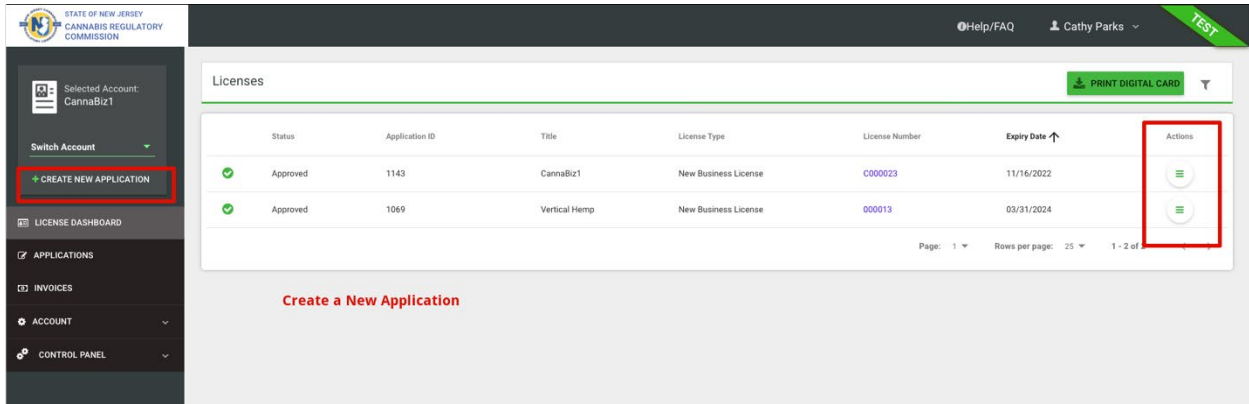


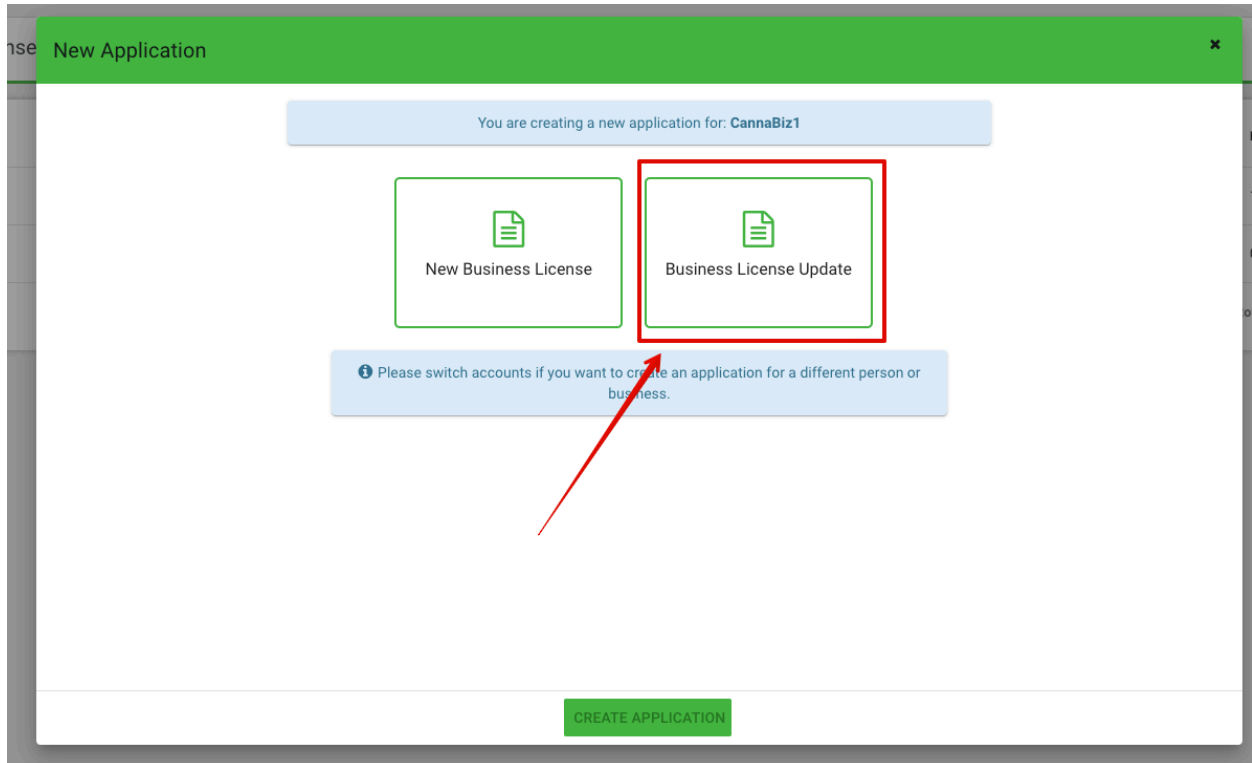
Instructions for Conversion to Annual License Application

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



To start there are two ways to begin an Update Application.

- 1.) You may click "Create a New Application" and you will see the following – Click on Business License Update.



Applications / Business License Update Fixtures

LICENSE INFORMATION GENERAL INFORMATION LICENSE TYPE INFORMATION APPLICANTS PRIMARY CONTACT PERSON LOCATION INFORMATION QUESTIONS DOCUMENTS REVIEW

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.

000013
000023

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

Select the license you wish to update.

Or

- From your License Dashboard, go to the right of the and click on the three lines. Select Business License Update.

Licenses PRINT DIGITAL CARD

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
Approved	1143	CannaBiz1	New Business License	000023	11/16/2022	View License
Approved	1069	Vertical Hemp	New Business License	000013	03/31/2022	Download License

Page: 1 Rows per page Business License Update

After selecting Business License Update on this line, you will see this:

Applications / Business License Update

LICENSE INFORMATION GENERAL INFORMATION LICENSE TYPE INFORMATION APPLICANTS PRIMARY CONTACT PERSON LOCATION INFORMATION QUESTIONS DOCUMENTS

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 req for each update type by clicking the tip icon.

License Number * C000023 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

Scroll to the bottom of the first page until you see “Do you have a request for Conditional Conversion to Annual License?” and select yes.

License Number * C000023 Please describe the nature of this update

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 Conversion? (Approvals will receive an invoice to pay.) No

Do you have a request for Conditional Conversion to Annual License? Yes

Do you want to update something else? No

SAVE CANCEL

Here is a close up of the Qualifying Question:

The screenshot shows a form with four questions, each with a toggle switch on the right. The third question, "Do you have a request for Conditional Conversion to Annual License?", is highlighted with a red rectangular box. Below the questions are two green buttons: "SAVE" and "CANCEL".

Question	Toggle
Do you have a Majority Ownership Change?	No
Do you have a request for Microbusiness Conversion? (Approvals will receive an invoice to pay.)	Yes
Do you have a request for Conditional Conversion to Annual License?	Yes
Do you want to update something else?	No

Then save and proceed through the application and submit. The regulators will receive, review and approve/reject/deny your request.