

<b>Bulletin Number:</b> IL_IB_0026	<b>Distribution Date:</b> 02/04/2026	<b>Effective Date:</b> 02/09/2026
<b>Contact Point:</b> Metrc Support	<b>Subject:</b> Creating Transfer Manifests with Transporter Licenses	
<b>Reason:</b> To clarify the usage of employee validation and transporter fields on transfer manifests and updates to lab test sample transfers.		

Greetings,

In accordance with Illinois regulations, Metrc is making an update to how employees are being added to the Transfer Manifest when Manifests are being created. This will help ensure that when a driver is being chosen for a transport, they are using their state issued transporter license number for additional compliance.

Please ensure that your employee's Illinois-issued transporter ID is in Metrc prior to creating the manifests.

Please read on for how this is being implemented.

## Employee ID Validation Field

When creating a new transfer manifest, there is now an “Employee ID” field in the transfer window. This field is to validate that the employee being input as the transporter for this transfer manifest is a validated transporter. Input the employee ID into the appropriate field and click the “Verify” button – see **Figure 1**.

The screenshot shows the 'New Licensed Transfer' form. The 'Employee ID' field is highlighted with a red box. The form includes fields for Destination 1 (050-X0001), Planned Route, Type (Affiliated Transfer), Invoice Number, Est. Departure (12/23/2025, 10:09 AM), Est. Arrival (12/23/2025, 10:09 AM), Transport # 1, Phone No. (ex. +1-123-456-7890), Layover checkbox, Driver 1 (Name, Employee ID, Lic. No.), and Vehicle 1 (Make, Model, License Plate). The 'Verify' button is located next to the Employee ID field.

**Figure 1: Verifying Employee ID**

When verified, the checkmark will turn green to show that the employee ID is verified to be used as a transporter for the transfer manifest – see **Figure 2**.

This close-up shows the 'Employee ID' field with the value '287000001-CUBS'. A green checkmark is visible in the box next to the field, and the 'Verify' button is to its right. The 'Driver's Name' is 'Ernie Banks' and the 'Driver's Lic. No.' is 'Mr. Cub'.

**Figure 2: Employee ID Verified**

It is important that *only* a transporter is selected within the Transport #1 field – see **Figure 3**.

**Figure 3: Transporter added to Transporter field**

### **Lab Test Sample Transfers**

With the recent update to the Employee Badge ID Validation, an update has been made to the Lab Sample Transfer Type. Currently, while it is no longer required to add a Driver or Vehicle information when creating a Lab Sample Transfer, it is encouraged to include this information in the Planned Route section when creating a new transfer. – See **Figure 4**.

**New Licensed Transfer**
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**Destination 1**

**Planned Route**

Down the street to the Testing Facility.  
  
 Driver:  Vehicle:   
 (Drive Name) (Vehicle Make)  
 (Employee ID) (Vehicle Model)  
 (Driver's Lic. No.) (License Plate)  
 (Reg. No.)

**Type**

**Invoice Number**

**Est. Departure**    
   
 :

**Est. Arrival**    
   
 :

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**Package # 1**

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**Quick Entry**

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(package) CSV or TXT file up to 4 Mb with one package label value per line is required.

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(destination)

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Pertains to CSV uploads, if submitting multiple package values like Gross Weight, Unit Of Measure, or Wholesale Price please include a header row as Label, Gross Weight, UOM, and Wholesale Price in a csv file with each record on a new line. If the Transfer Type chosen does not require these fields, the upload will not populate the values on the page.

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**Figure 4: Lab Sample Transfer Example**

**Please note:**

- Each employee's Illinois-issued transporter ID must be added to Metrc prior to creating transfer manifests.
- When creating a transfer manifest, the origin license must know the employee ID of the driver transporting the product to ensure a streamlined workflow.

## Metrc resources

If you have any questions, or need additional support, the following resources are available:

### Contact Metrc Support

By navigating to [Support.Metrc.com](https://support.metrc.com), or from the Metrc System, click Support and navigate to support.metrc.com and it will redirect to the portal.

*Please note:* If accessing the portal for the first time, a username (which is established when logging in), the respective state and “Facility license number”, and a valid email to set a password are required.

### Metrc Learn

Metrc Learn is designed to provide users with interactive, educational information on system functionality to expand skillsets and drive workflow efficiencies.

Accessing the new [Metrc Learn](#) platform is simple:

#### ***From within the Metrc system***

- Navigate to the drop-down Support menu in the navigational toolbar and select “Sign up for Training” to register.

#### ***From the Metrc website***

- Navigate to your [state’s partner page](#) and scroll down to the “Metrc’s Training Resources” section to find the link.

Also, save the link – *learn.metrc.com* – as a bookmark in your preferred web browser. If you have the existing link saved as a bookmark, please replace it with the new link.

### Metrc Expert

In the Metrc system, click on widget icon in the lower right-hand corner to open the Metrc Expert knowledge base to access resources.

Thank you for your continued partnership.