Cannabis Control Division

May 8, 2024

New Mexico Cannabis Control Division's New Online Licensing Platform

Dear Licensees,

We're happy to announce the launch of our new online licensing portal, NM-PLUS, designed to streamline and simplify your licensing experience with the Cannabis Control Division (CCD). You can access the portal through the following link: <u>NM-PLUS Portal</u>.

You may have already received an email notification directly from the portal, guiding you on how to access it. However, we want to ensure all licensees are aware of how to access the portal and understand the process to verify their business information:

- 1. Log in to the online portal using your credentials.
- 2. Navigate to and click on the "Cannabis Businesses" tab.
- 3. Under "Action", click the drop-down arrow and select "View".
- 4. Scroll to the bottom of the Business Profile page and click "Edit".
- 5. Review and verify your business information. **Note**: You will not be able to edit name of the business, business type, state tax ID, type of Identifier, FEIN. To change these fields, you will need to submit an amendment once your initial business information has been verified by the CCD.
- 6. Click "Save".
- Once you've completed the verification process, the CCD will verify your business. After verification, you'll be able to proceed with adding, renewing, or amending your licenses directly through the portal.

It's important to note that all applications and fees for new licenses, amendments, and renewals must be submitted via NM-PLUS. Additionally, we're in the process of updating our website to include comprehensive licensing requirements, along with training guides and video tutorials to assist you in navigating NM-PLUS effectively.

For any inquiries or concerns regarding this licensing update, please reach out to us at <u>RLD.CannabisControl@rld.nm.gov</u>. We kindly ask for your cooperation in directing questions through this channel to help us manage inquiries efficiently and address other CCD-related matters promptly.

We sincerely appreciate your patience and cooperation as we continue to enhance our licensing platform to better serve you.

Thank you for your ongoing support.

Regards,

New Mexico Cannabis Control Division