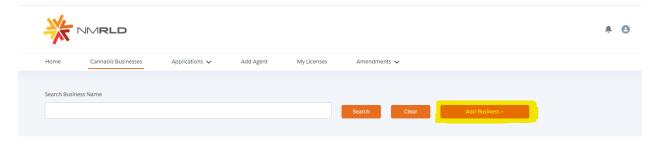**Add Business Technical Document**

This document will walk you through "**Add a Business**" from a Business Facing perspective (Portal Side).

Step 1: Business to log in to the Portal via their Credentials.

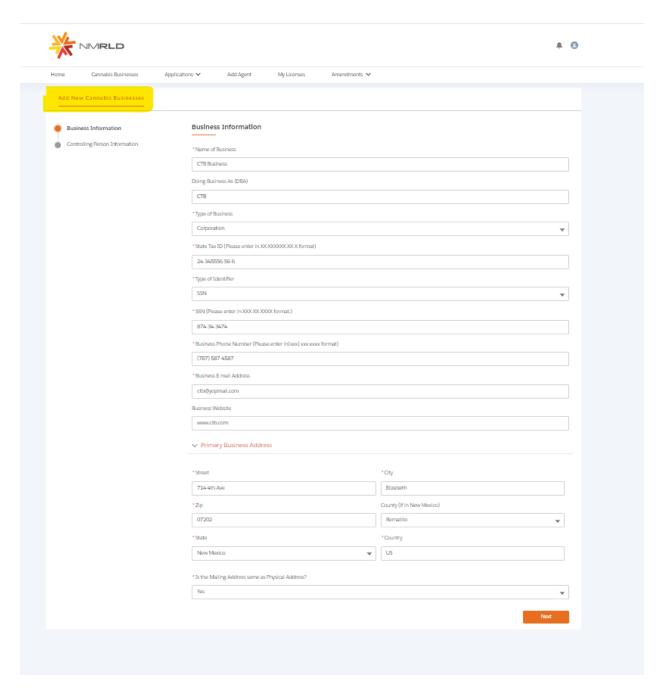**Step 2**: Logged in user must navigate to the 'Cannabis Business' in the Portal as shown below:

Step 3: In 'Cannabis Business', click 'Add Business +' button as shown below:
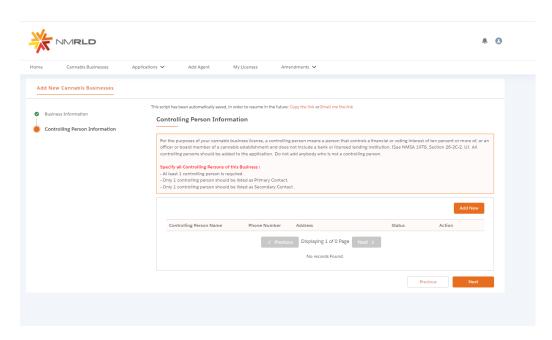

This will launch an 'Add New Cannabis Business' form where Businesses will need to go through Business Information and Controlling Person Information and fill out all the form as shown below.

Step 4: User needs to fill in the Business Information and Primary Business address section (Physical Address).
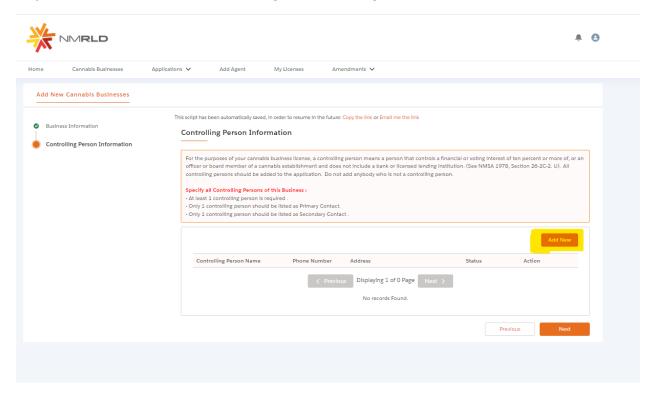

Businesses must enter a unique State tax ID & unique 'Type of Identifier' + 'Identifier Number' to register their business. This will restrict users to create multiple duplicate businesses or register an already registered business.
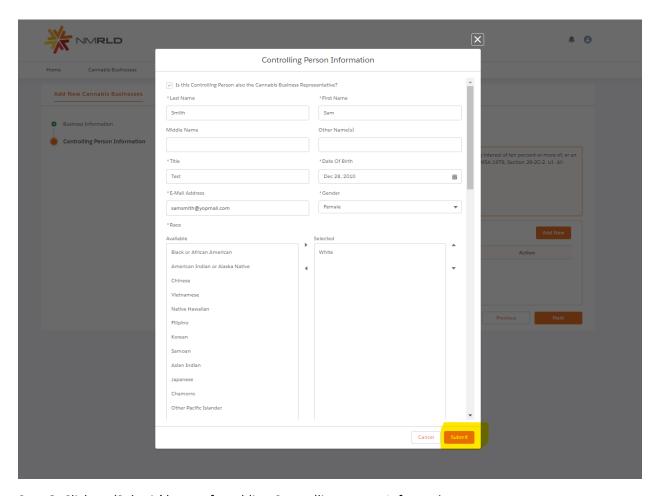
Step 5: After filling all the information, click next to proceed to the 'Controlling Person Information' shown below:

Step 6: Click on 'Add New' button for adding New Controlling Person Information.
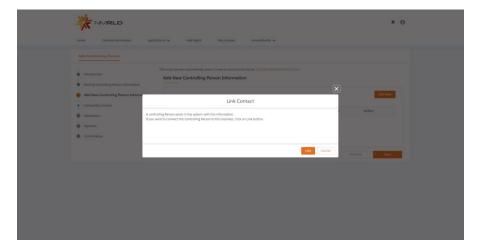

Step 7: Add New button will open the popup form where they can enter relevant controlling person information.
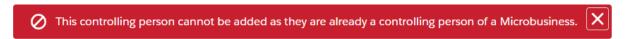
Step 8: Click on 'Submit' button for adding Controlling person Information.
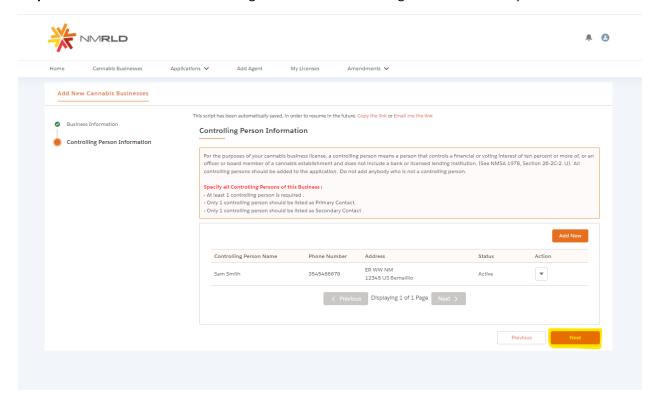
If the controlling person is already registered & a part of another business, the system will ask them to **link** that person with their business. This will avoid creating duplicate records for the same controlling person. System will identify that this controlling person is already in the system by combination of same **'Last Name' + 'Date of Birth' + 'Type of Identifier' + 'Identifier Number'.**

If the controlling person is already registered & a part of another microbusiness (which has an Active Integrated Microbusiness or Producer Microbusiness License), they system will not let the business add that controlling person and show the error shown below.

Step 9: Click on 'Next' button for adding Business and Controlling Person successfully.

Step 10: Now you can see Business and Controlling Person Information added.