



Agent Job Letters and Cannabis Employee IDs

EMPLOYEE MUST FILL OUT ALL OF THE REQUIRED FIELDS BEFORE SUBMITTING

Employees using Tyler Portal to renew their license for the first time can use the link received to skip directly to step four.

Agent Job Letters and Cannabis IDs

January 9, 2024

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: Business logs into the licensing system.

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

The screenshot shows a web interface for creating a new application. At the top is a green header bar with the text "New Application" and a close button (X). Below the header is a light blue box stating "You are creating a new application for: ABC123". Underneath this are four green-bordered boxes, each with a document icon and text: "New Business License", "Business License Update", "Business License Renewal", and "Agent Job Letter". Below these boxes is another light blue box with an information icon and the text "Please switch accounts if you want to create an application for a different person or business." At the bottom right is a green button labeled "CREATE APPLICATION".

Step 3: Complete one form for **each** individual, for **each** business license. **Please use a PERSONAL email address for the individual receiving the Job Offer Letter. This ensures that they can access the Job Offer Letter in the system.**

Step 4: Submit the application.

* Pay close attention to the individual’s name, date of birth, and Social Security Number (SSN) when issuing a Job Offer Letter. Any errors in these fields may prevent the individual from retrieving their electronic authorization letter when applying for a Cannabis Business ID.

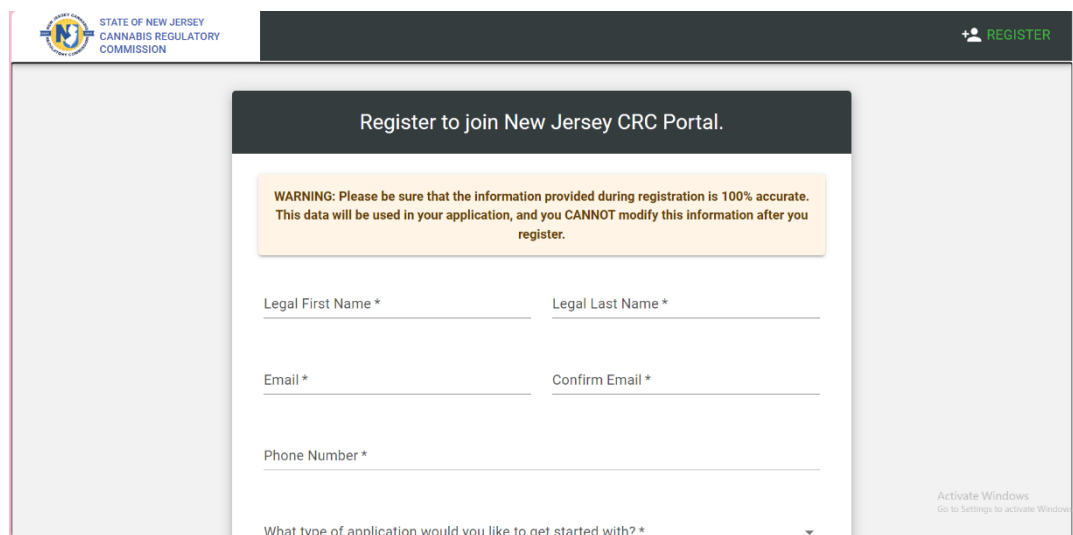
There is no fee associated with the **Agent Job Offer Letter**.

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 to the [NJ-CRC Portal](#) 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 (CRC) Portal. At the top left is the logo for the State of New Jersey Cannabis Regulatory Commission. At the top right is a 'REGISTER' button with a user icon. The main heading is 'Register to join New Jersey CRC Portal.' Below this is a yellow warning box that reads: '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 contains several input fields: 'Legal First Name *', 'Legal Last Name *', 'Email *', 'Confirm Email *', and 'Phone Number *'. At the bottom, there is a dropdown menu labeled 'What type of application would you like to get started with? *'. In the bottom right corner, there is a small 'Activate Windows' watermark.

1. “What type of application would you like to get started with?”: **Individual**
2. **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 businesses will create a separate application for EACH business:

STATE OF NEW JERSEY
CANNABIS REGULATORY COMMISSION

Help/FAQ

Selected Account: [Account Name]
Switch Account

+ CREATE NEW APPLICATION

License Dashboard

Applications

Invoices

Account

Applications / Cannabis Business ID

GENERAL INFORMATION CONTACT INFORMATION **ASSOCIATED BUSINESS** QUESTIONS AND ATTESTATIONS DOCUMENTS PAYMENT REVIEW

This information is obtained from the Associated Business electronic job offer letter that you receive from the registered Cannabis business.

VIEW OFFER LETTER

Associated Business License Number * Business Name * Email *

License Type *

Physical Street Address

Street * City *

State * Zip Code *

Primary Contact Information

First Name * Last Name * Title *

Activate Wi Go to Settings

- 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:

STATE OF NEW JERSEY
CANNABIS REGULATORY COMMISSION

Help/FAQ

Selected Account: [Account Name]
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VIEW OFFER LETTER

Associated Business License Number * Business Name * Email *

License Type *

Physical Street Address

Street * City *

State * Zip Code *

Primary Contact Information

First Name * Last Name * Title *

Activate Wi Go to Settings

- Step 4:** Employee completes the application and makes the required payment.

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

Questions:

6. Troubleshooting: Please contact nlssupport-nj@egov.com for any further assistance.