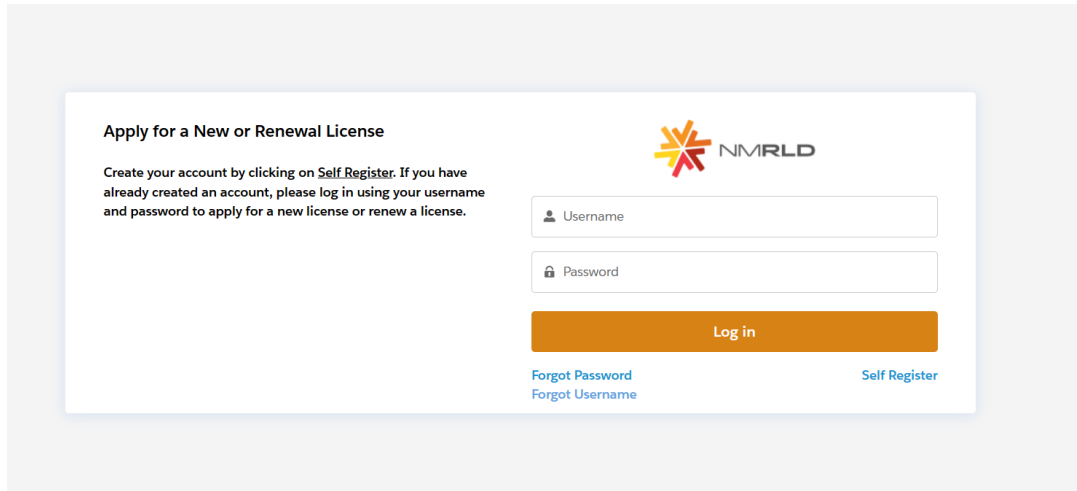


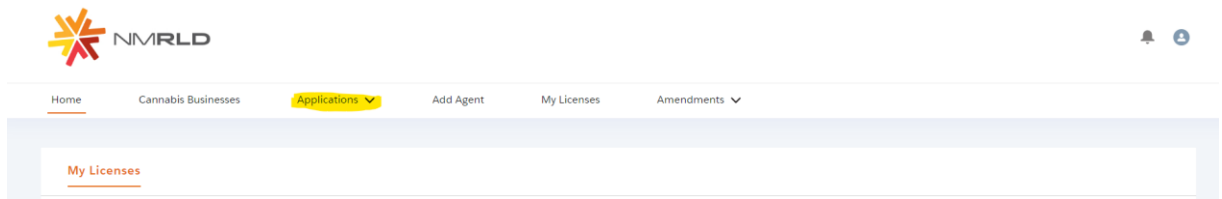
Apply Intake Application – External Process

1. Login using CCD Portal: <https://nmrldpi.my.site.com/ccd/s/login/>

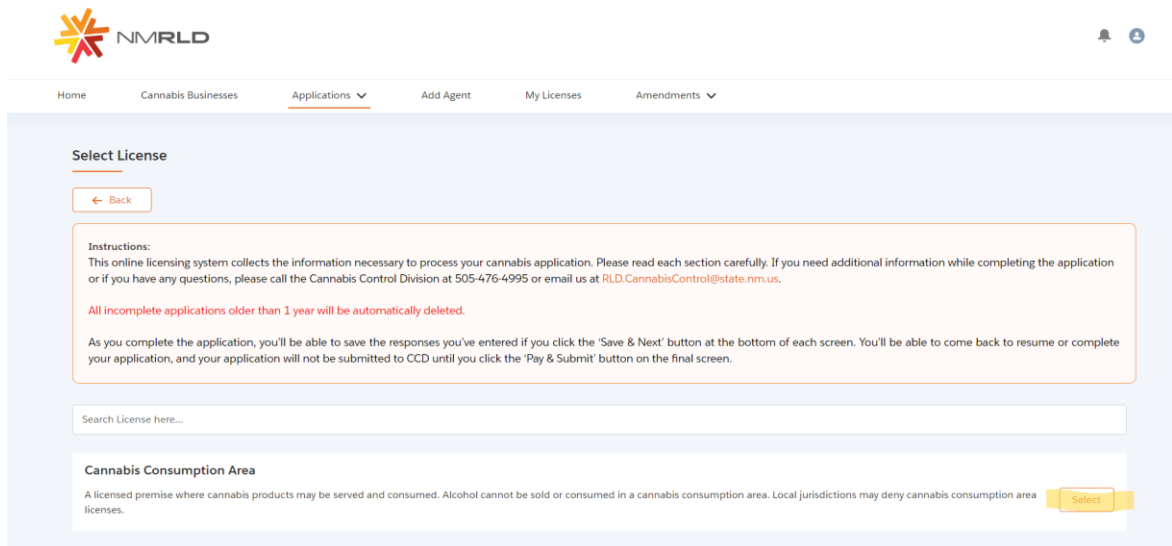


The screenshot shows a login interface for the NMRD system. At the top, it says "Apply for a New or Renewal License". Below this, a message instructs users to create an account by clicking "Self Register" or log in with their username and password. There are two input fields: "Username" and "Password". A prominent orange "Log in" button is centered below the fields. At the bottom, there are links for "Forgot Password", "Forgot Username", and "Self Register". The NMRD logo is in the top right corner.

2. If you have not done so already, follow the instructions on the home page and register a Cannabis Business Account.
3. From the navigation bar, select the down arrow on the Applications tab, select Apply for a License.



4. Use the search bar to search for the License you wish to apply for, click select.



The screenshot displays the "Select License" page. It features a "Back" button at the top left. A large orange-bordered box contains "Instructions" about the application process, including contact information for the Cannabis Control Division and a warning that incomplete applications older than 1 year will be deleted. Below the instructions is a search bar labeled "Search License here...". At the bottom, there is a section titled "Cannabis Consumption Area" with a brief description and a "Select" button on the right.

5. Follow the steps the Intake process guides you through. Fill out the Application to the best of your ability.



[Home](#)
[Cannabis Businesses](#)
[Applications](#)
[Add Agent](#)
[My Licenses](#)
[Amendments](#)

CCD Intake

- Pre-Screening**
- 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

6. On the Premise Information step, before moving on you must add a Premise. Select Add New Premise and add information that correlates to your license.



[Home](#)
[Cannabis Businesses](#)
[Applications](#)
[Add Agent](#)
[My Licenses](#)
[Amendments](#)

CCD Intake

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

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

Premise Information

Add one premise for each location the business intends to produce cannabis. A Cannabis Producer may have multiple premises. Each premise must meet all the requirements for a cannabis producer. A Premise Fee in the amount of \$1,000.00 will be charged for each premise (location) in addition to a Plant Count Fee (\$5.00 for each mature plant).

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

[Add New Premise](#)

No premises to display.

[Save for later](#)

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

7. Once Premise is added, submit Premise Document in the action column, then click next to proceed to the Upload Documents step.



[Home](#)
[Cannabis Businesses](#)
[Applications](#)
[Add Agent](#)
[My Licenses](#)
[Amendments](#)

CCD Intake

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

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

Premise Information

Add one premise for each location the business intends to produce cannabis. A Cannabis Producer may have multiple premises. Each premise must meet all the requirements for a cannabis producer. A Premise Fee in the amount of \$1,000.00 will be charged for each premise (location) in addition to a Plant Count Fee (\$5.00 for each mature plant).

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

[Add New Premise](#)

File Upload Pending

S.No.	Name	Physical Address	Functions	Premise Documents	Action
1	PRM-0291	test, test, New Mexico 12345, United States	Producer	Pending	View Edit Delete Upload

[Previous](#) Displaying 1 of 1 Page [Next](#)

[Save for later](#)

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

8. Once you reach the Payment step, select the dropdown list labeled “Mode of Payment”, select the form of payment you wish to use and enter payment information.

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

CCD Intake

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

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	\$2500
Premises Fee	Number of Unique Premises - 1	\$1000
Total Due		\$3500

* Mode of Payment

Required

9. Once the payment is submitted, you will receive confirmation of your application.

 NMRLD

Home Cannabis Businesses Applications Add Agent My Licenses Amendments

CCD Intake

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

Confirmation Message

Your application has been successfully submitted and the department will review your application.

[Back to home](#)

10. To view your application status and handle the next steps, click the Home tab, or select the dropdown arrow on the Applications tab, and select View New Applications. The status will say submitted.

All New Application

Status

Search

Clear

Application ID	Applied Date	License Type	Status	Action
BLA-0000000299	01/29/2024	Cannabis Producer	Submitted	View