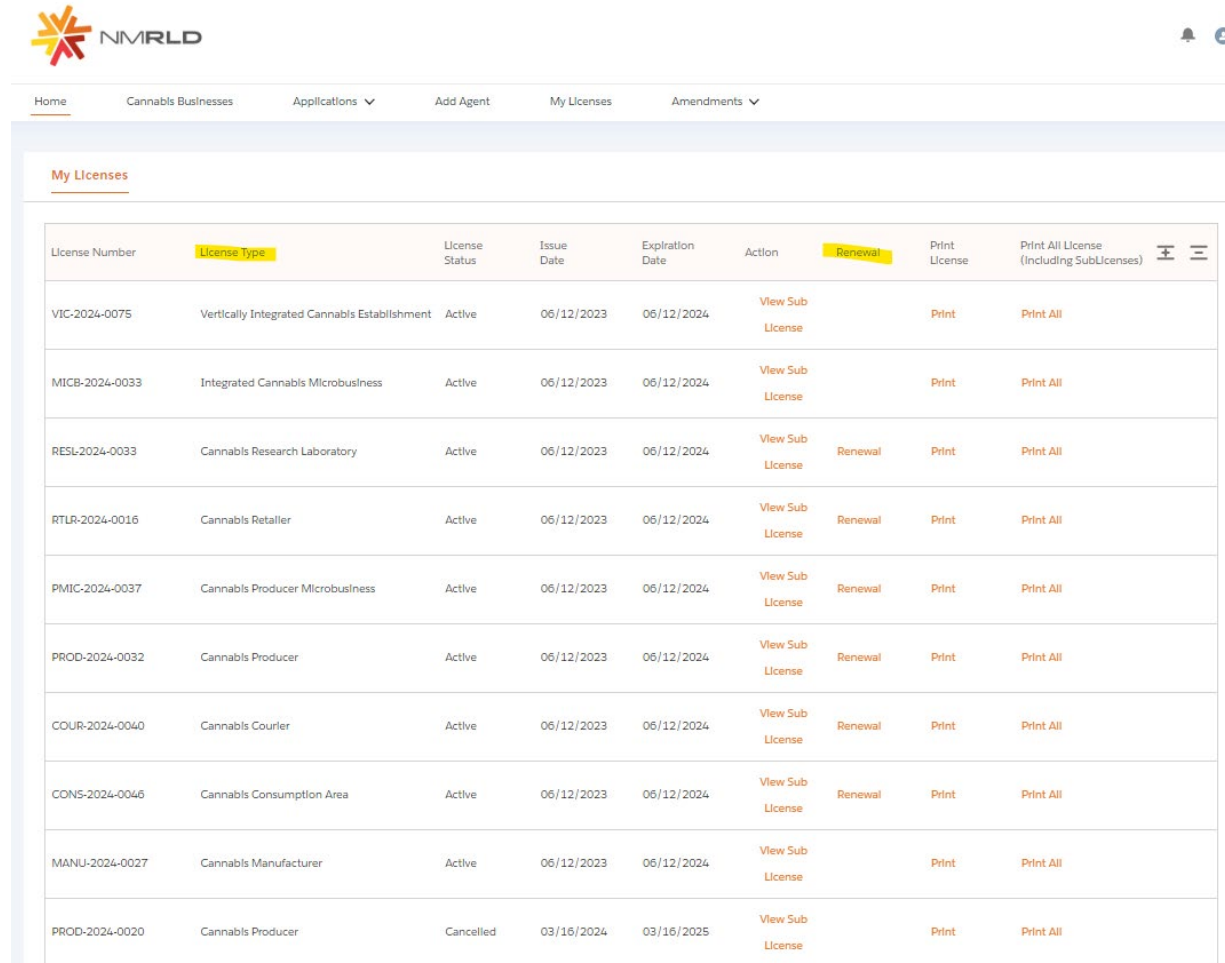


## Cannabis Retailer Renewal Walkthrough

This document will walk you through applying for a Renewal Cannabis Retailer Application.

Step 1: Log in to the CCD Portal: <https://nmrldpi.my.site.com/ccd/s/login/>

Step 2: Upon logging in, on the Home Page, you will see a list of all your licenses of all statuses. If any of them are eligible for Renewal, based on the defined criteria, there will be a 'Renewal' button as shown below:



The screenshot shows the 'My Licenses' page in the NMRD portal. The page has a navigation bar with 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. The 'My Licenses' section is active, displaying a table of licenses. The table has the following columns: License Number, License Type, License Status, Issue Date, Expiration Date, Action, Renewal, Print License, and Print All License (Including SubLicenses). The 'Renewal' column is highlighted in yellow for licenses with 'Active' status and expiration dates on or before 06/12/2024. The 'Action' column contains 'View Sub License' links for each license.

License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (Including SubLicenses)
VIC-2024-0075	Vertically Integrated Cannabis Establishment	Active	06/12/2023	06/12/2024	View Sub License		Print	Print All
MICB-2024-0033	Integrated Cannabis Microbusiness	Active	06/12/2023	06/12/2024	View Sub License		Print	Print All
RESL-2024-0033	Cannabis Research Laboratory	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
RTL-2024-0016	Cannabis Retailer	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
PMIC-2024-0037	Cannabis Producer Microbusiness	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
PROD-2024-0032	Cannabis Producer	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
COUR-2024-0040	Cannabis Courier	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
CONS-2024-0046	Cannabis Consumption Area	Active	06/12/2023	06/12/2024	View Sub License	Renewal	Print	Print All
MANU-2024-0027	Cannabis Manufacturer	Active	06/12/2023	06/12/2024	View Sub License		Print	Print All
PROD-2024-0020	Cannabis Producer	Cancelled	03/16/2024	03/16/2025	View Sub License		Print	Print All

Step 3: Click on 'Renewal' to begin the Renewal Application Process

Step 4: First screen will be the Introduction Screen. Click Next upon carefully reading the information provided on this screen

**CCD Renewal**

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

**Cannabis Retailer (RTL-2024-0016):**

- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment

### Introduction

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.

Renewals are an Important part of ensuring that Individuals working In New Mexico maintain accurate and current Information with the Department and comply with 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 responsibilities to protect health and safety and to ensure public trust in the cannabis industry.

If you have further questions regarding licensure or the Regulation and Licensing Department Cannabis Control Division, please visit the website at [www.rld.nm.gov/Cannabis](http://www.rld.nm.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 who can be reached for help.

**IMPORTANT NOTE:** Amendments to add, remove or change a premise location or function, increase or decrease mature plant count, or any other substantial changes cannot be done through this renewal application. Such changes may be requested by applying for an amendment before or after the license is renewed. Additionally, 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 Person of the business, you will not be authorized to submit this application for renewal.

If you are ready to complete your renewal, click the Next button to continue.

[Save for later](#) [Next](#)

Step 5: Next is the Business Information Screen. All of the fields will be Read-Only as they are pulled from your Self-Registration form which get stored in Salesforce

The screenshot shows the 'Business Information' screen for a 'Cannabis Retailer (RTL-2024-0016)'. The page has a navigation bar at the top with 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. A sidebar on the left lists steps: Introduction (checked), Business Information (highlighted), Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area is titled 'Business Information' and includes several instructions and form fields. The fields are read-only and contain placeholder text. A 'Business Physical Address' section is partially visible at the bottom.

**CCD Renewal**

**Cannabis Retailer (RTL-2024-0016):**

- Introduction
- Business Information**
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment

### Business Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the division where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be submitted through an Amendment.

**Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.**

* Name of Business	Doing Business As (DBA)
Thelema's Grove	Thelema's Grove
Type of Business	State Tax ID
Limited Liability Company (LLC)	66-666666-66-9
* Type Of Identifier	
ITIN	
* ITIN (Sample format: XXX-XX-XXXX)	
666-66-6666	
Business Phone Number	* Business E-mail Address
(666) 666-6666	mivassca.lts@jopmail.com
Business Website	

Business Website

Business Website

**Business Physical Address**

**Note: Business Physical Address is the location where a company's executive management and key managerial and support staff are located.**

* Physical Address Street
410 Austin St

Step 6: Upon clicking Next, you are then routed to the 'Employee Information' Screen

The screenshot shows the 'Employee Information' step of a 'CCD Renewal' application for 'Cannabis Retailer (RTL-2024-0016)'. The left sidebar lists the application steps: Introduction, Business Information, Employee Information (current), Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area contains three questions with radio button options:

- \* Does this business currently have employees?  
 Yes  
 No
- \* Does this business capture demographic information for its employees?  
 Yes  
 No
- \* Has this business entered into a labor peace agreement with a bona fide labor organization that is actively engaged in representing or attempting to represent your employees?  
 Yes  
 No

At the bottom right, there are 'Previous' and 'Next' buttons, and a 'Save for Later' link.

Based on your responses to these questions, additional questions will appear as shown below:

This screenshot shows the continuation of the 'Employee Information' step. The 'Yes' options for the previous questions are highlighted in yellow. The form now includes several text input fields for demographic data:

- \* How many employees does this business have? (Text input field)
- \* Does this business capture demographic information for its employees?  
 Yes  
 No
- Please approximate the number of current employees who each meet the following criteria:
  - \* Black persons having origins in any of the Black African racial groups; (Text input field)
  - \* Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race; (Text input field)
  - \* Native American or Alaskan native persons having origins in any of the original peoples of North America; (Text input field)
  - \* Asian and Pacific Islander persons having origins in any of the far east countries, Southeast Asia, the Indian subcontinent or the Pacific Islands. (Text input field)
- \* Two (2) or more races (Text input field)
- \* Other (Text input field)

A dropdown arrow labeled 'Employee Demographic Information' is visible at the bottom.

## Step 7: Up next is the Questions Screen



Home Cannabls Businesses Applications Add Agent My Licenses Amendments

### CCD Renewal

#### Cannabis Retailer (RTL-2024-0016):

- Introduction
- Business Information
- Employee Information
- Questions**
- Premise Information
- Upload Documents
- Attestation
- Payment

#### Questions

- \* Does the business certify It will adhere to cannabls transport requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, Including the transport of unprocessed cannabls or cannabls products to other cannabls establishments?  
 Yes
- \* Does the business certify It will adhere to security requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, Including requirements relating to safety and security procedures, security devlces to be used, placement of security devlces, personal safety, and crime prevention techniques?  
 Yes
- \* Does the business certify It will adhere to quality assurance requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, Including requirements relating to routine testing by a licensed testing laboratory, division Inspection of licensed premlses during normal business hours, and testing of cannabls?  
 Yes
- \* Does the business certify It will adhere to applicable federal, state and local laws governing the protection of public health and the environment, Including occupational health and safety, food safety, environmental Impacts, natural resource protections, air quality, solid and hazardous waste management, and wastewater discharge?  
 Yes
- \* Is the Business licensed under the New Mexico Liquor Control Act?  
 Yes  
 No
- \* Does the business certify that It will notify the division In writing within seven days of any change of fact that would potentially result In any controlling person, being disqualified from holding a license pursuant to the Cannabis Regulation Act or division rules, Including a felony conviction Involving fraud, deceit, or embezzlement; a felony conviction for hiring, employing, or otherwise using a person younger than 18 years of age to prepare for sale, transport or carry a controlled substance or sell, give away or offer to sell a controlled substance to any person; or a felony conviction for the possession, use, manufacture, distribution, or dispensing or possession with the Intent to manufacture, distribute or dispense a controlled substance, which no longer Includes cannabls?  
 Yes
- \* Does the business certify that a premlses diagram shall be kept at each licensed premlses at all times and made available for In person Inspection by the Cannabis Control Division or Its Representatives upon request. This premlses diagram will conform to the requirements set forth In 16.8.2 NMAC?  
 Yes
- \* Does the business certify It will adhere to retail requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules?  
 Yes

## Step 8: Up next is the Premise Information Screen



### CCD Renewal

Cannabis Retailer (RTL-2024-0016):

- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information**
- Upload Documents
- Attestation
- Payment

#### Premise Information

Amendments to add, remove, or change a premise location or function, increase or decrease mature plant count, or any other substantial changes cannot be made through this Renewal Application. Such changes may be requested by applying for an amendment before or after the license is renewed. Click the upload icon to view the required premises documents for each cannabis function and to upload the documents.

**File Upload Pending**

S.No.	Name	License Number	Physical Address	Functions	Premise Documents	Action
1	PRM-6218	RTL-2024-0016-PRM-0001	69 Cloud Street, Algodones, New Mexico 07008, United States	Retailer	Pending	

< Previous Displaying 1 of 1 Page Next >

Save for later

Previous **Next**

Upon renewal, you will be required to re-submit Premise documentation. Click on the Upload button to review which documents are required to proceed

### Upload Premise Documents

#### Upload Documents

Document Name	Document Description	Uploaded Files
* Business License / Zoning approval	Copy of Current Business License Issued by Local Jurisdiction to Include Zoning Approval and Fire Inspection Report OR Copy of a Confirmation Letter from the Jurisdiction that the Jurisdiction Does Not Issue Business Licenses and/or Zoning Approval.	

Submit

Step 9: Upon successfully uploading the required document, click next to proceed to the Renewal Application Upload Document Screen

The screenshot shows the 'CCD Renewal' interface for a Cannabis Retailer (RTL-2024-0016). A vertical progress bar on the left lists steps: Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents (highlighted in orange), Attestation, and Payment. The main area is titled 'Upload Documents' and contains a table with the following data:

Document Name	Document Description	Uploaded Files
* Certification of Good Standing	A Certification of Good Standing from the New Mexico Secretary of State.	

Below the table is a 'Save for Later' link and two buttons: 'Previous' and 'Next'.

Step 10: Upon uploading documents click next to route to the Attestation screen where the acknowledgement and name is required

The screenshot shows the 'CCD Renewal' interface for a Cannabis Retailer (RTL-2024-0016) at the 'Attestation' step. The progress bar on the left highlights 'Attestation' in orange. The main area is titled 'Attestation' and contains the following text:

**Application Attestation**

I hereby declare that the information contained within and submitted with the application is complete, true and accurate. I understand that a misrepresentation of fact or violation of these rules may result in denial of the license application or revocation of a license issued.

**I acknowledge that all application fees are non-refundable.**

Below this text are two input fields: 'Applicant Name' and 'Date'. The 'Date' field is pre-filled with '05/07/2024'. At the bottom, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

Step 11: Click next to route to the Payment Screen.

**CCD Renewal**

**Cannabis Retailer (RTL-2024-0016):**

- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment**
- Confirmation Message

### Payment

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.

Fee Name	Additional Info	Amount
Renewal Fee	Cannabis Retailer	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
<b>Total Due</b>		<b>\$3500</b>

\* Mode of Payment

The amount to be paid is **\$3500**. You may not begin to grow cannabis until your application has been approved.

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

This screen shows the breakdown of the total amount to be paid. Click Pay and Submit upon selecting a Mode of Payment, which then launches CyberSource in a new tab



### Billing Information

\* Required field

First Name \*

Aleister

Last Name \*

Crowley

Company Name

Aleister Crowley

Address Line 1

410 Austin St

City

Truth or Consequences

Country/Region

United States of America

State/Province

New Mexico

Zip/Postal Code

87901

Phone Number \*

Email \*

miwasscalls@yopmail.com

Next

[Cancel Order](#)

### Your Order



Total amount \$3,500.00

Billing **Payment** Review Receipt

### Payment Details 🔒

\* Required field

Card Type \*

 Visa
   Mastercard


Card Number \*

Expiration Month \*    Expiration Year \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

### Your Order

Total amount	\$3,500.00
--------------	------------

[Cancel Order](#)

Billing Payment **Review** Receipt

### Review your Order

#### Payment Details

Card Type: Visa

Card Number: xxxxxxxxxxxx1111

Expiration Date: 03-2028

#### Your Order

Subtotal	\$3,500.00
Service fee	\$87.50
<b>Total amount</b>	<b>\$3,587.50</b>

By clicking Pay, I agree to the [Service Fee Terms & Conditions](#)

[Cancel Order](#)

Click Pay to submit payment.

You will then see a new tab open in your browser for 5 seconds with the below message

## Congratulations!

Your payment has been processed successfully.  
This window will be closed automatically in 5 seconds.

Then, you will see this prompt below

Thank you! Your application has been submitted successfully.

You may check the status of your application by logging into your Portal at any time. Department staff will contact you if additional information or documentation is needed to complete the review of your application. Once your application is approved, you will receive an email notifying you of the update and how you can access your records and a digital copy of your license on the Portal. If you paid by Credit card or E-Check then you will receive a receipt from the payment processor, CyberSource, via email.

[Back to Home](#)

Click Home to return to the Home Page of the CCD Portal.