

Cannabis Producer Microbusiness Intake Walkthrough

This document will walk you through applying for an Intake Cannabis Producer Microbusiness License.

Step 1: Route to the CCD Portal Page and login via <https://nmrldpi.my.site.com/ccd/s/login/>

Apply for a New or Renewal License

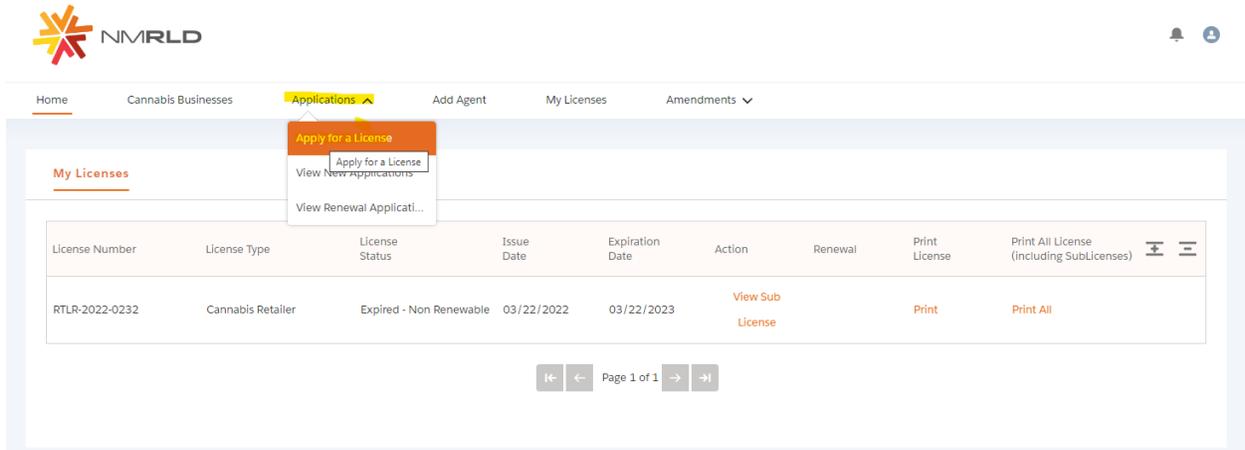
Create your account by clicking on [Self Register](#). If you have already created an account, please log in using your username and password to apply for a new license or renew a license.



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

Step 2: Upon entering your credentials, click Log In to enter the CCD Portal

Step 3: From the Navigation Bar, click on Applications -> Apply for a License, as shown below



The screenshot shows the NMRLD CCD Portal interface. The navigation bar includes 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. The 'Applications' dropdown menu is open, showing 'Apply for a License' (highlighted in orange), 'View New Applications', and 'View Renewal Applications'. Below the navigation bar, the 'My Licenses' section displays a table with the following data:

License Number	License Type	License Status	Issue Date	Expiration Date	Action	Renewal	Print License	Print All License (including SubLicenses)
RTL-2022-0232	Cannabis Retailer	Expired - Non Renewable	03/22/2022	03/22/2023	View Sub License		Print	Print All

At the bottom of the page, there is a pagination control showing 'Page 1 of 1'.

Step 4: Make sure to read the Instructions on the top of the page in the below screenshot. Upon going over the instructions, click 'Select' next to Cannabis Producer Microbusiness as shown below

NMRLD

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

Select License

← Back

Instructions:
This online licensing system collects the Information necessary to process your cannabis application. Please read each section carefully. If you need additional information while completing the application or if you have any questions, please call the **Cannabis Control Division at 505-476-4995** or email us at **RLD.CannabisControl@rid.nm.gov**.

All draft applications older than 90 days will be automatically deleted.
All incomplete applications older than 1 year will be automatically voided.

As you complete the application, you'll be able to save the responses you've entered. If you click the 'Save & Next' button at the bottom of each screen, you'll be able to come back to resume or complete your application, and your application will not be submitted to CCD until you click the 'Pay & Submit' button on the final screen.

Search License here...

Cannabis Consumption Area
A licensed premise where cannabis products may be served and consumed. Alcohol cannot be sold or consumed in a cannabis consumption area. Local jurisdictions may deny cannabis consumption area licenses. Select

Cannabis Courier
A person or business licensed to transport cannabis products to qualified patients, primary caregivers, or reciprocal participants, or directly to consumers. Select

Cannabis Manufacturer
A person or business authorized to manufacture and package cannabis products; has cannabis products to be tested by a cannabis testing lab; or purchase, acquire, sell or transport wholesale cannabis products to other cannabis establishments. Select

Cannabis Producer
A person or business authorized to cultivate cannabis plants; has unprocessed cannabis products to be tested by a cannabis testing lab; transport unprocessed cannabis products to other cannabis establishments; or sell cannabis products wholesale. Select

Cannabis Producer Microbusiness
A person or business authorized to produce cannabis products at a single premise that possesses no more than 200 total mature cannabis plants at any one time. Select

Page 1 of 2

Step 5: Upon clicking Select, you will be routed to the Pre-screening to kick start the intake Application Process

The screenshot shows the NMRLD (New Mexico Regulatory Licensing and Reporting Division) interface for the CCD Intake process. The user is currently in the Pre-Screening step of the Cannabis Producer Microbusiness application. The interface includes a navigation menu on the left with steps: Pre-Screening (active), Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area contains five pre-screening questions, each with radio button options for Yes or No. At the bottom, there are links for 'Save for later' and 'Start Application'.

CCD Intake

Cannabis Producer Microbusiness:

Pre-Screening

- Pre-Screening
- Disclaimer for Microbusinesses
- Introduction
- Business Information
- Employee Information
- Questions
- Premise Information
- Upload Documents
- Attestation
- Payment

Pre-Screening

* Has this business been approved for a business license issued by local jurisdiction?

Yes
 No

* Will this business be conducting functions for medical cannabis only?

Yes
 No

* Will any of the premises of this business be located on tribal land?

Yes
 No

* Has this business ever had an application or license in the cannabis industry denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing agency in another state, jurisdiction or territory?

Yes
 No

* Does this business currently maintain any active cannabis licenses?

Yes
 No

* Is this business registered with the New Mexico Secretary of State and in good standing?

Yes
 No

* Is this business a delinquent taxpayer with the United States Federal government or in any state, territory, county, municipality, country, or any governmental entity which has authority to collect taxes?

Yes
 No

Delinquency includes, but is not limited to, non-payment of owed taxes, the issuance of a tax lien, or an active repayment plan.

[Save for later](#) [Start Application](#)

The screen is user interactive, based on Yes or No responses to certain questions, additional questions will appear on the screen to populate as shown below

* Has this business been approved for a business license issued by local jurisdiction?

- Yes
- No

* Does this business's local jurisdiction issue business licenses and/or zoning approval?

- Yes
- No

* Will this business be conducting functions for medical cannabis only?

- Yes
- No

* Will any of the premises of this business be located on tribal land?

- Yes
- No

* Has this business ever had an application or license in the cannabis industry denied, suspended, revoked, surrendered, or had any primary action by a licensing agency in another state, jurisdiction or territory?

- Yes
- No

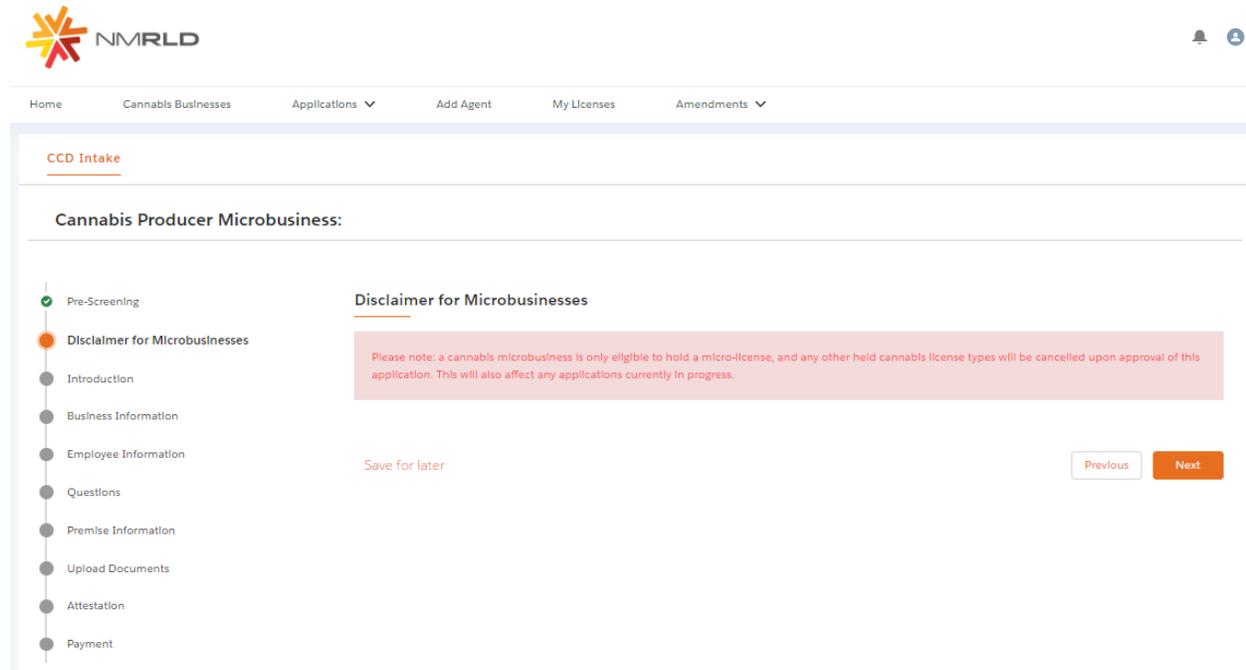
* Does this business currently maintain any active cannabis licenses?

- Yes
- No

* Please indicate which active cannabis license(s) this business maintains.

- Integrated Cannabis Microbusiness
- Cannabis Producer Microbusiness
- Cannabis Producer
- Cannabis Manufacturer
- Cannabis Retailer
- Cannabis Courier
- Cannabis Consumption Area with On-Site Retail
- Testing Laboratory
- Research Laboratory
- Vertically Integrated Cannabis Establishment

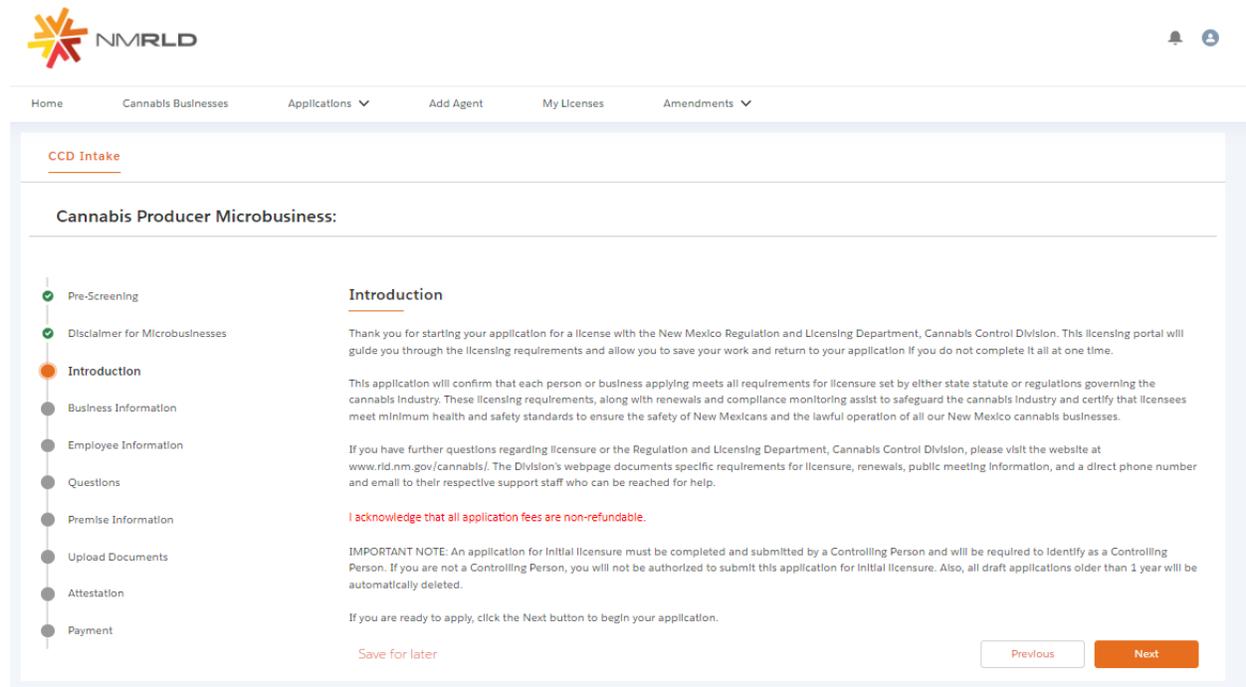
Step 6: Next is the Disclaimer for Microbusiness



The screenshot shows the NMRLD application portal. The top navigation bar includes 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. The main content area is titled 'Cannabis Producer Microbusiness:'. On the left, a vertical progress bar shows steps: Pre-Screening (checked), Disclaimer for Microbusinesses (highlighted), Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area is titled 'Disclaimer for Microbusinesses' and contains a red box with the text: 'Please note: a cannabis microbusiness is only eligible to hold a micro-license, and any other held cannabis license types will be cancelled upon approval of this application. This will also affect any applications currently in progress.' Below this, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

Click next to proceed after carefully reviewing this information.

Step 7: Next is the Introduction Screen. Upon reviewing this screen, click next



The screenshot shows the NMRLD application portal. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Cannabis Producer Microbusiness:'. On the left, the progress bar shows 'Introduction' as the current step. The main content area is titled 'Introduction' and contains the following text: 'Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department, Cannabis Control Division. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time. This application will confirm that each person or business applying meets all requirements for licensure set by either state statute or regulations governing the cannabis industry. These licensing requirements, along with renewals and compliance monitoring assist to safeguard the cannabis industry and certify that licensees meet minimum health and safety standards to ensure the safety of New Mexicans and the lawful operation of all our New Mexico cannabis businesses. 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/. The Division's webpage documents specific requirements for licensure, renewals, public meeting information, and a direct phone number and email to their respective support staff who can be reached for help. I acknowledge that all application fees are non-refundable. IMPORTANT NOTE: An application for Initial Licensure must be completed and submitted by a Controlling Person and will be required to identify as a Controlling Person. If you are not a Controlling Person, you will not be authorized to submit this application for Initial Licensure. Also, all draft applications older than 1 year will be automatically deleted. If you are ready to apply, click the Next button to begin your application.' Below this, there is a 'Save for later' link and two buttons: 'Previous' and 'Next'.

Step 8: Next is the Business Information Screen

The screenshot shows the NMRLD CCD Intake application interface. The top navigation bar includes Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. The main content area is titled "Cannabis Producer Microbusiness:" and features a sidebar with a progress indicator for various steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information (highlighted), Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The "Business Information" section contains several text input fields and dropdown menus. A "Business Physical Address" section is partially visible at the bottom.

CCD Intake

Cannabis Producer Microbusiness:

- Pre-Screening
- Disclaimer for Microbusinesses
- 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: The e-ma's Grove
Doing Business As (DBA): The e-ma's Grove

Type of Business: Limited Liability Company (LLC)
State Tax ID (Sample format: XX-XXXXXX-XX-X): 66-666666-66-0

Type Of Identifier: ITIN

* ITIN (Sample format: XXX-XX-XXXX): 666-66-6666

Business Phone Number: (666) 666-6666
* Business E-mail Address: mlvasstalis@gmail.com

Business Website:

Controlling Person Names: Aleister Crowley

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

All Data is pre-populated from Salesforce. If you would like to make any changes, you will have to fill out an Amendment Application.

Step 9: Upon clicking Next, you are routed to the Employee Information Screen

The screenshot shows the NMRLD application interface. At the top left is the NMRLD logo. The navigation bar includes: Home, Cannabis Businesses, Applications (dropdown), Add Agent, My Licenses, and Amendments (dropdown). The main content area is titled "CCD Intake" and "Cannabis Producer Microbusiness:". A progress bar on the left lists steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information (highlighted in orange), Questions, Premise Information, Upload Documents, Attestation, and Payment. The "Employee Information" section contains the following questions and input fields:

- *How many employees does this business plan to have within the first 90 days of issuance of license? (Text input field)
- *How many employees does this business expect to have by the end of your Initial licensure period (1 year after the date of license issuance)? (Text input field)
- *Does this business currently have 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. A "Save for later" link is located at the bottom left of the form area.

If Yes is selected for the radio button questions, additional fields will appear to capture more information

This view shows the form after selecting "Yes" for the radio button questions. The "Yes" options are highlighted in yellow. Additional text input fields have appeared:

- *Does this business currently have employees?
 Yes
 No
- *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)

Please populate all the fields and click Next to proceed

Step 10: Question Screen is next.



CCD Intake

Cannabis Producer Microbusiness:

- Pre-Screening
- Disclaimer for Microbusinesses
- Introduction
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- Employee Information
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Questions

* Number of mature cannabis plants applicant intends to grow:

* Number of immature cannabis plants applicant intends to grow:

* Check the appropriate box(es) that describe how the business benefits or will benefit the community/communities where a premise(s) is/are located:

- Creation of Job Opportunities
- Economic Growth and Increased Tax Base
- Community Involvement
- Environmental Benefits (Recycling, Eco-Friendly Supplies and Packaging, etc)

* Does the business certify it will adhere to cannabis transport requirements pursuant to the Cannabis Regulation Act, the Lynn and Erin Compassionate Use Act, and division rules, including the transport of unprocessed cannabis or cannabis products to other cannabis 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 devices to be used, placement of security devices, 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 premises during normal business hours, and testing of cannabis?

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 a premises diagram shall be kept at each licensed premises at all times and made available for in person inspection by the Cannabis Control Division or its representatives upon request. This premises diagram will conform to the requirements set forth in 16.8.2 NMAC?

Yes

* 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 cannabis?

Step 11: Next is the Premise information Screen
You MUST add at least 1 premise to continue with this Application.

The screenshot shows the NIMRLD web application interface. At the top, there is a navigation bar with links for Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. Below this is a breadcrumb trail for 'CCD Intake'. The main content area is titled 'Cannabis Producer Microbusiness:' and features a vertical progress indicator on the left with steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information (highlighted in orange), Upload Documents, Attestation, and Payment. The 'Premise Information' section contains a text box with instructions: 'Add only one premise for the location the business intends to produce cannabis and possess no more than two hundred (200) mature plants. Click the upload icon to view the required premises documents for cannabis production and to upload the documents.' Below this text box is a 'Save for later' link and a 'No premises to display.' message. A red arrow points to an 'Add New Premise' button. At the bottom right of the section are 'Previous' and 'Next' buttons.

Upon clicking Add New Premise, you will see the below Prompt

Premise Information

* Please indicate all the functions this business will perform at this Premise:

Producer

Step 12: You will then be routed to the Premise Information Screen where you specify a variety of different information. You can specify the DBA name, Address, Hours of Operation, and type of energy resource business plans on using

Premise Information

Doing Business As

▼ Physical Address Information

* Street * City

* State * Zip

* Country * County

* Phone Number

▼ Business Working Hours

*Days this premise will be open for business:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

▼ Producer Information

Demonstration of Water Right

Please provide demonstration of a legal right to use the quantity of water that the division determines is needed for cannabis production, as evidenced by either:

(1) Documentation from the Office of the State Engineer (OSE) for all water sources except municipal water to obtain approval and validation for your water right and to determine if the right is configured correctly for the proposed use and place of use, etc.

(2) A water service account documentation letter from the municipal water source (i.e. water from City of Albuquerque, City of Las Cruces, City of Santa Fe, etc.) that will be providing water which contains the applicant's contact information, the premise location the water is being hauled/serviced to, and an explicit permission to use the water for cannabis agriculture. The CCD will review and validate this water source.

* Estimation of gallons of water the business will use per year at this premise.

* Approved water supply to be used for cannabis production is (check all that apply).
 Legally provided by a Municipality or Water Purveyor
 Certified Approval of Water Rights from the NM office of State Engineer

* Cultivation Facility Type:
 Outdoor Irrigation
 Indoor
 Greenhouse
 Hoop House

* Describe the type of energy resource the business plans on using?
 Drip Irrigation
 Water collection
 Natural or energy efficient lighting
 Renewable energy generation
 Use of hybrid or electric vehicles

Upon clicking Submit, you will be required to upload Premise-based documentation. Click on the Upload button to view the required documents.



CCD Intake

Cannabis Producer Microbusiness:

- ✓ Pre-Screening
- ✓ Disclaimer for Microbusinesses
- ✓ Introduction
- ✓ Business Information
- ✓ Employee Information
- ✓ Questions
- Premise Information
- Upload Documents
- Attestation
- Payment

Premise Information

Add only one premise for the location the business intends to produce cannabis and possess no more than two hundred (200) mature plants.
Click the upload icon to view the required premises documents for cannabis production and to upload the documents.

File Upload Pending

Add New Premise

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-6215	69 Cloud Street, Alcalde, New Mexico 07008, United States	Producer	Pending	  



< Previous Displaying 1 of 1 Page Next >

Save for later

Previous Next

Upload Premise Documents

Upload Documents

Document Name	Document Description	Uploaded Files
* Water Rights	This form requires information regarding the water source to be used, the rights to the water source and the type of cultivation facility. This information will be reviewed by the New Mexico Office of the State Engineer (OSE) and the Cannabis Control Division (CCD).	
* 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

You have the ability to upload multiple documents per line item.

Upload Files

Please attach a copy of the required document.

Note:

1. File size should not exceed 10 MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as Individual files or as a single merged file on the next page.

*Attachment

 **Upload Files** Or drop files

[Cancel](#) [Submit](#)

Step 13: Next is the Application's Document Upload Screen



Home Cannabls Businesses Applications ▾ Add Agent My Licenses Amendments ▾

CCD Intake

Cannabis Producer Microbusiness:

- Pre-Screening
- Disclaimer for Microbusinesses
- Introduction
- Business Information
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- Premise Information
- Upload Documents**
- Attestation
- Payment

Upload Documents

Document Name	Document Description	Uploaded Files
* Certification of Good Standing	A Certification of Good Standing from the New Mexico Secretary of State.	
* Delinquent Tax Status	Please upload any documentation detailing the nature of the tax delinquency including formal charges, tax liens, or any other documentation describing the nature of the tax delinquency.	
* Verification of Limited Liability Company (LLC)	A copy of the Certificate of Organization; OR A filed copy of the Articles of Organization and any amendments thereto; OR A complete and fully executed Operating Agreement listing all members and managers including percentages of Interest owned by each and any amendments thereto; OR A copy of the Certificate of Registration for all Foreign Profit Companies (out-of-state).	
* Certification of Registration from the New Mexico Taxation and Revenue Department	A Certificate of Registration Issued by the New Mexico Taxation and Revenue Department (TRD) confirming the applicant is registered with the TRD for gross receipts tax.	

[Save for Later](#)

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

You have the ability to upload multiple documents per line item.

Upload Files

Please attach a copy of the required document.

Note:

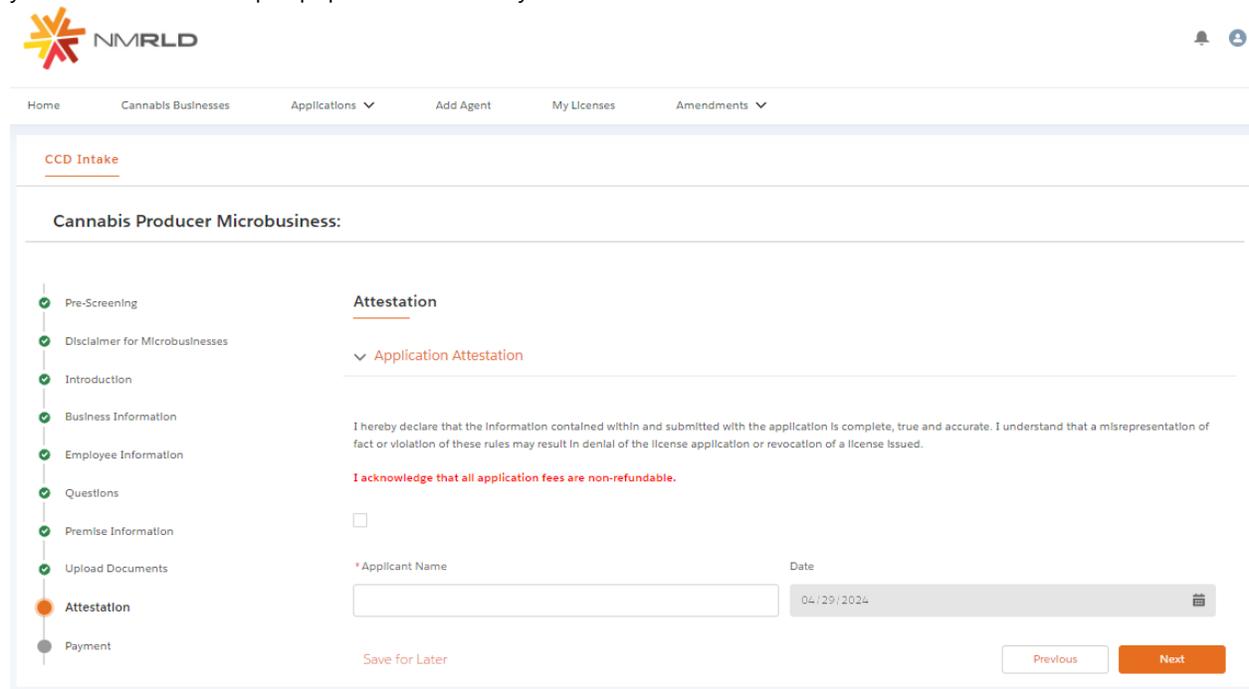
1. File size should not exceed 10 MB.
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3. Documents may be uploaded as Individual files or as a single merged file on the next page.

*Attachment

 Upload Files Or drop files

Cancel Submit

Step 14: Up next is the attestation screen. You MUST acknowledge the terms by clicking on the checkbox and signing your name. The date is pre-populated with Today's Date.



CCD Intake

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

Cannabis Producer Microbusiness:

Pre-Screening
Disclaimer for Microbusinesses
Introduction
Business Information
Employee Information
Questions
Premise Information
Upload Documents
Attestation
Payment

Attestation

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.

*Applicant Name Date
04/29/2024

Save for Later Previous Next

Click next to proceed.

Step 15: Last screen is the Payment screen. This shows a full breakdown of the Application cost

The screenshot shows the NMRLD application interface. At the top left is the NMRLD logo. A navigation bar includes links for Home, Cannabis Businesses, Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). The main content area is titled "CCD Intake" and "Cannabis Producer Microbusiness:". On the left is a vertical progress bar with steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, Payment (highlighted with an orange circle), and Confirmation Message. The "Payment" section contains 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." Below this is a table with three columns: Fee Name, Additional Info, and Amount. The table lists an Application Fee of \$1000 and a Medical Discount of \$500, resulting in a Total Due of \$1000. Below the table is a dropdown menu for "Mode of Payment". A bold warning states: "The amount to be paid is \$500. You may not begin to grow cannabis until your application has been approved." Below the warning is a "Save for later" link and two buttons: "Previous" and "Pay and Submit".

CCD Intake

Cannabis Producer Microbusiness:

Pre-Screening
Disclaimer for Microbusinesses
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
Application Fee	Cannabis Producer Microbusiness	\$1000
Total Due		\$1000
Medical Discount		\$500

* Mode of Payment

The amount to be paid is **\$500**. 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](#)

There are three modes of Payment:

- Credit Card
- E-Check
- Cashiers Check

Select one of the options and click Pay and Submit

Upon clicking Pay and Submit, CyberSource is launched and asks for Billing information.

Billing Payment Review Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region

State/Province

Zip/Postal Code

Phone Number *

Email *

[Cancel Order](#)

Your Order

Total amount	\$500.00
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Payment Details

* Required field

Card Type *

VISA Visa  Mastercard

Card Number *

Expiration Month * Expiration Year *

Month Year

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



[Cancel Order](#)

Your Order

Total amount	\$500.00
--------------	----------

Review your Order

Payment Details	Your Order
Card Type: Visa	Subtotal: \$500.00
Card Number: xxxxxxxxxxxxxx1111	Service fee: \$12.50
Expiration Date: 12-2027	Total amount: \$512.50

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

[Cancel Order](#)

Upon clicking Pay, payment processes and below screens are shown upon successful payment.

Congratulations!

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

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](#)