Apply Renewal Application – External Process

1. Login using CCD Portal: <u>https://nmrldlpi.my.site.com/ccd/s/login/</u>

Apply for a New or Renewal License		RLD			
Create your account by clicking on <u>Self Register</u> . If you have					
and password to apply for a new license or renew a license.	Lusername				
	Password				
	Log in	n/i			
	Forgot Password	Self Register			

 Directly on the home page under the My Licenses section, navigate to the Renewal column, click Renewal. (Renewal period starts from 60 days (about 2 months) prior the expiration date & ends 30 days (about 4 and a half weeks) prior the expiration date.)

If the business has any amendments in **'Submitted'** status, the renew button will not be displayed. Please contact CCD to either extend the renewal period or complete the amendment decision process.

Cannabis	Businesses Applications V	Add Ag	ent My Lice	enses Ame	endments 🗸			
My Licenses								
License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (including SubLicenses)
PMIC-2024-0006	Cannabis Producer Microbusiness	Active	03/10/2023	03/10/2024	View Sub License	Renewal	Print	Print All
PROD-2024-0008	Cannabis Producer	Active	03/09/2023	03/09/2024	View Sub License	Renewal	Print	Print All

3. Follow the steps the Renewal process guides you through. Answer questions with honesty and upload appropriate documents.

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Home Cannabis Businesses	Applications 🗸 Add Agent My Licenses Amendments 🗸								
CCD Renewal									
• Introduction	Introduction								
 Business Information 	Thank you for starting your renewal application with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through renewal requirements and allow you to save your work and return to your application to complete at a later time.								
Employee Information	Renewals are an important part of ensuring that individuals working in New Mexico maintain accurate and current information with the Department and comply with								
Questions	any necessary requirements to demonstrate competency and safe practice. Fees collected from renewals are used to fund day-to-day operations of regulating the profession, including staff resources to review applications, investigate complaints, discipline licensees who have violated standards of practice, as well as other								
Premise Information	responsibilities to protect health and safety and to ensure public trust in the cannabis industry.								
Upload Documents	If you have further questions regarding licensure or the Regulation and Licensing Department Cannabis Control Division, please visit the website at www.rd.dm.gov/Cannabis. The Division's webpage displays specific requirements for licensure, renewals, public meeting information, and a direct phone number and email to support staff why can be reached for help.								
Attestation	IMPORTANT NOTE: Amendments to add, remove or change a premise location or function, increase or decrease mature plant count, or any other substantic	al changes							
Payment	cannot be done through this renewal application. Such changes may be requested by applying for an amendment before or after the license is renewed. Add this application for renewal must be submitted by a controlling Person. You will be required to identify all Controlling Persons. If you are not a Controlling Pe business, you will not be authorized to submit this application for renewal.	litionally, rson of the							
	If you are ready to complete your renewal, click the Next button to continue.								
	Save for later	Next							

4. submit Premise Document in the action column, then click next to proceed to the Upload Documents step.

Pre-Screening	This script has been automa Premise Informa	itically saved, in order to resume in thation	e future: Copy the link or Email me the	- link	
Introduction					
Business Information	Add one premise for the requirements for	each location the business inten a cannabis producer. A Premise l	ds to produce cannabis. A Cannabi ree in the amount of \$1,000.00 wil	s Producer may have multiple premis I be charged for each premise (locati	es. Each premise must meet all on) in addition to a Plant Count
Employee Information	Fee (\$5.00 for each r	nature plant).			
Questions	Click the upload icon	to view the required premises d	ocuments for cannabis production	and to upload the documents.	
Premise Information	File Upload Pend	ding			Add New Premise
Upload Documents	S.No. Name	Physical Address	Functions	Premise Documents	Action
	1 PRM-0291	test, test, New Mexico 12345 States	United Producer	Pending	
Attestation					\smile
Attestation Payment		_			

5. On the Upload Documents step be sure to read the help text to ensure a proper document is submitted.

		* 0
Home Cannabis Businesses Applications	✓ Add Agent My Licenses Amendments ✓	
CCD Renewal	Upload Files	
Introduction	Please attach a copy of the required document. Note: 1. File size should not exceed 10 MB.	
Business Information	 File extensions will be accepted only of type doc, docx, pdf, png, tiff, jog, jpeg, txt, cw. Documents may be uploaded as individual files or as a single merged file on the next page. 	
Employee Information	ided Files	
© Questions	2 Upload Files Or drop files	
Premise Information	Cancel	
Upload Documents		
Attestation	Certification of A Certificate of Registration issued by the New Mexico Taxation and Revenue Department (TRD) confirming the	
Payment	Registration from the applicant has been registered with the TRD and has no unfiled tax returns due with respect to the cannabis Revenue Department excise tax or the gross receipts tax.	

6. On the Payment step, select the dropdown list labeled "Mode of Payment", select the form of payment you wish to use and enter payment information.

CCD Renewal			
Introduction	This script has been automatically saved, i Payment	n order to resume In the future: Copy the link or Email me the link	
Business Information			
Employee Information	Select your mode of payment and Payments made with a Visa or Mas collected by the PLD. Baymonts m	click "Pay and Submit" to input your payment information. tercard will be charged a 2.5% transaction fee. This is a fee imposed directly use by a check will not exclude in any target rate of the	y by the bank, and no portion of the fee is paid to or
Questions	collected by the RED. Payments the	sue by e-check will not result in any canaction ree.	
Premise Information	Fee Name	Additional Info	Amount
Upload Documents			
Attestation	Renewal Fee	Cannabis Producer	\$2500
Payment	Premises Fee	Number of Unique Premises - 1	\$1000
Confirmation Message	Plant Count Fee	Mature Plant Count - 201	\$1005
	Total Due		\$4505
	* Mode of Payment		

7. Once payment submitted, you will receive a confirmation of your Renewal being submitted.

	*	MRLD							.	9
Ho	me	Cannabis Businesses	Applications \checkmark	Add Agent	My Licenses	Amendments 🗸				
с	CD Renev	val								
0	Introduct	tion	This script has i	been automatically saved	l, in order to resume in ti	ne future: Copy the link or Email m	e the link			
0	Employee	Information	Your app	plication has bee	n successfully su	bmitted and the depar	tment will review your app	ication.		
0_0	Question Premise I	s information		back to nome						
0	Upload D Attestatic	locuments								
•	Payment Confirm	ation Message								

8. To view your Renewal Status and handle the next steps, click the dropdown arrow on the Applications tab, select View Renewal Applications.

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Home Cannabis Busines	Applications V	Add Agent	My Licenses	Amendments 🗸						
All Renewal Applicatio	'n				•	Search		Clear		
Application ID	Applied Date	License Type			Status		Action			
BLA-000000304	01/30/2024	Cannabis Produce	r		Submitted		View			