

Step 1: Login to portal linked below and click on Add Agent

<https://nmrldlpi.my.site.com/ccd/s/login/>

The screenshot shows the NMRLD portal interface. The top navigation bar includes 'Home', 'Cannabis Businesses', 'Applications', 'Add Agent' (highlighted with a yellow box), 'My Licenses', and 'Amendments'. The main content area is titled 'My Licenses' and features a 'Thank You for Registering!' message. Below the message, there are instructions for a representative of a Cannabis Business, including steps to go to the 'Cannabis Businesses' tab, click 'Add Business', and fill in the business account profile. A search bar with a dropdown menu and 'Search' and 'Clear' buttons is visible at the bottom of the main content area.

Step 2: Add Agent tab, click on Add new Agent

The screenshot shows the NMRLD portal interface with the 'Add Agent' tab selected. The main content area is titled 'External Agent' and features a 'Search External Agent' section with a search bar and 'Search', 'Clear', and 'Add New Agent +' buttons. Below the search bar, it says 'No records to display'.

Step 3: Search using email id in search box inside Add new agent button, then click on search

The screenshot shows the NMRLD portal interface with the 'Add Agent' tab selected. A modal window titled 'Add New External Agent' is open. The modal contains a search bar with the text 'Search Agent using Email Id' and a 'Search' button. Below the search bar, there is a text input field with a magnifying glass icon and a yellow cursor. At the bottom of the modal, there is a 'Cancel' button.

Step 4: Click on add once list is populated.

Add New External Agent

Search Agent using Email Id

Q mun

Search

Email	Name	Phone	Action
ccdagentmunjal@yopmail.com	Ccd Agent Munjal	1234567890	Add

Step 5: Click on upload documents and then submit.

Add New External Agent

First Name

Ccd

Last Name

Agent Munjal

Email

ccdagentmunjal@yopmail.com

* Attachment

Only pdfs are allowed in upload & name the doc upload entry as "Signed Contract/Authorization of the Agent".

Upload Files

Or drop files

Cancel

Submit

Step 6: view added agent, also inactivate when needed,

Step 7: internal side, under business account we can view under related tab