

Bulletin Number: AK_IB_51_Metrc Support Fees Update & Common Transporters - Revised	Distribution Date: 07/31/23	Effective Date: 08/01/23
Contact Point: Metrc® Support	Subject: Metrc Fees and Payment Functionality Update	
Reason: To provide an update on Metrc fees and payment functionality.		

Greetings,

As our organization continues to innovate to better meet the needs of our state agency partners and industry users, please read on for important updates, including step-by-step guidance on Transporters, adding Drivers, adding Vehicles, and using templates.

Metrc Support Fees Update

Under the new agreement established between the Alcohol & Marijuana Control Office and Metrc, and due to recent changes in the market, the following price changes will go into effect beginning August 1, 2023:

- Monthly reporting fees will change to \$44.80/mo. per Active License
- Plant tags will change to \$0.50 per plant tracked
- Package tags will change to \$0.28 per package tracked

Metrc considers every unique license number that is (a) credentialed in the system, and (b) in an “Active” status.

For ease of payment, there are two options listed below.

Pay by credit card

It is recommended to maintain a valid credit or debit card on file. To review, update, or add a credit or debit card, login to Metrc and navigate to the Financials screen. Please contact Metrc Support if you need assistance.

Pay by check

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

Metrc LLC
4151 South Pipkin Rd.
Lakeland, FL 33811

Common Transporters –Transportation page

Some licensees may have multiple Transporters and/or Vehicles. Using Metrc’s Transporter page, licensees may add templates for their frequently used drivers and/or vehicles.

To add templates, begin by selecting Transporters from the Admin drop-down menu (see Figure 1)

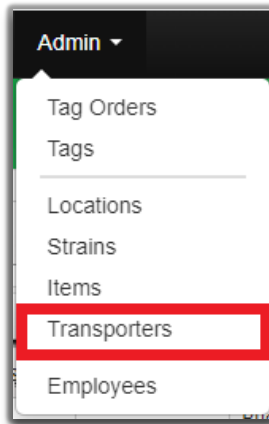


Figure 1: Admin > Transporters

Common Transporters – adding Drivers

From the Transportation page, select the Drivers tab (see Figure 2).



Figure 2: Transportation > Drivers

Select Add Drivers and enter the required information (see Figure 3).

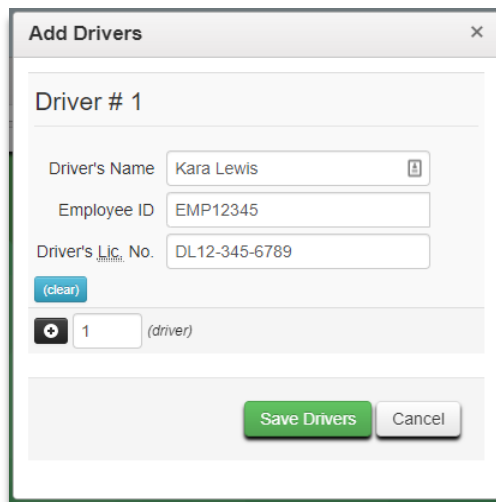


Figure 3: Transportation > Drivers > Add Drivers

Once the information has been entered, select "Save Drivers." You will see the new line with the driver information on your screen (see Figure 4).

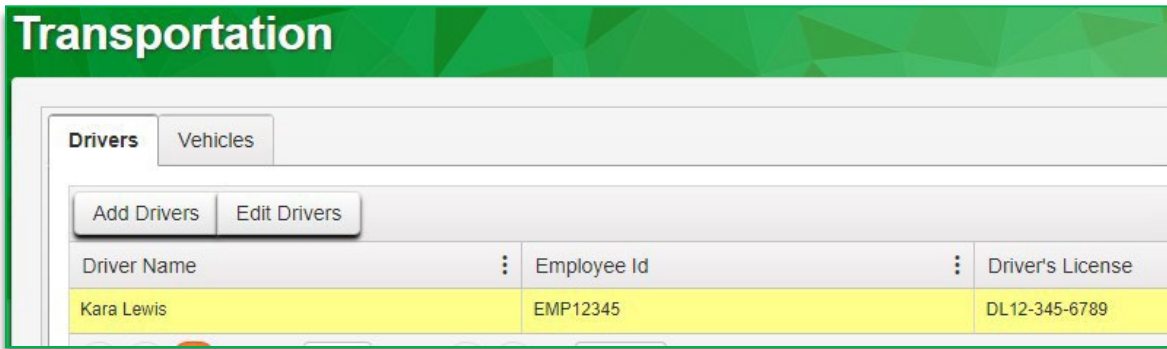


Figure 4: New Driver

Common Transporters – adding Vehicles

From the Transportation page, select the Vehicles tab (see Figure 5).

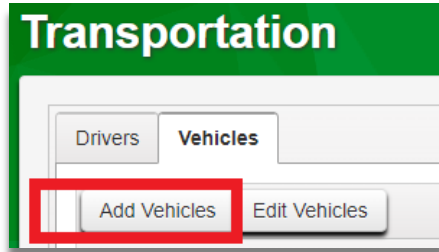


Figure 5: Transportation > Vehicles

Select Add Vehicles and enter the required information (see Figure 6).

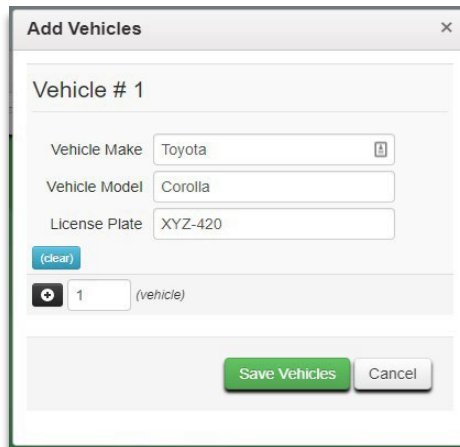


Figure 6: Transportation > Vehicles > Add Vehicles

Once the information has been entered, select “Save Vehicles.” You will see the new line with the vehicle information on your screen (see Figure 7).

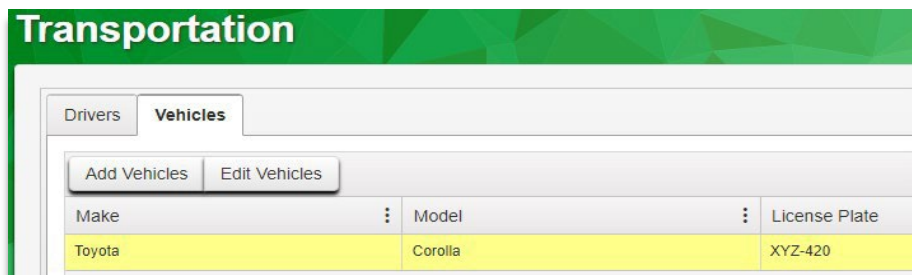


Figure 7: New Vehicle

Common Transporters – using Driver and Vehicle templates

Once common Drivers and Vehicles have been added to your Transportation page, you can begin using them with Transfers. On the Transfers page, select “New Transfer” and select the Transfer Type. On this form you will see a section for Driver and a section for Vehicle (see Figure 8).

The screenshot shows a web form titled "New Licensed Transfer". At the top, there is a "Destination 1" search field with a magnifying glass and a "clear" button. Below it is a "Planned Route" text area. To the right, there are dropdown menus for "Type" (set to "Transfer") and "Destination Gross Weight" (set to "ex. 100.23"). There are also date and time pickers for "Est. Departure" and "Est. Arrival", both set to "08/12/2022" at "02:15 PM".

The middle section contains "Transport # 1" search field, "Phone No." (set to "+1-123-456-7890"), and a "Layover" checkbox. Below this are two search fields: "Driver 1" (highlighted with a red box) and "Vehicle 1" (also highlighted with a red box). Under "Driver 1" are fields for "Driver's Name", "Employee ID", and "Driver's Lic. No.". Under "Vehicle 1" are fields for "Vehicle Make", "Vehicle Model", and "License Plate".

At the bottom, there are dropdowns for "Package # 1" and a "destination" dropdown. A "Select files..." button is also present. At the very bottom are "Register Transfer" and "Cancel" buttons.

Figure 8: New Transfer

To add a Driver or Vehicle, you can either select the magnifying glass next to “Driver 1” or “Vehicle 1”. Or you can start typing in the first few letters of the driver or vehicle (see **Figure 9**)

Driver 1 Kara Lewis [Search] [clear]

Driver's Name Kara Lewis

Employee ID EMP12345

Driver's Lic. No. DL12-345-6789

Vehicle 1 [Search]

Vehicle Make Toyota Corolla XYZ-420

Vehicle Model

License Plate

Figure 9: Transfer, selecting a driver and vehicle

By selecting the magnifying glass, a pop-up screen will show the options of saved Drivers (see Figure 10).

Select

Driver Name	Employee Id	Driver's License
Kara Lewis	EMP12345	DL12-345-6789

Select Cancel

Figure 10: Transfer, selecting a driver

Please contact Metrc Support at 877-566-6506 or support@metrc.com with any questions.