

## **RENEWAL APPLICATIONS - Can complete up to 60 days before going expired.**

### **\*COMPLETE BEFORE BOOKING YOUR APPOINTMENT\***

**Please READ or PRINT instructions THEN click the link to the DOH**

1. Sign into <https://medmj.ehawaii.gov> with your email address and password (the ones you used from the prior year).
  - a. Be forewarned that they will prompt you to change your password. This can be as simple as changing the special character or a number. OR feel free to create a whole new password.
  - b. If you do not have your password from the year before you will need to click RETRIEVE PASSWORD link to get a temporary one sent to you email.
2. Once you are signed in to your account click 'Application Status' and look for the RENEW button.
  - a. Press the renew button. It should auto-fill your information from the previous year.
  - b. Update any info that needs to be updated, such as: your address, ID expiration date, grow-site, etc...
  - c. We can help you attach your ID at the office.
  - d. If you have a caregiver make sure to update any of their info along with getting the print out pages (caregiver certificate and grow site certificate, 3 total) to have them sign. **MAKE SURE TO READ THROUGH AND CHECK OFF THE APPROPRIATE BOXES.** Yes, you have to do this every year...
    - i. You can grab them, to print, on the Upload Documents page by pressing the box that says 'Get it here'.
    - ii. Either attach them yourself or bring the signed pages to your appointment along with both valid IDs. (If IDs are still current then we will have them on file from the previous year.)
      1. If you have a NEW caregiver then we will need their ID.
3. Proceed to the end of the application, sign the Terms and Agreements then pay the annual \$38.50 application fee, to the Department of Health, using a credit/debit card.
4. Call or e-mail us with your APPLICATION NUMBER to schedule your appointment: 808-430-4763 or [mumclinic@aol.com](mailto:mumclinic@aol.com)