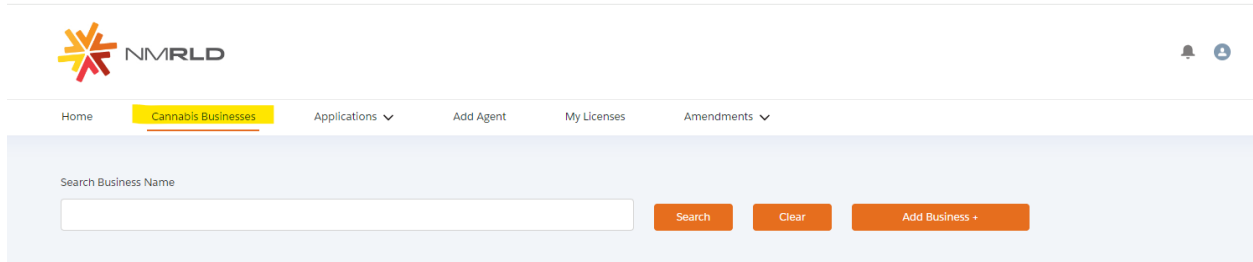


Add Business Technical Document

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

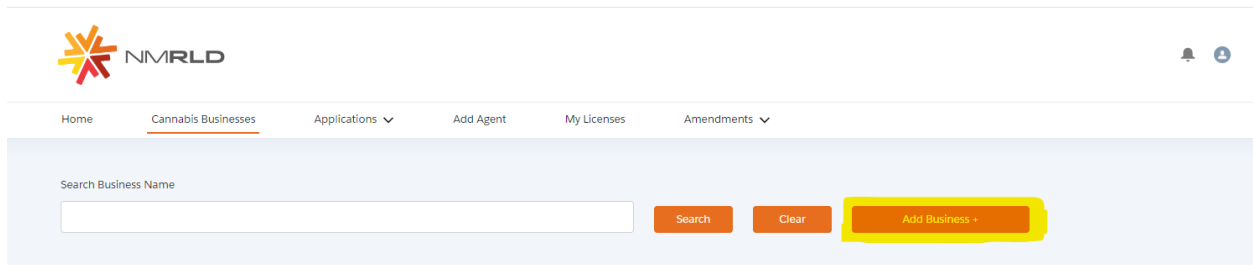
Step 1: Business to log in to the Portal via their Credentials.

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



The screenshot shows the NMRLD portal interface. At the top left is the NMRLD logo. To the right of the logo is a notification bell icon and a user profile icon. Below the logo is a navigation bar with the following items: Home, Cannabis Businesses (highlighted with a yellow background), Applications (with a dropdown arrow), Add Agent, My Licenses, and Amendments (with a dropdown arrow). Below the navigation bar is a search section with the label 'Search Business Name' above a text input field. To the right of the input field are three buttons: Search, Clear, and Add Business +.

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



This screenshot is identical to the one above, showing the NMRLD portal with the 'Cannabis Businesses' tab selected. The 'Add Business +' button is highlighted with a yellow rectangular box.

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 'Add New Cannabis Businesses' form on the NMRLD website. The form is divided into two main sections: 'Business Information' and 'Primary Business Address'. The 'Business Information' section includes fields for Name of Business, Doing Business As (DBA), Type of Business, State Tax ID, Type of Identifier, SSN, Business Phone Number, Business E-mail Address, and Business Website. The 'Primary Business Address' section includes fields for Street, City, Zip, County (if in New Mexico), State, Country, and a checkbox for 'Is the Mailing Address same as Physical Address?'. A 'Next' button is located at the bottom right of the form.

Business Information

* Name of Business
CTB Business

Doing Business As (DBA)
CTB

* Type of Business
Corporation

* State Tax ID (Please enter in XXXXXXXXXX format)
24-345556-56-6

* Type of Identifier
SSN

* SSN (Please enter in XXX-XX-XXXX format)
874-34-3474

* Business Phone Number (Please enter in (xxx) xxx-xxxx format)
(787) 587-4587

* Business E-mail Address
ctb@yopmail.com

Business Website
www.ctb.com

✓ **Primary Business Address**

* Street
714 4th Ave

* City
Elizabeth

* Zip
07202

County (if in New Mexico)
Bernalillo

* State
New Mexico

* Country
US

* Is the Mailing Address same as Physical Address?
Yes

Next

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:

The screenshot shows the NIMRLD web application interface. The top navigation bar includes the NIMRLD logo, a notification bell, and a user profile icon. Below the navigation bar, the main content area is titled 'Add New Cannabis Businesses'. On the left, there is a sidebar with two steps: 'Business Information' (marked with a green checkmark) and 'Controlling Person Information' (marked with an orange circle). The main content area displays the 'Controlling Person Information' step. It includes a message: 'This script has been automatically saved, In order to resume in the future: Copy the link or Email me the link'. Below this, there is a section titled 'Controlling Person Information' with a definition of a controlling person and a list of requirements: 'Specify all Controlling Persons of this Business :', 'At least 1 controlling person is required', 'Only 1 controlling person should be listed as Primary Contact.', and 'Only 1 controlling person should be listed as Secondary Contact.'. Below the requirements, there is a table with columns: 'Controlling Person Name', 'Phone Number', 'Address', 'Status', and 'Action'. The table is currently empty, and a message 'No records Found.' is displayed below it. There are 'Previous' and 'Next' buttons at the bottom of the table, and an 'Add New' button at the top right of the table area.

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

This screenshot is identical to the one above, showing the 'Controlling Person Information' step in the 'Add New Cannabis Businesses' process. The 'Add New' button at the top right of the table area is highlighted with a yellow box, indicating it is the next step in the process.

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: Smith

*First Name: Sam

Middle Name:

Other Name(s):

*Title: Test

*Date Of Birth: Dec 28, 2010

*E-Mail Address: samsmith@yopmail.com

*Gender: Female

*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	

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'**.

Add New Controlling Person Information

☒ Is this Controlling Person also the Cannabis Business Representative?

*Last Name: Smith

*First Name: Sam

Middle Name:

Other Name(s):

*Title: Test

*Date Of Birth: Dec 28, 2010

*E-Mail Address: samsmith@yopmail.com

*Gender: Female

*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	

Cancel Submit

Link Contact

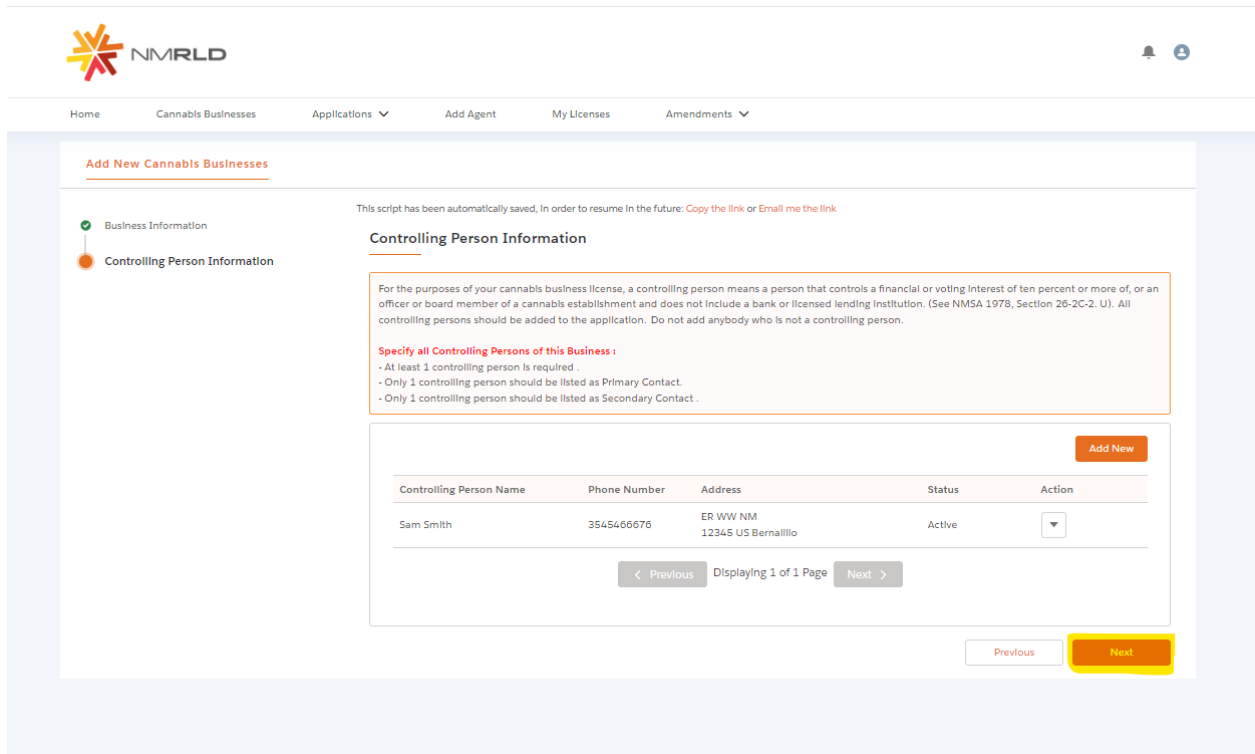
A controlling Person exists in the system with this information.
If you want to connect this Controlling Person to this business, click on Link button.

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.



The screenshot shows the 'Add New Cannabis Businesses' form in the NMRLD system. The form is divided into two sections: 'Business Information' (completed) and 'Controlling Person Information' (current step). The 'Controlling Person Information' section includes a definition of a controlling person, instructions to specify all controlling persons, and a table for adding them. The table has columns for Controlling Person Name, Phone Number, Address, Status, and Action. One entry is shown: Sam Smith, 3545466676, ER WW NM 12345 US Bernalillo, Active. A 'Next' button is highlighted in yellow at the bottom right.

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 :

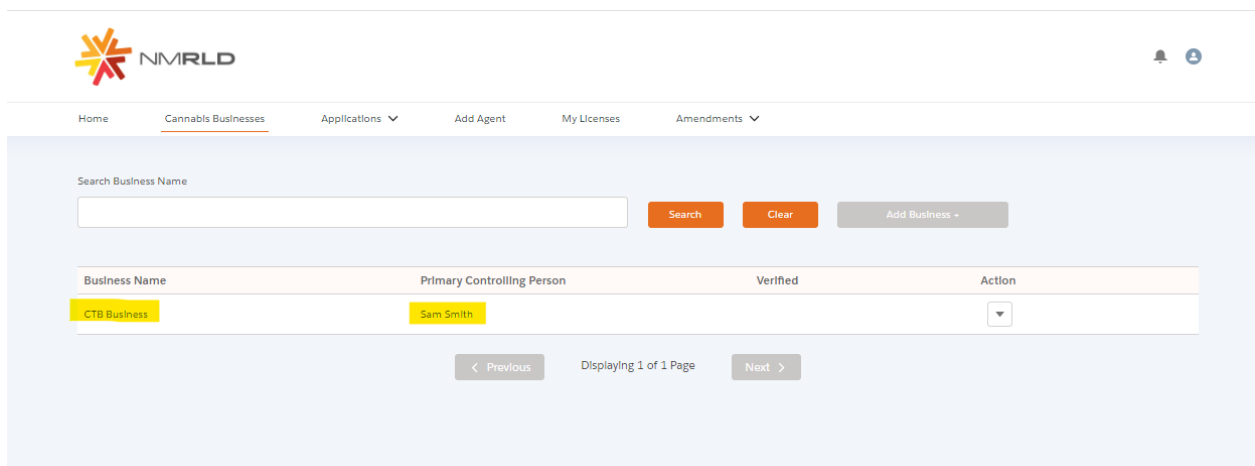
- At least 1 controlling person is required .
- Only 1 controlling person should be listed as Primary Contact .
- Only 1 controlling person should be listed as Secondary Contact .

Controlling Person Name	Phone Number	Address	Status	Action
Sam Smith	3545466676	ER WW NM 12345 US Bernalillo	Active	

[Add New](#)

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

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



The screenshot shows the 'Cannabis Businesses' list in the NMRLD system. The list has columns for Business Name, Primary Controlling Person, Verified, and Action. One entry is shown: CTB Business, Sam Smith. A 'Next' button is highlighted in yellow at the bottom right.

Search Business Name

[Search](#) [Clear](#) [Add Business +](#)

Business Name	Primary Controlling Person	Verified	Action
CTB Business	Sam Smith		

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