

Integrated Cannabis Microbusiness Intake Walkthrough

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

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

Apply for a New or Renewal License

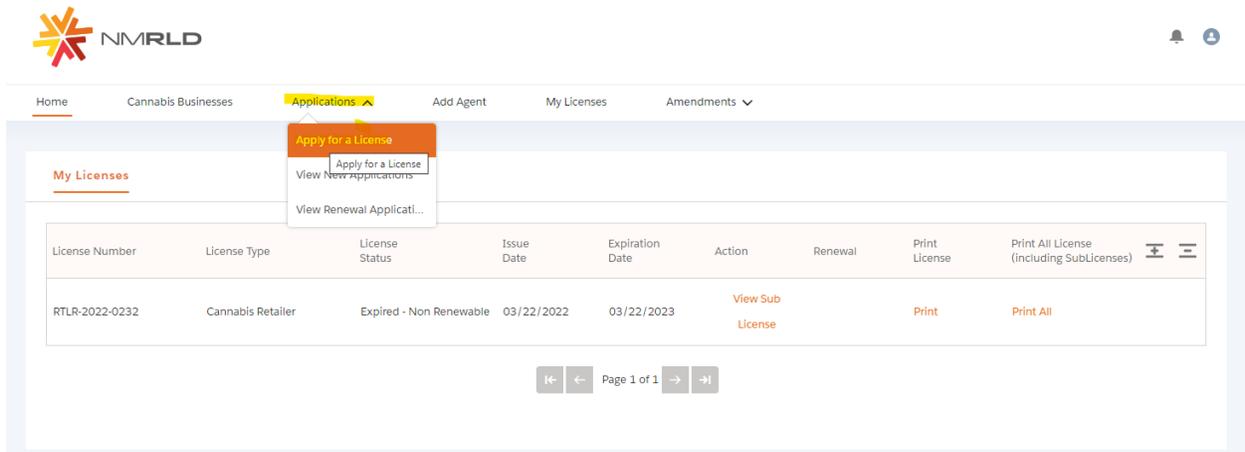
Create your account by clicking on [Self Register](#). If you have already created an account, please log in using your username and password to apply for a new license or renew a license.



[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' menu is open, showing options: 'Apply for a License', 'View New Applications', and 'View Renewal Applications'. Below the navigation bar is the 'My Licenses' section, which contains 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 Integrated Cannabis 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 Research Laboratory**
Person or Business that produces or possesses cannabis products & all parts of the plant genus Cannabis for the purpose of studying cannabis cultivation, characteristics or uses & doesn't test cannabis or cannabis products for wholesale or retail. [Select](#)
- Cannabis Retailer**
A person or business authorized to sell cannabis products to qualified patients, primary caregivers or reciprocal participants or directly to consumers. [Select](#)
- Cannabis Testing Laboratory**
A person or business authorized to sample, collect, test and transport wholesale or retail use only cannabis products for the purpose of testing. [Select](#)
- Integrated Cannabis Microbusiness**
A person or business authorized to act as any of the following: Cannabis Producer (200 mature plant maximum), Cannabis Manufacturer, Cannabis Retailer, or Cannabis Courier. Only one premise is allowed per licensed activity. No other license can be held. [Select](#)

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 CCD Intake Pre-Screening form. The header includes the NMRLD logo and navigation links: Home, Cannabis Businesses, Applications, Add Agent, My Licenses, and Amendments. The main heading is "Integrated Cannabis Microbusiness:". A vertical sidebar on the left lists the application steps: Pre-Screening (highlighted), Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area contains the "Pre-Screening" section with the following questions and radio button options:

- * 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

Below the questions, a note states: "Delinquency includes, but is not limited to, non-payment of owed taxes, the issuance of a tax lien, or an active repayment plan." At the bottom of the form, there are two buttons: "Save for later" and "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

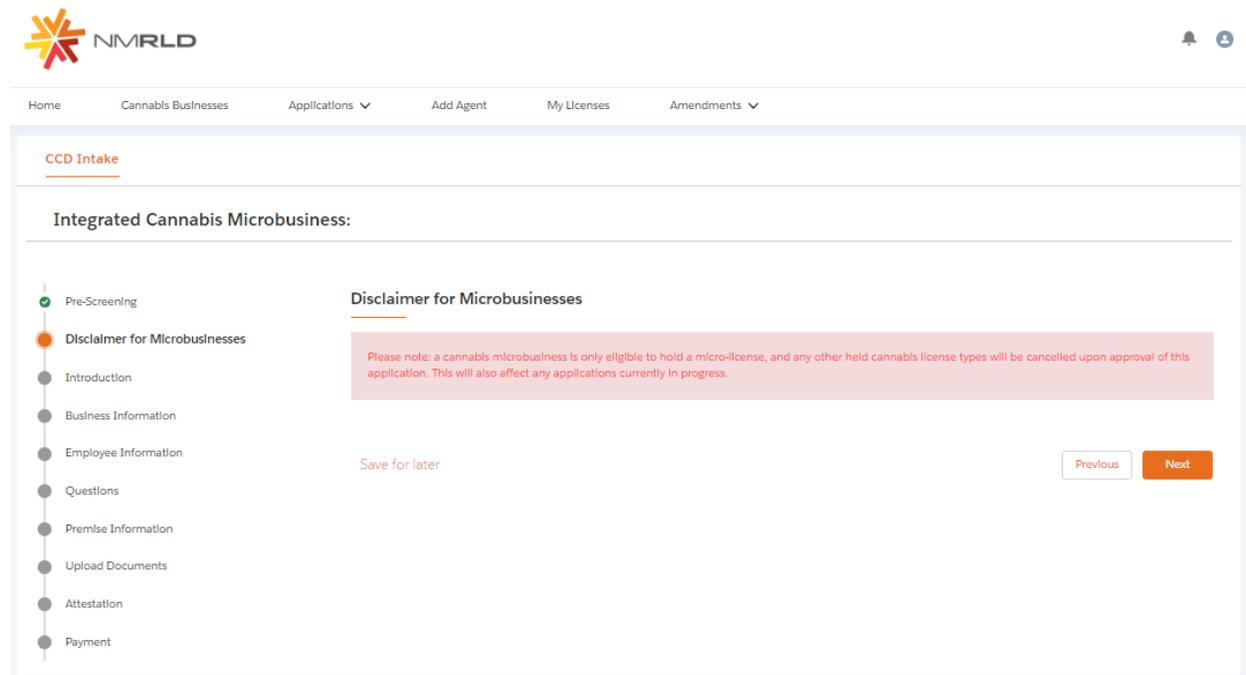
* Does this business currently maintain any active cannabis licenses?

- 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

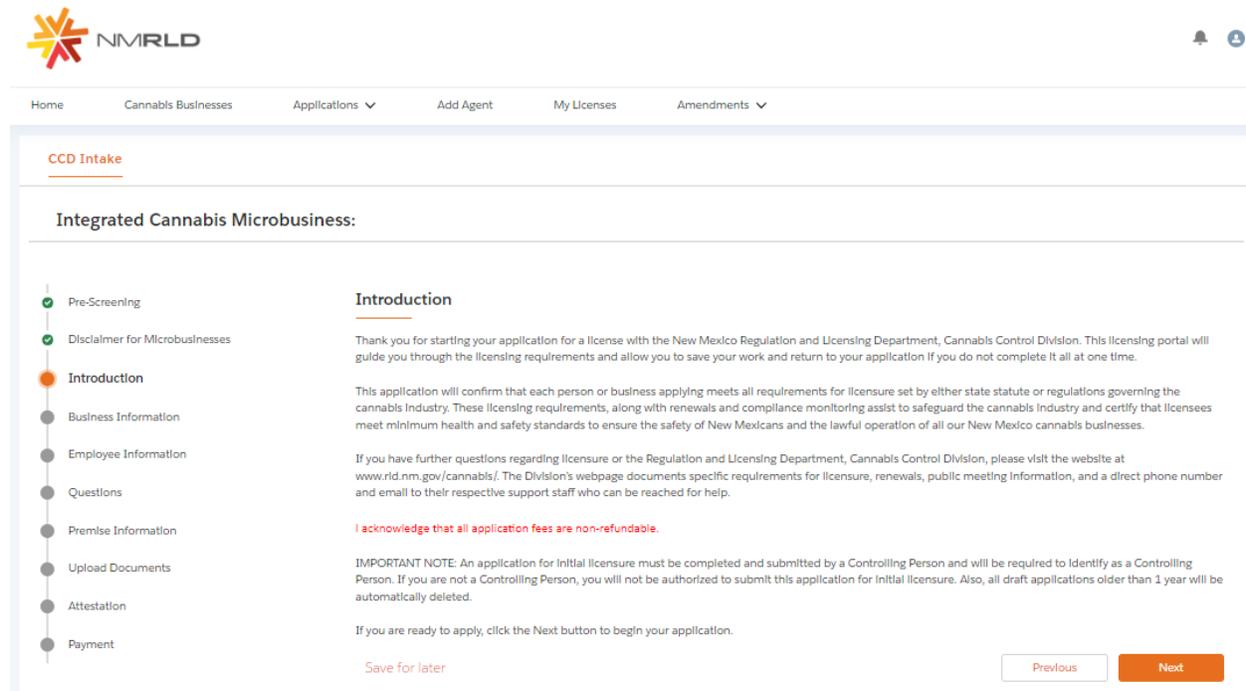
Step 6: Next is the Disclaimer for Microbusiness



The screenshot shows the NMRDL application portal. The top navigation bar includes 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent', 'My Licenses', and 'Amendments'. The main content area is titled 'Integrated Cannabis 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 'Previous' and 'Next' buttons.

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 NMRDL application portal. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Integrated Cannabis Microbusiness:'. On the left, the progress bar shows 'Disclaimer for Microbusinesses' as completed and '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 'Previous' and 'Next' buttons.

Step 8: Next is the Business Information Screen

The screenshot shows the 'Business Information' section of the 'CCD Intake' application. 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: Pre Screening, Disclaimer for Microbusinesses, Introduction, Business Information (highlighted), Employee Information, Questions, Premise Information, Upload Documents, Attestation, and Payment. The main content area is titled 'Integrated Cannabis Microbusiness: Business Information' and includes a disclaimer and instructions. The form fields are pre-populated with data from Salesforce.

CCD Intake

Integrated Cannabis Microbusiness:

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: Thomas Grove
Doing Business As (DBA): Thomas Grove

Type of Business: Limited Liability Company (LLC)
State Tax ID (Sample format: XX-XXXXXX-XXXX): 66-666666-66-9

Type Of Identifier: ITIN

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

Business Phone Number: 10001-666-6666
* Business E-mail Address: thomas@thomastg.com

Business Website:

Controlling Person Names: Alexander Conway

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 Auburn St
* Physical Address City: Truth or Consequences
* Physical Address State: NM
* Physical Address Zip: 87901
* Physical Address Country: US

Is the Business Mailing Address same as Business Physical Address?
Yes

Business Mailing Address

Note: Business Mailing Address is the address the Division will use to send correspondence associated with the business (i.e. official licenses, legal notices, and other notifications).

* Mailing Street: 410 Auburn 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

CCD Intake

Integrated Cannabis Microbusiness:

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

Employee Information

*How many employees does this business plan to have within the first 90 days of issuance of license?

*How many employees does this business expect to have by the end of your initial license period (1 year after the date of license issuance)?

*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

Save for later

Previous Next

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

* Does this business currently have employees?

Yes
 No

* How many employees does this business have?

* 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;

* Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American of either Indian or Hispanic origin, regardless of race;

* Native American or Alaskan native persons having origins in any of the original peoples of North America;

* Asian and Pacific Islander persons having origins in any of the far east countries, Southeast Asia, the Indian subcontinent or the Pacific Islands.

* Two (2) or more races

* Other

Please populate all the fields and click Next to proceed

Step 10: Question Screen is next.



CCD Intake

Integrated Cannabis Microbusiness:

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

Questions

* Please Indicate which functions the business will perform

- Producer
- Manufacturer
- Retail

* 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 cannabls transport requirements pursuant to the Cannabls 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 Cannabls 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 Cannabls 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 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 a premises diagram shall be kept at each licensed premises at all times and made available for in person inspection by the Cannabls 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, be-

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

The screenshot shows the 'CCD Intake' 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 'Integrated Cannabis Microbusiness:'. On the left, a vertical sidebar lists the application steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information (highlighted with an orange circle), Upload Documents, Attestation, and Payment. The main content area is titled 'Premise Information' and contains a text box with instructions: 'Add one premise for each location the business intends to conduct cannabis activities. A Micro Integrated Cannabis Business (MICB) may have multiple premises; however, may conduct only one (1) of each cannabis function: production of no more than two hundred (200) mature cannabis plants, manufacture of cannabis or cannabis products; and retail of cannabis or cannabis products. Each premise must meet the requirements for every function performed at that premise.' Below this text is a link that says 'Click the upload icon to view the required premises documents for each cannabis function and to upload the documents.' To the right of the text box is a red arrow pointing to an orange button labeled 'Add New Premise'. Below the text box, it says 'No premises to display.' At the bottom of the main content area, there are three buttons: 'Save for later', 'Previous', and 'Next'.

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

The screenshot shows the 'Premise Information' prompt. At the top, the title 'Premise Information' is displayed. Below the title, there is a horizontal line. Underneath the line, the text reads: '* Please Indicate all the functions this business will perform at this Premise:'. Below this text are three checkboxes with corresponding labels: Producer, Manufacturer, and Retail.

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

▼ Retail Information

*Does this retail premise intend to conduct cannabis courier services?

Yes

No

*Does the business operate on this premises?

Previous Submit

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

CCD Intake

Integrated Cannabis Microbusiness:

Premise Information

Add one premise for each location the business intends to conduct cannabis activities. A Micro Integrated Cannabis Business (MICB) may have multiple premises; however, may conduct only one (1) of each cannabis function: production of no more than two hundred (200) mature cannabis plants, manufacture of cannabis or cannabis products; and retail of cannabis or cannabis products. Each premise must meet the requirements for every function performed at that premise.

Click the upload icon to view the required premises documents for each cannabis function and to upload the documents.

File Upload Pending Add New Premise

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-6220	69 Cloud Street, Albuquerque, New Mexico 07008, United States	Retail	Pending	  

Navigation: < Previous | Displaying 1 of 1 Page | Next >

Buttons: Save for later, Previous, Next

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

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



CCD Intake

Integrated Cannabis Microbusiness:

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

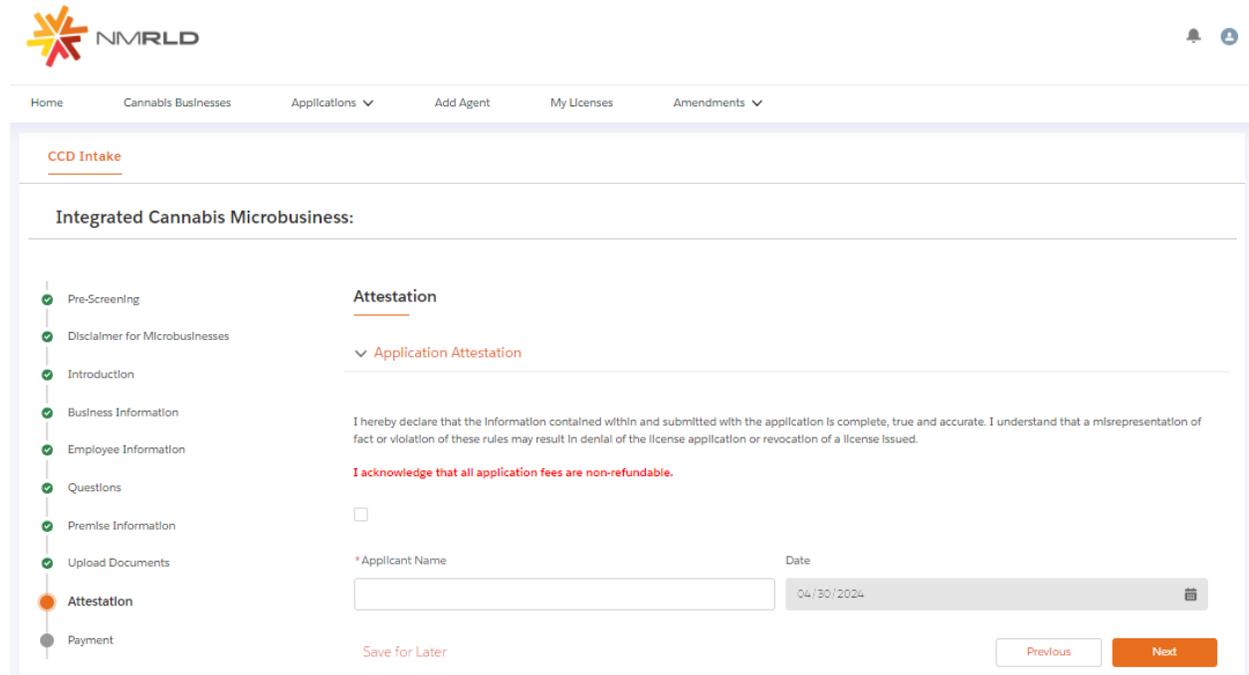
1. File size should not exceed 10 MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as Individual files or as a single merged file on the next page.

*Attachment

 **Upload Files** Or drop files

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

Step 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.



The screenshot shows the 'CCD Intake' application process. The navigation menu includes: Home, Cannabis Businesses, Applications (selected), Add Agent, My Licenses, and Amendments. The main content area is titled 'Integrated Cannabis Microbusiness:'. A progress bar on the left lists the following steps: Pre-Screening, Disclaimer for Microbusinesses, Introduction, Business Information, Employee Information, Questions, Premise Information, Upload Documents, **Attestation** (current step), and Payment. The 'Attestation' section is titled 'Attestation' and contains a sub-section 'Application Attestation'. Below this, there is a declaration: '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.' This is followed by a red warning: 'I acknowledge that all application fees are non-refundable.' Below the warning is an unchecked checkbox. There are two input fields: '*Applicant Name' and 'Date'. The 'Date' field is pre-populated with '04/30/2024'. At the bottom of the form, there is a 'Save for Later' link and two buttons: 'Previous' and 'Next'.

Click next to proceed.

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

CCD Intake

Home Cannabls Businesses Applications Add Agent My Licenses Amendments

Integrated Cannabis 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	Integrated Cannabls Microbusiness	\$2500
Total Due		\$2500

*Mode of Payment

The amount to be paid is **\$2500**. 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	\$2,500.00
--------------	------------

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](#)