

Bulletin Number: MI_IB_62	Distribution Date: 3/21/2023	Effective Date: 3/21/2023
Contact Point: Metrc® Support	Subject: Payment Functionality Update	
Reason: Metrc is providing an update to previously communicated information regarding new payment functionality.		

Greetings Metrc® users,

We previously communicated about new functionality that was planned to be released on March 27th, 2023, to improve the payment experience of monthly reporting fees and to ensure all licensed businesses remain current on payments due.

Please note: This functionality will not be released at this time and all Michigan licensees' access to the Metrc system remains as it is today.

As a reminder, Metrc accepts monthly reporting fees payments in two forms – Credit/Debit card or Check/Money Order – and it is highly recommended to keep your payment information up-to-date on a regular basis in the Metrc system.

Credit/Debit card

- To review, update, or add a credit or debit card, log in to Metrc and navigate to the Financials screen.
 - **Note:** You must be an Administrator or have the proper financial permissions to take these actions for your license(s).
- Once open, the Financials screen will display all card information that is currently entered into your license.
- To Add a New Card, select Add a Card and complete all required information and click "Save Credit Card".

Check

Payments can also be made via check or money order and sent to the following address:

METRC LLC
3111 West Pipkin Road
Suite 140
Lakeland, FL 33811

Please allow for additional time to process payment made via this method.

If you have questions, please direct them to Metrc Support at 877-566-6506 or support@metrc.com and provide your license # and Metrc username to aid in the inquiry process.