

<b>Bulletin Number:</b> OK_IB_0009	<b>Distribution Date:</b> 5/24/22	<b>Effective Date:</b> 5/24/22
<b>Contact Point:</b> Metrc® Support	<b>Subject:</b> Metrc Reporting Fees	
<b>Reason:</b> Metrc is providing information regarding reporting fee charges during the temporary restraining order (“TRO”) and time leading up to the May 26 compliance date.		

Greetings Metrc® Users,

We want to ensure all industry users are compliant with OMMA’s statewide seed-to-sale tracking system prior to the May 26 deadline and provide relevant details regarding how Metrc reporting fees are being assessed.

The assessment covers the period between 5/1/21 – 5/18/22. Please see details below regarding the assessment, reporting fee decisions, and actions required.

### **Metrc System Activity Logged: Reporting Fees and Charges**

- Any license that became Metrc credentialed in the months of March 2021 or April 2021 will be responsible for payment of reporting fees, for the respective months only, for pre-TRO system access.
- For users that accessed and recorded activity in the Metrc system after 5/1/21, reporting fees will be owed for the month(s) of use only. Any unpaid reporting fees will be owed.

### **No Metrc System Activity Logged: Reporting Fees and Charges**

- For users that did not access or record activity in the Metrc system after 5/1/21, reporting fees will not be owed.
- For users that accessed the Metrc system but did not record activity after 5/1/21, reporting fees will not be owed.
- Based on the assessment, Metrc has conducted a “no charge” activity in the system, which is reflected in the user account.

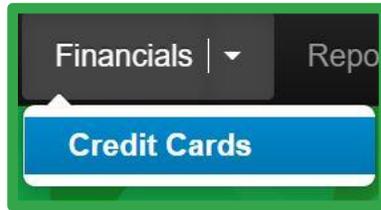
### **Actions required:**

- All commercial licensees must be credentialed in Metrc prior to the May 26 compliance deadline. Please visit the [OMMA Seed-to-Sale compliance page](#) for more information.
- Please ensure all credit card registrations are updated, per license, to ensure all outstanding fees are paid and for future recurring payments. *Please see below for more information.*
  - Metrc highly encourages autopay registration to ensure payments are received on time.
  - Each time a new license is added to the system, the credit card registration and autopay registration processes must be repeated for the new license.

We appreciate your partnership, and we look forward to continuing to work with you to ensure a safe, equitable, and effectively run medical marijuana industry. The information and tools provided by Metrc are critical in ensuring that your establishment remains in compliance with the laws and rules of the state of Oklahoma. To access Metrc resources, please visit the [Oklahoma Partner Page](#).

## **Adding Payment Method and Payment of Reporting Fees**

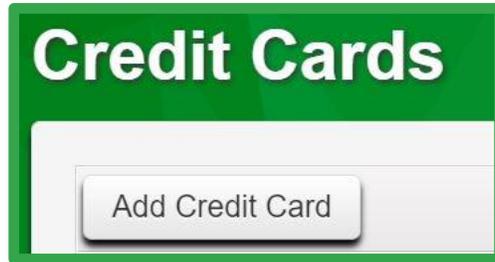
To add a credit card and pay the outstanding reporting fees, you will navigate to the Credit Card screen under the Financials tab on the top navigation bar.



**Figure 1: Navigate to Credit Cards**

On the Credit Cards screen, click the “Add Credit Card” button to register your credit card to pay reporting fees. This button will trigger an action window where you will add your credit card and billing information. If you are an admin across multiple licenses, you will be able to view and select any other licenses for which you would like to use this payment method.

**Note:** The amount owed for each license will be visible on this screen.

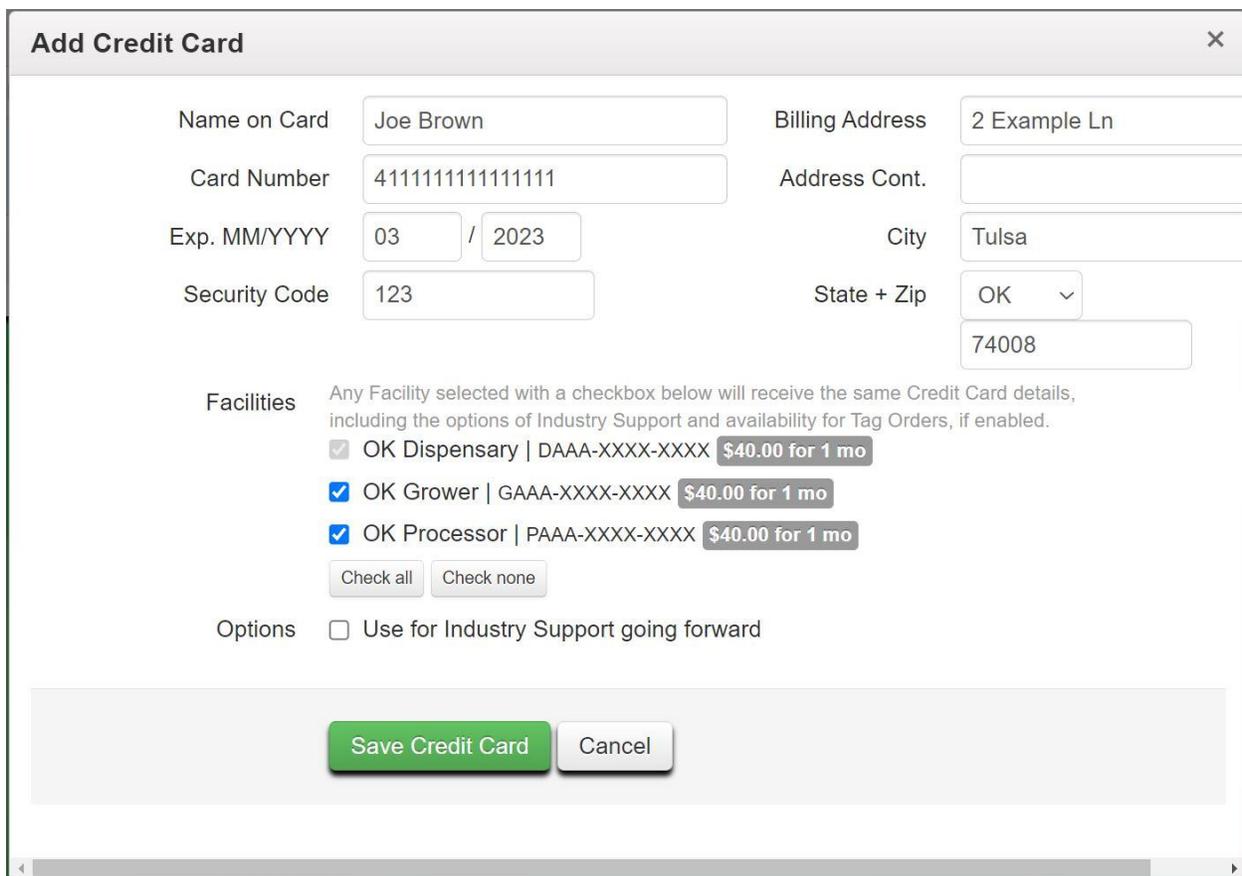


**Figure 2: Add Credit Card Button**

Add your credit card and billing information and select which Facilities will receive the same credit card details. Repeat this process for remaining licenses if you choose use a different credit card.

**Metrc highly encourages autopay registration.** To set up autopay for one or multiple licenses, you will check the option to “Use for Industry Support going forward”. Selecting this option will trigger the payment of the outstanding balances for the selected licenses and indicate the recurring amount that will be charged monthly moving forward.

Once all information and selections are complete, click Save Credit Card.



**Figure 3: Add Credit Card Information and Select Licenses for Payment**

**Note:** Each time a new license is added to the system, the credit card registration and autopay registration processes must be repeated for the new license.

Please contact Metrc Support at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 with any questions.