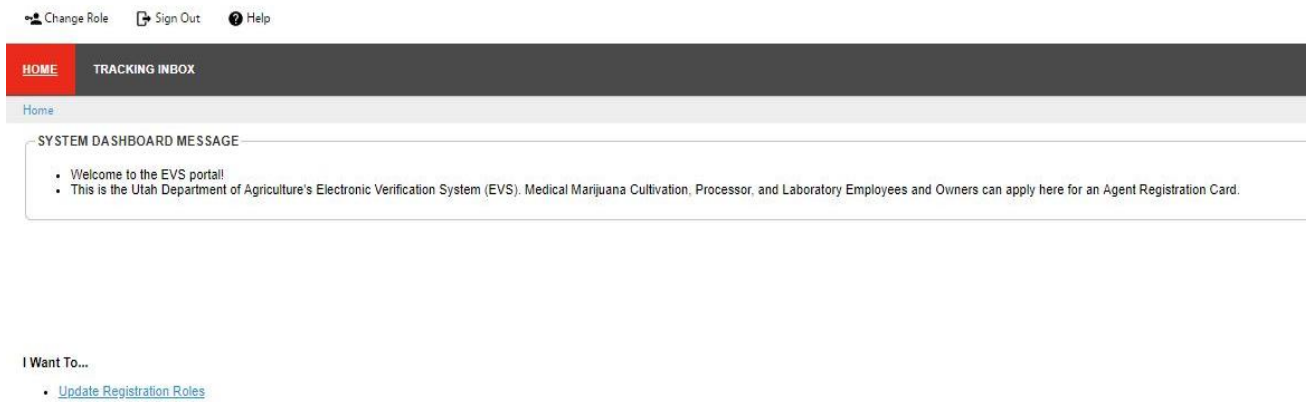
Links  
Logoff

Healthy Utah

Frequently Visited Sites  
null



- 13. Enter your Utah ID you create in the beginning. If you forget your password or User ID click [Forgot Password?](#) below the [Log In](#).
- 14. You will be taken to the EVS Home Page



**Time Out!** To add a roles click [Update Registration Roles](#) under I Want To. . .

- Select the second role you would like to add
- Then Sign Out by clicking Sign out at the top of the page
- When you log back in the role you are looking at will be displayed in the upper right corner
- Now to change roles click Change Roles in the top left of the page

- 15. Click the **TRACKING INBOX** at the top of the page.



- Look at the role listed in the upper right corner of the screen to ensure it is the Correct Role. In this example B\_Leaf(Cultivation Agent) is the role currently being used.
- Then, double click the type of Licensing you are currently working on. For this example we are going to continue with Bob Leaf's Cultivation Agent Registration.

The screenshot shows the 'UDAF Agent' registration form. The top navigation bar includes 'Tracking Inbox', 'UDAF Agent', and tabs for 'UDAF Agent', 'Work Facility', 'Payment', 'Notes', 'Corrected Documentation', and 'Change Of Information'. The form is divided into several sections:

- Registration Information (Official Use):** Account Name (B\_Leaf), Registration ID, Registration State (Initial Application), Status (Draft), Effective Date, and Expiration Date.
- Personal User Information:** First Name (Bob), Last Name (Leaf), Suffix, Last 4 Digits of SSN (1234), Date of Birth (10/15/1990), Address (123 Test Rd.), Apt/Suite#, City (Salt Lake City), State (Utah), County (Salt Lake), Zip Code (84107), and Email Address (udafbob@gmail.com).
- Proof of Identity:** State of ID (Utah), State ID Type, ID Number, ID Issue Date, and ID Expiration Date.
- Acknowledgment of Certification:** A text area for acknowledgment and a checkbox for 'Training Acknowledgement'.
- Agent Acknowledgement:** A text area for the agent's acknowledgment and a checkbox for 'Agent Acknowledgement'.
- Work Facilities:** A table with 'No data available in table' and a '+ New Work Facility' button.

At the bottom, there are buttons for 'Save & Keep in Draft', 'Save & Submit Registration', and 'Cancel My Registration'.

- Fill out all required information.
- If this is your **Second Agent Card** or you are a **Facility Owner** Click "Yes" Next to *Already paid for Background Check*. Otherwise, Click "No".
- When adding a facility click **+ New Work Facility**. A black box will appear on the right. Select the facility you will be working for.
- There will be a date box. **DO NOT ENTER A DATE**. This is a termination date; the agent card will expire on the date put.

This screenshot shows the same UDAF Agent registration form as above, but with a 'New Work Facility' modal window open on the right side. The modal contains a 'Facility Name' dropdown menu with 'Test Lab' selected, an 'Employment Termination Date' field with a warning message, and a 'Save' button. The background form is dimmed, and the 'Save & Submit Registration' button is highlighted in blue.

## 22. Complete the rest of the page.

The screenshot shows the 'UDAF Agent' registration page. The 'Registration Information (Official Use)' section contains fields for Account Name (B\_Leaf), Registration ID, Registration State (Utah), Status (Draft), Effective Date, and Expiration Date. The 'Personal User Information' section includes First Name (Bob), Last Name (Leaf), Suffix, Last 4 Digits of SSN (1234), Date of Birth (10/15/1990), Address (123 Test Rd), City (Salt Lake City), State (Utah), County (Salt Lake), Zip Code (84107), and Email Address (leafbob@gmail.com). The 'Proof of Identity' section shows State of ID (Mississippi), State ID Type (Driver's License), ID Number (15555), ID Issue Date (02/10/2015), and ID Expiration Date (02/10/2025). The 'Acknowledgment of Certification' section contains a text area with a disclaimer and a 'Training Acknowledgement' checkbox. The 'Agent Acknowledgement' section contains a text area with a disclaimer and an 'Agent Acknowledgement' checkbox. The 'Background Check' section contains a 'Cannabis Cultivation Agent Auth Form' checkbox and a 'Background Check Complete' checkbox. The 'Work Facilities' section contains a 'Facility Name' dropdown menu with 'Test Lab' selected. The 'Already paid for Background Check' section contains a 'Yes' radio button and a 'No' radio button. The 'Save & Submit Registration' button is highlighted in blue.

23. Click [Save and Keep in Draft](#) before leaving page or [Save & Submit Registration](#) when the application is complete.
24. If any box is forgotten, a very small error message will appear in the upper left side of the page. *In this example we forgot to check the Agent Acknowledgement.*
25. When the page is complete click [Save & Submit Registration](#).
26. Then Click the **Payment** Tab at the top of the page.
27. Once Payment is made Navigate back to the **UDAF Agent** Tab.

The screenshot shows the 'UDAF Agent' registration page. The 'Registration Information (Official Use)' section contains fields for Account Name (B\_Leaf), Registration ID, Registration State (Utah), Status (Awaiting Background Form), Effective Date, and Expiration Date. The 'Personal User Information' section includes First Name (Bob), Last Name (Leaf), Suffix, Last 4 Digits of SSN (1234), Date of Birth (10/15/1990), Address (123 Test Rd), City (Salt Lake City), State (Utah), County (Salt Lake), Zip Code (84107), and Email Address (leafbob@gmail.com). The 'Proof of Identity' section shows State of ID (Mississippi), State ID Type (Driver's License), ID Number (15555), ID Issue Date (02/10/2015), and ID Expiration Date (02/10/2025). The 'Acknowledgment of Certification' section contains a text area with a disclaimer and a 'Training Acknowledgement' checkbox. The 'Agent Acknowledgement' section contains a text area with a disclaimer and an 'Agent Acknowledgement' checkbox. The 'Background Check' section contains a 'Cannabis Cultivation Agent Auth Form' checkbox and a 'Background Check Complete' checkbox. The 'Work Facilities' section contains a 'Facility Name' dropdown menu with 'Test Lab' selected. The 'Already paid for Background Check' section contains a 'Yes' radio button and a 'No' radio button. The 'Save' button is highlighted in blue.

28. Once back on the UDAF Agent Page you will see a [Cannabis Cultivation Agent Auth. Form](#) has appeared.
29. Download this 6 Page Document and Follow all Instructions. Upload the required forms and signature back into browse field. REMEMBER THE BACKGROUND CHECK IS NOT COMPLETE UNTIL FINGERPRINTS ARE SUBMITTED.
30. Once everything is uploaded and complete hit [Save](#).

UT Electronic Verification System 1.0.4 - B\_Leaf (Cultivation Agent)

Change Role Sign Out Help

Cultivation Agent: **115028**

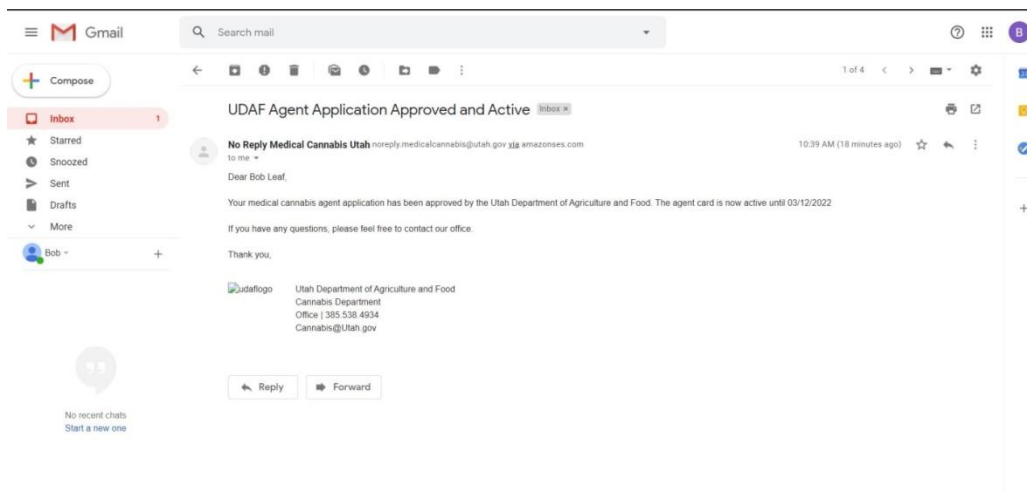
Processor License Agent

UDAF Agent UDAF Facilities

Page 1 of 1 Display 50 per page Refresh Print CSV Displaying 1 - 2 of 2 All Assignments Filter

Status	Type of License	First Name	Last Name
Awaiting State Review	Cultivation Agent	Bob	Leaf
Draft	Processor License Agent	Bob	Leaf

- Once you Navigate out to **Tracking Inbox** you should see Awaiting State Review under the Status Colum. In this example Bob Leaf's Cultivation Agent Card is Awaiting State Review. However, he has not completed his Processor Agent application so it is still in Draft Form.
- REMEMBER! Even though the Agent Application is awaiting State Review, the Department can't approve the application until fingerprints are submitted to a Livescann Location.
- Once your Finger Prints are submitted and the required forms are emailed to [CannabisCheck@utah.gov](mailto:CannabisCheck@utah.gov) the Department will approve your Agent Card and Following Email will be sent!!



As soon as Agent Cards are Printed they will be Sent to Your Cannabis Production Facility