

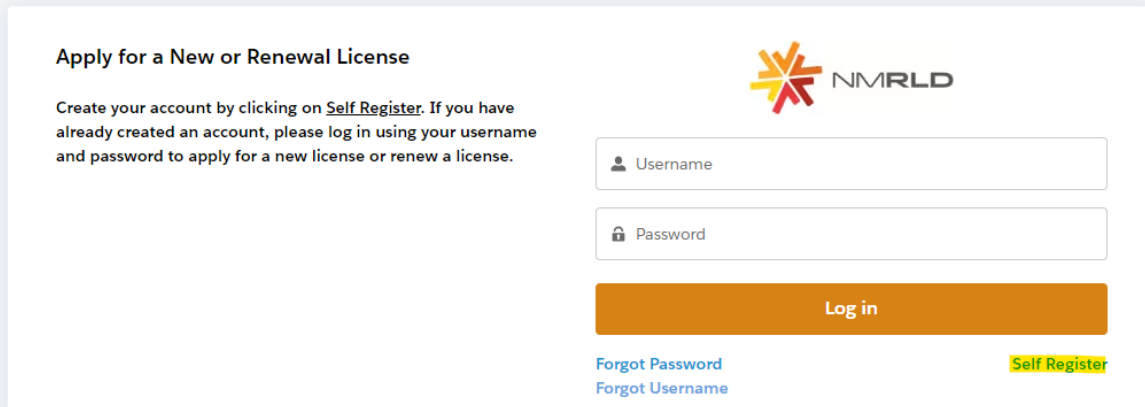
Cannabis Self-Register Technical Document

This document will walk you through Self-Registering to the Cannabis System.

Step 1: Please route to the Cannabis System linked below:

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

Step 2: Click on Self-Register as shown below



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.



Username

Password

Log in

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

Step 3: Fill in all the information on this screen. Any field with a * is a required field which you need to input to register to the CCD System.

CCD Self Registration

Note: The personal and account information provided below will be utilized across the New Mexico Cannabis Control Department system for data consistency purposes. The information below can be provided by an individual applicant or a registered proxy on behalf of the individual applicant.

The Primary Controlling Person is the Controlling Person who is or will be the registered individual on the Cannabis Control Division's NM+ portal and holds access to the business within the NM+ portal.

***Are You Registering As?**
☒ Primary Controlling Person
☐ External Agent

***Legal First Name** **Middle Name** ***Last Name**

Any Other Name(s) Used

***Email** ***Username (In email format)**

***Date of Birth (MM/DD/YYYY)** ***Gender**

Select Gender ▼

***Identifier Type** ***SSN**

SSN ▼

***Phone Number (Please enter the Phone Number In (xxx) xxx-xxxx format)**

Mailing Address

***Street**

***City** ***ZIP/PostalCode**

***State/Province** ***Country**

New Mexico ▼

United States ▼

***County (If In New Mexico)**

Select County (If In New Mexico) ▼

We have input validations in place to enforce proper data entry to the CCD System:

- Phone Number, SSN, ITIN numbers field is auto formatted
- Date of Birth Format: MM/DD/YYYY (At least of 21 years of age)
 - o An error will be displayed if another date entry format is entered prior to save

We have duplicate rules in place to enforce no duplicates are created in the CCD System:

- User will check validations for same 'Last Name' + 'Date of Birth' + 'Identifier Type' + 'Identifier Number (SSN/ITIN)' + 'Email Address' and not allow user to register if they have already registered & prompt them to login.
- If the Primary Controlling Person is the Primary Controlling person of multiple businesses, that person needs to create a separate login(s) for each of their businesses with different email addresses.

Step 4: A green text is shown indicating you have successfully registered to the CCD System, and you will be routed to the home page to login to the CCD System.

CCD Self Registration

Note: The personal and account information provided below will be utilized across the New Mexico Cannabis Control Department system for data consistency purposes. The information below can be provided by an individual applicant or a registered proxy on behalf of the individual applicant.

You have been successfully registered. An email has been sent for setting password.

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