

Apply Renewal Application – External Process

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

Apply for a New or Renewal License

Create your account by clicking on [Self Register](#). If you have already created an account, please log in using your username and password to apply for a new license or renew a license.

Username

Password

Log in

[Forgot Password](#) [Forgot Username](#) [Self Register](#)

2. 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.)

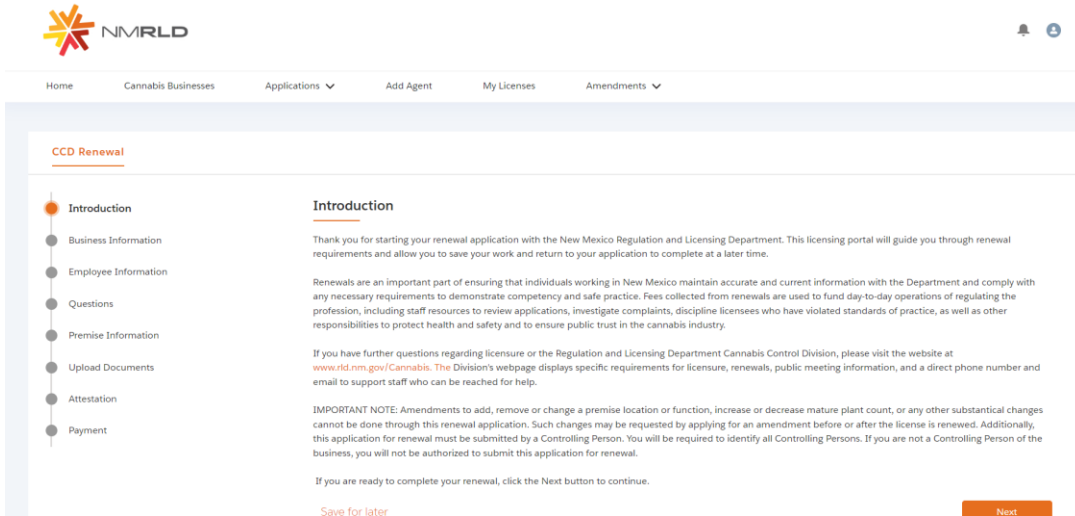
If the business has any amendments in **‘Submitted’** status, the renew button will not be displayed. Please contact CCD to either extend the renewal period or complete the amendment decision process.

My Licenses

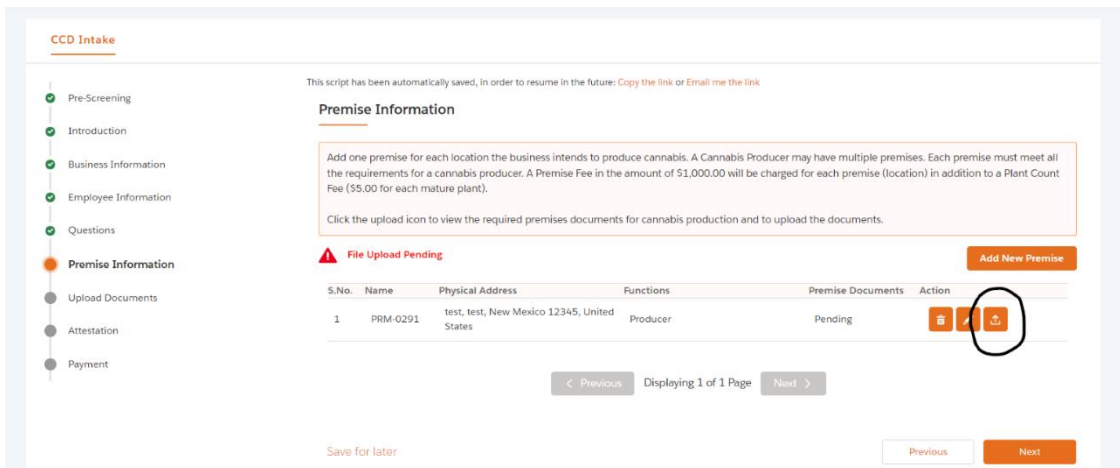
License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (including SubLicenses)
PMIC-2024-0006	Cannabis Producer Microbusiness	Active	03/10/2023	03/10/2024	View Sub License	Renewal	Print	Print All
PROD-2024-0008	Cannabis Producer	Active	03/09/2023	03/09/2024	View Sub License	Renewal	Print	Print All

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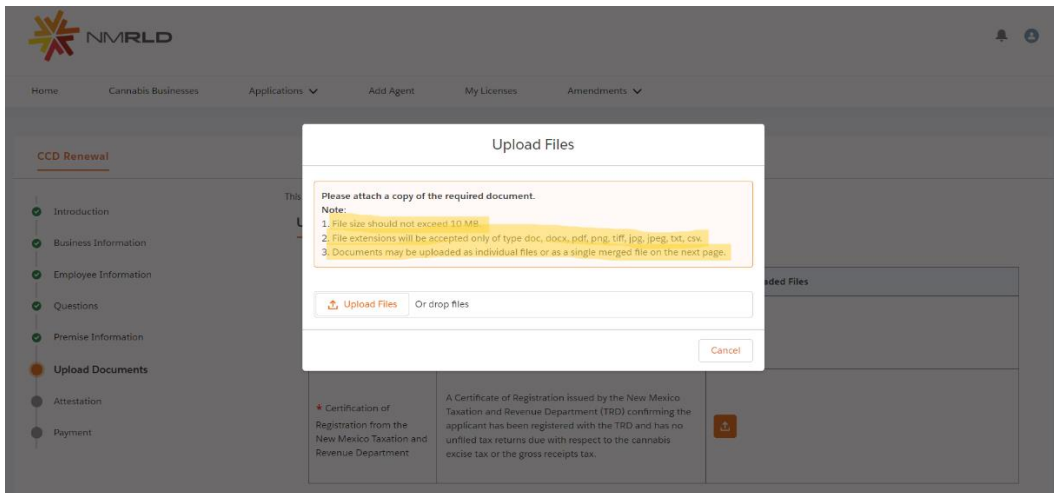
3. Follow the steps the Renewal process guides you through. Answer questions with honesty and upload appropriate documents.



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



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



- 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.

The screenshot shows the "Payment" step of the "CCD Renewal" process. A sidebar on the left lists the steps: Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, **Payment**, and Confirmation Message. The main content area is titled "Payment" and includes a message: "This script has been automatically saved, in order to resume in the future: [Copy the link](#) or [Email me the link](#)". Below this is a text box with instructions: "Select your mode of payment and click 'Pay and Submit' to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee." A table lists the fees:

Fee Name	Additional Info	Amount
Renewal Fee	Cannabis Producer	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
Plant Count Fee	Mature Plant Count - 201	\$1005
Total Due		\$4505

Below the table is a dropdown menu labeled "Mode of Payment" and a "Pay and Submit" button.

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

The screenshot shows the "Confirmation Message" step of the "CCD Renewal" process. The sidebar on the left now highlights "Confirmation Message" and de-emphasizes "Payment". The main content area is titled "Confirmation Message" and contains the text: "Your application has been successfully submitted and the department will review your application." Below this text is an orange button labeled "Back to home".

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

The screenshot shows the "All Renewal Application" page in the NMRLD system. The "Applications" tab is selected in the top navigation bar. Below the navigation bar, there is a search filter for "Status" with a dropdown menu, a "Search" button, and a "Clear" button. A table displays the application details:

Application ID	Applied Date	License Type	Status	Action
BLA-000000304	01/30/2024	Cannabis Producer	Submitted	View