



**To:** All New York State Adult-Use Licensees  
**From:** NYS Office of Cannabis Management  
**Date:** November 20, 2025  
**Subject:** **ACTION REQUIRED: Metrc Credentialing is Open — Inventory Integration Due by 12/17**

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Dear Licensee,

This is a reminder that all licensees must enter their cannabis inventory into the Metrc system by **December 17, 2025**. Please refer to the latest [implementation plan](#) for all key dates.

To meet the deadline, licensees must get credentialed and gain access to Metrc. The first step is completing the required training.

### **Steps for Seed-to-Sale (STS) Administrators:**

1. Visit [Metrc Learn](#)
2. Complete the **New User Registration Form**
  - Be sure to include your OCM license number and identify yourself as the administrator. This helps Metrc verify your role and issue credentials.
3. Complete the **New York New Business Fundamentals** training in Metrc Learn
4. Wait for Metrc’s credentialing team to verify your information with OCM
5. Once verified, you’ll receive a credentialing email from [noreply@metrc.com](mailto:noreply@metrc.com)
  - Important: You must log into Metrc within 72 hours of receiving this email.
6. If you don’t receive the email, contact [credentialing@metrc.com](mailto:credentialing@metrc.com) for help

**Note:** Administrators only need to complete the New Business training once, even if your business holds multiple licenses.

### **For Licensed Businesses with Multiple Locations or Activities:**

Some licensees may hold a single OCM license that covers multiple locations and activity types (e.g., cultivation, processing, distribution, retail). In Metrc, each license will have a suffix to reflect the approved activities at each location. The purpose of this is to ensure that cannabis products are tested prior to reaching the consumer and are accurately tracked for regulatory and reporting purposes.

#### **Examples of License Suffixes:**

- **C** – Cultivator
- **P** – Processor
- **D** – Dispensary
- **DX** – Distributor
- Multiple locations are numbered (e.g., C1, C2)



**Example License Appearances in Metrc:**

- OCM-MICR-00-000000 — OCM-issued license number
- How this license may appear in Metrc:
  - OCM-MICR-00-000000-C1 — Cultivation, Location 1
  - OCM-MICR-00-000000-D1 — Dispensary, Location 1
  - OCM-MICR-00-000000-DX1 — Distribution, Location 1
  - OCM-MICR-00-000000-P1 — Processing, Location 1
  - OCM-MICR-00-000000-C2 — Cultivation, Location 2
  - OCM-MICR-00-000000-P2 — Processing, Location 2

**Additional Metrc Resources:**

- [Metrc Learn](#): Access required and on-demand training courses
- **Metrc Support**: Visit the [support portal](#) or call 877-566-6506
- **Metrc Expert**: Use the in-system knowledge center for guided workflows, FAQs, and live chat

Both the Office and Metrc are committed to supporting you through onboarding. Please complete the required steps as soon as possible to remain in compliance.

Thank you,  
**NYS Office of Cannabis Management**