

## ListSers & Archive Instructions

The ListServ is the primary method of communication with cannabis licensees, industry and the public. These instructions cover the ListSers that the Division maintains, how to gain access to the ListSers and how to read past guidance.

### ListServ Lists

- MEDICALMARIJUANA – For public notification. The public may sign up for this ListServ by clicking on this link: [https://tax.nv.gov/MME/dta/List/Medical\\_Marijuana\\_Establishments\\_\(MME\)\\_-Listserv/](https://tax.nv.gov/MME/dta/List/Medical_Marijuana_Establishments_(MME)_-Listserv/)

ListSers for license holders only are below. To be added to any of these lists, the Point of Contact for the licensee must email the Division at [Marjuana@tax.state.nv.us](mailto:Marjuana@tax.state.nv.us)

- MEDICALMARIJUANACULTIVATION – for holders of cultivation licenses
- MEDICALMARIJUANADISPENSARY – for holders of dispensary licenses
- MEDICALMARIJUANALAB – for holders of laboratory licenses
- MEDICALMARIJUANAPRODUCTION – for holders of production licenses
- STATEMME – for all licensees.

### CREATING AN ACCOUNT

1. The archives are only accessible to subscribers of that list. To access archives a subscriber must create an account and login to the ListServ by going to the following link: <https://listserv.state.nv.us/scripts/wa.exe?GETPW1&GETPW1>. A confirmation e-mail will be sent. Confirm your e-mail by clicking on the link in your e-mail.

Command confirmation request (1B1B5AD0) Inbox x



LISTSERV.STATE.NV.US LISTSERV Server (16.5) <LISTSERV@listserv.state.nv.us>  
to me ▾

Your command:

PW REP \*\*\*\*\*

requires confirmation. To confirm the execution of your command, simply click on the following link:

<http://listserv.state.nv.us/scripts/wa.exe?OK=1B1B5AD0>

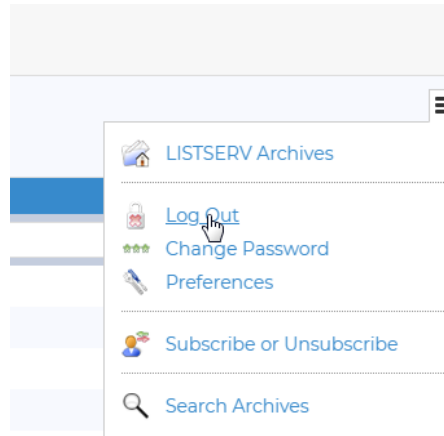
Alternatively, if you have no WWW access, you can reply to this message and type OK as the text of your message. If you receive an error message, try sending a new message to [LISTSERV@LISTSERV.STATE.NV.US](mailto:LISTSERV@LISTSERV.STATE.NV.US) (without using the "reply" function) and type OK 1B1B5AD0 as the text of your message.

Your command will be cancelled automatically if **LISTSERV** does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do not want to confirm the command, then simply discard this message and let the request expire on its own.

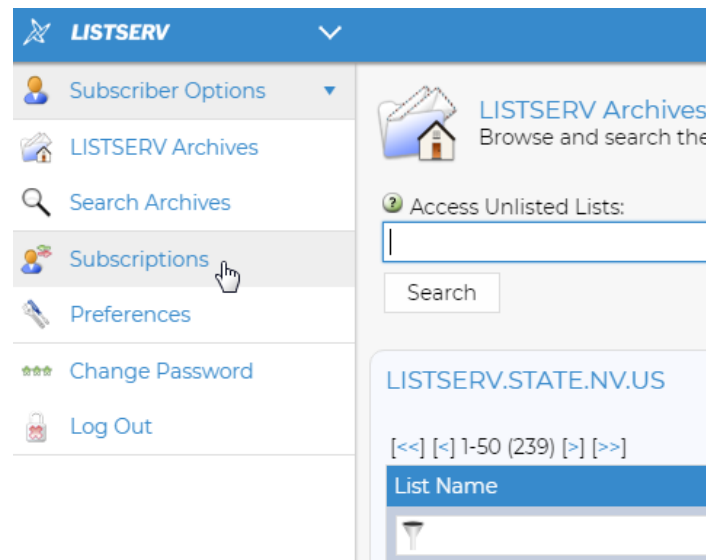
----- Original mail header -----

X-Received: by [LISTSERV.STATE.NV.US](mailto:LISTSERV.STATE.NV.US) via 127.0.0.1 with TCP/IP (TCP/IGMP protocol, anonymous access)

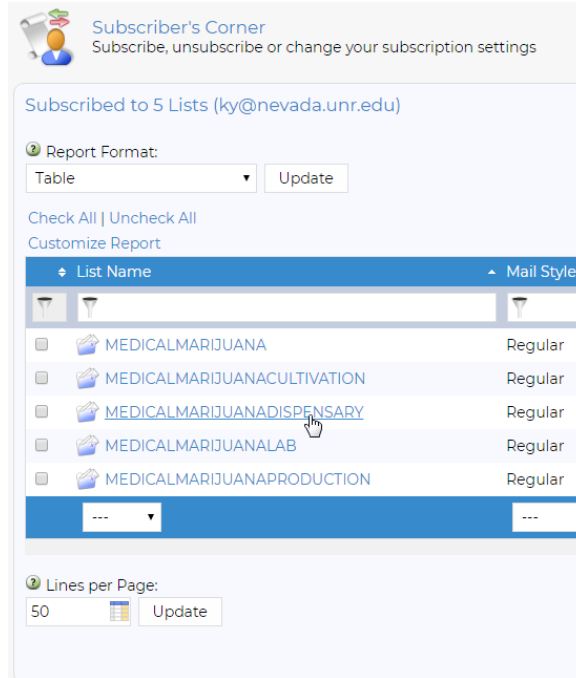
2. Ensure you are logged out of ListServ by selecting the menu button on the right side of the screen.



3. Please allow 24-hours for system authorization. After 24 hours, log in by going to <https://listserv.state.nv.us/> and selecting "Log In" in the upper right-hand corner. Once you are logged in, select "Subscriptions" on the upper left side of the screen.



4. The list of subscriptions you are authorized to view will be displayed. Select the list you wish to view. All lists are in the image below. If you believe you should be authorized to access a list, you must have the Point of Contact for your license write to [Marijuan@tax.state.nv.us](mailto:Marijuan@tax.state.nv.us) authorizing you to be added to the list.



Subscriber's Corner  
Subscribe, unsubscribe or change your subscription settings

Subscribed to 5 Lists (ky@nevada.unr.edu)

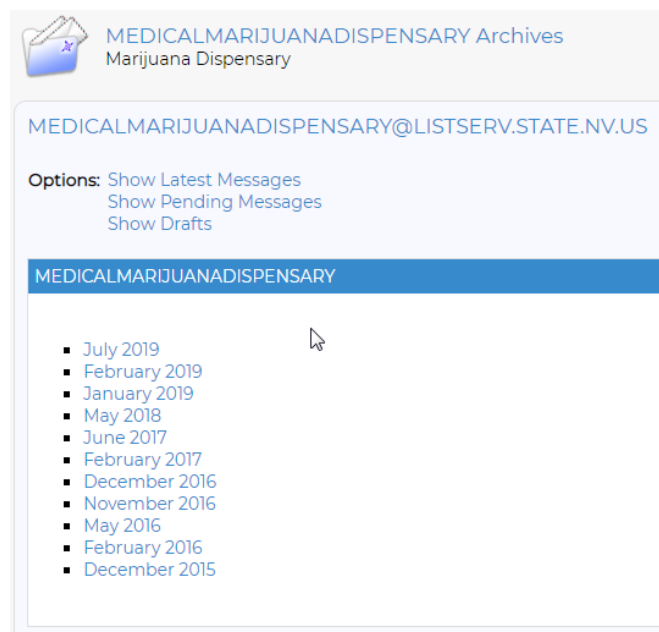
Report Format:  
Table Update

Check All | Uncheck All  
Customize Report

List Name	Mail Style
<input type="checkbox"/> MEDICALMARIJUANA	Regular
<input type="checkbox"/> MEDICALMARIJUANACULTIVATION	Regular
<input type="checkbox"/> <a href="#">MEDICALMARIJUANADISPENSARY</a>	Regular
<input type="checkbox"/> MEDICALMARIJUANALAB	Regular
<input type="checkbox"/> MEDICALMARIJUANAPRODUCTION	Regular

Lines per Page:  
50 Update

5. Selecting a list will give you access to all messages sent since inception. The months of all messages since inception will be displayed.



MEDICALMARIJUANADISPENSARY Archives  
Marijuana Dispensary

MEDICALMARIJUANADISPENSARY@LISTSERV.STATE.NV.US

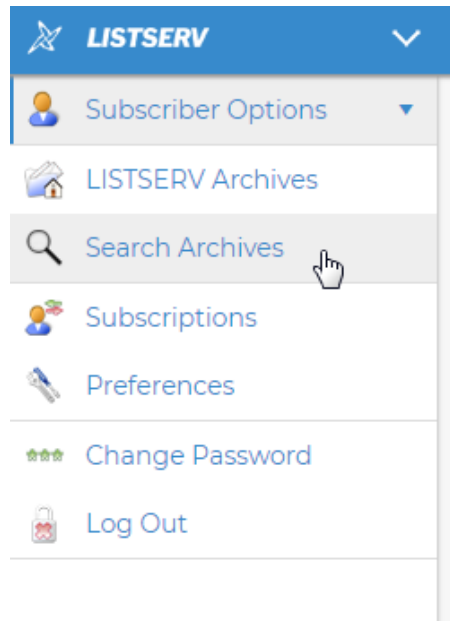
Options: Show Latest Messages  
Show Pending Messages  
Show Drafts

MEDICALMARIJUANADISPENSARY

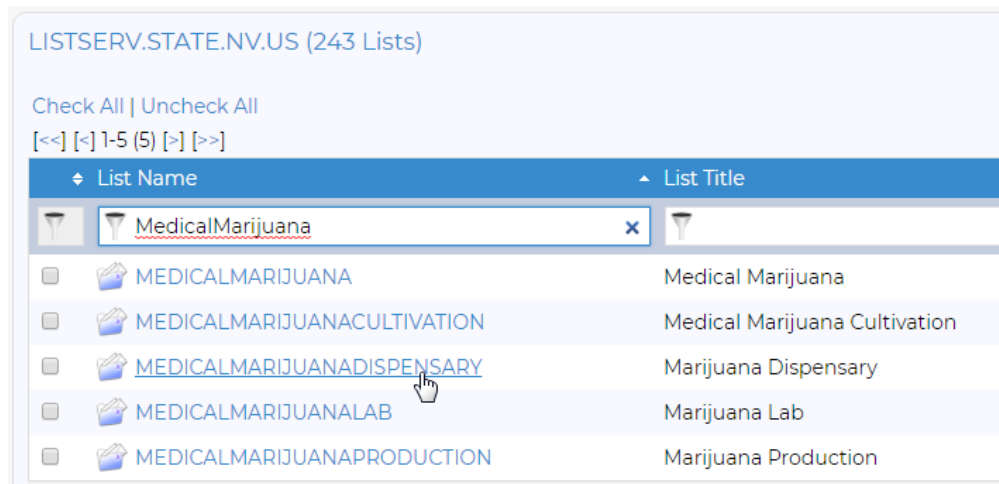
- July 2019
- February 2019
- January 2019
- May 2018
- June 2017
- February 2017
- December 2016
- November 2016
- May 2016
- February 2016
- December 2015

## SEARCHING THE ARCHIVE

1. On the left-hand side of the screen under “Subscriber Options,” select “Search Archives.”



2. In the “List Name” field type “MedicalMarijuana.” Lists that begin with that title will be automatically displayed. Select the list you wish to search.



- Select the menu button on the right-hand side of the screen. In the drop-down menu, select "Search Archives."

MEDICALMARIJUANADISPENSARY Archives  
Marijuana Dispensary

MEDICALMARIJUANADISPENSARY@LISTSERV.STATE.NV.US

Options: Show Latest Messages  
Show Pending Messages  
Show Drafts

MEDICALMARIJUANADISPENSARY

- July 2019
- February 2019
- January 2019
- May 2018
- June 2017
- February 2017
- December 2016
- November 2016
- May 2016
- February 2016
- December 2015

LISTSERV Archives

Log Out

Change Password

Preferences

Subscribe or Unsubscribe

Post Message

Send Newsletter

Search Archives

ATOM RSS1 RSS2

- Enter the term you wish to search for in the "Search" field. Press enter and all ListSers where that term appears will be displayed.

MEDICALMARIJUANADISPENSARY Archives  
Search the archives of lists on this server

New in LISTSERV 17.0

Search: Delivery Sort By: Date/Time (Most Recent First)

Substring

Subject Line Contains: Author's Address:

Since: Until:

Search

MEDICALMARIJUANADISPENSARY@LISTSERV.STATE.NV.US (1 Match)

Subject	From	Date
Urgent Delivery Advisory	Nevada Department of Taxation, Marijuana Enforcement Division <kplaskon@tax.stat	2019-07-23 15:07

<kplaskon@TAX.STATE.NV.US>  
Subject: Urgent Delivery Advisory  
Mime-Version: 1.0  
The Las Vegas Metropolitan Police Department would like all dispensaries and delivery drivers/services to be aware of an isolated incident that recently occurred.  
Deliveries should not be made without a correct address. If a driver cannot locate the address reported on the manifest, the manifest must be corrected prior to delivery. If an address cannot be verified, the driver shall not complete the delivery and must return the product to the dispensary and an incident report shall be filed.

5. Below is an image and description of functions on the search archives screen.

- 5 Shows the last 3 messages or messages.
- 6 Search through the past messages by date.
- 7 Use this menu icon to display the other options such as Search
- 8 Search the Archives of this list, new screen.

