

NEW YORK METRC TRANSITION CHECKLIST

This checklist turns the Metrc transition for New York retailers into simple steps and deadlines. Follow it to stay compliant and go live with confidence.

Step 1: Training & Credentialing

- ☐ Register for New Business Training in [Metrc Learn](#); credentialing opens **November 7, 2025**
- ☐ Complete training → get login credentials via email
- ☐ Activate by logging into Metrc within 72 hours of receiving welcome email

Step 2: Business Setup in Metrc

- ☐ Set up your business and admin dropdown (permissions, items, locations, etc.)
- ☐ Generate API key for your Point of Sale (POS) in Metrc

Step 3: Tag Inventory with Metrc UIDs

- ☐ Order Metrc package UIDs starting **November 7, 2025**
- ☐ Train staff on tagging and receiving best practices
- ☐ Once received, begin tagging on-hand inventory with Metrc package UIDs
- ☐ Tag all inventory by **December 15, 2025**

Step 4: Workflows & SOPs

- ☐ Define daily Metrc processes within your Point of Sale (POS)
- ☐ Document step-by-step SOPs for staff

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☒ **Step 5: POS Integration**

- ☐ Ensure your POS integrates seamlessly with Metrc
- ☐ Create a test order to confirm accuracy

☒ **Step 6: Ongoing Metrc Training**

- ☐ Take Metrc Learn Advanced Retailer Training
- ☐ Continue Metrc Learn training with Retailer Journey

☒ **Step 7: Go Live by **December 17, 2025****

- ☐ Confirm sales are uploaded to Metrc accurately
- ☐ Know who to contact if anything isn't working properly.
If you're a Meadow client, we'll be on standby to help with any issues.

☒ **Get Metrc Right the First Time**

Meadow's compliance experts have powered over \$4B in Metrc-tracked cannabis sales nationwide. Our team can walk you through setup, tagging, and POS integration in just 15 minutes.

- ☐ **Book a Free 15-Minute Metrc Transition Call** ➔

