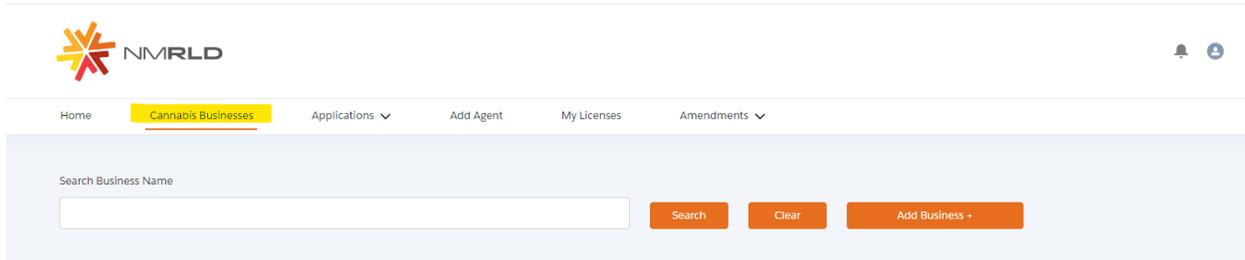


## Add Business Technical Document

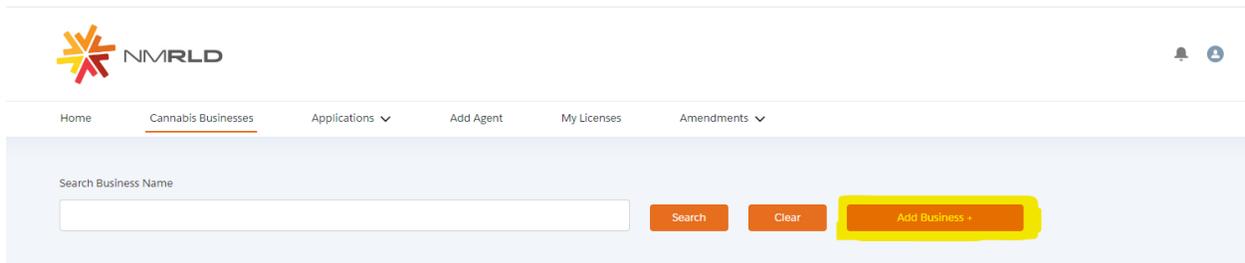
This document will walk you through “**Add a Business**” from a Business Facing perspective (Portal Side).

**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).

The screenshot shows the NMRLD website interface for adding a new cannabis business. The navigation bar includes Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. A yellow banner at the top of the main content area reads "Add New Cannabis Businesses". On the left, a sidebar shows "Business Information" as the active section, with "Controlling Person Information" below it. The main form area is titled "Business Information" and contains the following fields:

- \* Name of Business: Input field containing "CTB Business".
- Doing Business As (DBA): Input field containing "CTB".
- \* Type of Business: Dropdown menu with "Corporation" selected.
- \* State Tax ID (Please enter in XX-XXXXXX-XX-X format): Input field containing "24-345556-56-6".
- \* Type of Identifier: Dropdown menu with "SSN" selected.
- \* SSN (Please enter in XXX-XX-XXXX format.): Input field containing "874-34-3474".
- \* Business Phone Number (Please enter in (xxx) xxx-xxxx format): Input field containing "(787) 587-4587".
- \* Business E-mail Address: Input field containing "ctb@yopmail.com".
- Business Website: Input field containing "www.ctb.com".
- Primary Business Address (expanded):
  - \* Street: Input field containing "714 4th Ave".
  - \* City: Input field containing "Elizabeth".
  - \* Zip: Input field containing "07202".
  - County (if in New Mexico): Dropdown menu with "Bernalillo" selected.
  - \* State: Dropdown menu with "New Mexico" selected.
  - \* Country: Input field containing "US".
  - \* Is the Mailing Address same as Physical Address?: Input field containing "Yes".

A "Next" button is located at the bottom right of the form.

**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:**

**Add New Cannabis Businesses**

This script has been automatically saved, in order to resume in the future: [Copy the link](#) or [Email me the link](#)

**Controlling Person Information**

For the purposes of your cannabis business license, a controlling person means a person that controls a financial or voting interest of ten percent or more of, or an officer or board member of a cannabis establishment and does not include a bank or licensed lending institution. (See NMSA 1978, Section 26-2C-2. U). All controlling persons should be added to the application. Do not add anybody who is not a controlling person.

**Specify all Controlling Persons of this Business :**

- At least 1 controlling person is required.
- Only 1 controlling person should be listed as Primary Contact.
- Only 1 controlling person should be listed as Secondary Contact.

Controlling Person Name	Phone Number	Address	Status	Action
No records Found.				

[Add New](#)

[Previous](#) [Next](#)

**Step 6: Click on ‘Add New’ button for adding New Controlling Person Information.**

**Add New Cannabis Businesses**

This script has been automatically saved, in order to resume in the future: [Copy the link](#) or [Email me the link](#)

**Controlling Person Information**

For the purposes of your cannabis business license, a controlling person means a person that controls a financial or voting interest of ten percent or more of, or an officer or board member of a cannabis establishment and does not include a bank or licensed lending institution. (See NMSA 1978, Section 26-2C-2. U). All controlling persons should be added to the application. Do not add anybody who is not a controlling person.

**Specify all Controlling Persons of this Business :**

- At least 1 controlling person is required.
- Only 1 controlling person should be listed as Primary Contact.
- Only 1 controlling person should be listed as Secondary Contact.

Controlling Person Name	Phone Number	Address	Status	Action
No records Found.				

[Add New](#)

[Previous](#) [Next](#)

**Step 7: Add New button will open the popup form where they can enter relevant controlling person information.**

**Controlling Person Information**

Is this Controlling Person also the Cannabis Business Representative?

\*Last Name:  \*First Name:

Middle Name:  Other Name(s):

\*Title:  \*Date Of Birth:

\*E-Mail Address:  \*Gender:

\*Race

Available	Selected
Black or African American	White
American Indian or Alaska Native	
Chinese	
Vietnamese	
Native Hawaiian	
Filipino	
Korean	
Samoan	
Asian Indian	
Japanese	
Chamorro	
Other Pacific Islander	

Buttons: Cancel, **Submit**

**Step 8:** Click on 'Submit' button for adding Controlling person Information.

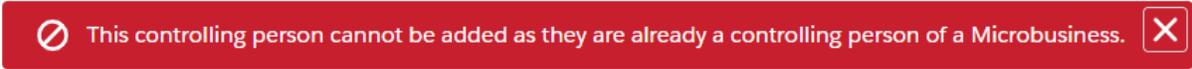
If the controlling person is already registered & a part of another business, the system will ask them to **link** that person with their business. This will avoid creating duplicate records for the same controlling person. System will identify that this controlling person is already in the system by combination of same **'Last Name' + 'Date of Birth' + 'Type of Identifier' + 'Identifier Number'**.

**Link Contact**

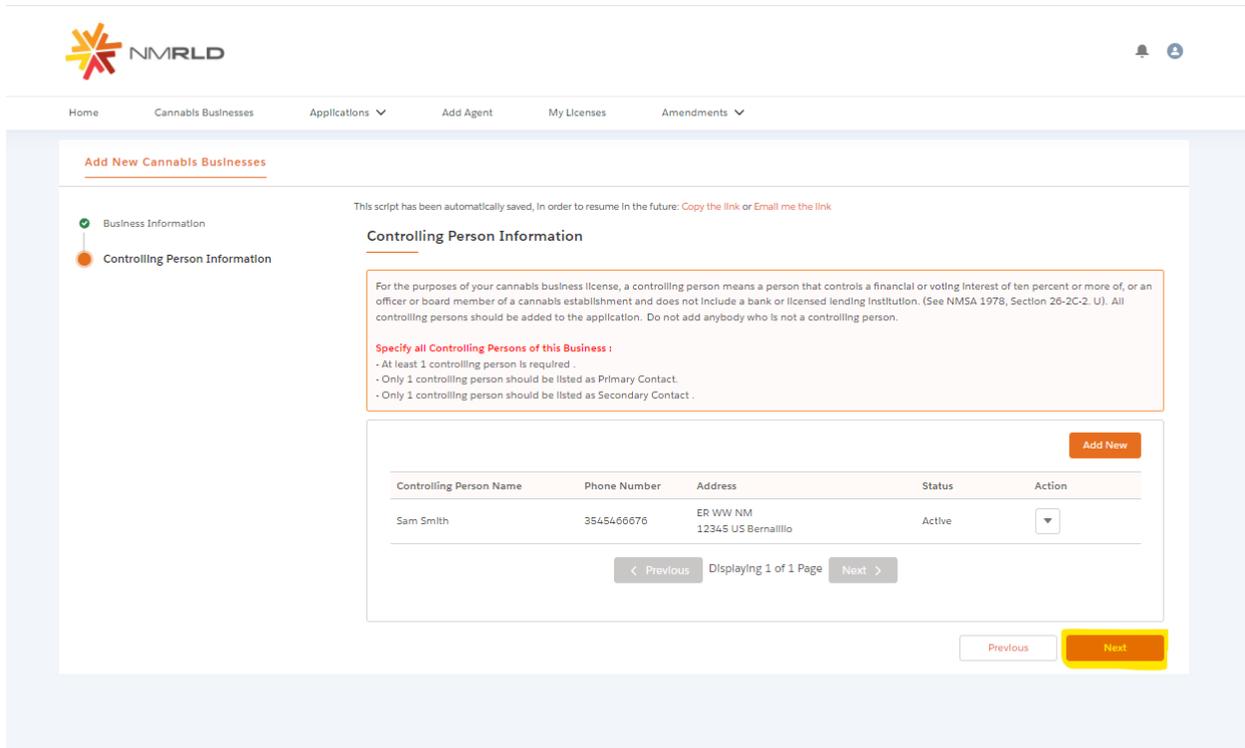
A controlling Person exists in the system with this information.  
If you want to connect this Controlling Person to this business, click on Link button.

Buttons: **Link**, Cancel

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

 This controlling person cannot be added as they are already a controlling person of a Microbusiness.

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



**Controlling Person Information**

For the purposes of your cannabis business license, a controlling person means a person that controls a financial or voting interest of ten percent or more of, or an officer or board member of a cannabis establishment and does not include a bank or licensed lending institution. (See NMSA 1978, Section 26-2C-2. U). All controlling persons should be added to the application. Do not add anybody who is not a controlling person.

**Specify all Controlling Persons of this Business :**

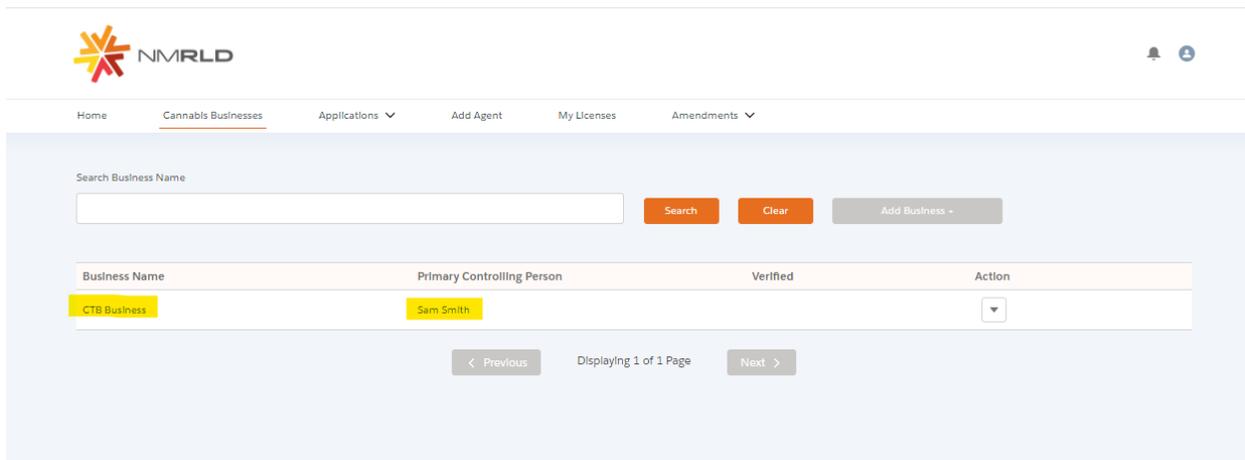
- At least 1 controlling person is required .
- Only 1 controlling person should be listed as Primary Contact .
- Only 1 controlling person should be listed as Secondary Contact .

Controlling Person Name	Phone Number	Address	Status	Action
Sam Smith	3545466676	ER WW NM 12345 US Bernalillo	Active	<input type="button" value="Add New"/>

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



Search Business Name

Business Name	Primary Controlling Person	Verified	Action
<b>CTB Business</b>	<b>Sam Smith</b>		<input type="button" value="Add New"/>

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