

TAP Portal Registration Instructions (Adult Application)

You must fill out everything marked with a red asterisk*

1. Go to the TAP Portal website: <https://tap.dor.mt.gov/>
Ignore the login prompt and scroll down to find the cannabis plant for Cannabis Control.
2. Click on **Apply for or Manage a Medical Marijuana Card**
3. On the next page, choose new or renewal application according to your status. Then choose adult application on the next page. If you are renewing, it will ask for your 6-digit card number next so have that available.
4. This next screen asks for **Cardholder Information**.
 - First and Last Name
 - Date of Birth
 - Social Security Number (you will need to enter this twice)
 - Phone Number
 - Email Address (you will need to enter this twice)
5. The next screen will take you to the **Address Section**. If your mailing address is not the same as your location address, you will need to mark **No** and then provide your location address. Click on the “**Address needs to be verified**” that’s in red type to verify the address. Verifying converts it to a postal friendly format and some addresses will not verify. It is OK to proceed without a verified address.
6. The next section is **Designated Purchaser(s)**. A cardholder can designate up to 2 other individuals to acquire and deliver their medical marijuana to the cardholder. The designated purchaser(s) must be at least 21 years old. If you select **Yes**, you will be required to upload a copy of their ID/DL later in the application.
7. The next section is **Physician Information**. If you have a petition from your physician for a monthly increase, select **Yes**. You will be required to upload the limit increase documentation later. Enter the physician’s info and click on the “**Address needs to be verified**” that’s in red type to verify the address.
8. The next section is **Debilitating Conditions**. You must select each condition marked by your physician on page 2 of your physician statement.
9. You will then be taken to the **Cultivation Questions** section. Select if you will be growing for yourself or not. If you select **Yes**, you will need to indicate if you own the location that you intend to grow or manufacture marijuana products at. If you do not own the location, you will need the property owner to fill out a permission form as it will be a required attachment.
10. The next screen will be the **Divert Statement**. If approved for a medical marijuana card, you (and your designated purchaser(s), if applicable, are agreeing not to divert any form of medical marijuana to any other person.
11. The **Attachments** screen will then appear. You must upload the required attachments here. Required attachments will vary depending upon the applicant’s selections during the application process.

This includes:

- Photo of Applicant (like an ID photo)
- Physician Statement
- Documentation of Montana Residency – MT ID, Driver's License or Tribal ID
- Limit Increase (if applicable)
- Documentation of Designated Purchaser(s) Date of Birth (if applicable)

12. The next screen will be the **Fees Due** section. Payment can be submitted electronically, by mail, or in-person after submission. All applications with the Cannabis Control Division require full payment with submission before the application is reviewed. The application fee is non-refundable regardless of application approval or denial. Select no to e-check if paying by card.

13. On the next screen, you are going to type your name to swear and affirm that all the information you have provided is true.

14. A Confirmation screen will then appear. This will provide the applicant with:

- Proof that their application was submitted
- Your confirmation number
- The applicant's email address used to submit the application & their retrieval code
- It will also provide the applicant with the option to pay their application fee, **"Pay Online"**

*It is recommended that you print or save a copy of this confirmation by using the Printable View button.

You will now be given the opportunity to download and print your temp card. After you have done that, go back to screen and proceed with making payment online.

15. It will now ask for **Contact Information** (that is you). Enter your name, phone number, and email twice. Answer Yes to the Taxpayer and Contact being the Same. Answer No to receiving a letter or bill. Answer No to submitting a payment for an Unclaimed Property Holder. Answer No to knowing the Account ID. Now enter your SSN and select Medical Marijuana Card and Permit from the dropdown menu.

13. The **Payment Source** screen will then appear. Follow the rest of the screen prompts to complete your payment. It is recommended that you print out your receipt when you have completed payment.