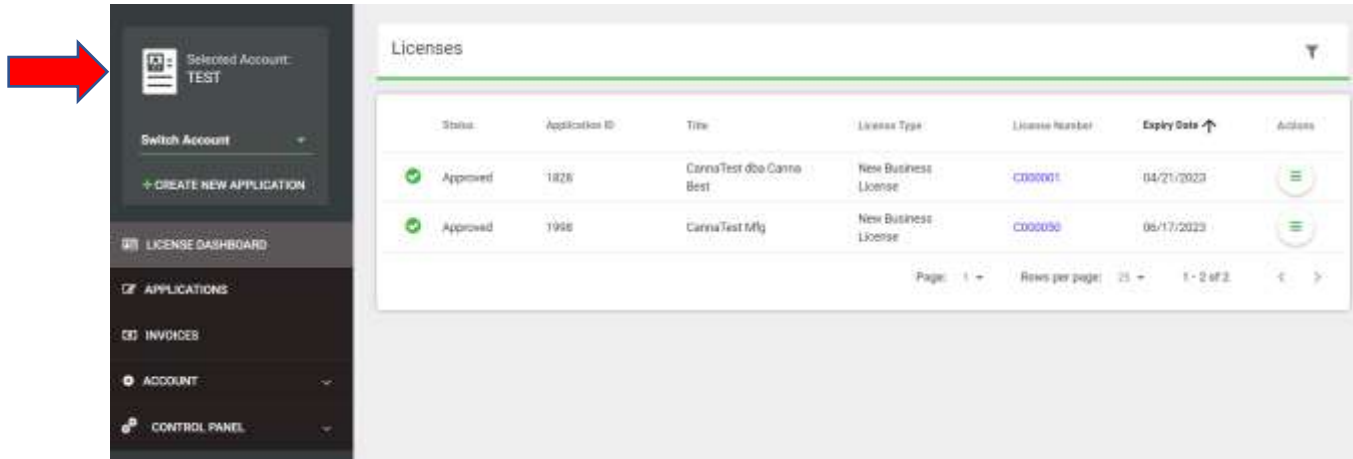


Instructions for Renewal Application

Create and submit an Update Application on your existing License. Login to your License Dashboard.



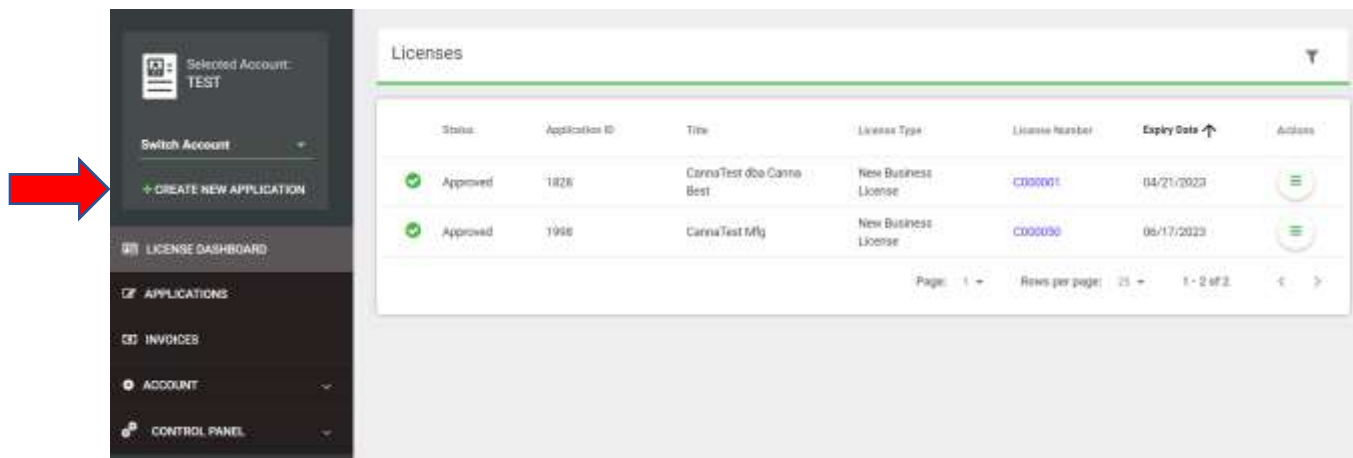
The screenshot shows the 'License Dashboard' interface. On the left sidebar, the 'CREATE NEW APPLICATION' button is highlighted with a red arrow. The main content area displays a table of licenses.

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
Approved	1828	CannaTest dba Canna Best	New Business License	C000001	04/21/2023	
Approved	1998	CannaTest full	New Business License	C000030	06/17/2023	

Page: 1 Rows per page: 25 1 - 2 of 2

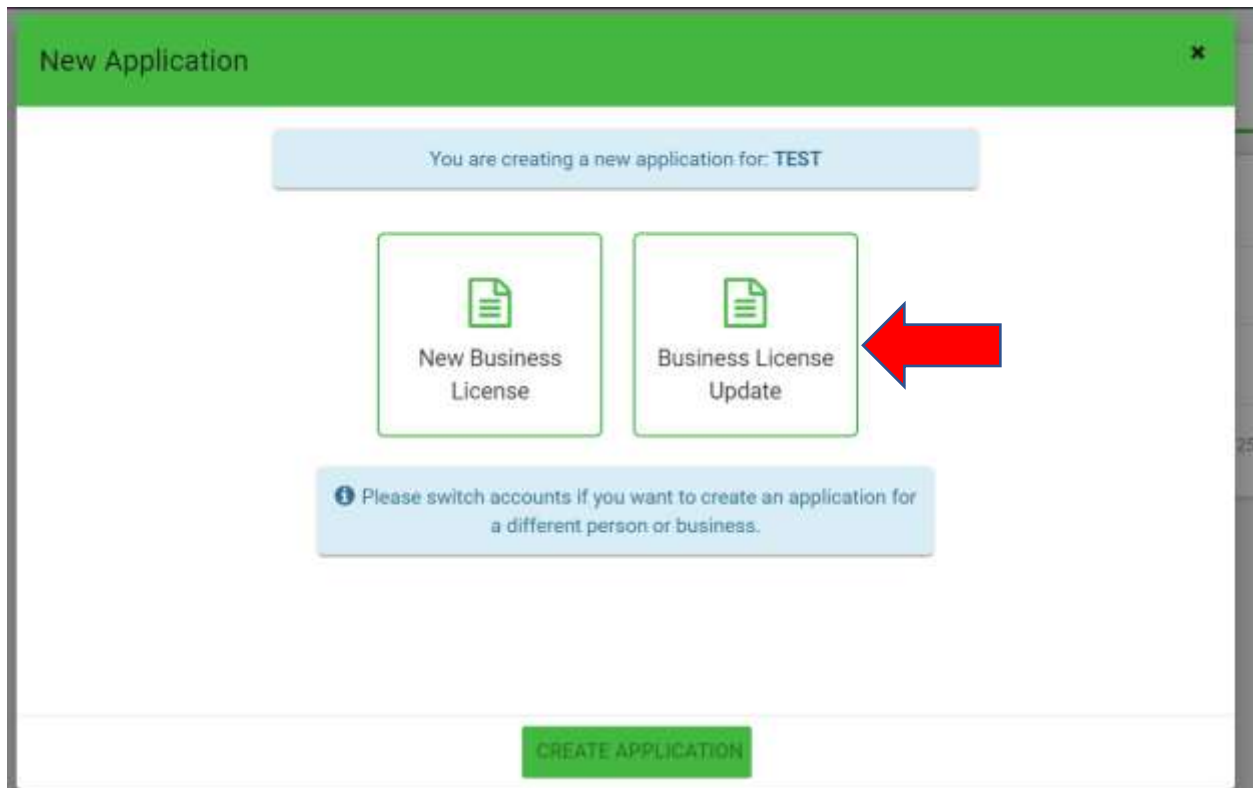
There are two ways to begin an Update Application.

1. Click on "Create a New Application".



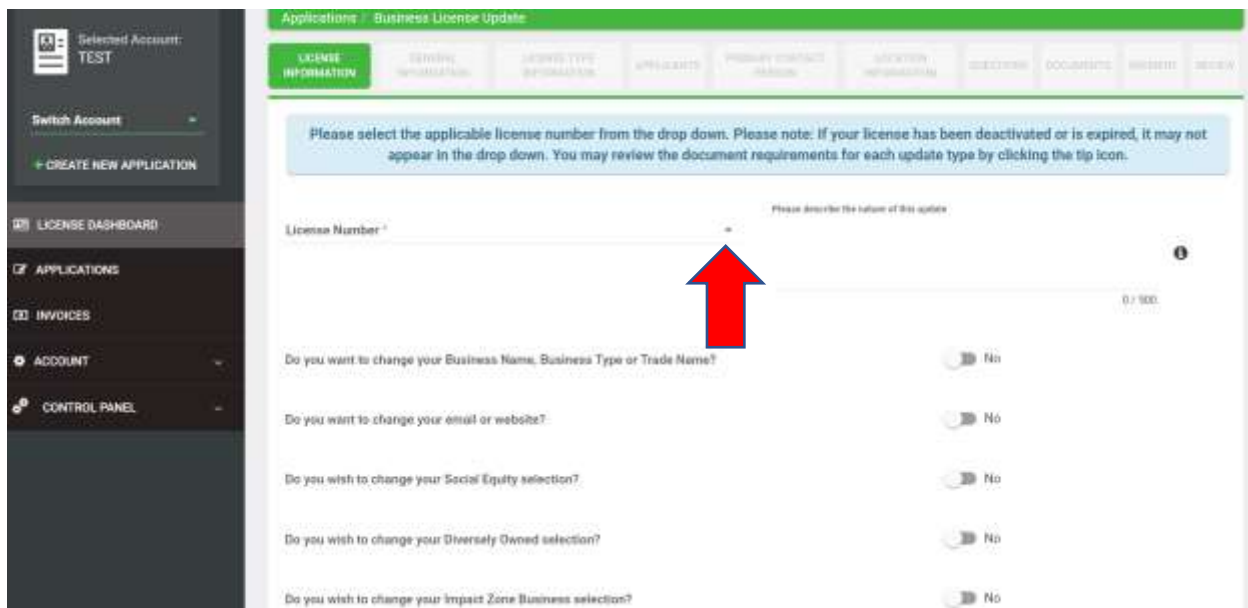
This screenshot is identical to the one above, showing the 'License Dashboard' with the 'CREATE NEW APPLICATION' button highlighted by a red arrow. The table of licenses and the page information are also identical.

You will see the following screen. Click on “Business License Update”.



The screenshot shows a 'New Application' window with a green header. Below the header, a light blue box states 'You are creating a new application for: TEST'. Two white boxes with green borders are centered: 'New Business License' on the left and 'Business License Update' on the right. A large red arrow points to the 'Business License Update' box. Below these boxes, another light blue box contains 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 center is a green button labeled 'CREATE APPLICATION'.

Select the license you wish to update.



The screenshot shows the 'Business License Update' form. On the left is a dark sidebar with a 'Selected Account: TEST' header, a 'Switch Account' button, a '+ CREATE NEW APPLICATION' button, and a menu with 'LICENSE DASHBOARD', 'APPLICATIONS', 'INVOICES', 'ACCOUNT', and 'CONTROL PANEL'. The main area has a green header 'Applications / Business License Update' and a tabbed interface with 'LICENSE INFORMATION' selected. A light blue instruction box says: 'Please select the applicable license number from the drop down. Please note: If your license has been deactivated or is expired, it may not appear in the drop down. You may review the document requirements for each update type by clicking the tip icon.' Below this is a 'License Number' dropdown menu with a red arrow pointing to it. To the right of the dropdown is a text area labeled 'Please describe the nature of this update' with a character count '0 / 500'. Below these are five questions with toggle switches, all currently set to 'No':

- Do you want to change your Business Name, Business Type or Trade Name?
- Do you want to change your email or website?
- Do you wish to change your Social Equity selection?
- Do you wish to change your Diversely Owned selection?
- Do you wish to change your Impact Zone Business selection?

Or

- From your License Dashboard, go to the far right under “Actions” and click on the three lines for the license you are updating.

The screenshot shows the License Dashboard interface. On the left is a sidebar with a dark background containing the following items: 'Selected Account: TEST', 'Switch Account', '+ CREATE NEW APPLICATION', 'LICENSE DASHBOARD' (highlighted with a red arrow), 'APPLICATIONS', 'INVOICES', 'ACCOUNT', and 'CONTROL PANEL'. The main area is titled 'Licenses' and contains a table with the following columns: Status, Application ID, Title, License Type, License Number, Expiry Date, and Actions. There are two rows of licenses, both with a green checkmark in the Status column. The first row has Application ID 1828, Title 'CannaTest dba Canna Best', License Type 'New Business License', License Number 'C000001', and Expiry Date '04/21/2023'. The second row has Application ID 1998, Title 'CannaTest Mfg', License Type 'New Business License', License Number 'C000050', and Expiry Date '06/17/2023'. A red arrow points to the three-line menu icon in the Actions column for the first row. At the bottom of the table, it says 'Page: 1' and 'Rows per page: 25'.

Status	Application ID	Title	License Type	License Number	Expiry Date	Actions
Approved	1828	CannaTest dba Canna Best	New Business License	C000001	04/21/2023	[Menu Icon]
Approved	1998	CannaTest Mfg	New Business License	C000050	06/17/2023	[Menu Icon]

Click on “Business License Update”.

This screenshot is a closer view of the 'Licenses' table. The first row is selected, and the 'Actions' column menu is open, showing three options: 'View License', 'Download License', and 'Business License Update'. A red arrow points to the 'Business License Update' option. The table data is the same as in the previous screenshot.

Status	Application ID	Title	License Type	License Number	Expiry Date	Actions
Approved	1828	CannaTest dba Canna Best	New Business License	C000001	04/21/2023	[Menu Icon]
Approved	1998	CannaTest Mfg	New Business License	C000050	06/17/2023	[Menu Icon]

You will see the following screen.

Please select the applicable license number from the drop down. Please note: If your license has been deactivated or is expired, it may not appear in the drop down. You may review the document requirements for each update type by clicking the tip icon.

License Number *

Please describe the nature of this update

0 / 500

Do you want to change your Business Name, Business Type or Trade Name?

No

Do you want to change your email or website?

No

Do you wish to change your Social Equity selection?

No

Do you wish to change your Diversely Owned selection?

No

Do you wish to change your Impact Zone Business selection?

No

Do you have a change in Applicant Information (names, phone number, etc.)?

No

Do you have a change in Primary Contact Person?

No

License Number *

1234567

Please describe the nature of this update

0 / 500

Do you want to change your Business Name, Business Type or Trade Name?

No

Do you want to change your email or website?

No

Do you wish to change your Social Equity selection?

No

Do you wish to change your Diversely Owned selection?

No

Do you wish to change your Impact Zone Business selection?

No

Do you have a change in Applicant Information (names, phone number, etc.)?

No

Do you have a change in Primary Contact Person?

No

Do you have a location change?

No

Do you have a Facility Capacity or Physical Plant Change?

No

Do you have a Majority Ownership Change?

No

Do you have a request for Microbusiness Certification? (Applicable only because you choose to pay.)

No

Do you have a request for Conditional Certification to Annual Licensed?

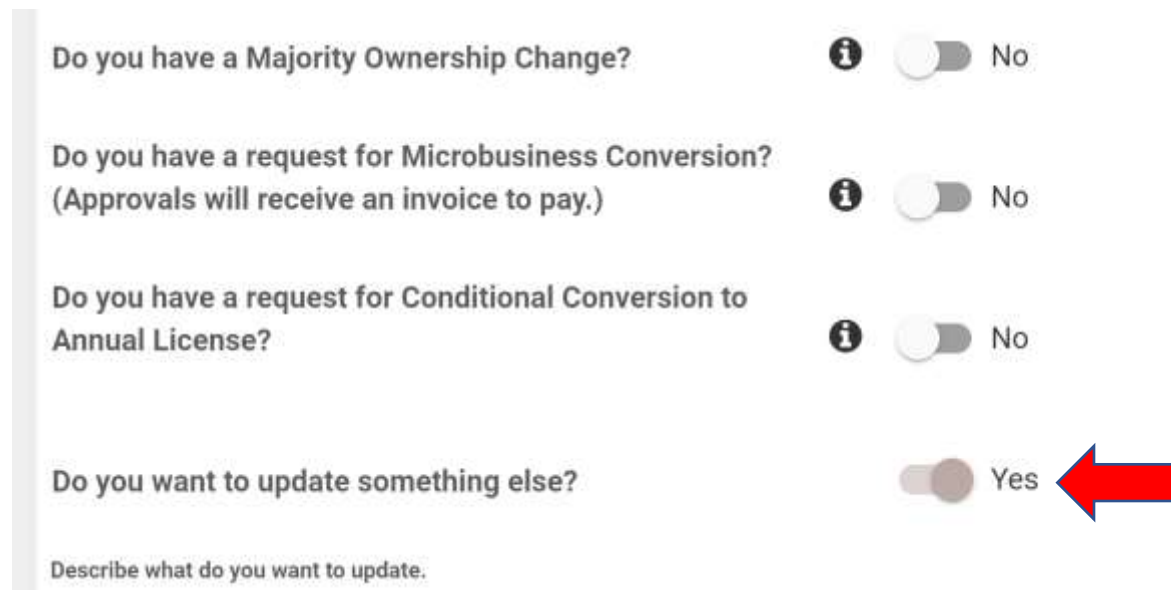
No

Do you want to update something else?




No

What document type is this update?

Scroll to the bottom of the screen until you see “Do you want to update something else?”. Click “Yes”.



The screenshot shows a vertical list of four questions, each with an information icon (i) and a toggle switch. The first three questions are answered with 'No', and the fourth is answered with 'Yes', which is highlighted by a red arrow.

Do you have a Majority Ownership Change?		<input type="checkbox"/>	No
Do you have a request for Microbusiness Conversion? (Approvals will receive an invoice to pay.)		<input type="checkbox"/>	No
Do you have a request for Conditional Conversion to Annual License?		<input type="checkbox"/>	No
Do you want to update something else?		<input checked="" type="checkbox"/>	Yes

Describe what do you want to update.

Your license application will open, and certain fields can be updated. If a field cannot be edited it is because that information cannot be changed. Documents can be uploaded under corresponding tabs. Renewal documents, including the Adult Use Cannabis License Renewal Certification, can be uploaded under “Other Documents”.

Save your changes on each screen and move through your application to submit. The Commission will review your request. Requests for additional information will be sent to the Primary Point of Contact as needed. Renewal fees will be invoiced upon approval or denial of your request.