NEW JERSEY
DEPARTMENT OF AGRICULTURE
HEMP PROGRAM
Division of Plant Industry

Instructions on Submitting Reporting
Documents from Smartphone

This guide will show you how to conveniently submit hemp reporting documentation from your smartphone so the Department can receive documentation with ease. Below will show a step-by-step guide with photos that will answer any questions related to reporting.

- **Step 1:** Download "**Adobe Acrobat Reader: Edit PDF**" for free on your smartphone via the **Google Playstore** or the **App Store.**

- **Step 2**: Create an account with Adobe. You can also sign your account with either Apple, Google, or Facebook.

- **Step 3:** Once you have logged into your account, you will be greeted by the main page. You are now able to download and view any reporting documents found on our website:

  https://www.nj.gov/agriculture/divisions/pi/prog/nj_hemp.html

  - **NOTE:** You will have the option to create a "Pro" account. All reporting documentation only requires the "**FREE**" version.

- **Step 4:** On our website, navigate to "**Forms for 2024 Approved NJ Hemp Licensees**". Click and download the reporting document you need to fill out.

  - To download file, click on the share icon on your browser " " and navigate to " **Edit PDF in Acrobat**" or "**Open in Acrobat**".

- **Step 5**: Fill out all pertinent information related to the reporting document. Once filled out, it should appear like the following:

- **Step 6**: To sign the Document, navigate to the bottom of the app and locate "**Fill & Sign**". Click on it and create a virtual signature. This signature will be saved and can be used for future reporting documentation. Once created, drag the signature to the signature location. Once signed, you will click on "**Submit**".

Business Name or License Holder:	Hemp Business LLC				License #:	34_00333		Phone:	609-XXX-XXXX
Licensee Print Name:	John Smith				Email:	John.Smith@email.com			

Seed/Propagule Information

Seed Source — Source: business name or licensed individual, State: growing location of business		Variety/Strain		Form of Material (Seed, Cutting, Clone, Transplant)	Primary Intended Purpose of Crop (Grain, Fiber, Floral)	Purchase Quantity		Date Purchased
Source	State	Name	Type			# of plants	# of Seeds	
123 Hemp Supply	NJ	Hemp24	CBD	Seeds	Floral	500	N/A	5/15/2024
Hemp Supply Depot	NJ	Maverick	Auto-CBD	Seeds	Floral	--	300	1/1/2024
Hemp Supply Depot	NJ	Fruit Loops	CBD	Transplant	Floral	200	--	1/1/2024

Sign here

By writing my name below, I attest that I am authorized by the License Holder to submit this form, and that this information is accurate and complete.

Signature: _____   Date: 1/1/2024

SUBMIT

Attach additional sheets as necessary

NJDA is not responsible for missing information due to formatting or printing errors by the applicant. All information submitted must be typed, accurate, and complete. If any information herein is later determined by NJDA to be inaccurate or falsified, the application and *Grower Licensing Agreement* may be withheld or terminated

Click here to Submit document

- **Step 7**: When you click on "Submit" your native e-mail app will launch, with the PDF linked to the e-mail. The e-mail will automatically be sent to NJHemp@ag.nj.gov. You will hit send and you will have submitted your report.
  - o **"Subject"** line should be written as: "**(Business/Client Name)_(Report type)_(Date)**"
  - o Attach additional sheets as necessary, such as COA's. You can attach additional sheets by long-pressing on the message. You will then be able to add photos or PDFs of related documents.

Subject Line: **(Business/Client Name)_(Report type)_(Date)**

Attach Photo

Take physical photo of printed document

Scan printed document

File upload
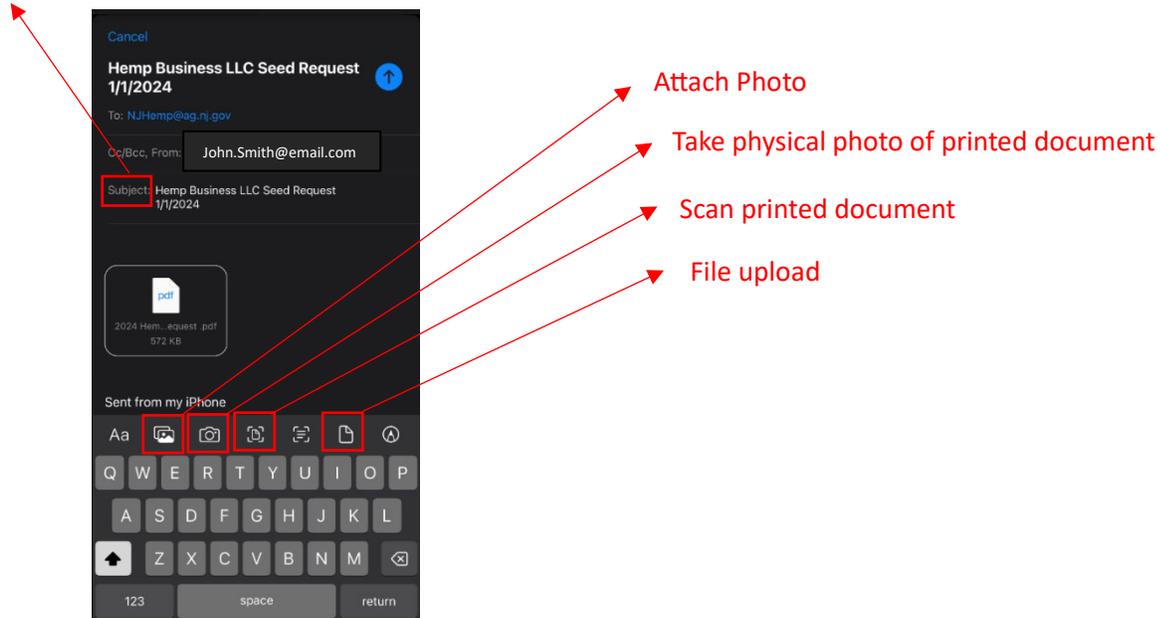
Hemp Program

New Jersey Department of Agriculture

Division of Plant Industry

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