Metrc Support Bulletin

Bulletin Number: IL_IB_0026	Distribution Date: 02/04/2026	Effective Date: 02/16/2026
Contact Point: Metrc Support	Subject: Creating Transfer Manifests with Transporter Licenses	
Reason: To clarify the usage of employee validation and transporter fields on transfer manifests.		

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.

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1

![metrc logo]

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**.

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**.

Figure 2: Employee ID Verified

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2

Metrc Support Bulletin

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

Figure 3: Transporter added to Transporter field

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.

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3

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, 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.

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4