

## Agent Job Letters and Cannabis IDs

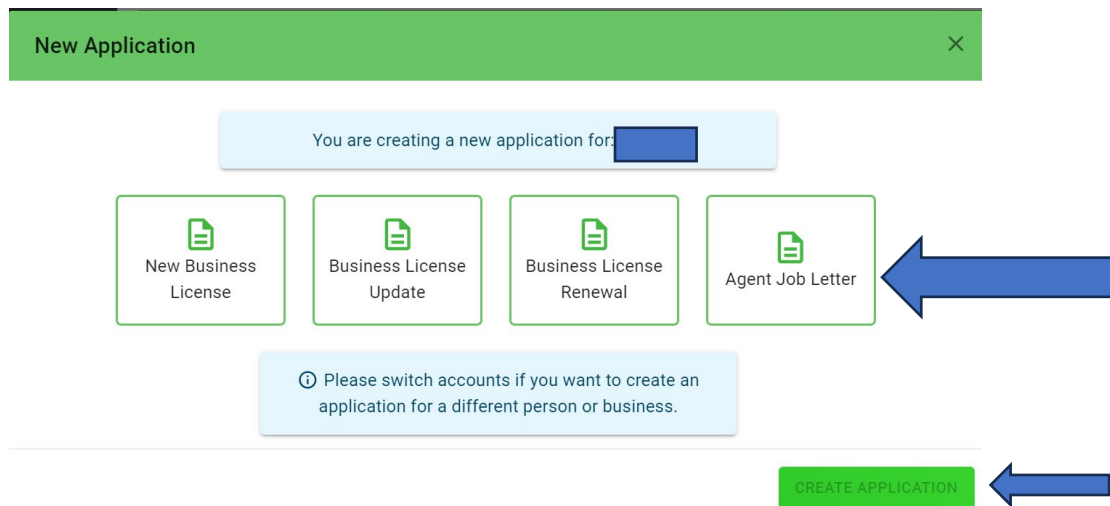
Cannabis Business Identification applications are now available for individuals; however, the individual must have a current association via an electronic “Job Offer Letter,” issued by the associated licensed Cannabis business. A Job Offer Letter cannot be issued if the associated business does not have an active license.

### Steps to Issue an Electronic Job Offer Letter – to be completed by the Cannabis Business

Only currently licensed cannabis businesses in good standing are allowed to issue an **Agent Job Letter** to an individual.

**Step 1:** The Business logs into the licensing system.

**Step 2:** Navigate to the **Agent Job Letter** application. Select and hit “Create Application”.



**Step 3:** Complete one form for **each** individual, for **each** business license. **Make sure that a PERSONAL email address is used for the individual you are issuing a Job Offer Letter for. This will allow the individual to be able to access the Job Offer Letter in the system.**

**Step 4:** Submit the application.

\*Pay careful attention to the Name, Date of Birth and SSN for the individual you are issuing a Job Offer Letter for. If there is any error in these fields, the individual may not be able to “retrieve” the electronic authorization letter when applying for the Cannabis Business ID.

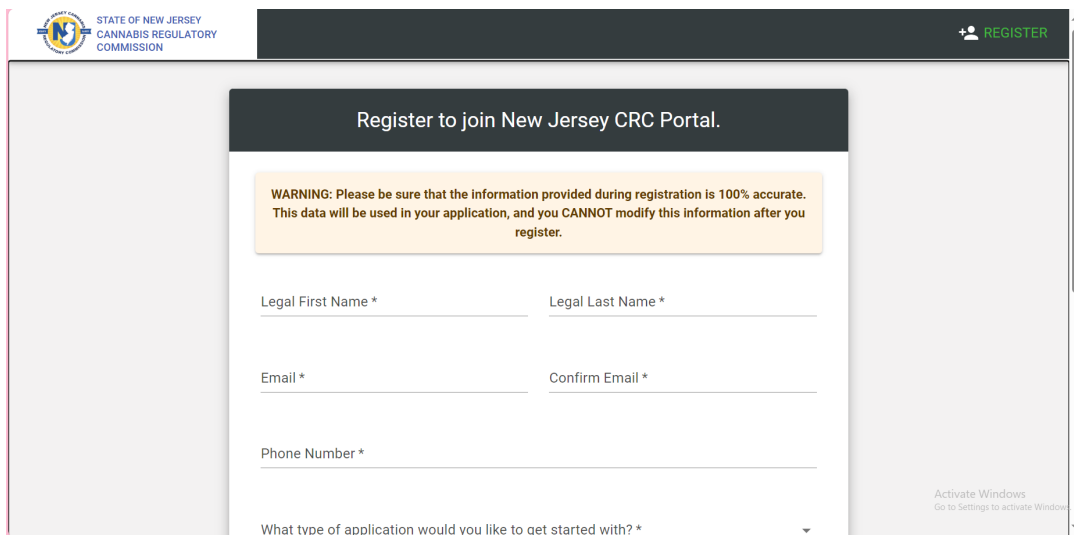
There is no fee associated with the **Agent Job Offer Letter**.

**Steps to Apply for a Cannabis Business Identification card– to be completed by the Individual.**

Individuals must apply for a Cannabis ID card for **each** licensed business affiliated with.

**Step 1:** Register in the Public Licensing Portal as an **Individual**.

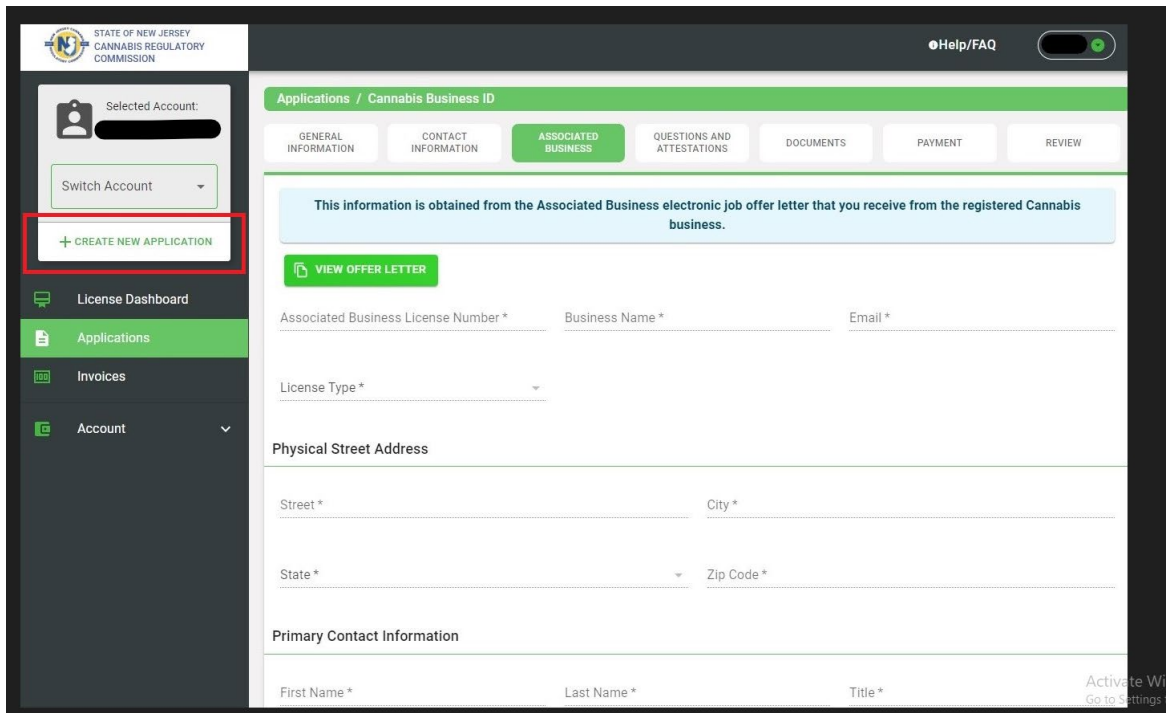
Employees must navigate here [New Jersey CRC Portal \(egov.com\)](http://egov.com) to register their own individual account using a **personal** email address. Only one account can be created per person:



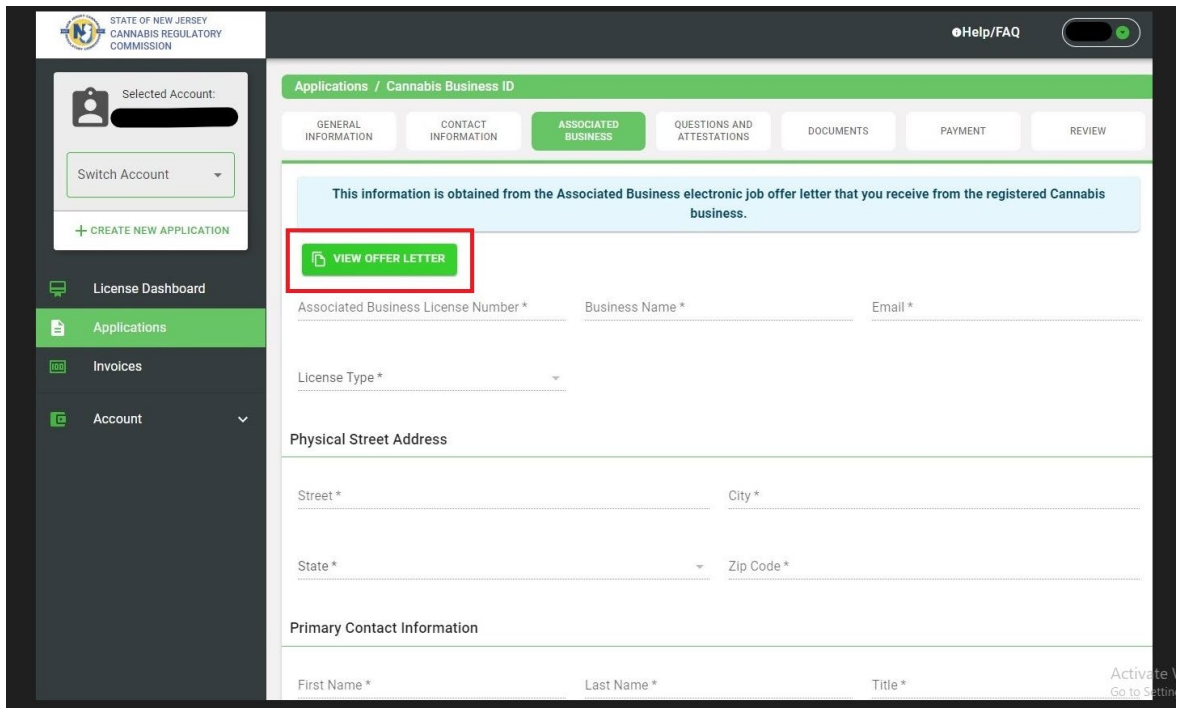
The screenshot shows the registration page for the New Jersey Cannabis Regulatory Commission. The page title is "Register to join New Jersey CRC Portal." A warning box states: "WARNING: Please be sure that the information provided during registration is 100% accurate. This data will be used in your application, and you CANNOT modify this information after you register." The form includes the following fields: "Legal First Name \*", "Legal Last Name \*", "Email \*", "Confirm Email \*", "Phone Number \*", and a dropdown menu labeled "What type of application would you like to get started with? \*". The logo for the State of New Jersey Cannabis Regulatory Commission is in the top left, and a "REGISTER" button is in the top right. A Windows watermark is visible in the bottom right corner.

“What type of application would you like to get started with?”: **Individual**

**Step 2:** After registering, employees will click “Start New Application” on the left side of the screen. Employees who are planning to be employed by multiple business will create a separate application for EACH business:



**Step 3:** While filling out the application, within the “Associated Business” tab, all available “Agent Job Offer Letters” for that employee can be found by clicking the “View Offer Letter” button and selecting the appropriate Job Offer Letter which will then populate that associated business’ information inside the application:



**Step 4:** Employee to complete application and make the required payment.

**Step 5:** Application will then be sent to your assigned Compliance Officer for approval. Please note that if the business does not have an ACTIVE license, the application cannot be processed.

**What's Next:**

Please note that a Cannabis Business ID can be under review until the clearance is returned to the Compliance Officer. After the Compliance Officer receives the clearance, they can approve the ID. The ID will be emailed to the personal email address on file. It can be also viewed in the portal.

**Questions:**

Troubleshooting: Please contact [nlssupport-nj@egov.com](mailto:nlssupport-nj@egov.com) for any further assistance.



# Cannabis Businesses

Log in



Create Agent Job Letter

**For Employee #1**



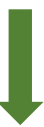
Submit

**REPEAT**

Log in  
If applicable



Create Agent Job Letter



Submit

**For Employee #2**

Log in  
If applicable



Create Agent Job Letter



Submit

**For Employee #3**

Log in  
If applicable



Create Agent Job Letter



Submit

**For Employee #4**

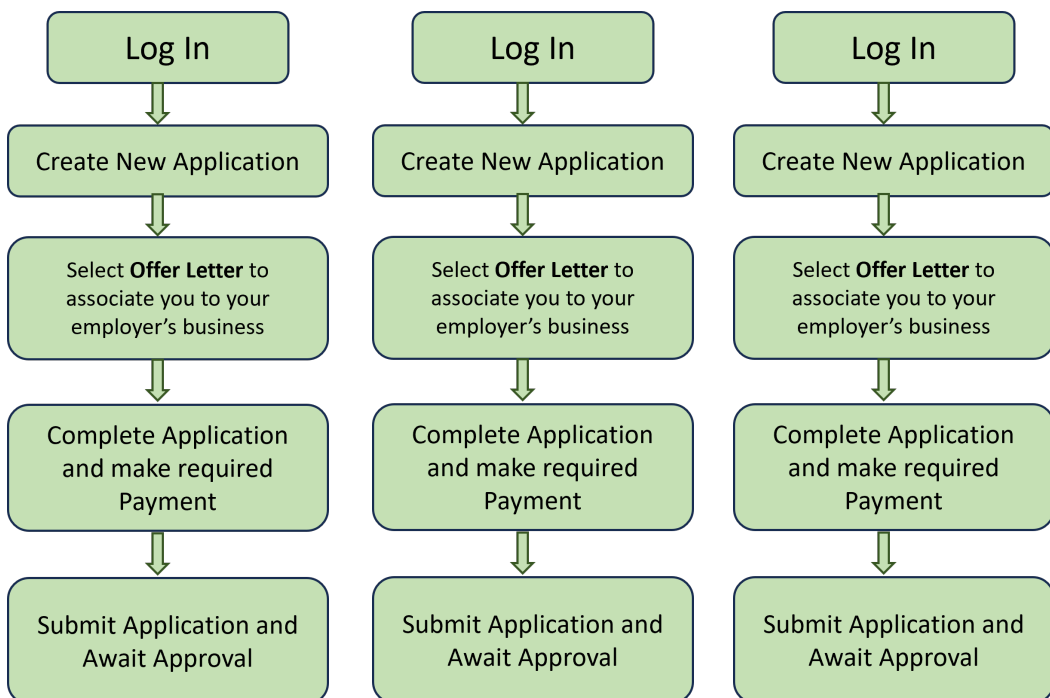
After initial submission, omit Log In step if creating multiple Agent Job letters for employees during the same session.

# Individuals



***For Business #1***

**REPEAT**  
(If Applicable)



***For Business #2***

***For Business #3***

***For Business #4***

**\*Please note that clearances are taking up to 30 days\***

If an individual is going to be employed to more than one (1) business, you MUST apply for each separately and have finger prints completed for EACH entity.