



Ohio Division Of Cannabis Control

Ohio Department of Commerce

DCC eLicense Portal User Manual



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Introduction

This user manual contains the essential information for Licensees to make full use of the DCC eLicense Portal. This manual includes a step-by-step walkthrough for system access and use, as well as a true depiction of the user experience based on the current state of the site.

Getting Started with DCC eLicensing

The DCC eLicense Portal is a tool that is used to manage license requests and applications, manage employee applications and status, and submit payments to the Ohio Department of Commerce Division of Cannabis Control for licensees who have been awarded a license to cultivate, process, dispense, or conduct testing. In order to begin using the DCC eLicense Portal, an Authorized Requestor (Owner or Responsible Party) will need to complete the [eLicense Portal Account Administrator Designation Form](#) and submit to DCCLicensing@com.ohio.gov. The designated Account Administrator can grant eLicense Portal Access Rights within the eLicense Portal to other licensed employees. DCC eLicense user access may only be granted to Badged employees. Please review the instructions on the [eLicense Portal Account Administrator Designation Form](#) for more information.

Once a user has been established in the DCC eLicense Portal, an email will be sent to the user's email address with instructions on how to proceed. The email is coming from Salesforce and may end up in your junk/spam box. An example of that email is included below for reference.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Hello :

Thank you for registering with the Ohio Division of Cannabis Control Licensing System!

The Licensing System will allow you to manage your account with the Division of Cannabis Control.

To activate your account and get started, please go to

Your username is:

Please bookmark the Licensing address for future use: https://secure-web.cisco.com/1ghCYODydlGFHu-oZA5S9s-KJVq081jpEdFLWczhTkzuaQ9kivkk0sprvj5hK6PAzhU00vS--E2tBJbVj4iW2_LOjkwsyKZIGnokChPn_7hEhQVfQgdRV9gsXzIR4OeBLKcnsf3dtgFKNTYx-IjCvA7EeDe0kgDSrG4jnQoxRXtHMFsNUVe7tYaTygvOj0erbKCKtKCQr_DOMfSIOWzKjzFrCrDsb15ohjvSYX5TAfZUEp82YF70KbnW4MjJmsDF4_IJehR1vvlrDu0FKBFRD1xJB7GszBFA6dJ-PBLcsrWVQqOLQUzOkWh4fgMNwFlzB7BHmiNPA2p42HFcEShnWj74bu4lzyf1ODgLnKm67GczDOxJJ6Wlx9cRleC3ge7Yc0CL9tnRUbkNSwX2ZdXq1g8PgWNGlmmvnikBcADkDO_gpfjBpfvhFhqlfcu3QMqJ1cYt0arYbrRvhyfGqLTb2Nw9E6gfg6qQKn5y1tVeX2El72npgu5pUGQD6IU5XenZYNFn5EO1PoX7GwnuPgW/https%3A%2F%2Fohiocommerce--dccqa.sandbox.my.site.com

Please contact dcclicensing@com.ohio.gov if you have any questions.

Sincerely,
DCC Licensing Team
Division of Cannabis Control

Upon selecting the hyperlink to activate the account, the user will be prompted to create a password for their account. To ensure the user account is secure, the new password will need to meet the minimum qualifications of 10 characters comprised of at least 1 letter, 1 number, and 1 special character. If the entered password does not meet the minimum qualifications, the system will prompt the user to re-enter a qualifying password until one is established. This link can only be used once; once clicking the link ensure you complete your account setup.

Please note that each user may be prompted to reset their password periodically to comply with standard system security policies.

DIVISION OF CANNABIS CONTROL

Change Your Password

Enter a new password for **test.ru123@test.com**. Make sure to include at least:

- ☐ 10 characters
- ☐ 1 letter
- ☐ 1 number
- ☐ 1 special character ⓘ

* New Password

* Confirm New Password

*=required

Change Password



After a qualifying password has been established, the user will be directed to the DCC eLicense Portal home screen where the user will have the ability to manage active facility licenses and related applications, employee licenses, and pay any outstanding fees to the Division Of Cannabis Control.

Department of Commerce

Account

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Welcome to Division of Cannabis Control Online System

Apply now

3 Upcoming License renewal
View all licenses that will need to be renewed before expiration date.

1 Upcoming Employee renewal
View all licenses that will need to be renewed before expiration date.

Pending Applications [View all](#)

ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼	Cultivator Level I	A00069857	Cultivator Level I Annual Renewal Application	Draft	1/21/2025
▼	Cultivator Level I	A00069856	Cultivator Level I Annual Renewal Application	Draft	1/21/2025
▼	Processor Stand Alone	A00069749	Processor Stand Alone Annual Renewal Application	Submitted	1/14/2025

Payments Due [View all](#)

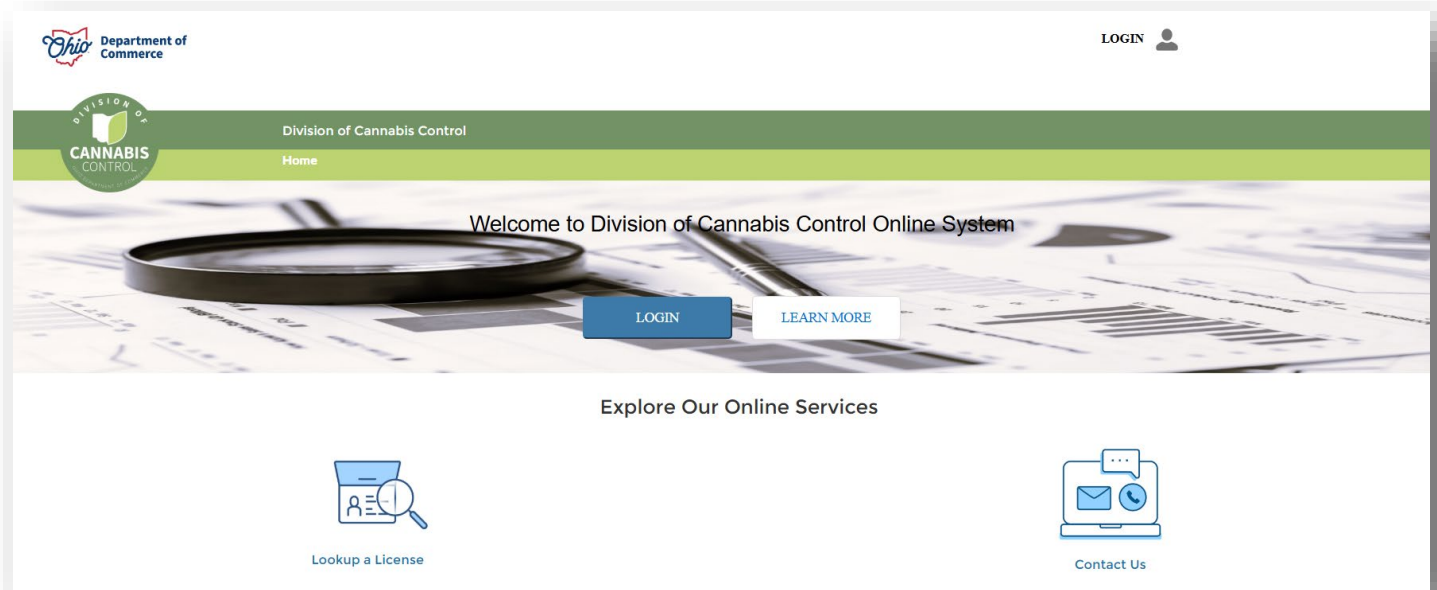
INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0035167	\$50,000.00	1/14/2025
I-0035166	\$5,000.00	1/14/2025
I-0035165	\$100.00	1/14/2025



Logging in to the Portal

To log in to the DCC eLicense Portal, a user must enter the username and password established at registration. The DCC eLicense Portal can be found at the following URL: <https://elicense.com.ohio.gov>.

The user will be directed to the following login page:



Click **LOGIN** to be directed to the login screen:

Home > Login

* Username
Email

* Password
Password

Login

Forgot your password?

Please Login

- Division of Cannabis Control Online services offered by the Department of Commerce require login for security reasons.
- If you are an existing user, please enter your user name and password to Log in. Username is your email address.



If an invalid username and password combination is entered, the user will be prompted to check the entry to ensure that the username and password are entered correctly. The user will have the opportunity to try to login up to 3 times. If the user is unable to successfully login after 3 attempts, the user will be locked out for a period of 24 hours.

Ohio Department of Commerce

Division of Cannabis Control

Home

Home > Login

* Username
test@gmail.com

* Password

Either the Username or Password entered is incorrect. Your account will be locked for 30 minutes after 3 failed login attempts. If you are unsure of your password please click "Forgot your password?" to reset your password.

Login

Forgot your password?

Please Login

- Division of Cannabis Control Online services offered by the Department of Commerce require login for security reasons.
- If you are an existing user, please enter your user name and password to Log in. Username is your email address.

If the user selects the **Forgot Your Password?** link, the user will be directed to another page where the user will be prompted to enter their username.

Ohio Department of Commerce

Division of Cannabis Control

Home

Home > Login

* Username
Email

* Password
Password

Login

Forgot your password?

Please Login

- Division of Cannabis Control Online services offered by the Department of Commerce require login for security reasons.
- If you are an existing user, please enter your user name and password to log in. Username is your email address.

This is a screenshot of a web application interface. At the top, there is a header with the Ohio Department of Commerce logo and the text "Division of Cannabis Control" and "Home". Below the header, the main heading is "Reset Password". The instructions state: "Please enter your email and click the Submit button to reset your password. A link with instructions will be sent to your registered email." There is a label "* Username" above a text input field that contains the word "Email". Below the input field are two buttons: "Submit" (in blue) and "Cancel" (in red).

Upon selecting the **Submit** button, an email will be sent to the entered username with instructions on how to reset the associated account password. If the user has had 3 incorrect attempts to login and selects the **Forgot Your Password?** link, the user will receive an email stating that the user will be unable to login until the 24-hour lock-out period has expired.

This is a screenshot of a confirmation dialog box titled "Check Your Email". The text inside reads: "We've sent an email with a link to finish resetting your password." followed by "Can't find the email? Try checking your spam folder." and "If you still can't log in, have us [resend the email](#) or contact your administrator." At the bottom center of the dialog is a blue button labeled "Ok".



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Upon successfully logging into the DCC eLicense Portal, the user will be directed to the account **HOME** page where the user will have access to manage active facility licenses, employee licenses, and pay any outstanding fees to the Division of Cannabis Control.

Navigating the DCC eLicense Portal

The **HOME** page of the DCC eLicense Portal serves multiple purposes. The user will have the ability to quickly navigate to key functionality such as **Apply now** for any application/request to the DCC and view upcoming renewals, pending applications, and outstanding invoices.



From the **HOME** page you can quickly access **Apply Now** to apply for any application/request to the DCC.

This currently includes:

All License Types - New Employee, Renew Employee (if applicable), Renew License (if applicable), Advertisement Request, Variance Request

Dispensary License Types – Device Request, Incident Report, Major Modifications/Renovations Request, Operational Request, Returned Product Form, Special Event Request

Cultivator License Types – Strain Name Request, Event Advertising & Participation Request, Bond Reduction Request, Pesticide Application, Change of Location, Packaging & Labeling Request

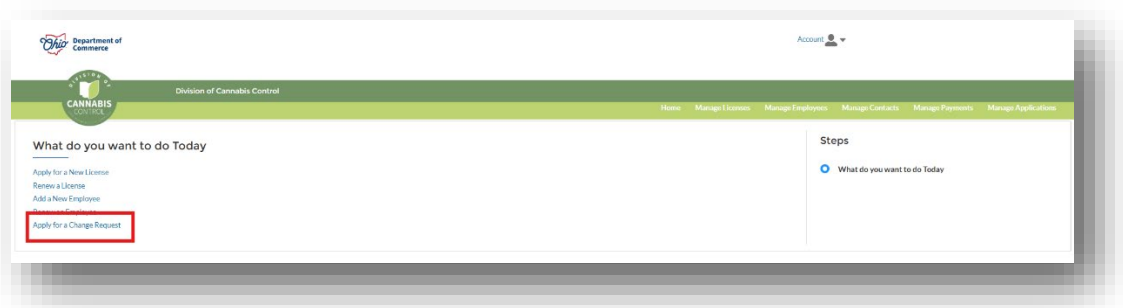
Processor License Types - Event Advertising & Participation Request, Bond Reduction Request, Packaging & Labeling Request, Change of Location, Device Request

Testing Laboratory - Event Advertising & Participation Request, Bond Reduction Request

All applications except New Employee, Employee Renewal, and Renew a License can be found under **Apply for a Change Request**.

All applications are auto saved once started and can be retrieved in draft mode for completion and submission. Once an application is submitted it can no longer be modified.

Applications that have been saved in draft mode will retain uploaded documents however you will not be able to see the previously uploaded document in the application wizard.





From the **HOME** page you can quickly view all pending applications with the following statuses: Draft, Submitted not paid, or Submitted. The most recent pending applications display upon page load. Click **View all** next to **Pending Applications** to view all applications in these statuses.

Ohio Department of Commerce

Parent

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Welcome to Division of Cannabis Control Online System

Apply now

Upcoming License renewal
View all licenses that will need to be renewed before expiration date.

Upcoming Employee renewal
View all licenses that will need to be renewed before expiration date.

Pending Applications [View all](#)

ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼	Dispensary	A00074306	Dispensary Incident Report	Submitted	2/15/2025
▼		A00074305	New Employee Application	Submitted, not paid	2/15/2025

Payments Due [View all](#)

INVOICE NUMB...	AMOUNT DUE	INVOICE CREAT...
I-0036725	\$100.00	2/15/2025
I-0036724	\$50,000.00	2/15/2025
I-0034966	\$100.00	11/7/2024

From the **HOME** page you can quickly view all outstanding invoices. Click **View all** next to **Payments Due** to view a complete list of unpaid invoices.

Ohio Department of Commerce

Parent

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Welcome to Division of Cannabis Control Online System

Apply now

Upcoming License renewal
View all licenses that will need to be renewed before expiration date.

Upcoming Employee renewal
View all licenses that will need to be renewed before expiration date.

Pending Applications [View all](#)

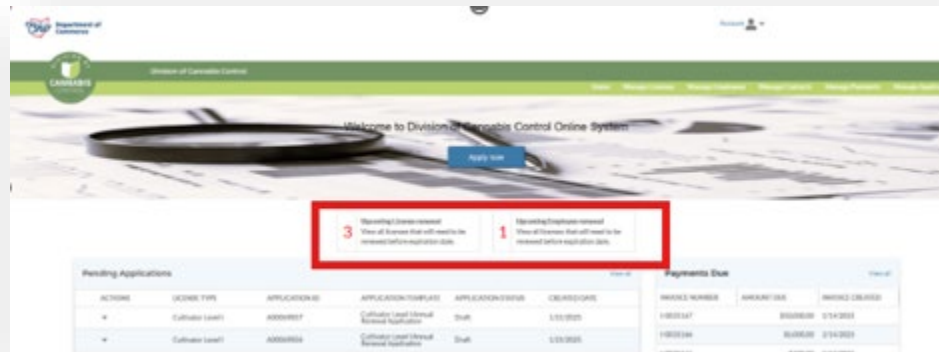
ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼	Dispensary	A00074306	Dispensary Incident Report	Submitted	2/15/2025
▼		A00074305	New Employee Application	Submitted, not paid	2/15/2025

Payments Due [View all](#)

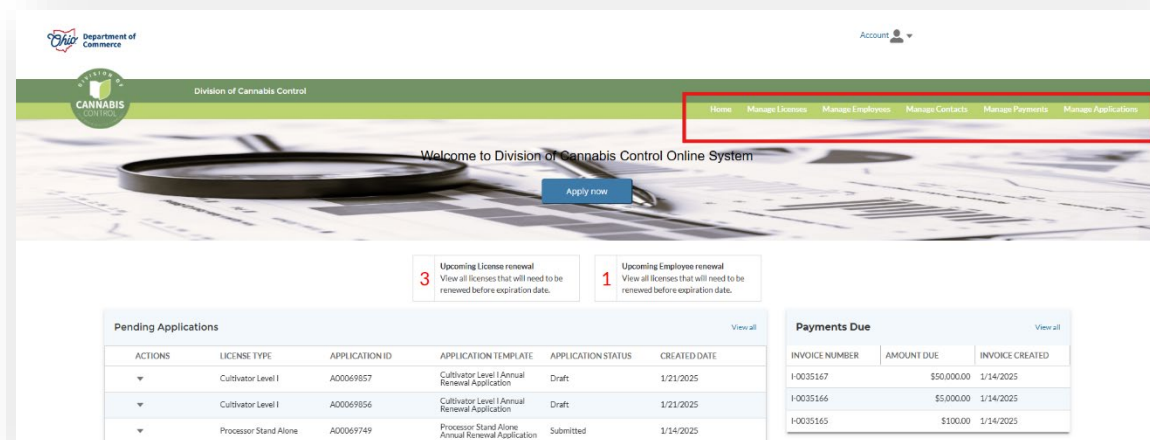
INVOICE NUMB...	AMOUNT DUE	INVOICE CREAT...
I-0036725	\$100.00	2/15/2025
I-0036724	\$50,000.00	2/15/2025
I-0034966	\$100.00	11/7/2024



From the **HOME** page the user can quickly see if any Company Licenses or Employee Licenses are ready to renew. All license types are available for renewal 90 days prior to the expiration date.



The DCC eLicense Portal features 5 interconnected modules; the **Manage Licenses** Module, the **Manage Employees** Module, the **Manage Contact** Module, the **Manage Payments** Module and the **Manage Applications** Module. These modules can be accessed by selecting one of the tabs located in the upper right portion of the DCC eLicense Portal.



The **Manage Licenses** Module features a display where the user can view more detailed information on all inactive and active facility licenses associated with the business. This is also the module where business licenses can be renewed.



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Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Contracts Manage Payments Manage Applications

Manage Licenses

Search Licenses

ACTIONS	ACCOUNT	LICENSE	LICENSE TYPE	LICENSE CLASSIFICATION	LICENSE STATUS	EXPIRATION DATE
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000054-00	Dual Use Cultivator Level I	Certificate of Operation	Active	01/16/2026
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000165-00	Dual Use Dispensary	Certificate of Operation	Active	01/17/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000172-00	Dual Use Dispensary	Certificate of Operation	Active	02/19/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000171-00	Dual Use Dispensary	Certificate of Operation	Active	04/17/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000171-00	Dual Use Dispensary	Certificate of Operation	Active	04/17/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	MMPL000027	Cultivator Level I	Certificate of Operation	Active	10/12/2024
▼	TEST ACCOUNT, CULTIVATORS, LLC	MMPL000164	Dispensary	Certificate of Operation	Active	10/12/2026
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000184-00	Dual Use Dispensary	Professional License	Active	10/11/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCP000007-00	Dual Use Processor Plant Only Level II	Certificate of Operation	Active	06/06/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCP000006-00	Dual Use Processor Plant Only Level I	Certificate of Operation	Active	06/29/2024
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000111-00	Adult Use Dispensary	Certificate of Operation	Inactive	07/16/2024
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000011-00	Dual Use Dispensary	Certificate of Operation	Inactive	10/31/2024
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCD000012-00	Dual Use Cultivator Level II	Certificate of Operation	Active	01/17/2025
▼	TEST ACCOUNT, CULTIVATORS, LLC	CCP000011-00	Dual Use Processor	Certificate of Operation	Active	11/30/2024
▼	TEST ACCOUNT, CULTIVATORS, LLC	MMPL000006	Testing Laboratory	Certificate of Operation	Inactive	06/18/2024



The **Manage Employees** Module features a display where the user can view high level information on all inactive and active employee licenses for associated employees of the business.

The user will see the employee's first and last name, the issued employee license number, the assigned employee type(s), the license type, the status of the employee license, and expiration date. The detailed view of each employee license is addressed in the Manage Employees section of this manual.

Home > Manage Employees

Manage Employees

Pending Employees Approved Employees Inactivated Employees Active Employees by Facility

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	LICENSE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	KK	KK	CCE009423	Employee	Certificate	Active ☒	2/14/2026
▼	Rina	Portal	CCE009430	Employee	Certificate	Active ☒	5/1/2027
▼	REB Test	REB	CCE009432	Employee	Certificate	Active ☒	5/1/2027
▼	TestK	Testkk	CCE009425		Provisional	Active ☒	4/28/2027

The **Active Employees by Facility** page allows the user to select a facility license number to view active employees associated to the facility license and permitted to work at that location. The user also has the ability to export the employee list.



The screenshot shows the 'Manage Employees' page. At the top, there's a navigation bar with 'Home', 'Manage Licenses', 'Manage Employees', 'Manage Contacts', 'Manage Payments', and 'Manage Applications'. Below this, the 'Manage Employees' section is active, showing tabs for 'Pending Employees', 'Approved Employees', 'Inactivated Employees', and 'Active Employees by Facility'. A dropdown menu allows selecting a facility license number to view active employees. A table lists employees with columns for Actions, First Name, Last Name, Facility License #, Employee License, Employee Type, Employee License Status, and Expiration Date. An 'Export Employee List' button is also present.

ACTIONS	FIRST NAME ↑	LAST NAME ↑	FACILITY LICENSE # ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	KK	KK	CCC000057-01	CCE009423	Employee	Active	2/14/2026
▼	Rina	Portal	CCC000059-00	CCE009430	Employee	Active	5/1/2027
▼	REB Test	REB	CCC000059-00	CCE009432	Employee	Active	5/1/2027
▼	TestK	Testkk	MMCP00210	CCE009425		Active	4/28/2027

The **Manage Payments** Module features a display where the user can view high level information on all outstanding fees, receipts of previous payments, and previously paid invoices associated with the business account for all facility licenses.

The screenshot shows the 'Manage Payments' page. It has a navigation bar with 'Home', 'Manage Licenses', 'Manage Employees', 'Manage Contacts', 'Manage Payments', and 'Manage Applications'. The 'Manage Payments' section is active, showing tabs for 'Make Payments' and 'Receipts'. A note states: 'PLEASE NOTE: Due to system limitations, users can pay no more than 12 items in a single transaction. If you have more invoices/fees to pay, you will need to submit multiple transactions in groups of no more than 12 items. Thank you!'. Below this, there's a table of 'Outstanding Fees' with columns for Invoice Number, Employee Name, Fee Name, Amount Due, and Invoice Created. A 'Pay Now' button is visible. To the right, there's a box labeled 'Please select an Invoice'.

INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
I-0035167		Processor Stand Alone A...	\$10,000.00	1/14/2025
I-0035166		Dispensary Major Modifi...	\$5,000.00	1/14/2025
I-0035165	bvdf tore	New Employee Applicati...	\$100.00	1/11/2025
I-0035142		Dispensary Advertising...	\$100.00	11/26/2024
I-0035139	dfsa dafdf	New Employee Applicati...	\$100.00	11/20/2024
I-0031966	Test F-Secure	New Employee Applicati...	\$100.00	11/7/2024

The user will see the various details throughout the **Manage Payments** module. This module has been subdivided into two sections, **Make Payments** and **Receipts**. The first section, **Make Payments**, lists all outstanding fees and fines by the invoice number for the associated business account. This section is the starting point for making payments to the Ohio Department of Commerce. More details on how to pay for an outstanding fee or fine have been addressed in the **Make Payments** section of this manual.

The next section within the **Manage Payments** module is the **Receipts** section. This section lists all receipts for any previous payments made by the associated business account. The user will see the receipt number, the amount paid,



the payment method used when paying any fee or fine, and the date the receipt was created. The detailed view of each receipt has been addressed in the Receipts section of this manual.

Home > Manage Payments

Manage Payments

PLEASE NOTE: Due to system limitations, users can pay no more than 10 items in a single transaction. If you have more invoices/fees to pay, you will need to submit multiple transactions in groups of no more than 10 items. Thank you!

Make Payments Receipts

ACTIONS	RECEIPT NUMBER #	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0017128	\$70,000.00	Check	5/17/2025
View	R-0017129	\$200.00	Check	5/14/2025
View	R-0017119	\$100.00	Credit Card	5/9/2025
View	R-0017090	\$300.00	Credit Card	11/29/2024
View	R-0017089	\$100.00	Check	11/29/2024
View	R-0017088	\$2,200.00	Check	11/29/2024
View	R-0017087	\$100.00	Check	11/18/2024
View	R-0016602	\$0.00	Check	10/13/2024
View	R-0016602	\$0.01	Credit Card	10/13/2024
View	R-0015740	\$0.01	Credit Card	8/23/2024
View	R-0015741	\$0.01	Credit Card	8/23/2024
View	R-0015744	\$100.00	Check	4/10/2024

The **Manage Applications** Module feature displays all applications with the following status: Submitted, Under Review, Remediation, Remediation Submitted and Remediation Abandoned. The user will see the Actions, Application Number, Application Type, Application Config, Application Status, Applicant name, Reason for Remediation and Remediation Due Date. The detailed view of each application has been addressed in the Remediation section of this manual.

Home > Manage Applications

Manage Applications

Search Applications

ACTIONS	APPLICATION NUMBER	APPLICATION TYPE	APPLICATION CONFIG	APPLICATION STATUS	APPLICANT NAME	REASON FOR REMEDIATION	REMEDATION DUE DATE
▼	A00009917	Change Request	Dispensary Major Modification or Renovation Request	Remediation Submitted	Test AccountTest		N/A
▼	A00009978	Change Request	Operational Request	Remediation Abandoned	Test AccountTest		N/A
▼	A00009979	Change Request	Cultivation Level 1 Initial Reduction Request	Remediation Submitted	Test AccountTest		N/A
▼	A00009981	Change Request	Processor Stand Alone Packaging and Labeling Application v2	Remediation Submitted	Amy TestOwner		N/A
▼	A00009991	New Employee		Submitted	Amy Kuhl		N/A
▼	A00009992	Change Request	Dispensary Incident Report	Remediation Submitted	Amy Kuhl		N/A
▼	A00009998	Change Request	Local Use Processor Stand Alone Packaging and Labeling Application v2	Remediation Submitted	Test AccountTest		N/A
▼	A00009999	Change Request	Dual Use Processor Plant Only Level 1 Packaging and Labeling	Submitted	Parent Contact		N/A



Manage Licenses Module

The **Manage Licenses** Module is available for any business with an active license to request the Division Of Cannabis Control to review and determine whether proposed actions such as new advertising, packaging and labeling, bond reduction, or strain names are compliant.

Any active licensed facility is required to provide the Ohio Division Of Cannabis Control with a complete, detailed application describing proposed actions for approval prior to implementation. To expedite the review of an application, please submit all relevant materials in an organized and detailed manner.

The **Manage Licenses** Module also provides the user with detailed license information, previously submitted applications, a list of employee licenses, and invoices. Licenses can be renewed from this module and certificates can be printed.

From the **Manage Licenses** Module the user can click on the **down arrow** and then click **View** to display detailed license information as well as applications, employee licenses, invoices, and attached documents or **Add Form** to create a new application for various requests to DCC.

The screenshot shows the 'Manage Licenses' page in the Ohio Department of Commerce's Cannabis Control system. The page has a green header with the 'Division of Cannabis Control' logo and navigation tabs: 'Home', 'Manage Licenses', 'Manage Applications', 'Manage Contacts', 'Manage Payments', and 'Manage Applications'. Below the header, there's a search bar for licenses. The main content is a table with columns: ACTIONS, ACCOUNT, LICENSE, LICENSE TYPE, LICENSE CLASSIFICATION, LICENSE STATUS, and EXPIRATION DATE. The table lists various licenses for 'TEST ACCOUNT, CULTIVATOR, LLC' and 'TEST ACCOUNT, CULTIVATOR, LLC', including Dual Use Dispensary, Cultivator Level I, Dual Use Dispensary, Dual Use Processor Plant Only Level I, Dual Use Processor Plant Only Level II, Adult Use Dispensary, Dual Use Dispensary, Dual Use Cultivator Level II, Dual Use Processor, and Testing Laboratory. The license status is either 'Active' or 'Inactive', and the expiration date is provided for each.

ACTIONS	ACCOUNT	LICENSE	LICENSE TYPE	LICENSE CLASSIFICATION	LICENSE STATUS	EXPIRATION DATE
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0000054-00	Dual Use Cultivator Level I	Certificate of Operation	Active	01/15/2026
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0001195-00	Dual Use Dispensary	Certificate of Operation	Active	01/15/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0001192-00	Dual Use Dispensary	Certificate of Operation	Active	03/16/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0001171-00	Dual Use Dispensary	Certificate of Operation	Active	05/11/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	MMACPC00307	Cultivator Level I	Certificate of Operation	Active	10/12/2024
▼	TEST ACCOUNT, CULTIVATOR, LLC	MMACPC00308	Dispensary	Certificate of Operation	Active	10/12/2024
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCF0000168-00	Dual Use Dispensary	Professional License	Active	10/11/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCF0000067-00	Dual Use Processor Plant Only Level II	Certificate of Operation	Active	08/08/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCF0000066-00	Dual Use Processor Plant Only Level I	Certificate of Operation	Active	08/08/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCF0000111-00	Adult Use Dispensary	Certificate of Operation	Inactive	07/16/2024
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0000111-00	Dual Use Dispensary	Certificate of Operation	Inactive	10/12/2024
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCD0000112-00	Dual Use Cultivator Level II	Certificate of Operation	Active	01/11/2025
▼	TEST ACCOUNT, CULTIVATOR, LLC	CCF0000111-00	Dual Use Processor	Certificate of Operation	Active	11/30/2024
▼	TEST ACCOUNT, CULTIVATOR, LLC	MMACPL00046	Testing Laboratory	Certificate of Operation	Inactive	09/18/2024



View License

To view Facility License details select **View**. Details of the license will display as well as sections to view applications, employee licenses, invoices, and documents associated to the specific license.

Home > Manage Licenses > License CCC000054-00

License - CCC000054-00

Information

License CCC000054-00	Business Name TEST ACCOUNT, CULTIVATOR, LLC	License Classification Certificate of Operation	License Type/ Sub-Type Dual Use Cultivator Level 1
License Issuance Date 12/24/2024	License Start Date 01/17/2025	License Expiration Date 01/16/2026	License Status Active
Application ID A00069667			

Facility Address

Street 1 J	Street 2
City J	State OH
Zip Code 98888	

Mailing Address

Street 1 J	Street 2
City J	State OH
Zip Code 98888	

Applications

Employee Licenses

Invoices

Notes and Attachments

View an Application

Expand the **Applications** section on the License Details page. Locate the Application you wish to view; click the **down arrow** next to the Application Number and click **View**.

Applications					
ACTIONS	APPLICATION ID	APPLICATION	APPLICATION STATUS	CREATED DATE	LAST MODIFIED DATE
View	A00067782	Dual Use Dispensary Initial Application	Approved	10/14/2024, 08:17 AM	10/14/2024, 08:18 AM
	A00067876	Dispensary Major Modification or Renovation Request	Submitted, not paid	12/3/2024, 05:46 PM	12/3/2024, 05:47 PM
	A00068019	Operational Request	Submitted	1/14/2025, 12:52 PM	1/14/2025, 12:52 PM
	A00068020	Dispensary Advertising Request	Submitted, not paid	1/14/2025, 12:53 PM	1/14/2025, 12:53 PM
	A00067810	New Employee Application	Remediation Abandoned	10/17/2024, 06:22 AM	1/7/2025, 07:47 AM
	A00067812	New Employee Application	Remediation Submitted	10/17/2024, 01:39 PM	12/9/2024, 05:16 PM
	A00067814	New Employee Application	Submitted, not paid	10/18/2024, 07:17 AM	10/18/2024, 07:19 AM
	A00067875	New Employee Application	Approved	12/3/2024, 05:37 PM	1/8/2025, 06:47 PM
	A00068015	New Employee Application	Submitted, not paid	1/14/2025, 12:43 PM	1/14/2025, 12:47 PM

The application will render to the screen for review.

Add Form

To add a form for Cultivator, Processor, Testing Lab license types (examples include: Advertising Request, Bond Reduction Request, Packaging & Labeling Request), select the **down arrow** next to the license number and select **Add Form**. The forms list includes all requests to the DCC for review and determination prior to implementation. Specific forms may only be available to relevant license types. Forms currently available:

All License Types - Advertisement Request, Variance Request, Change of Operations



Dispensary License Types – Device Request, Incident Report, Major Modifications/Renovations Request, Operational Request, Returned Product Form, Special Event Request

Cultivator License Types – Strain Name Request, Event Advertising & Participation Request, Bond Reduction Request, Pesticide Application, Change of Location, Packaging & Labeling Request

Processor License Types - Event Advertising & Participation Request, Bond Reduction Request, Packaging & Labeling Request, Change of Location, Device Request

Testing Laboratory - Event Advertising & Participation Request, Bond Reduction Request

The DCC plans to add additional forms to this section.

Select the application/request you wish to complete and submit to the DCC and click **Apply**.

The Application Wizard will appear with question(s) related to the application/request you selected to complete and submit.

Navigate through the wizard by clicking **Next** or **Previous**. **Next** will navigate to the next section to complete and **Previous** will navigate to the prior section. The application will auto save in Draft status as you navigate through the



sections; fields will be validated for completion and format where applicable upon selecting **Submit** at the end of the wizard.

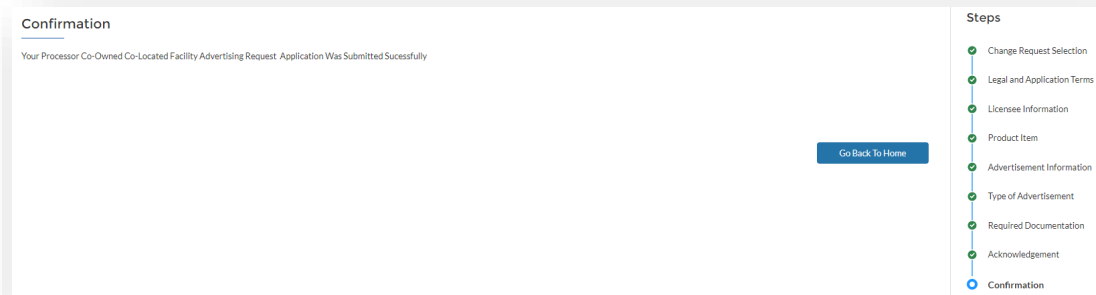
Some applications may require files to be uploaded. For each file upload question, multiple files can be uploaded.

By clicking **Submit** at the end of the application, 3 actions occur: validation of data entered, finalization of application, and status changed to **Submitted** (if no fee is required) or **Submitted Not Paid** (if fee is required for processing).

Field validation will verify all required questions, noted with an “*”, have been completed. If a required field was not completed, the wizard will take you to the first step in the application not completed. From here, complete the required fields by stepping through the application using the **Next** button.



After all required fields are completed and **Submit** is selected, the user will receive confirmation of application submission. The application is then in a read only mode and no additional changes can be made.



By clicking **Go Back to Home**, the user is returned to the **HOME** page. From the **HOME** page, the application can be selected and viewed. From the **Pending Applications** grid, click the **down arrow** next to the application and select **View**.

Pending Applications						View all
ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE	
▼	Cultivator Level I	A00069857	Cultivator Level I Annual Renewal Application	Draft	1/21/2025	
View	Cultivator Level I	A00069856	Cultivator Level I Annual Renewal Application	Draft	1/21/2025	
▼	Processor Stand Alone	A00069749	Processor Stand Alone Annual Renewal Application	Submitted	1/14/2025	

The view application screen will display. To see the full application click **View Application**.

Home > Application - A00014969

Application - A00014969

[View Application](#)

Application Details

Account Name: MMCP TEST ACCOUNT, LLC

Application: Processor Co-Owned Co-Located Advertisement Approval

License Type: Processor Co-Owned Co-Located

Application Status: Submitted, not paid

Application Sub Type: Change Request

Files

ACTIONS	TITLE	CREATED BY	LAST MODIFIED DATE
▼	Age Gate		12/8/2022
▼	Screen Inventory		12/8/2022
▼	Screen Inventory 2		12/8/2022
▼	Content		12/8/2022

To print or download the application, click **Print** at the bottom of the detailed application view screen to render to PDF.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Required Documents

▼ DigitalMedia

Please provide a copy of the proposed digital media screen inventory:
 Please provide a copy of the proposed digital media proof of age gating:
 Please provide a copy of the proposed digital media content:
 Please provide additional artifacts of the proposed digital media campaign:

▼ View Files

Title	FileType	
Age Gate	WORD_X	Open File
Screen Inventory	WORD_X	Open File
Screen Inventory 2	WORD_X	Open File
Content	WORD_X	Open File

Screen Inventory.docx
 Age Gate.docx
 Content.docx

Acknowledgement

By completing this application the licensee acknowledges that the name provided below belongs to a person that has legal authority to sign on behalf of the holder of the Certificate of Operation or Provisional License identified above and that the information provided is true correct and complete. The licensee or representative further acknowledges that the submission complies with the rules outlined in Ohio Administrative Code (OAC) 3796.5-7-01 and that review of an advertising request submission by the Ohio Department of Commerce is contingent upon the receipt of the application fee as defined in OAC 3796.5-1-01 (J).

Requester's Name: _____ MMCP Test: _____

[Pay](#) [Close](#)

If the application is in a **Submitted Not Paid** status, payment **MUST** be remitted prior to the application being reviewed. Please see the **Manage Payments** Module section of this manual for details on how to make a payment.

Pending Applications View all					
ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼	Cultivator Level I	A00069857	Cultivator Level I Annual Renewal Application	Draft	1/21/2025
▼	Cultivator Level I	A00069856	Cultivator Level I Annual Renewal Application	Draft	1/21/2025
▼	Processor Stand Alone	A00069749	Processor Stand Alone Annual Renewal Application	Submitted	1/14/2025
▼	Dispensary	A00069748	Dispensary Major Modification or Renovation Request	Submitted, not paid	1/14/2025
▼		A00069747	New Employee Application	Submitted, not paid	1/14/2025
▼	Cultivator Level II	A00069733	Cultivator Level II Packaging and Labeling Application	Submitted	1/14/2025
▼	Cultivator Level II	A00069732	Cultivator Level II Packaging and Labeling Application	Submitted	1/14/2025



Renew a License

Pursuant to Ohio Admin. Code, licensees' Facility Renewal Application and renewal fee must be submitted to the DCC at **least 30 days** prior to the expiration date of the certificate of operation.

To renew a facility license from the **Manage Licenses** Module, select the **down arrow** next to the appropriate facility license number and click **Renew**.

Home > Manage Licenses

Manage Licenses

Search Licenses

ACTIONS	ACCOUNT	LICENSE	LICENSE TYPE	LICENSE CLASSIFICATION	LICENSE STATUS	EXPIRATION DATE
▼	TEST ACCOUNT, CULTIVATOR1, LLC	CCC000054-00	Dual Use Cultivator Level I	Certificate of Operation	Active	01/16/2026
▼	TEST ACCOUNT, CULTIVATOR1, LLC	CCD000195-00	Dual Use Dispensary	Certificate of Operation	Active	01/17/2025
▼	TEST ACCOUNT, CULTIVATOR1, LLC	CCD000172-00	Dual Use Dispensary	Certificate of Operation	Active	03/18/2025
View	TEST ACCOUNT, CULTIVATOR1, LLC	CCD000171-00	Dual Use Dispensary	Certificate of Operation	Active	04/17/2025
Renew	TEST ACCOUNT, CULTIVATOR1, LLC	MMCP00207	Cultivator Level I	Certificate of Operation	Active	10/12/2024

The Facility Renewal Application wizard will render. Complete all sections of the application and submit.

Business Verification

Has the licensee, any owner or any officer been convicted of, plead guilty to, plead no contest, or been convicted in any federal, state, or military court of a criminal offense? ☐ Yes ☐ No

Has the licensee, any owner or any officer been subject to any adverse judgment for conversion, embezzlement, misappropriation of funds, fraud, misfeasance, malfeasance or breach of fiduciary duty? ☐ Yes ☐ No

Has the licensee, any owner or any officer been subject to any federal, state, or military criminal or administrative investigation or order? Please include pending or ongoing investigations. ☐ Yes ☐ No

Has the licensee, any owner or any officer been named in any civil action that involved insurance, securities, or consumer-real estate lending/brokering? Please include pending or ongoing investigations. ☐ Yes ☐ No

Are there any PENDING charges against the licensee, any owner or any officer in any federal, state, or military court regarding a criminal offense? ☐ Yes ☐ No

Does the licensee, any owner or any officer have any UNPAID civil judgments against them? ☐ Yes ☐ No

Please provide a copy of the licensee's Certificate of Insurance for the renewal year. *

Or drop files

The licensee acknowledges that the licensed entity is in good standing with the Ohio Department of Taxation.

Requester's Name: *

Steps

- Renewal Application
- Legal and Application terms
- Application Instructions
- Licensee Information
- Business Verification
- Certification Issuance
- Compliance Verification
- View Files
- Acknowledgement

A complete Facility Renewal Application includes a complete submitted application AND the renewal application fee.

View Employee Licenses per Facility License

To view Employee Licenses for a specific Facility License, select the **Manage Licenses** tab. Select the down arrow next to the Facility License you wish to view employees, click **View**.

Expand the **Employee Licenses** section.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

☒ Employee Licenses

ACTIONS	EMPLOYEE LICENSE NUMBER	EMPLOYEE LICENSE STATUS	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	LICENSE TYPE
▼	CCE012113	Active	Example	Test	Certificate
▼	CCE012094	Active	RespParty	Test	Certificate
▼	CCE012088	Inactive	payments	test	Provisional
▼	CCE012085	Inactive	Employee	Owner	Provisional



Manage Employee Module

The **Manage Employee Module** is available for a licensee to review and update employee information.

In accordance with Ohio Administrative Code, employees are defined as ‘Every owner, principal officer, board member, employee, administrator, agent, or other person who may significantly influence or control the activities of a cultivator, processor, or testing laboratory.’

Any active licensed facility is required by the Ohio Administrative to provide the Ohio Division Of Cannabis Control with a completed employee application, employee sworn statement, verification that a BCI and FBI background check has been conducted (reference ORC 3796: 5-2-02/3780.03 for details), application fee, and any additional information the program may request. Please note that the Ohio Division of Cannabis Control will not process any employee applications that have not been completed as defined in Ohio Administrative Code Chapter 3796: 5-2-01 (A) and 1301:18-3-09.

The Manage Employee Module also provides the user with a means to update employee information, modify employee license affiliations, and inactivate an employee that is no longer associated to a facility.

The Manage Employees landing page will have 3 tabs: Pending Employees, Approved Employees, Inactivated Employees. These tabs will list all current, future, and past employees associated to all licensees under the Account.

This Screen can be searched by either Employee Name or the Business License number an employee is associated to.

Renew an Employee

To renew an Employee, the user should navigate to the **Manage Employees** Module. In the **Approved Employees** tab employees within 90 days of expiration will have a **Renew** button next to their name. To renew an Employee click **Renew**.

Home > Manage Employees

Manage Employees

Pending Employees **Approved Employees** Inactivated Employees

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	LICENSE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	Blance	Del Rio	CCE009638	Employee	Certificate	Active	10/30/2026
▼	30 DAYS	Email	CCE009356	Employee, Owner/Officer, Responsible Party	Certificate	Active	2/16/2025
▼ Renew	fd	f	CCE009871	Employee	Certificate	Active	3/18/2025
▼	Test	KT	CCE009875	Employee, Owner/Officer	Certificate	Active	1/17/2027
▼	System	Number	CCE005390	Employee	Certificate	Active	6/4/2026
▼	BO Test	Omni	CCE009870	Employee	Provisional	Active	1/27/2025

The **Renew Employee Application** wizard will render. Complete each step of the application which includes confirming existing employee information, uploading a current image of the employee’s Driver’s License and Head Shot taken



within the prior 6 months. A complete **Employee Renewal Application** must be submitted and paid prior to the DCC processing the application.

A complete **Employee Renewal Application** includes:

1. A complete and accurate Employee Renewal Application which you may access through your eLicensing account;
2. A copy of the applicant's valid government issued identification evidencing that the employee is at least twenty-one (21) years of age;
3. A recognizable headshot photograph in portrait orientation of the applicant taken no more than six (6) months before the date of application;
4. Verification of background check completion if not enrolled in Rapback;
5. Signed [Employee Applicant Attestation](#) document;
6. The \$100 renewal application fee.

Save and View a Draft Employee Renewal Application

While working on an Employee Renewal Application, the application can be saved and exited. Selecting "Next" on each page will automatically save the application.

To access this draft again after exiting, navigate to the **Pending Applications** table on the home page. Locate the Draft application to be completed. Click on **Actions**. Then, select **View** to be navigated to the **Applications Details** page. Select **View Application** to view and continue completing the application.

The application can also be viewed by selecting **Manage Employees** locate and select the employee license. Select **Renew** to open the application to be completed.

Updating an Employee

The DCC eLicense Portal provides any active licensed facility with the ability to update employee demographic information associated to an employee who possesses an active employee license with the Ohio Division of Cannabis Control.



To update information within the employee demographics, the user should navigate to the **Manage Employees** Module.

Home > Manage Employees

Manage Employees

Pending Employees Approved Employees Inactivated Employees

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	LICENSE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	Blance	Del Rio	CCE009638	Employee	Certificate	Active ☒	10/30/2026
▼	30 DAYS	Email	CCE009356	Employee,Owner/Officer,Responsible Party	Certificate	Active ☒	2/16/2025
▼ Renew	fd	f	CCE009871	Employee	Certificate	Active ☒	3/18/2025
▼	Test	KT	CCE009875	Employee,Owner/Officer	Certificate	Active ☒	1/17/2027
▼	System	Number	CCE005390	Employee	Certificate	Active ☒	6/4/2026
▼	BO Test	Omni	CCE009870	Employee	Provisional	Active ☒	1/27/2025

Once the user has navigated to the **Manage Employee** Module, select the **down arrow** then **View** action to view details of an active employee license.

Home > Manage Employees

Manage Employees

Pending Employees Approved Employees Inactivated Employees

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	LICENSE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	Blance	Del Rio	CCE009638	Employee	Certificate	Active ☒	10/30/2026
▼	30 DAYS	Email	CCE009356	Employee,Owner/Officer,Responsible Party	Certificate	Active ☒	2/16/2025
▼ Renew	fd	f	CCE009871	Employee	Certificate	Active ☒	3/18/2025
▼ View	Test	KT	CCE009875	Employee,Owner/Officer	Certificate	Active ☒	1/17/2027
▼	System	Number	CCE005390	Employee	Certificate	Active ☒	6/4/2026
▼	BO Test	Omni	CCE009870	Employee	Provisional	Active ☒	1/27/2025
▼	Sandbox	Refres1	CCE009660	Responsible Party	Provisional	Active ☒	2/17/2025
▼	Hyper	Testcase	CCE008381	Employee	Certificate	Active ☒	8/23/2026
▼	Winter	Testcase	CCE009354	Employee,Responsible Party	Certificate	Active ☒	10/11/2026
▼	Amv	TestEmployee	CCE009362	Employee,Responsible Party,Owner,Officer	Certificate	Active ☒	10/13/2026
▼	Refresh Test	UAT	CCE009859	Employee	Certificate	Active ☒	11/17/2026
▼			CCE000003	Employee	Certificate	Active ☒	7/10/2024
▼			CCE009876	Employee	Provisional	Active ☒	1/27/2025

Upon selecting the **View** action for an active employee license, the employee license detail will display. The user will see all pertinent information associated to the employee license details.



Within the employee license detail, the user can select the **Employee** number hyperlink to open the employee record.

Home > Manage Employee > Employee License CCE009638

CCE009638

INFORMATION

Edit

First Name Biance	Middle Name	Last Name Del Rio	Employee License CCE009638
Employee EMP_0042015	Employee License Status Active	License Issuance Date 10/31/2024	License Start Date 10/31/2024
License Expiration Date 10/30/2026			

Upon selecting the **Employee** number hyperlink, the user will have the ability to view the employee's personal information such as the employee's first name, last name, address, phone numbers, and email address.

Employee - Employee3 Test

General Instructions

- To Update the Employee Demographic Information, Click on the Edit button.
- To pay outstanding fees on this Employee, Navigate to the Manage Payments tab.

INFORMATION

Edit

Employee Number	EMP_0005977
First Name	Employee3
Middle Initial	
Last Name	Test
Date of Birth	4/4/1988
Email	test@test.com
Mobile Phone Number	
Home Phone Number	
Street 1	654 There
Street 2	
City	Cleveland
State	OH
Zip Code	65422



Within the employee detail screen, the user will have the ability to modify the employee demographic information by selecting the **Edit** feature.

Employee - Employee3 Test

General Instructions:

- To update the Employee Demographic Information, Click on the Edit button.
- To pay outstanding fees on this Employee, Navigate to the Manage Payments tab.

INFORMATION

Employee Number	EMP00000077
First Name	Employee3
Mobile Initial	
Last Name	Test
Date of Birth	4/6/1988
Email	test@test.com
Mobile Phone Number	
Home Phone Number	
Street 1	654 Thru
Street 2	
City	Cleveland
State	OH
Zip Code	65422

Once the user has selected the **Edit** feature, the user will be directed to the editable version of the employee detail screen. The critical data elements of the employee record are prepopulated and cannot be modified. The user will have the ability modify the employee's email address, home address, mobile phone number, home phone number, address, and 2 of the required documentation items previously submitted during the **New Employee Application** process.

Please note that if any of the prepopulated employee information is incorrect, the user should contact the Ohio Division of Cannabis Control to update the information accordingly. If you indicate that the employee has an International



Address by selecting the checkbox, then you will be required to enter the International Address. If you save the international address, the system automatically deletes the US address previously entered.

INFORMATION

Employee Number	EMP 0005486
First Name	FirstName
Middle Initial	
Last Name	LastName
Date of Birth	01/02/1993
Personal Email*	test@gmail.com
Business Email*	test@gmail.com
Mobile Phone Number	1234567890
Home Phone Number	1234567890
Street Address*	77 South High Street, 20th Floor
Street 2	77 South High Street, 20th Floor
City*	Columbus
State Picklist*	OH
Zip Code*	43215-6123
Does this Employee have an International Address?	☐

Documentation

Driver's License/State Issued ID

Attachment
 Or drop files

Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution)

Attachment
 Or drop files

Please note that if the employee license associated to the employee number selected is inactive, the **Edit** feature will not be available for selection.



Once the user has finished updating the employee demographic details, the user can select the **Submit** feature to complete the update employee process.

Upon selection of the **Submit** feature, the user will be prompted with a Submission Successful message.

If the user selects the **Cancel** feature, the user will be redirected to the uneditable version of the employee details screen where any field updates will be displayed.

Updating an Employee License and Inactivating an Employee License

The DCC eLicense Portal provides any active licensed facility with the ability to update license detail information associated to an employee who possesses an active employee license with the Ohio Division of Cannabis Control.

To update information within the employee license, the user should navigate to the **Manage Employees** Module upon successful login.

Once the user has navigated to the **Manage Employees** Module, select the **View** action for an active employee license.

Upon selecting the **View** action for an active employee license, the employee license detail will display. The user will see all pertinent information associated to the employee license details.

Within the license detail screen, the user will have the ability to modify the employee license by selecting the **Edit** feature.

MMCPE08787

INFORMATION			
First Name Employee3	Middle Name	Last Name Test	Employee License MMCPE08787
Business License MMCPD00180	Employee EMP-0005977	Employee License Status Active	License Issuance Date 12/5/2022
License Start Date 12/5/2022	License Expiration Date 12/4/2024	Employee Type Type 1	

> Notes and Attachments

Please note that if the employee license is inactive, the **Edit** feature will not be available for selection.

Once the user has selected the **Edit** feature, the user will be directed to the editable version of the employee license screen. The critical data elements of the employee license record are prepopulated and cannot be modified. The user will have the ability to modify only the employee license status of the selected employee license.



Please note that if any of the prepopulated employee license information is incorrect, the user should contact the Ohio Division Of Cannabis Control to update the information accordingly.

*Upon selection of the employee license status field, the user will have the ability to update the employee license from active to inactive.

Home > Manage Employee > Employee License CCE004371

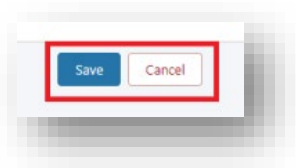
CCE004371

INFORMATION Save Cancel

First Name Doris	Middle Name	Last Name Adams	Employee License CCE004371
Employee EMP 0005975	License Issuance Date 05/31/2024	License Start Date 05/31/2024	License Expiration Date 12/31/2024
* Employee License Status Active			

Please note that if the user updates the employee license status to inactive, the employee badge will no longer be valid indicating that the employee is no longer employed with the associated facility.

*Once the user has finished updating the employee license, the user can select the **Save** feature to complete the update employee license process.



Upon selection of the **Save** feature, the user will be redirected to the **Employee License** screen where the user can validate that the update was successful.

An employee can be quickly inactivated by utilizing the **Active** toggle feature on the main **Manage Employee** screen.

Manage Employees

Pending Employees Approved Employees Inactivated Employees

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	BUSINESS LICENSE ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	Fred	Employee	MMCP00207	MMCP00784	Type 1 Key	Active ☒	12/5/2024
▼	Employee3	Test	MMCP00180	MMCP00787	Type 2	Active ☒	12/5/2024
▼	Employee1	Testcase	MMCP00180	MMCP00785	Type 1	Active ☒	12/5/2024
▼	Employee2	Testing	MMCP00207	MMCP00786	Type 2	Active ☒	12/5/2024



Click on the **Active** toggle; a pop up will display to warn that the employee will be inactivated. Once inactivated an employee cannot be reinstated. Click **Save** to inactivate the employee or **Cancel** to exit the action.

EMPLOYEE LICENSE STATUS

You have chosen to inactive this employee which will inactivate their Employee ID Badge(license) Do you wish to proceed?

Cancel

Save

Updating Employee License Affiliations

To update Employee License Affiliations, select **Manage Employees** on the top right of the screen. Click the down arrow next to the Employee Name to update, select **View**.

Home > Manage Employees

Manage Employees

Pending Employees Approved Employees Inactivated Employees

Search Employees

ACTIONS	FIRST NAME ↑	LAST NAME ↑	EMPLOYEE LICENSE ↑	EMPLOYEE TYPE ↑	LICENSE TYPE ↑	EMPLOYEE LICENSE STATUS ↑	EXPIRATION DATE ↑
▼	Blance	Del Rio	CCE009638	Employee	Certificate	Active ☒	10/30/2026
View	30 DAYS	Email	CCE009356	Employee,Owner/Officer,Responsible Party	Certificate	Active ☒	2/16/2025
▼ Renew	fd	f	CCE009871	Employee	Certificate	Active ☒	3/18/2025
▼	Test	KT	CCE009875	Employee,Owner/Officer	Certificate	Active ☒	1/17/2027

Locate the **License** area of the screen.



Home > Manage Employee > Employee License CCE011945

CCE011945

INFORMATION Save Cancel

First Name Taylor	Middle Name	Last Name Swift	Employee License CCE011945
Employee EMP.0019992	License Issuance Date 3/25/2024	License Start Date 3/25/2024	License Expiration Date 3/25/2026

* Employee License Status
Active

LICENSE Add Edit

Business License	Employee Type	Responsible Party	ACTIONS
------------------	---------------	-------------------	---------

> Notes and Attachments

Click **Add** to add a facility license affiliation. Select the business license number the Employee will be working at as well as the Employee Type. If the Employee is designated as a **Responsible Party**, you must select either Primary or Secondary.

NOTE: Only 1 Primary Responsible Party and only 2 Secondary Responsible Parties may be assigned per Facility License.

LICENSE Add Edit

Business License	Employee Type	Responsible Party	ACTIONS
CCD000172-00	Employee		
	Employee X		

Select **Save** to save these updates.

Manage Contacts

The Manage Contacts Module is available for the Account Administrator of any business who has active licensed facilities. The Account Administrator can view, edit, add, and manage associated contacts within the DCC eLicense Portal. It is the responsibility of the company to keep contact's current. The individuals listed in this section for specific roles will serve as a point of contact for the DCC. Only licensed employees can be added as Company contacts.

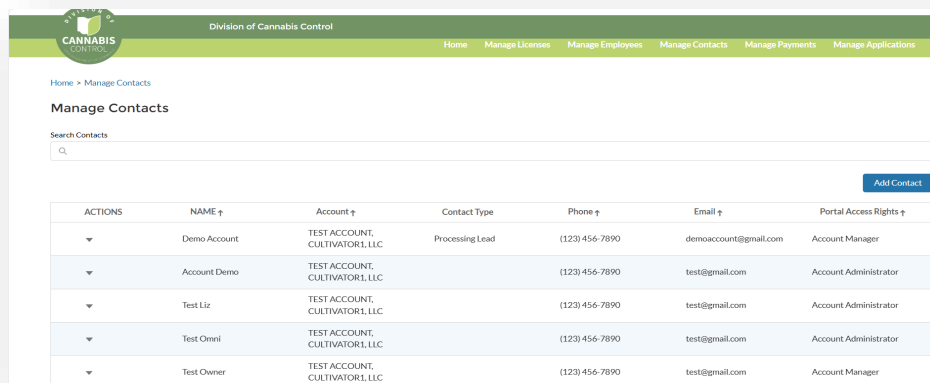


Contacts can have multiple roles associated to a single licensed employee. The assigned role will signal a point of contact for the specific function. The role options include the following:

- Registered Agent/Statutory Agent
- Compliance Lead
- Processing Lead
- Cultivation Lead
- HR Manager
- Patient/Public Inquiries
- Owner
- Consultant
- Financial Representative
- Legal Representative
- Marketing/Advertising Manager
- Facility Manager

Contacts can also be granted DCC eLicense Portal access rights. There are two levels of access that may be assigned by the Account Administrator: Account Manager and HR Manager. Assignment of access will grant the employee rights and the authority to submit requests on behalf of the Company for any license type the Company may hold.

- Account Manager: Ability to view, add, and edit all functions within the Portal.
- HR Manager: Ability to view all modules within the Portal and add/edit employee and employee license information.



ACTIONS	NAME ↑	Account ↑	Contact Type	Phone ↑	Email ↑	Portal Access Rights ↑
▼	Demo Account	TEST ACCOUNT, CULTIVATOR1, LLC	Processing Lead	(123) 456-7890	demoaccount@gmail.com	Account Manager
▼	Account Demo	TEST ACCOUNT, CULTIVATOR1, LLC		(123) 456-7890	test@gmail.com	Account Administrator
▼	Test Liz	TEST ACCOUNT, CULTIVATOR1, LLC		(123) 456-7890	test@gmail.com	Account Administrator
▼	Test Omni	TEST ACCOUNT, CULTIVATOR1, LLC		(123) 456-7890	test@gmail.com	Account Administrator
▼	Test Owner	TEST ACCOUNT, CULTIVATOR1, LLC		(123) 456-7890	test@gmail.com	Account Manager

View Contacts

To view all contacts associated to a Company, the user will navigate to the **Manage Contacts** module.



To view an individual contact, select the **down arrow** next to the contact name then select **View**.

ACTIONS	NAME	Account	Contact Type	Phone	Email	Portal Access Rights
	Account Demo	TEST ACCOUNT, CULTIVATORS, LLC		(123) 456-7890	35293768@id.ohio.gov	Account Administrator
	Parent Contact	TEST ACCOUNT Parent		(123) 456-7890	test@gmail.com	Account Administrator
	Parent Admin	TEST ACCOUNT Parent		(123) 456-7890	35206743@id.ohio.gov	Account Administrator
	Demo Account	TEST ACCOUNT, CULTIVATORS, LLC	Processing Lead	(123) 456-7890	srivivas.sandreddy@com.ohio.gov	Account Manager
	Janet Doe	TEST ACCOUNT, CULTIVATORS, LLC	Cultivation Lead/Marketing/Advertising Manager	(123) 456-7890	test@gmail.com	HR Manager
	Test Liz	TEST ACCOUNT, CULTIVATORS, LLC		(123) 456-7890	rupa.chitkaran@com.ohio.gov	Account Administrator
	Test Omni	TEST ACCOUNT, CULTIVATORS, LLC		(123) 456-7890	test@gmail.com	Account Administrator
	Amey,TestQuincy	TEST ACCOUNT, CULTIVATORS, LLC		(133) 456-7890	test@gmail.com	Account Manager

Edit Contact

To edit a contact, the user will navigate to the **Manage Contacts** module, select the **down arrow** next to the contact name, then select **View**. From the **View** screen select **Edit**.

INFORMATION

First Name: Demo, Middle Name: , Last Name: Account, Phone: (222) 222-2222

Email: testdata@abc.com, Active: true, Portal Access Rights: Yes, Contact Type: Secondary

From the **Edit** screen the phone, email address, contact type, and Portal Access Rights can be modified appropriately. After changes are completed click **Save**.

INFORMATION

First Name: Demo, Middle Name: , Last Name: Account, Phone: (222) 222-2222

Email: testdata@abc.com, Portal Access Rights: Account Manager, Contact Type: select all that apply

Registered Agent/ST...
Compliance Lead
Processing Lead
Cultivation Lead
HR Manager
Patients/Public Inqui...

Note: The system handles email bounce by informing the application submitter of any email notification recipients (application submitter and account admins) that have invalid emails or were unable to receive emails when the system



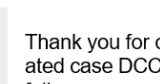
When the system attempts to send an email notification and fails to get a successful email delivery response, then a ServiceNow support ticket is automatically created in behalf of the user. The user will receive an email confirmation from the State of Ohio customer support regarding the support ticket opened.

 State of Ohio <das.customersupport@das.ohio.gov>
To  dela Cruz, Rina

Thank you for contacting the Division of Cannabis Control. We have created case DCC0027084 for your request. We will review your inquiry and follow up as necessary.

You can update your request by replying directly to this email.

Thank you,

 **Department of Commerce**

Division of Cannabis Control
77 South High Street, 20th Floor
Columbus, Ohio 43215
1-833-464-6627
com.ohio.gov

4/2026



Demo Account

INFORMATION Edit Make Role

First Name Demo	Middle Name	Last Name Account	Phone (222) 222-2222
Email testdata@abc.com	Active true	Portal Access Yes	Portal Access Rights Account Manager
Contact Type Secondary			

Add Contact

To add a Licensed Employee as a contact, the user will navigate to **Manage Contacts** then click **Add Contact**.

Manage Contacts

Search Contacts
CL

Add Contact

ACTIONS	NAME ↑	Contact Type	Phone ↑	Email ↑	Portal Access Rights ↑
▼	Demo Account	Secondary	(222) 222-2222	testdata@abc.com	Account Manager
▼	Account Demo		(222) 222-2222	testdata@abc.com	Account Administrator

The user will be taken to the **Add Contacts** screen to select the Accounts/Facility Licenses the contact will be associated to.

NOTE: if you select the parent account the Employee will have access to ALL licenses under that family of accounts.

Add Contacts

Please select the licenses or parent Account that the Employee you are requesting access to the MMCP eLicense Portal for.
Please note that if you select the parent account the Employee will have access to ALL licenses under that family of accounts.

You will select the Employee on the next screen.

Account List

☐ TEST ACCOUNT, CULTIVATOR1, LLC

Next



Locate and Select the Licensed Employee that has been previously affiliated to the Facility License to be added as a contact from the drop-down list.

Add Contacts

To add an MMCP eLicense Portal User select an active Employee License with at least one facility related to the Account (Company). Please enter the name or employee license number of the employee to whom you wish to grant MMCP eLicense Portal access.

Enter Employee Name

Test

Amy Testcase - MMCPPE10425

Test Liz - MMCPPE02731 Amy Testcase - MMCPPE10425

Liz Test Testing - MMCPPE02965

Liz Testing - MMCPPE01333

Chris Test - MMCPPE04277

Complete the requested information and select the appropriate Portal Access Rights. Click **Submit** to save the information and if Portal Access Rights are assigned activate the Access level.

An email will be sent to the Email address provided in the above screen for the user to complete their Portal Account setup and password. Please note that the Portal Account Setup email may only be clicked on once – please complete your account setup upon receipt of this email.

ContactDetails

▼ Contact Information

Salutation

*First Name Amy

Middle Name

*Last Name Testcase

Phone

*Email (Business) test@test.com

Employee License MMCPPE10425

Contact Type (Select all that apply)

☐ Registered Agent/Statutory Agent

☐ Compliance Lead

☐ Processing Lead

☐ Cultivation Lead

☐ HR Manager

☐ Patient/Public Inquiries

☐ Owner

☐ Consultant

☐ Financial Representative

☐ Legal Representative

☒ Marketing/Advertising Manager

☐ Facility Manager

▼ Portal Information

*Portal Access Rights Account Manager

Submit

Manage Payments Module

The **Manage Payments** Module is available for any business who has active licensed facilities to view all outstanding fees, fines levied on the business, previously paid invoices, and copies of receipts for previously paid invoices.



The fees incurred by the business will include those for facility applications, facility licenses, employee licenses, and any additional request made to the Ohio Division Of Cannabis Control that causes an impact on either a facility or employee license. Any fines levied on the business will be done so in accordance with the Ohio Administrative Code Chapter 3796.

The Manage Payments Module also allows businesses to pay fees and fines to the Ohio Department of Commerce in one of two forms; Pay by Mail or Pay Online. The **Pay Now** option allows the user to pay their invoices by credit card or electronic check using the CBOSS payment system. The **Pay by Mail** option allows the user to print an invoice and either mail the payment to the Ohio Department of Commerce or pay in person at the Ohio Department of Commerce offices.

Making an Online Credit Card Payment

To make an online credit card payment for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

The **Manage Payments** Module is subdivided into two sections. The first section on the **Manage Payments** Module is the Make Payments section. This section lists all outstanding application fees, licensing fees, fines, and any additional request fees incurred by the business in order by the assigned invoice number.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$0.00

PAY NOW PAY BY MAIL

INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☐ I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☐ I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☐ I-0012435		Processor Co-Owned Co...	\$30,000.00	12/6/2022
☐ I-0012434		Cultivator Level I Provid...	\$90,000.00	12/6/2022
☐ I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☐ I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

Please select an Invoice



Within the Make Payments area, the user will have the ability to select the invoices in which they wish to pay by selecting the checkbox to the left of the invoice number. The user may select one or multiple open invoices to be included in one payment transaction.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$45,100.00

PAY NOW PAY BY MAIL

> INVOICE NUMBER: I-0012436

> INVOICE NUMBER: I-0012443

☐	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☐	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☐	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☐	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☐	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

To select all outstanding invoices for payment, the user can simply select the checkbox at the top of the Make Payments section and the system will automatically select each invoice listed.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Make Payments section which will be updated with the amount due for the selected invoices.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices : \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

The user will also have the ability to select the method in which the outstanding invoices will be paid; by mail or online.

Manage Payments

Make Payments Receipts

Outstanding Fees

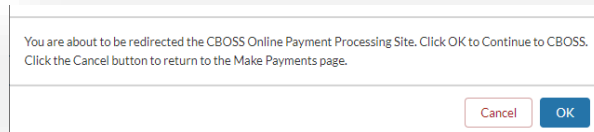
Total Value of Selected Invoices : \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
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☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



If the **Pay Now** feature is selected, the user will be provided a prompt stating that the DCC eLicense Portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system, CBOSS.



If the user selects the **OK** feature, the DCC eLicense Portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check.

The screenshot shows a web page for the Ohio Department of Commerce – Division of Administration. At the top is a header image with the Ohio.gov logo and the text "Department of Commerce". Below the header, the page title is "Ohio Department of Commerce – Division of Administration". The main section is titled "Select Payment Method" and includes the instruction "Please select a payment method." There are two radio button options: "Credit Card" and "Electronic Check". Below this, there is a section titled "If you have any questions, please contact:" followed by the address and contact information for the Ohio Department of Commerce – Division of Administration. At the bottom, there is a "Technical Support" section with an email address: webdic@com.state.oh.us. The footer of the page reads "© CBOSS, INC."

Upon selecting the credit card payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The Enter Payment Information screen of CBOSS will display the high level details of the invoices selected for



payment, the total amount of those invoices, and will require the user to enter the standard payment information such as the credit card number and associated details, as well as enter the associated billing information.

The high level details of the invoice include the invoice number, the invoice amount, and the total of all invoices.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Enter Payment Information
Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
For assistance locating the card security code, please select the following:
[Locate Card Security Code](#)

Total
\$120.00

Quantity	Description	Price	Total
1	Invoice 1-0000155	\$10.00	\$10.00
1	Invoice 1-0000010	\$10.00	\$10.00
1	Invoice 1-0000008	\$100.00	\$100.00

* Credit Card Number * Credit Card Type

* Expiration Month * Expiration Year

* Card Security Code

The user will be required to enter the credit card number, credit card type, expiration month and year, and credit card security code.

* Credit Card Number * Credit Card Type

* Expiration Month * Expiration Year

* Card Security Code



To complete the payment information, the user will also be required to enter the billing information associated to the payment.

A screenshot of a web form for entering billing information. The form is titled "Billing Information" and contains several input fields. On the left side, there are fields for "First Name", "Last/Business Name", "Address Line 1", "City", "Zip/Postal Code", and "Email". On the right side, there are fields for "Middle Name", "Phone", "Address Line 2", "State/Province/Region", and "Country". A "Continue" button is located at the bottom right of the form.

Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the **Continue** feature to complete the online payment process.

A screenshot of the same web form as above, but with a red rectangular box highlighting the "Continue" button at the bottom right. The form fields are identical to the previous screenshot.



Selection of the **Continue** feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Confirm Payment Information

Please confirm that your credit card payment and billing information below is correct.

Total

\$210.00

Quantity	Description	Price	Total
1	Invoice: I-0000155	\$10.00	\$10.00
1	Invoice: I-0000154	\$100.00	\$100.00
1	Invoice: I-0000008	\$100.00	\$100.00

First Name

Middle Name

* Last/Business Name

Test_Account_Cultivator

* Phone

(740) 824-7490

* Address Line 1

77 S High St.

Address Line 2

23rd Floor

* City

Columbus

* State/Province/Region

OH

* Zip/Postal Code

43215

Country

United States

Email

Back

Confirm

If the user selects the **Confirm** feature, the payment will be processed and finalized. Once the payment has been finalized within the CBOSS payment processing site, the user will be redirected to the DCC eLicense Portal **Manage**



Payments Module where the user can validate completion of payment by locating the paid invoice in the Receipts section. The details on Receipts section have been addressed in the Receipts section of this manual.

Manage Payments

Make Payments

Receipts

Receipts

ACTIONS	RECEIPT NUMBER ↑	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0006429	\$400.00	Credit Card	12/6/2022

If the **Back** feature is selected, the user will be redirected to the CBOSS payment processing sites payment screen to make any updates necessary to the payment information before continuing with the payment process.

View Receipts

Select the **Manage Payments** button on the Home page. After being navigated to the Manage Payments page, select **Receipts**. Then select **View**, which will allow you to view receipt details.

Home > Manage Payments

Manage Payments

PLEASE NOTE: Due to system limitations, users can pay no more than 12 items in a single transaction. If you have more invoices/fees to pay, you will need to submit multiple transactions in groups of no more than 12 items. Thank you!

Make PaymentsReceipts

Receipts

ACTIONS	RECEIPT NUMBER ↑	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0016627	\$5,000.00	Check	12/5/2024
View	R-0016626	\$75,200.00	Check	12/5/2024
View	R-0013696	\$300.00	Check	6/5/2024
View	R-0013655	\$900.00	Check	6/5/2024
View	R-0013653	\$1,200.00	Check	6/5/2024
View	R-0013652	\$900.00	Check	6/5/2024
View	R-0013650	\$1,200.00	Check	6/5/2024
View	R-0013556	\$1,200.00	Check	6/3/2024

View Invoices

Navigate to the **Payment Due** table on the Home page. Select the **Manage Payments** table, and navigate to the Invoices tab.



Home > Manage Payments

Manage Payments

PLEASE NOTE: Due to system limitations, users can pay no more than 12 items in a single transaction. If you have more invoices/fees to pay, you will need to submit multiple transactions in groups of no more than 12 items. Thank you!

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$100.00

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0034546	TRIPERTTERT	New Employee App...	\$100.00	12/16/2024

INVOICE NUMBER: I-0034546

FEE NAME	New Employee Application Fee
LICENSE NUMBERS	CC0000137-00 CC0000016-00
APPLICATION ID	A00067911
LICENSE TYPE	
FEE TYPE	Application Fee
APPLICATION SUBTYPE	New Employee
EMPLOYEID NAME	TRIPERTTERT
EMPLOYEE LICENSE	CC0009407
FEE	\$100.00

Select the proper Invoice number, which will display the Invoice details on the side.

Making an Online Electronic Check Payment

To make an online electronic check payment for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$0.00

☐	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☐	I-0012443	Employee5 Testing	New Employee Applicat...	\$100.00	12/7/2022
☐	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☐	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☐	I-0012434		Cultivator Level I Provis...	\$90,000.00	12/6/2022
☐	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☐	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

Please select an Invoice



Within the **Make Payments** area, the user will have the ability to select the invoices in which they wish to pay by selecting the checkbox to the left of the invoice number. The user may select one or multiple open invoices to be included in one payment transaction.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$45,100.00

PAY NOW PAY BY MAIL

> INVOICE NUMBER: I-0012436

> INVOICE NUMBER: I-0012443

☐	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☐	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☐	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☐	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☐	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

To select all outstanding invoices for payment, the user can simply select the checkbox at the top of the **Make Payments** section and the system will automatically select each invoice listed.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
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☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Make Payments section which will be updated with the amount due for the selected invoices.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices : \$185,100.00 **PAY NOW** PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

The user will also have the ability to select the method in which the outstanding invoices will be paid; by mail or online.

Manage Payments

Make Payments Receipts

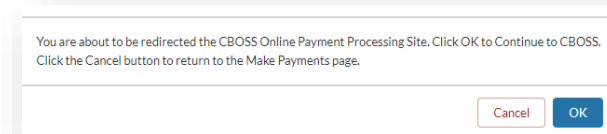
Outstanding Fees

Total Value of Selected Invoices : \$185,100.00 **PAY NOW** **PAY BY MAIL**

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
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☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



If the **Pay Now** feature is selected, the user will be provided a prompt stating that the DCC eLicense Portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system, CBOSS.



If the user selects the **OK** feature, the eLicensing self-service portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check.

A screenshot of the "Select Payment Method" screen on the CBOSS website. The header shows the "Ohio.gov" logo and "Department of Commerce". Below the header is a banner image of a wooden building structure. The main heading is "Ohio Department of Commerce – Division of Administration". The section "Select Payment Method" asks the user to "Please select a payment method." and provides two radio button options: "Credit Card" and "Electronic Check". Below this, there is a section "If you have any questions, please contact:" followed by the address and phone numbers of the Ohio Department of Commerce – Division of Administration. At the bottom, there is a "Technical Support" section with an email address: webdlc@com.state.oh.us. The footer of the page says "© CBOSS, INC."

Upon selecting the electronic check payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The Enter Payment Information screen of CBOSS will display to the user the high-level details of the invoices



selected for payment, the total amount of those invoices, and will require the user to enter the standard payment information such as the bank account number and associated details, as well as enter the associated billing information.

The high-level details of the invoice include the invoice number, the invoice amount, and the total of all invoices.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Enter Payment Information

Please enter your electronic check payment and billing information below. All of the fields marked with an asterisk are required.

Your checking account number **should not** include the 4 digit check number that usually appears on your check either before or after the checking account number. For assistance locating the checking account information, please select the following:

Total

\$180,320.00

Quantity	Description	Price	Total
1	Invoice 3-0000155	\$10.00	\$10.00
1	Invoice 3-0000154	\$100.00	\$100.00
1	Invoice 3-000010	\$10.00	\$10.00
1	Invoice 3-000008	\$100.00	\$100.00
1	Invoice 3-000007	\$180,000.00	\$180,000.00
1	Invoice 3-000005	\$100.00	\$100.00

* Bank Routing Number * Confirm Routing Number

* Bank Account Number * Confirm Account Number

* Bank Account Type

The user will be required to enter the bank routing number, bank account number, and select the bank account type

* Bank Routing Number * Confirm Routing Number

* Bank Account Number * Confirm Account Number

* Bank Account Type



To complete the payment information, the user will also be required enter the billing information associated to the payment.

A screenshot of a web form for entering payment and billing information. The form has a blue header bar at the top. Below the header, there are two columns of input fields. The left column contains: "First Name", "* Last/Business Name", "* Address Line 1", "* City", "* Zip/Postal Code", and "Email". The right column contains: "Middle Name", "* Phone", "Address Line 2", "* State/Province/Region", and "Country" (with a dropdown arrow). A "Continue" button is located at the bottom right of the form.

Please note that if any of the prepopulated business account information is incorrect, the user should contact the Ohio Division Of Cannabis Control to update the information accordingly.

Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the **Continue** feature to complete the online payment process.

A screenshot of the same web form as above, but with a red rectangular box highlighting the "Continue" button at the bottom right corner.



Selection of the **Continue** feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Confirm Payment Information

Please confirm that your electronic check payment and billing information below is correct.

Total

\$180,320.00

Quantity	Description	Price	Total
1	Invoice3-0000153	\$10.00	\$10.00
1	Invoice3-0000154	\$100.00	\$100.00
1	Invoice3-0000010	\$10.00	\$10.00
1	Invoice3-0000008	\$100.00	\$100.00
1	Invoice3-0000007	\$180,000.00	\$180,000.00
1	Invoice3-0000005	\$100.00	\$100.00

* Bank Routing Number: 044000037 * Confirm Routing Number: 044000037

* Bank Account Number: 2134567898 * Confirm Account Number: 2134567898

* Bank Account Type: Checking

First Name: Middle Name: Last/Business Name: Address Line 1: 885 Maple Run Lane City: Wadsworth State/Province/Region: OH Zip/Postal Code: 43081 Email: ronicarier@gmail.com Phone: 6148894157 Address Line 2: Country: Back Confirm

If the user selects the **Confirm** feature, the payment will be processed and finalized. Once the payment has been finalized within the CBOSS payment processing site, the user will be redirected to the DCC eLicense Portal **Manage**



Payments Module where the user can validate completion of payment by locating the paid invoice in the Receipts section. The details on Receipts section have been addressed in the Receipts section of this manual.

Manage Payments

Make Payments

Receipts

Receipts

ACTIONS	RECEIPT NUMBER ↑	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0006429	\$400.00	Credit Card	12/6/2022

If the **Back** feature is selected, the user will be redirected to the CBOSS payment processing sites payment screen to make any updates necessary to the payment information before continuing with the payment process.

Making a Payment by Mail

To make a payment by mail via check or money order for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

Manage Payments							
Make Payments		Receipts					
Outstanding Fees							
Total Value of Selected Invoices: \$0.00							
		PAY NOW PAY BY MAIL					
☐	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED		
☐	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022		
☐	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022		
☐	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022		
☐	I-0012434		Cultivator Level I Provid...	\$90,000.00	12/6/2022		
☐	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022		
☐	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022		

Please select an Invoice



Within the Make Payments area, the user will have the ability to select the invoices in which they wish to pay by selecting the checkbox to the left of the invoice number. The user may select one or multiple open invoices to be included in one payment transaction.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$45,100.00 **PAY NOW** **PAY BY MAIL**

> INVOICE NUMBER: I-0012436
> INVOICE NUMBER: I-0012443

☐	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☐	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☐	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☐	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☐	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

To select all outstanding invoices for payment, the user can simply select the checkbox at the top of the Make Payments section and the system will automatically select each invoice listed.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices: \$185,100.00 **PAY NOW** **PAY BY MAIL**

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Make Payments section which will be updated with the amount due for the selected invoices.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices : \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022

The user will also have the ability to select the method in which the outstanding invoices will be paid; if payment will be mailed, select PAY BY MAIL; or if payment will be made online, select PAY NOW.

Manage Payments

Make Payments Receipts

Outstanding Fees

Total Value of Selected Invoices : \$185,100.00

PAY NOW PAY BY MAIL

☒	INVOICE NUMBER	EMPLOYEE NAME	FEE NAME	AMOUNT DUE	INVOICE CREATED
☒	I-0012443	Employee5 Testing	New Employee Applicati...	\$100.00	12/7/2022
☒	I-0012436		Processor Co-Owned Co...	\$45,000.00	12/6/2022
☒	I-0012435		Processor Co-Owned Co...	\$10,000.00	12/6/2022
☒	I-0012434		Cultivator Level I Provisi...	\$90,000.00	12/6/2022
☒	I-0012433		Cultivator Level I Applica...	\$20,000.00	12/6/2022
☒	I-0012432		Cultivator Level I Applica...	\$20,000.00	12/6/2022



If the **Pay By Mail** feature is selected, a new window will open containing a PDF version of the invoice containing all fees that have been selected to be paid.



Department of Commerce
Division of Cannabis Control

MIKE DEWINE , Governor
SHERYL MAXFIELD , Director

Invoice

THE FOREST SANDUSKY, LLC Date 01/02/2025
77 South High Street, 20th Floor Total Due \$100.00
Columbus, OH, 43215-6123

Invoice Number: I-0034546

FEES

LICENSE #	LICENSE TYPE	APPLICATION SUBTYPE	FEE TYPE	EMPLOYEE NAME	EMPLOYEE LICENSE #	FEE	FEE OUTSTANDING	DATE CREATED
CCD000137-00 CCD000016-00	Dual Use Dispensary Dual Use Dispensary	New Employee	Application Fee	TRPERTET ERT	CCE009407	\$100.00	\$100.00	12/17/2024

TERMS: Make check payable to: TREASURER, STATE OF OHIO

PLEASE SEND PAYMENT TO:

Please note that the **Pay by Mail** feature provides the user with several additional methods for paying their fees to the Ohio Department of Commerce. Fees may only be paid with check or money order for the **Pay by Mail** option. Any outstanding fee may also be paid for in person at the Ohio Department of Commerce.

Each invoice selected on the **Make Payments** screen will be listed sequentially on the generated invoice document.

Please note that the generated invoice document *must be printed and included with the payment* for all **Pay by Mail** or in person payment options in order for the Ohio Department of Commerce to process and apply the payment properly.



Check Payments by Mail

If the user chooses to pay for an outstanding invoice by mail with a check, a representative from the business must perform the following actions:

Print off the generated invoice and mail the invoice with the check payment to the Ohio Department of Commerce. Please address all mail payments to:

**Ohio Department of Commerce
ATTN: Division Of Cannabis Control
77 South High St
20th Floor
Columbus, OH 43215**

Please note that the Ohio Department of Commerce will not be responsible for lost or missing funds.

Check Payments in Person

If the user chooses to pay for an outstanding invoice in person with a check, a representative from the business must perform the following actions:

Print off the generated invoice and travel to the Ohio Department of Commerce with the invoice and check payment in hand. The Ohio Department of Commerce is located at:

**77 South High St
20th Floor
Columbus, OH 43215**

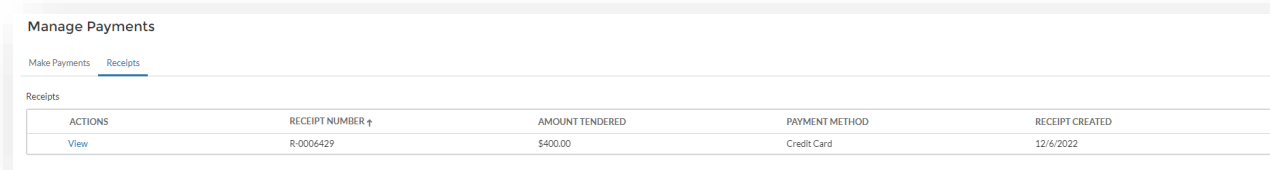
Present the invoice along with the payment in person to the Ohio Department of Commerce representative who will complete the payment process and provide the payee with proof of payment.



Viewing Receipts

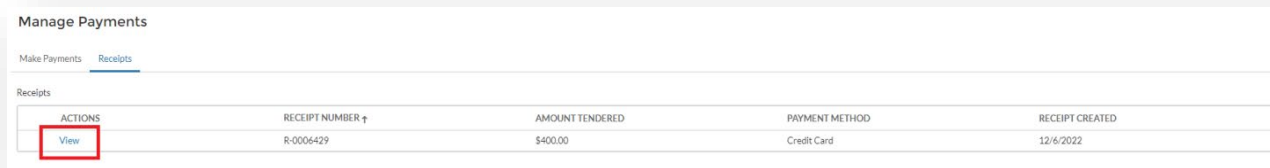
To view a previously paid invoice, the user should navigate to the **Manage Payments** Module upon successful login.

The **Manage Payments** Module is subdivided into two sections. The Receipts section lists all receipts for paid invoices associated to the business account.



Manage Payments				
Make Payments Receipts				
ACTIONS	RECEIPT NUMBER ↑	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0006429	\$400.00	Credit Card	12/6/2022

To see the receipt details click on **View** next to the receipt you'd like to view.



Manage Payments				
Make Payments Receipts				
ACTIONS	RECEIPT NUMBER ↑	AMOUNT TENDERED	PAYMENT METHOD	RECEIPT CREATED
View	R-0006429	\$400.00	Credit Card	12/6/2022

The user will see the receipt number, the amount tendered, and the receipt create date. The user will also be able to see the details of the invoice(s) which include the invoice number, facility license number, application ID, fee type, application type, employee name (if applicable), fee amount, fee outstanding, and the date the fee was created.

Within the Receipts area, the user will have the ability to view a copy of the receipt document by selecting the **down arrow** next to the invoice to view and selecting **View**.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Receipt R-0006429

Receipt Details

Number R-0006429	Amount \$400.00	Payment Method Credit Card	Transaction Number 2129
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Invoices

Number	Application ID	License Number	Employee Name	Status	Total	Paid	Outstanding	Transaction Number
I-0012439	A00014964	MMCP000207	Fred Employee	Paid	\$100.00	\$100.00	\$0.00	2129
I-0012440	A00014965	MMCP000180	Employee1 Testcase	Paid	\$100.00	\$100.00	\$0.00	2129
I-0012441	A00014966	MMCP000207	Employee2 Testing	Paid	\$100.00	\$100.00	\$0.00	2129
I-0012442	A00014967	MMCP000180	Employee3 Test	Paid	\$100.00	\$100.00	\$0.00	2129

Fee Payments

Number	Application ID	License Number	Invoice Number	Fee Type	Fee Amount	Amount Paid	Outstanding Balance	Transaction Number
0011578	A00014964	MMCP000207	I-0012439	Application Fee	\$100.00	\$100.00	\$0.00	2129
0011579	A00014965	MMCP000180	I-0012440	Application Fee	\$100.00	\$100.00	\$0.00	2129
0011580	A00014966	MMCP000207	I-0012441	Application Fee	\$100.00	\$100.00	\$0.00	2129
0011581	A00014967	MMCP000180	I-0012442	Application Fee	\$100.00	\$100.00	\$0.00	2129

Notes and Attachments

ACT00003	File Name	LAST MODIFIED DATE
10	MMCP_Receipt_20221206.pdf	12/6/2022
View		

Upon selecting the **View** action for a receipt, the receipt PDF will render in the browser.

 **Division of Cannabis Control**
77 South High Street • 20th Floor
Columbus, OH 43215-6120

PAYMENT RECEIPT

Receipt No: R-0017128

Payment Method: Check

Paid By: Account Demo **Paid To: Treasurer, State of Ohio**

LICENSE #	LICENSE TYPE	FEE	EMPLOYEE NAME	AMOUNT PAID
CCD000195-00	Dual Use Dispensary	Dual Use Dispensary Renewal Application Fee		\$70,000.00

TOTAL: \$70,000.00

DATE: 01/17/2025

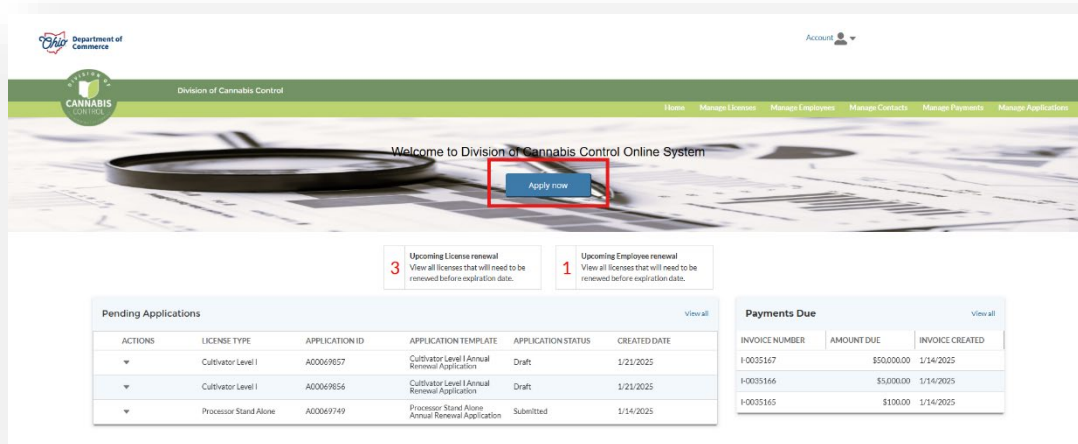


Apply Now Overview

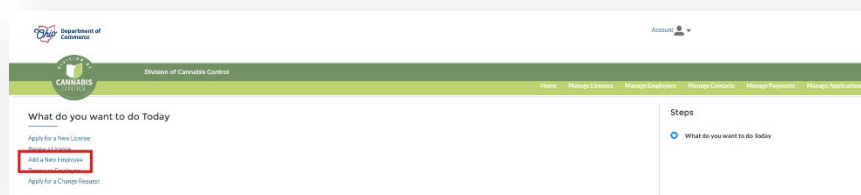
Adding a New Employee

The DCC eLicense Portal provides any active licensed facility with the ability to add new employees to associate to the business account.

To add a new employee to an active licensed facility, from the **HOME** page the user selects **Apply Now**.



Click **Add a New Employee**.



The **New Employee Application** wizard will then begin.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

New Employee Application

This is a New Employee Application for Processor Co-Owned Co-Located License
Click Next to continue or Click [here](#) to go back to the Previous Screen

Next

Steps

- New Employee Application
- Legal and Application Terms
- General Instructions
- Business Information
- Employee Information
- Contact Information
- Address Information
- Required Documentation
- Attestation

The New Employee Application is consists of various sections, the **Business Information**, the **Employee Information (Contact and Address)**, the **Prior Work History**, the **Background Checks** and the **Required Documentation** for the employee application, and the **Employee Attestation**.

On the **Business Information** screen, select each facility license the proposed employee will work at. This is also where you will denote if the proposed employee is the Responsible Party or an Owner/Officer for the facility license.

Business Information

Please select each facility the employee will be working at as well as their employment type on the facility license. You may select multiple Employee Types per Business License.

Business License Employee Type Responsible Party Action

CERTIFICATION Employee [X]

Previous Next

Steps

- New Employee Application
- Legal and Application Terms
- General Instructions
- Business Information
- Employee Information
- Contact Information
- Address Information
- Prior Work History
- Background Checks
- Required Documentation
- Attestation

The **Employee Information, Contact Information, and Address Information** components contain the identifying information of the employee that is required for the Ohio Division of Cannabis Control to process a new employee application. The identifying information encompasses the first name, middle initial, last name, date of birth, social security number, mobile phone number, home phone number, street address of the employee, and the email address of the employee.

Employee Information

First Name*

Middle Initial

Last Name*

Date Of Birth*

Employee SSN*

Previous Next

Steps

- New Employee Application
- Legal and Application Terms
- General Instructions
- Business Information
- Employee Information
- Contact Information
- Address Information
- Required Documentation
- Attestation



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The **Prior Work History** component contains information on whether the employee has been a resident of the state of Ohio in the past 5 years, and if they have previously badged by the Division of Cannabis Control.

The **Background Checks** component contains the documentation that the Ohio Division Of Cannabis Control will need in order to properly evaluate and process the employee application. The requirements for each of the required documents are defined in Ohio Administrative Code Chapter 3796: 5-2-01 (A) and 1301:18-3-09. The Employee Applicant Attestation can be found here: [DCC Employee Applicant Attestation.pdf \(ohio.gov\)](#)

The **Required Documentation** screen is where the electronic copies of the proposed employee's driver's license and headshot photo need to be uploaded.



To upload the required documentation, the user will have the ability to select the **Upload Files** feature.

Upon selecting the **Upload Files** feature, the user will be prompted with the file explorer feature available on the user's device.

Once a file has been selected, the associated file name will be visible within the **Required Documentation** component to the right of the **Choose File** feature.



Required Documentation

Pursuant to 3796.5-2-01(A), the following documentation is required in order for the Ohio Medical Marijuana Control Program to process an employee application.

Driver's License (State issued ID)*

Choose File Or drop files

Upload Files

OH DL Example.PNG

Choose Image Or drop files

Upload Files

Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution)*

Headshot.PNG

Steps

- New Employee Application
- Legal and Application Terms
- General Instructions
- Business Information
- Employee Information
- Contact Information
- Address Information
- Required Documentation**
- Attestation

The **Attestation** component indicates confirmation from the user that both the employer and employee acknowledge the requirement of a background check to be considered for an employee license. The **Attestation** includes directions to the user on where to find a list of available vendors to perform the background check, as well as instructions on where the vendor should direct the completed background check results to ensure delivery to the Ohio Division of Cannabis Control. The **Attestation** must be selected in order for the **New Employee Application** to be submitted for review.

Once all the components of the **New Employee Application** have been completed, the user will have the ability to select the **Submit** feature.

Attestation

Disclosure

By completing this application, the employer and employee acknowledge the requirement that a FBI/BCIS criminal records check on the employee, that has been executed no more than 12 months prior to the new employee application, must be submitted to the Department of Commerce pursuant to OAC 3796.5-2-02, and that approval of an employee license is contingent upon the review of the criminal records check that shows no disqualifying offense as defined in OAC 3796.1-1-01 (15). Available vendors for FBI/BCIS checks can be found through the Ohio Attorney General's website at <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>. All FBI/BCIS check results must be submitted directly to the Department of Commerce using the code "3796.12" or "3796.13".

☒ I Agree

Previous **Submit**

Steps

- New Employee Application
- Legal and Application Terms
- General Instructions
- Business Information
- Employee Information
- Contact Information
- Address Information
- Required Documentation
- Attestation**

Upon successful submission of the **New Employee Application**, the user will be prompted with a successful submission message.

Confirmation

Your New Employee Processor Co-Owned Co-Located Application is Submitted Successfully

Please note that once the **New Employee Application** has been submitted, the user will not have the ability to edit the application.



If the user selects the **Go Back To Home** button, the user will be redirected to the **HOME** page.

After submitting a New Employee (Initial) Application, a fee will automatically be generated under the account.

The user can verify the successful submission of a **New Employee Application** by navigating to the **Manage Employees** Module.

Once in the **Manage Employee** Module, the user can view the pending employee license submission by locating the employee record in the **Pending Employees** list. The user will see the associated facility license number, the associated employee license number, the last name of the employee, the first name of the employee, the selected employee type associated to the employee record, the employee license status, and the employee license create dates.

Manage Employees						
Pending Employees	Approved Employees	Inactivated Employees				
Search Employees						
ACTIONS	FIRST NAME ↑	LAST NAME ↑	APPLICATION ID ↑	LICENSE TYPE ↑	APPLICATION STATUS ↑	CREATED DATE ↑
▼	Employee5	Testing	A00014968	Type 1 Key	Submitted, not paid	12/7/2022

The New Employee Application will only be reviewed and processed once the **application fee has been paid and the background check has been submitted** according to the **Ohio** Administrative Code Chapter 3796: 5-2-02 and 1301:18-3-09. Details on completing the background check forms can be found at:

https://www.com.ohio.gov/documents/MMCP_Employee_Background_Check_Guidance.pdf. The details on how to pay the New Employee Application fee has been addressed in the Manage Payments section of this manual.

Upon Application submission and payment, a Provisional Employee Badge will be issued. The Provisional Employee Badge is valid for 90 days and will automatically expire if the Application is not approved. Application approval is dependent upon submission of complete, accurate documents as well as receipt of background check results.

Upon Employee Application approval, the Employee Badge will be generated an available in the portal to be printed.

Apply for a Change Request

To submit all other applications to the Division of Cannabis control the **Apply Now** button on the Home page. Then click **Apply for a Change Request**. You will be asked if the Change Request is for a Dispensary or Cultivator/Processor/Testing Lab.



Please select the Business Type for this Change Request Application

- ☐ Dispensary
☐ Cultivator/Processor/Testing Lab

Next

If **Dispensary** is selected you see a dropdown of available applications for Dispensary licenses. If Cultivator/Processor/Testing Lab is selected you will be directed to select the specific license you wish to enter the application for.

Select Dispensary Change Request Type

Select an Option

- Advertisement Request
- Device Request
- Incident Report
- Major Modifications/Renovations Request
- Operational Request
- Returned Product Form
- Special Event Request
- Variance Request

Select License to apply for

Search Licenses

Q

ACTIONS	ACCOUNT	LICENSE	LICENSE TYPE
Add Form	TEST ACCOUNT, CULTIVATOR1, LLC	CCC000056-00	Dual Use Cultivator Level I
Add Form	TEST ACCOUNT CULTIVATOR 2	CCC000055-00	Dual Use Cultivator Level I
Add Form	TEST ACCOUNT CULTIVATOR 3	CCC000054-00	Dual Use Cultivator Level I

After selection of the license you will be prompted with the available applications for the specific license type. Select the application you wish to complete and click **Apply**. You will be directed into the wizard form for the selected application type to complete the questionnaire.

Apply for a Facility Renewal

Select **Apply Now** from the home page. User should then select the **Renew License** option. User is then navigated to the **Manage Licenses** tab.

Click the **Renew** button next to the License to be renewed. After clicking **Renew**, the user will be navigated to the Renewal Application page.



DCC New Product Applications

Applying for Brand, Product and Packaging & Labeling Applications

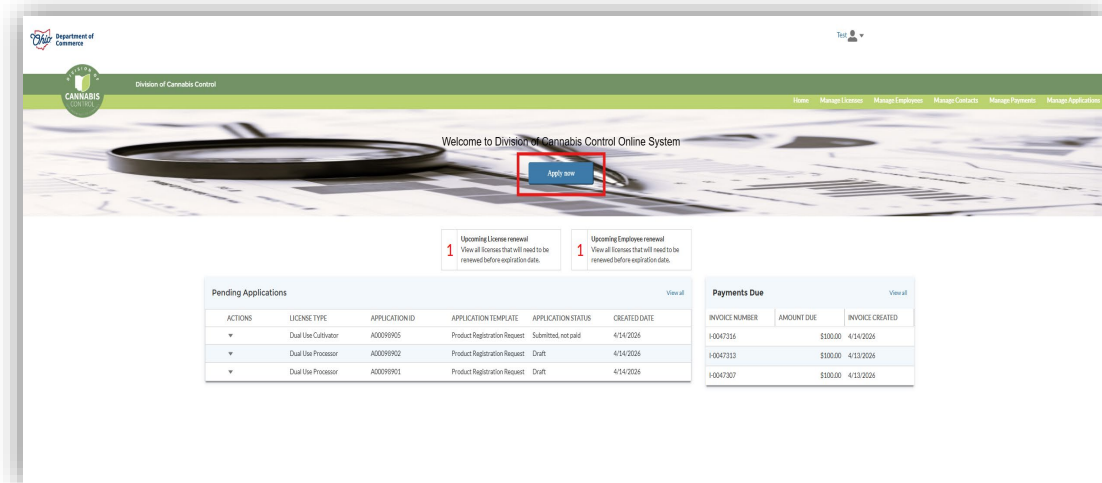
To submit a **New Brand, Product, or Packaging** application to the Division of Cannabis Control, click the **Apply Now** button on the Home page. Then select Apply for a New Brand, Product or Packaging. You will be prompted to choose either Brand Registration, Product Registration, or Packaging & Labeling Registration application.

As a prerequisite for Product Registration, the associated Brand must be approved. The same requirement applies to Packaging & Labeling Registration, where the Product must be approved prior to submission.

At any point during the application process, click **“Next”** to save progress and continue the application at a later time.

Apply for Brand Registration

From the home page, click on apply now.



Click on **“Apply for a New Brand, Product or Packaging”**.



Ohio Department of Commerce

DIVISION OF CANNABIS CONTROL

Division of Cannabis Control

What do you want to do Today

- [Apply for a New License](#)
- [Add a New Employee](#)
- [Apply for a Change Request](#)
- [Apply for a New Brand, Product or Packaging](#)

Select “**Brand Registration**” as the Change Request Application type, then click “**Next**”.

Ohio Department of Commerce

DIVISION OF CANNABIS CONTROL

Division of Cannabis Control

[Home](#)

Please select the Application Type for this Change Request Application

- ☒ Brand Registration
- ☐ Product Registration
- ☐ Packaging & Labeling Registration

[Next](#)

On the Change Request Selection page, click “**Next**” to continue the application process

Review and agree to the legal and application terms by selecting “**Agree,**” then click “**Next.**”

Read the Application Instructions, then click “**Next.**”



On the License Information page, use the dropdown to select the license number(s) under which the brand will operate, then click “Next.”

Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Licensee Information

Select license(s) that brand will operate under*

License Number(s)

Select an Option

Previous Next

Steps

- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Licensee Information**
- Brand Information
- Additional Brand Information
- Attestations
- Acknowledgement

Review the bounced email list on the Invalid Email page if displayed. You may manage the contacts if preferred or click “Continue” to be redirected to the Brand Information page. The Invalid Email page is a conditional page that is displayed when the email address associated with an account’s contact is invalid.

Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Invalid Email

The following email addresses on file are unable to receive emails. Please update the email addresses from the Manage Contacts to ensure communications about this application are received.

Bounced Email List

Contact Name	Email
Michelle Elaine Waggoner	test@gmail.com
NaveenTest Contact Contact	test@gmail.com
Test Test 11	asd@adl.com
Luke Test 13	asd@uer.com
Aishu AliyathuraTester	test@gmail.com
Test Liz	test@gmail.com
Test Testing	test@gmail.com
Vin Ganesh	test@gmail.com

Manage Contacts Continue

Steps

- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Licensee Information
- Invalid Email**
- Brand Information
- Additional Brand Information
- Attestations
- Acknowledgement



On the Brand Information page, complete the form by entering the proposed Brand Name, uploading the Brand logo(s) and/or images, and selecting Yes or No for the question, “Is there a Licensing Agreement in place?” Then click “Next”

If “Yes” is selected for the “Is there a Licensing Agreement in place?” question, upload all Licensing Agreements related to the brand.

On the Additional Brand Information page, answer all required questions and upload any relevant documents if prompted. Then click “Next”.

On the Attestations page, select “I Agree,” then click “Next.”



On the Acknowledgement page, enter the Requestor's Name, then click **“Submit.”**

Department of Commerce

Test

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Acknowledgement

- In accordance with Ohio Admin. Code 1301:10-4-09, Licensee acknowledges that approval of the present application is contingent upon Licensee's successful completion of all updates, revisions, modifications, remediations, as conveyed and required by the Ohio Division of Cannabis Control.
- Licensee acknowledges that any information or documentation that constitutes trade secret and exempted from Chapter 149 of the Ohio Revised Code has been properly marked and outlined in this application and Licensee may not submit the associated documentation with any redactions or alterations regarding the same.
- Licensee acknowledges that the Ohio Division of Cannabis Control may at any time revoke, rescind, or require amendments to the present Brand Registration.
- Licensee acknowledges that the authorized individual submitting the present Brand Registration application agrees to be the primary point of contact for Licensee's Brand Registration application. This individual will serve as the sole point of contact for all communication related to this application.

Requester's Name*

Previous Submit

Steps

- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Licensee Information
- Invalid Email
- Brand Information
- Additional Brand Information
- Attestations
- Acknowledgement**

Apply for **Product Registration**

As a prerequisite for Product Registration, the associated Brand must be approved. There is \$100 fee for product registration application. Fee is generated and can be paid once application is submitted

At any point during the application process, click **“Next”** to save your progress and continue the application at a later time.

From the home page, **click on apply now.**



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

Welcome to Division of Cannabis Control Online System

[Apply now](#)

Upcoming License renewal
View all licenses that will need to be renewed before expiration date.

Upcoming Employee renewal
View all licenses that will need to be renewed before expiration date.

Pending Applications					
ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼		A00069601	Packaging & Labeling Registration Request	Draft	2/24/2026
▼		A00069600	Packaging & Labeling Registration Request	Draft	2/24/2026
▼		A00069599	Packaging & Labeling Registration Request	Submitted	2/24/2026

[View all](#)

Payments Due		
INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0034983	\$100.00	2/23/2026
I-0034980	\$100.00	2/22/2026
I-0034973	\$100.00	2/21/2026

[View all](#)

Click on ‘Apply for a New Brand, Product or Packaging’

What do you want to do Today

- [Apply for a New License](#)
- [Add a New Employee](#)
- [Apply for a Change Request](#)
- [Apply for a New Brand, Product or Packaging](#)

Select “**Product Registration**” as the Change Request Application type, then click “**Next.**”



Division of Cannabis Control

[Home](#)

Please select the Application Type for this Change Request Application

- ☐ Brand Registration
- ☒ Product Registration
- ☐ Packaging & Labeling Registration

Next



Click “Start a New Application”, then click “Next”

The screenshot shows a web application interface. At the top left is the Ohio Department of Commerce logo. Below it is a green header bar with the "Division of Cannabis Control" logo on the left and the text "Division of Cannabis Control" on the right. Below the header is a navigation link for "Home". The main heading is "What would you like to do?". Below this is a subtext: "If you have previously submitted a product via eLicense and are submitting another product similar to what was approved, you can copy the application to reduce the amount of information you need to enter." There are two radio button options: "Start a New Application" (which is selected) and "Copy an Approved Application". At the bottom left is a blue button labeled "Next".



On the Approved Brands page, search for or select a brand from the list by clicking the dropdown arrow under Actions next to the preferred brand name and selecting **“Link Application to Brand”**.

Ohio Department of Commerce

Division of Cannabis Control

Home Manage

Home > Approved Brands

Approved Brands

Search Brands

Q

ACTIONS	BRAND NAME
▼	Brand To Test Product
Link New Application to Brand	Testing brand name
▼	Test Brand Name
▼	Test
▼	Luke Brand Test
▼	Brand Name 1
▼	Brand Name 1
▼	Brand Name 1

On the Change Request Selection page, click **“Next”** to continue the application process.
Review and agree to the legal and application terms by selecting **“Agree,”** then click **“Next.”**
Read the Application Instructions, then click **“Next”**.



Mike DeWine, Governor Jim Tressel, Lt. Governor Sherry Maxfield, Director

The screenshot shows the 'Application Instructions' page. The header includes the Ohio Department of Commerce logo and the Division of Cannabis Control. A navigation bar contains links: Home, Manage Licenses, Manage Employees, Manage Contacts, and Manage Payments. The main content area is titled 'Application Instructions' and provides detailed steps for submitting a Production Registration Application. It includes sections for 'Please follow the steps below when submitting a Production Registration Application:', 'Pursuant to Ohio Admin. Code 1301:18-4-09...', 'Prior to submission of a Product Registration Application...', and 'Additionally, pursuant to rules 1301:18-4-09 and 1301:18-9-01...'. A list of required items is provided, including Product Name, Mock up or illustration, List of ingredients, and previously approved manufacturing process. A 'Steps' sidebar on the right lists the application process steps: Change Request Selection, Legal and Application Terms, Application Instructions (current), Disclaimer, Licensee Information, Product Information, Ingredients Information, Manufacturing Information, Testing Information, Attestations, and Acknowledgement. At the bottom are 'Previous' and 'Next' buttons.

On the Disclaimer page, answer all question(s), then click “Next”

The screenshot shows the 'Disclaimer' page. The header and navigation bar are identical to the previous page. The main content area is titled 'Disclaimer' and contains a question: 'Should this product registration be considered trade secret?'. Below the question are two radio button options: 'Yes' (selected) and 'No'. At the bottom are 'Previous' and 'Next' buttons. The 'Steps' sidebar on the right is identical to the previous page, with 'Disclaimer' now highlighted as the current step.



On the License Information page, use the dropdown to select the license number(s) under which the Product will be produced, then click “Next”.

On the Product Information page, complete the form by answering all questions and uploading any relevant files when prompted. Then click “Next”. Please note that the **percentage symbol (%) cannot** be entered in response to the question “What is the THC potency (5) or target THC content (mg per serving) for this product?” The field does, however, **support range values**, for example 10 to 20.



Complete the form by answering all questions on the Ingredients Information page. Add each product ingredient by clicking the “+” sign, entering the ingredient name, and clicking “**Save.**” Repeat this step to add additional ingredients. Then click “**Next**”.

On Ingredient Information page, click “**Save for later**” to save your progress and continue the application at a later time.



Complete the form by answering all questions on the Manufacturing Information page. Multiple selections can be made under the “What extraction method will be used” question. Click “Next”



Complete the form by answering all questions on the Testing Information page. Multiple selections can be made under the “What Metrc Lab Test Batches will be selected when submitting this product for laboratory testing?” question. Click “Next” to proceed to the Attestation page

On the Attestations page, select “**I Agree**,” then click “**Next**.”

On the Acknowledgement page, enter the Requestor’s Name, then click “**Submit**.” If any required fields are missing, you will be redirected to complete them. After answering the missing fields and returning to the Acknowledgement page, click “**Submit**” again. You will then be redirected to the Confirmation page, which displays: “Your Product Registration Request Application has been successfully submitted.” You may click “**Go Back to Home**” to return to the Home page.



Ohio Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contracts Manage Payments

Acknowledgement

- In accordance with Ohio Admin. Code 1301:18-4-09, Licensee acknowledges that approval of the present application is contingent upon Licensee's successful completion of all updates, revisions, modifications, remediations, as conveyed and required by the Ohio Division of Cannabis Control.
- Licensee acknowledges that any information or documentation that constitutes trade secret and exempted from Chapter 149 of the Ohio Revised Code has been properly marked and outlined in this application and Licensee may not submit the associated documentation with any redactions or alterations regarding the same.
- Licensee acknowledges that the Ohio Division of Cannabis Control may at any time revoke, rescind, or require amendments to the present Product Registration.
- Pursuant to Ohio Admin. Code 1301:18-2-09, Licensee acknowledges that review of the present Product Registration Application is contingent upon the Ohio Division of Cannabis Control's receipt of the required application fee.
- Licensee acknowledges that the authorized individual submitting the present Product Registration Application agrees to be the primary point of contact for Licensee's Product Registration application. This individual will serve as the sole point of contact for all communication related to this application.

Requester's Name*

Previous Submit

Steps

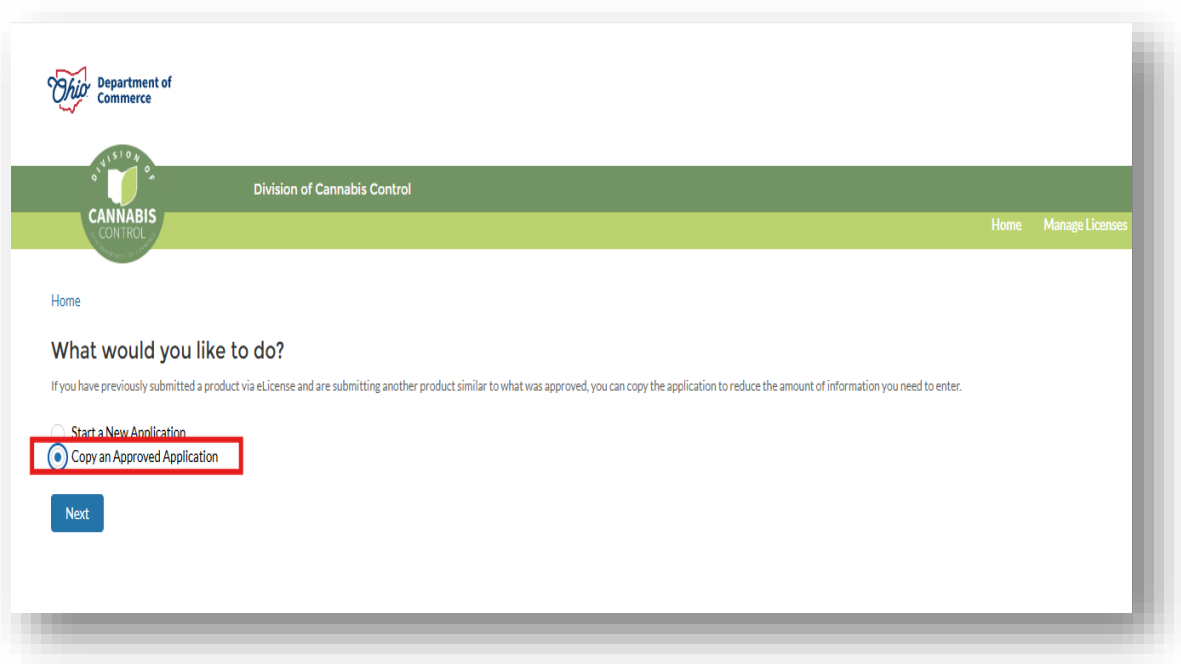
- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Disclaimer
- Licensee Information
- Invalid Email
- Product Information
- Ingredients Information
- Manufacturing Information
- Testing Information
- Attestations
- Acknowledgement**

Copy an Approved Product Application

To copy an approved Product Registration application, follow the steps below



To Copy an Approved Application, click on “Copy an Approved Application” then next. Redirects to “**Approved Product Application**” page.



Using the search feature or the displayed list, select the appropriate product by clicking the arrow under Actions next to the product name and selecting “**Select.**” If the selected product does not have an approved brand, navigate back to the Approved Product Application page using the top-left back arrow and choose a different product.





Test 



Division of Cannabis Control

[Home](#) [Manage Licenses](#) [Manage Employees](#) [Manage Contacts](#) [Manage Payments](#) [Manage](#)

[Home](#) > [Approved Product Applications](#)

Approved Product Applications

Search Products

ACTIONS	APPLICATION NAME	PRODUCT NAME	PRODUCT CATEGORY
▼	A00069370		
▼	A00069565	Test	
▼	A00069584	Test	
▼	A00069588	Bobo One	Shake/Trim
Select	A00069590	Test	
▼	A00069591	Test	
▼	A00069597	Test	Flower/Bud
▼	A00069606	Test Product 4	Live Plants (for Retail)
▼	A00069650	Test	Flower/Bud
▼	A00069777	Bubble gum	Shake/Trim
▼	A00069797	Green onion	Raw Single Serving Unit
▼	A00069809	Copy product test	Raw Single Serving Unit
▼	A00069815	Copy product test 2	Flower/Bud



On the Approved Brands page, search for or select a brand from the list by clicking the dropdown arrow under Actions next to the preferred brand name and selecting “**Link Application to Brand.**”

A screenshot of the "Approved Brands" page in the Division of Cannabis Control system. The page has a green header with the "Division of Cannabis Control" logo and name, and navigation links for "Home" and "Manage". Below the header, there's a breadcrumb trail "Home > Approved Brands" and a section title "Approved Brands". A search bar labeled "Search Brands" is present. The main content is a table with two columns: "ACTIONS" and "BRAND NAME". The "ACTIONS" column contains dropdown menus, and the "BRAND NAME" column lists various brands. The first brand is "Brand To Test Product". The second brand, "Testing brand name", has its dropdown menu open, showing the option "Link New Application to Brand" highlighted with a blue box. Other brands listed include "Test Brand Name", "Test", "Luke Brand Test", and three instances of "Brand Name 1".

ACTIONS	BRAND NAME
▼	Brand To Test Product
Link New Application to Brand	Testing brand name
▼	Test Brand Name
▼	Test
▼	Luke Brand Test
▼	Brand Name 1
▼	Brand Name 1
▼	Brand Name 1

Answer **Yes** or **No** to the question “Is the Brand the only item that is changing?”, then click “**Next.**”



Ohio Department of Commerce

DIVISION OF CANNABIS CONTROL

Home

Is the Brand the only item that is changing?

☐ Yes

☐ No

Next

If **“Yes”** is selected, proceed through the application by completing the following sections to successfully submit the application:

Change Request Selection
Legal and Application Terms
Application Instructions
Attestations
Acknowledgement

If **“No”** is selected, proceed through the application by completing the following sections to successfully submit the application:

Change Request Selection
Legal and Application Terms
Application Instructions
License Information
Selections to be Modified
Attestations
Acknowledgement

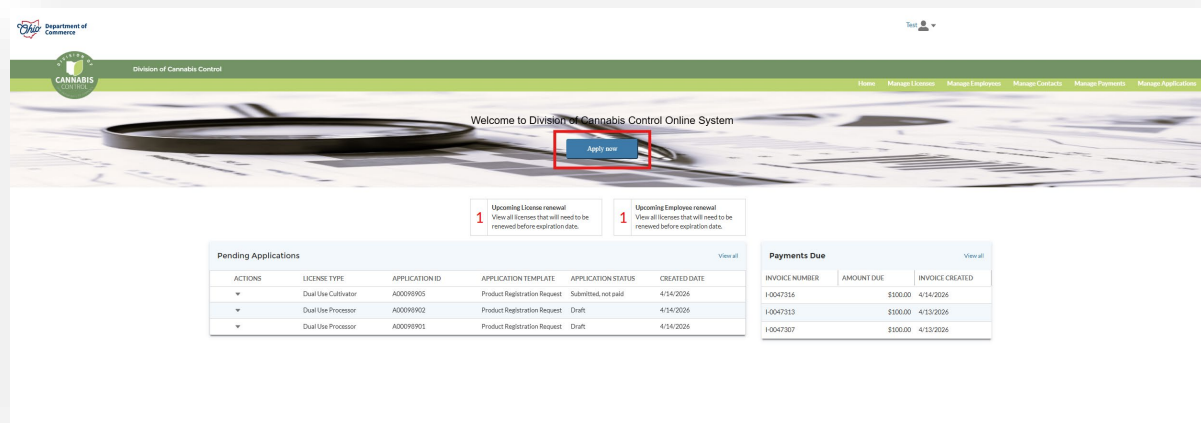


New Packaging & Labeling Registration

As a prerequisite for Product Registration, the associated Brand must be approved. The same requirement applies to Packaging & Labeling Registration, where the Product must be approved prior to submission.

At any point during the application process, click “**Next**” to save your progress and continue the application at a later time.

From the home page, click on **apply now**.



Click on “**Apply for a New Brand, Product or Packaging.**”



Division of Cannabis Control

What do you want to do Today

[Apply for a New License](#)

[Add a New Employee](#)

[Apply for a Change Request](#)

[Apply for a New Brand, Product or Packaging](#)



Select “**Packaging & Labeling Registration**” as the Change Request Application type, then click “**Next.**” Redirects to the What would you like to do? page after clicking Next.

A screenshot of a web application interface. At the top left is the Ohio Department of Commerce logo. Below it is a green and white banner with the "Division of Cannabis Control" logo and text. A "Home" link is visible. The main heading is "Please select the Application Type for this Change Request Application". There are three radio button options: "Brand Registration", "Product Registration", and "Packaging & Labeling Registration". The "Packaging & Labeling Registration" option is selected and highlighted with a red rectangular box. Below the options is a blue "Next" button.



Click **“Start a New Application”**, then click **“Next.”** to begin a new application

The screenshot shows the 'Start a New Application' page. At the top, there is a header with the Ohio Department of Commerce logo and the Division of Cannabis Control logo. Below the header, the text 'What would you like to do?' is displayed. Underneath, there are two radio button options: 'Start a New Application' (which is selected) and 'Copy an Approved Application'. A blue 'Next' button is located at the bottom left of the form area.

On the Select a Product page, search for or select a product from the list by clicking the dropdown arrow under Actions next to the preferred product name and selecting **“Link New Application to Product.”** Redirects to the **“Change Request Selection”** page

The screenshot shows the 'Select a Product' page. At the top, there is a header with the Division of Cannabis Control logo and a navigation bar with links: Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. Below the header, the text 'Select a Product' is displayed. Underneath, there is a search bar labeled 'Search Products' with a dropdown arrow. Below the search bar, there is a table with four columns: ACTIONS, PRODUCT NAME, CATEGORY, and BRAND. The table contains several rows of product information. The 'Link New Application to Product' option is highlighted in the ACTIONS column.

ACTIONS	PRODUCT NAME	CATEGORY	BRAND
▼	Test product name	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	Test	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	test	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
Link New Application to Product	test	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	test	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test
▼	Test	Seeds (for Retail);Live Plants (for Retail)	Brand Name Test



On the Change Request Selection page, click **“Next”** to continue the application process. Redirects to the Legal and Application Terms page.

Review and agree to the legal and application terms by selecting **“Agree,”** then click **“Next.”**

Read the Application Instructions, then click **“Next.”** Redirects to the License Information page

The screenshot shows the 'Application Instructions' page within the 'Division of Cannabis Control' web application. The page has a green header with the logo and navigation links: Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. The main content area is titled 'Application Instructions' and contains several paragraphs of text explaining the application process, including requirements for submitting a Packaging and Labeling Application, the need for Brand and Product Registration Approvals, and the requirement for approval from the Ohio Division of Cannabis Control. A bulleted list details the information required for the application, such as Brand Name, Product Name, and package details (size, model, closure, materials, package type, etc.). At the bottom of the page, there are 'Previous' and 'Next' buttons. On the right side, there is a 'Steps' sidebar with a vertical list of steps: Change Request Selection, Legal and Application Terms, Application Instructions (highlighted with a blue circle), Licensee Information, Select Sections to be Modified, What Has Changed, Attestations, and Acknowledgement.

On the License Information page, use the dropdown to select the license number(s) under which the brand will operate, then click **“Next.”**



The screenshot shows the 'Licensee Information' page. At the top, there's a header with the Ohio Department of Commerce logo and the Division of Cannabis Control. A navigation bar includes links for Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. The main content area is titled 'Licensee Information' and includes a sub-header 'Select license(s) this Packaging & Labeling will be utilized for:'. Below this, there's a 'License Numbers' section with a text input field containing 'CCC000012-00, CCP000011-00'. At the bottom right of the main content area are 'Previous' and 'Next' buttons. On the right side, there's a 'Steps' sidebar with a vertical list of steps: Change Request Selection, Legal and Application Terms, Application Instructions, Licensee Information (which is highlighted with a blue circle), Select Sections to be Modified, What Has Changed, Attestations, and Acknowledgement.

On the “**Select Sections to be Modified**” page, select the section(s) the user wishes to modify, then click “**Next.**” Redirects to the first section selected for modification. Multiple sections can be selected.

The screenshot shows the 'Select Sections to be Modified' page. The header and navigation bar are identical to the previous page. The main content area is titled 'Select Sections to be Modified' and contains a list of checkboxes for selecting sections to be modified: Package Information, Manufacturer Certification and Child Resistance, Tamper Evident Seal, and Product Facts Labeling Information. Below the checkboxes is a 'Save for later' link. At the bottom right of the main content area are 'Previous' and 'Next' buttons. The 'Steps' sidebar on the right is also identical, but the 'Select Sections to be Modified' step is now highlighted with a blue circle, indicating it is the current step in the process.

Complete the selected sections to be modified. The sections that need to be completed will depend on your selections. Once all selected sections are completed, you will be redirected to the “What Has Changed” section.



Review the information to the “What Has Changed” section the click “**Next**” to proceed to the Attestation section.

On the Attestations page, select “**I Agree,**” then click “**Next.**”

On the Acknowledgement page, enter the Requestor’s Name, then click “**Submit.**” Redirects to the Confirmation page, which displays the message: “Your Packaging & Labeling Registration Request Application has been successfully submitted.” You may click “**Go Back to Home**” to return to the Home page.

Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Acknowledgement

- In accordance with Ohio Admin. Code 1301:19-4, Licensee acknowledges that approval of the present application is contingent upon Licensee's successful completion of all updates, revisions, modifications, remediations, as conveyed and required by the Ohio Division of Cannabis Control.
- Licensee acknowledges that any information or documentation that constitutes trade secret and is exempted from release pursuant to Chapter 149 of the Ohio Revised Code has been properly marked and outlined in this application and Licensee may not submit the associated documentation with any redactions or alterations regarding the same.
- Licensee acknowledges that the Ohio Division of Cannabis Control may at any time revoke, rescind, or require amendments to the present Packaging and Labeling Application.
- Licensee acknowledges that approval of the present Packaging and Labeling application is not a direct or indirect approval of a product, or a statement that the product is otherwise compliant.
- Licensee acknowledges that the authorized individual submitting the present Packaging and Labeling Application agrees to be the primary point of contact for Licensee's Packaging and Labeling application. This individual will serve as the sole point of contact for all communication related to this application.

Affiant*

Previous Next

Steps

- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Licensee Information
- Select Sections to be Modified
- Invalid Email
- Package Information
- Manufacturer Certification and Child Resistance
- Tamper Evident Seal
- Product Facts Labeling Information
- What Has Changed
- Attestations
- Acknowledgement**

Copy an Approved Packaging & Labeling Application

To Copy an Approved Application (Packaging & Labeling Registration Request Application), follow the steps below



To Copy an Approved Application, click on **“Copy an Approved Application”** then click on **“next.”** Redirects to **“Approved Packaging and Labeling Applications”** page.

A screenshot of a web application interface. At the top left is the Ohio Department of Commerce logo. Below it is a green header bar with the "Division of Cannabis Control" logo on the left and the text "Division of Cannabis Control" on the right. To the right of the header bar are links for "Home" and "Manage Licenses". Below the header, there is a "Home" link. The main heading is "What would you like to do?". Below this is a paragraph of text: "If you have previously submitted a product via eLicense and are submitting another product similar to what was approved, you can copy the application to reduce the amount of information you need to enter." There are two radio button options: "Start a New Application" (which is unselected) and "Copy an Approved Application" (which is selected and highlighted with a red rectangular box). Below these options is a blue button labeled "Next".

Using the search feature or the displayed list, select the appropriate packaging by clicking the arrow under Actions next to the packaging name and selecting **“Select.”**



Home > Approved Product Applications

Approved Product Applications

Search Products

ACTIONS	APPLICATION NAME	PRODUCT NAME	PRODUCT CATEGORY
▼	A00069370		
▼	A00069565	Test	
▼	A00069584	Test	
▼	A00069588	Bobo Cline	Shake/Trim
Select	A00069590	Test	
▼	A00069591	Test	
▼	A00069597	Test	Flower/Bud
▼	A00069606	Test Product 4	Live Plants (for Retail)
▼	A00069650	Test	Flower/Bud
▼	A00069777	Bubble gum	Shake/Trim
▼	A00069797	Green onion	Raw Single Serving Unit
▼	A00069809	Copy product test	Raw Single Serving Unit
▼	A00069815	Copy product test 2	Flower/Bud

On the Select a Product page, search for or select a product from the list by clicking the dropdown arrow under Actions next to the preferred product name and selecting **“Link New Application to Product.”** Redirects to the **“Change Request Selection”** page

Home > Product Selection

Select a Product

Search Products

Search by Name or Category...

ACTIONS	PRODUCT NAME	CATEGORY	BRAND
▼	Test product name	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	Test	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	test	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
Link New Application to Product	test	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	test	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	Test name	Seeds (for Retail)(Live Plants (for Retail)	Brand Name Test
▼	Test		Brand Name Test



On the Change Request Selection page, click “**Next**” to continue the application process. Redirects to the Legal and Application Terms page.

Review and agree to the legal and application terms by selecting “**Agree,**” then click “**Next.**”

Read the Application Instructions, then click “**Next.**” Redirects to the License Information page

Application Instructions

The Packaging and Labeling Application form has been created for use by each licensee to submit each new cannabis package intended for direct customer sale, new package label, and/or new cannabis package and/or label variation to the Ohio Division of Cannabis Control for review and approval prior to production, manufacture, transfer, sale, or distribution at a licensed dispensary for direct customer sale. Each Packaging and Labeling Application must meet the requirements outlined under division 1301:18 of the Ohio Administrative Code and will be subject to review based upon chapter 3796 of the Ohio Revised Code and the rules promulgated thereunder.

Please follow the steps below when submitting a Packaging and Labeling Application:

Pursuant to Ohio Admin. Code 1301:18-4, each cultivator and processor must submit each new cannabis product and new cannabis product variation to the Ohio Division of Cannabis Control via the Product Registration Application prior to any use, production, transfer, or distribution of the same for direct customer sale.

Prior to submission of a Packaging and Labeling Application, each licensee is required to receive a Brand Registration Approval and Product Registration Approval from the Ohio Division of Cannabis Control. Please note, each licensee is only permitted to select from each licensee's automatically pre-populated list of approved Brand Registration Approval(s) and Product Registration Approval(s).

Additionally, pursuant to division 1301:18-4 of the Ohio Administrative Code, prior to submission of a Packaging and Labeling Application, each licensee must receive approval from the Ohio Division of Cannabis Control for the proposed Packaging and/or Labeling subject to this application for all of the following:

- Brand Name
- Product Name
- All package details including:
 - Size, model, closure, materials, package type,
 - Completed Manufacturer Form for Child Resistance and Child Resistant Testing, in conformance with 16 CFR 1700.15 and 16 CFR 1700.20
 - Information confirming that the present Package is tamper evident
 - Product Facts Label
- Readily viewable and clear images with legible markings and text outlining in particularity each of the following:
 - every angle of each proposed package, including the front, back, bottom, side, and top,
 - clear indication of where the Ohio Division of Cannabis Control seal will be located on the proposed package
 - clear indication of where the universal THC symbol will be located on the proposed package

If the Product Registration Application is not submitted, reviewed, and approved by the Ohio Division of Cannabis Control prior to use, manufacture, transfer, or distribution of a cannabis package intended for direct customer sale, new package label, and/or new cannabis package and/or label variation, the licensee may be subject to further enforcement action as outlined under Chapter 1301:18-9 of the Ohio Administrative Code.

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

On the License Information page, use the dropdown to select the license number(s) under which the brand will operate, then click “**Next.**”



The screenshot shows the 'Licensee Information' page. At the top is the Ohio Department of Commerce logo and the 'Division of Cannabis Control' header. A navigation bar includes links for Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. The main content area is titled 'Licensee Information' and includes a sub-header 'Select license(s) this Packaging & Labeling will be utilized for:'. Below this is a text input field labeled 'License Numbers' containing the value 'CCC000012-00, CCP000011-00'. At the bottom of the input field are 'Previous' and 'Next' buttons. On the right side, a 'Steps' sidebar lists the following steps: Change Request Selection, Legal and Application Terms, Application Instructions, Licensee Information (which is the current step and highlighted with a blue circle), Select Sections to be Modified, What Has Changed, Attestations, and Acknowledgement.

On the “Select Sections to be Modified” page, select the section(s) the user wishes to modify, then click “Next.” Redirects to the first section selected for modification. Multiple sections can be selected.

The screenshot shows the 'Select Sections to be Modified' page. It features the same header and navigation bar as the previous page. The main content area is titled 'Select Sections to be Modified' and contains four checkboxes: 'Package Information', 'Manufacturer Certification and Child Resistance', 'Tamper Evident Seal', and 'Product Facts Labeling Information'. Below these checkboxes is a 'Save for later' link. At the bottom of the content area are 'Previous' and 'Next' buttons. The 'Steps' sidebar on the right lists the following steps: Change Request Selection, Legal and Application Terms, Application Instructions, Licensee Information, Select Sections to be Modified (which is the current step and highlighted with a blue circle), Invalid Email, Package Information, Manufacturer Certification and Child Resistance, Tamper Evident Seal, Product Facts Labeling Information, What Has Changed, Attestations, and Acknowledgement.

Complete the selected sections to be modified. The sections that need to be completed will depend on your selections. Once all selected sections are completed, you will be redirected to the “What Has Changed” section.



Review the information to the “What Has Changed” section the click “**Next**” to proceed to the Attestation section.

On the Attestations page, select “**I Agree,**” then click “**Next.**”

On the Acknowledgement page, enter the Requestor’s Name, then click “**Submit.**” Redirects to the Confirmation page, which displays the message: “Your Packaging & Labeling Registration Request Application has been successfully submitted.” You may click “**Go Back to Home**” to return to the Home page.

Acknowledgement

- In accordance with Ohio Admin. Code 1301:19-4, Licensee acknowledges that approval of the present application is contingent upon Licensee's successful completion of all updates, revisions, modifications, remediations, as conveyed and required by the Ohio Division of Cannabis Control.
- Licensee acknowledges that any information or documentation that constitutes trade secret and is exempted from release pursuant to Chapter 149 of the Ohio Revised Code has been properly marked and outlined in this application and Licensee may not submit the associated documentation with any redactions or alterations regarding the same.
- Licensee acknowledges that the Ohio Division of Cannabis Control may at any time revoke, rescind, or require amendments to the present Packaging and Labeling Application.
- Licensee acknowledges that approval of the present Packaging and Labeling application is not a direct or indirect approval of a product, or a statement that the product is otherwise compliant.
- Licensee acknowledges that the authorized individual submitting the present Packaging and Labeling Application agrees to be the primary point of contact for Licensee's Packaging and Labeling application. This individual will serve as the sole point of contact for all communication related to this application.

Affiant*

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

Steps

- Change Request Selection
- Legal and Application Terms
- Application Instructions
- Licensee Information
- Select Sections to be Modified
- Invalid Email
- Package Information
- Manufacturer Certification and Child Resistance
- Tamper Evident Seal
- Product Facts Labeling Information
- What Has Changed
- Attestations
- Acknowledgement**

Remediation

To remediate an application, the application must be in “**Remediation**” status with all fees paid. Once an application is submitted, a back-office user reviews it to determine whether remediation is required. If remediation is needed, the application is placed in Remediation status and the user is notified. Depending on the task selected for remediation, certain sections of the remediation application will be read-only. Only the task selected for remediation will be editable. E.g. If “Review Product Facts Label” is marked for remediation, only the Products Facts Label section of the application can be edited

To remediate an application, navigate to the DCC Portal, then click on “Manage Application.”



Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments **Manage Applications**

Welcome to Division of Cannabis Control Online System

Apply now

0 Upcoming License renewal
View all licenses that will need to be renewed before expiration date.

0 Upcoming Employee renewal
View all licenses that will need to be renewed before expiration date.

Pending Applications [View all](#)

ACTIONS	LICENSE TYPE	APPLICATION ID	APPLICATION TEMPLATE	APPLICATION STATUS	CREATED DATE
▼	Dual Use Cultivator, Dual Use Processor	A00070019	Packaging & Labeling Registration Request	Draft	3/11/2026
▼	Dual Use Cultivator, Dual Use Processor	A00070018	Packaging & Labeling Registration Request	Submitted	3/11/2026
▼	Dual Use Cultivator, Dual Use Processor	A00070017	Packaging & Labeling Registration Request	Draft	3/11/2026

Payments Due [View all](#)

INVOICE NUMB...	AMOUNT DUE	INVOICE CREAT...
I-0035066	\$100.00	3/11/2026
I-0035065	\$100.00	3/11/2026
I-0035064	\$100.00	3/11/2026

Locate the appropriate application in “**Remediation**” status you would like to remediate by using the search bar to find the application or by selecting it from the list.

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Home > Manage Applications

Manage Applications

Search Applications

Q |

ACTIONS	APPLICATION NUMBER	APPLICATION TYPE	APPLICATION CONFIG	APPLICATION STATUS	APPLICANT NAME	REASON FOR REMEDIATION	REMEDATION DUE DATE
▼	A00064267	Change Request	Cultivator Level II Bond/Escrow Reduction Request	Remediation Submitted	NaaveenTest Contact	Contact	N/A
▼	A00067810	New Employee	New Employee Application	Remediation Abandoned	Test AccountTest		N/A
▼	A00067812	New Employee	New Employee Application	Remediation Submitted	Test AccountTest		N/A
▼	A00067813	Change Request	Dispensary Incident Report	Remediation Submitted	Test AccountTest		N/A
▼	A00068019	Change Request	Operational Request	Submitted	Srinivas Sandireddy		N/A
▼	A00068030	Change Request	Cultivator Level I Packaging and Labeling Application	Submitted	Demo Account		N/A
▼	A00068031	Change Request	Dual Use Cultivator Level II Packaging and Labeling Application	Submitted	Demo Account		N/A



Once the appropriate application is located, **click the dropdown arrow under Actions** and select **“Start Remediation.”**

Department of Commerce

Division of Cannabis Control

Home Manage Licenses Manage Employees Manage Contacts Manage Payments Manage Applications

Home > Manage Applications

Manage Applications

Search Applications

A00070009

ACTIONS	APPLICATION NUMBER	APPLICATION TYPE	APPLICATION CONFIG	APPLICATION STATUS	APPLICANT NAME	REASON FOR REMEDIATION	REMEDICATION DUE DATE
▼ View Start Remediation	A00070009	Change Request	Product Registration Request	Remediation	Test AccountTest	Test	03/25/2026

Review the **“Disclaimer”** page and answer all questions if editable, then click **“Next.”**



The screenshot shows the 'Disclaimer' step of the application process. The header includes the Ohio Department of Commerce logo and the Division of Cannabis Control. A navigation bar contains links: Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. The main content area has a 'Disclaimer' section with the question: 'Should this product registration be considered trade secret?'. There are two radio buttons: 'Yes' (selected) and 'No'. A blue 'Next' button is at the bottom right. On the right side, a 'Steps' sidebar lists the application steps: Disclaimer (active), Product Information, Ingredients Information, Manufacturing Information, Testing Information, Attestations, Application Details, and Confirmation.

Review and complete the “**Product Information**” page if editable, then click “**Next.**”

The screenshot shows the 'Product Information' step of the application process. The header and navigation bar are the same as the previous step. The main content area has a 'Product Information' section. It includes a 'Reason for Remediation' field with 'Test' entered. Below that is a note: 'If the product information has changed, fill out all the applicable fields with the new and complete information.' There is a dropdown menu for 'Please select the Product Category for the requested product.*' with 'Raw Single Serving Unit' selected. The 'Product Name*' field contains 'Bubble gum test' and has a link to 'DCC Product ID Submission Guidance'. Below that is a text area for 'Please provide a brief description of the product.*' with 'Description test' entered. A note follows: 'Attach a mockup or illustrations of the proposed product. Please make mockups or illustrations as close to a depiction of the proposed product as possible, including all elements necessary to meet all requirements outlined under Chapter 1301:18-4 of the Ohio Administrative Code.' Another note says: 'For example, if the product is an edible, please ensure that the illustration depicts the lines of demarcation and the universal THC symbol (including size) on each portion.' There is a section for 'Will you be providing the instructions for use?' with 'No' selected. At the bottom, there is a field for 'What is the THC potency (%) or target THC content (mg per serving) for this product?*' with '10%' entered. At the bottom right, there are 'Previous' and 'Next' buttons.



Review and complete the “**Ingredients Information**” page if editable, then click “**Next.**”

The screenshot shows the 'Ingredients Information' page within the Division of Cannabis Control system. The page header includes the Ohio Department of Commerce logo and the Division of Cannabis Control logo. The main content area is titled 'Ingredients Information' and contains the following sections:

- Reason for Remediation:** A dropdown menu with 'Test' selected.
- If the product information has changed, fill out all the applicable fields with the new and complete information.**
- What ingredients are used in the proposed product?***
Please provide a list of all ingredients, including all non-marijuana ingredients. Note: Pursuant to O.A.C. 1301:18-6-07 (previously O.A.C. 3796:3-2-01 (C)(6)), all non-marijuana ingredients used in the manufacture of the product must meet the following conditions: 1. The non-marijuana ingredients must be obtained from licensed and regulated sources that comply with the requirements of federal and state laws and regulations. 2. The non-marijuana ingredients are non-toxic and safe for human consumption; and 3. The non-marijuana ingredients were not prepared or stored in a private residence. As a reminder, the licensee must maintain all processing records pursuant to O.A.C. 1301:18-3-14 (previously O.A.C. 3796:3-2-08).
- A text input field containing the word 'null'.
- I am aware that I can only add characterizing flavors that mimic the strain based on terpene testing results.**
- ☒ **I Agree***
- Will this product's label list any claims that require a third-party certification related to the ingredients or product listed?*** ⓘ
 - ☒ Yes
 - ☐ No

At the bottom right, there are two buttons: 'Previous' (disabled) and 'Next' (active).

Steps

- Disclaimer
- Product Information
- Ingredients Information**
- Manufacturing Information
- Testing Information
- Attestations
- Application Details
- Confirmation

Review and complete the “**Manufacturing Information**” page if editable, then click “**Next.**”



The screenshot shows the 'Manufacturing Information' page within the Division of Cannabis Control system. The page header includes the Ohio Department of Commerce logo and the Division of Cannabis Control name. A navigation bar contains links for Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage. The main content area is titled 'Manufacturing Information' and includes a 'Reason for Remediation' section with a 'Test' button. Below this, a note states: 'If the product information has changed, fill out all the applicable fields with the new and complete information.' A question asks, 'Is the manufacturing process for this product currently in production for other approved products?' with radio buttons for 'Yes' and 'No' (selected). A section titled 'What extraction methods will be used?' lists various solvents and methods with checkboxes: Propane, N-butane (checked), Isobutane, Heptane, Other solvents, Carbon Dioxide, Ethanol, Non-solvent involving mechanical separation, and None. A text box for 'Chemicals' is provided for listing any solvents, chemicals, gases, or other compounds used. At the bottom right, there are 'Previous' and 'Next' buttons. A 'Steps' sidebar on the right indicates the current step is 'Manufacturing Information' (highlighted with a blue circle), with other steps including Disclaimer, Product Information, Ingredients Information, Testing Information, Attestations, Application Details, and Confirmation.

Review and complete the “**Testing Information**” page if editable, then click “**Next.**”



The screenshot shows the 'Testing Information' page. At the top, there's a header with the Ohio Department of Commerce logo and a 'Test' button with a user icon. Below this is a green navigation bar with the 'Division of Cannabis Control' logo and links for Home, Manage Licenses, Manage Employees, Manage Contacts, Manage Payments, and Manage Applications. The main content area is titled 'Testing Information' and includes a 'Reason for Remediation' section with a 'Test' button. Below this, it asks if the product information has changed and if the product is being registered for accurate analysis by licensed third-party laboratories. There are radio buttons for 'Yes' and 'No', with 'No' selected. A text input field labeled 'Test' is provided. Further down, it asks what Metrc Lab Test Batches will be selected for laboratory testing, with a list of checkboxes for various product types. The 'Attestations' checkbox is checked. At the bottom, there are 'Previous' and 'Next' buttons. On the right side, there's a 'Steps' sidebar with a vertical list of steps: Disclaimer, Product Information, Ingredients Information, Manufacturing Information, Testing Information (highlighted with a blue circle), Attestations, Application Details, and Confirmation.

On the Attestations page, select “I Agree,” then click “Next.”

The screenshot shows the 'Attestations' page. It features the same header and navigation bar as the previous page. The main content area is titled 'Attestations' and contains a list of five bullet points regarding the licensee's attestation of compliance with Chapter 3796 of the Ohio Revised Code. Below the list, there is a checkbox labeled 'I Agree' which is checked. At the bottom, there are 'Previous' and 'Next' buttons. The 'Steps' sidebar on the right is identical to the previous page, with 'Attestations' highlighted with a blue circle.

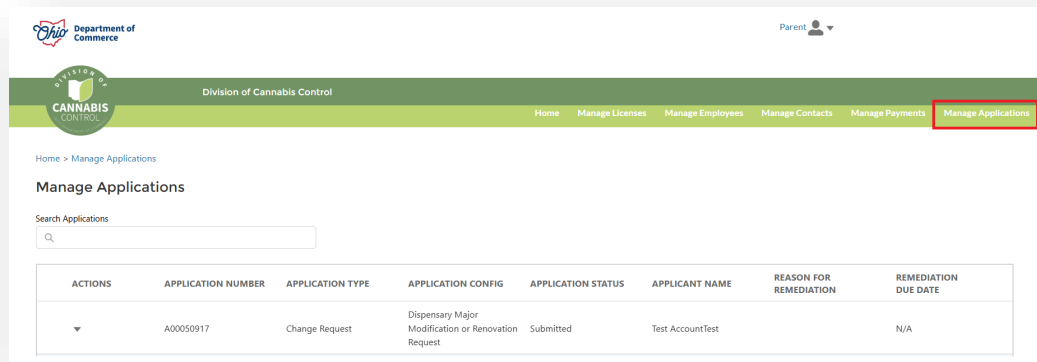


If editable, complete the “Application Details” section by uploading any relevant information and filling in all required fields. Click “**Next**” to be redirected to the Confirmation page, which displays the message: “Your remediation has been successfully submitted.” You may click “**Go Back to Home**” to return to the Home page.

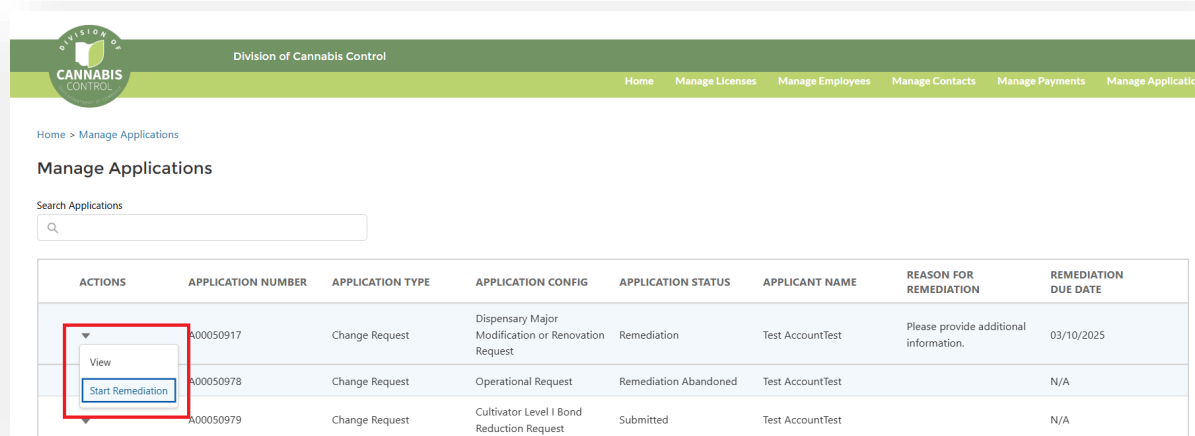
The screenshot shows the "Application Details" form within the Division of Cannabis Control portal. The form includes fields for Application Number (A00070009), Application Type (Change Request), Application Status (Remediation), Remediation Due Date (03/25/2026), Application Config (Product Registration Request), and Applicant Name (Test AccountTest). There is a section for "Reason for Remediation" with a "Test" dropdown and a "Remediation Additional File Upload" area with an "Upload Files" button and a text input for "Or drop files". An "Additional Comments*" text area is also present. A "Steps" sidebar on the right lists the application process: Disclaimer, Product Information, Ingredients Information, Manufacturing Information, Testing Information, Attestations, Application Details (highlighted with a blue circle), and Confirmation. At the bottom right are "Previous" and "Next" buttons.

Manage Applications

Applications may be put into a Remediation status when DCC requires additional information. When an application is placed in remediation an email is sent to the application requestor and account administrators notifying action is required. To submit additional documentation to continue the application process click on **Manage Applications**.



Locate the application number that requires additional information and click the **down arrow** next to the application number and select **Start Remediation**.



You will be taken to a screen to review the application information and Reason for Remediation. Please document the requested details in a single file then upload the document under **Remediation Additional File Upload** along with any **Additional Comments**. The attached file must be in PDF format. After the file and comments have been entered click **Submit** to transmit to the Division for review.



Application Details

Application Information

Application Number :
A00050917

Application Type :
Change Request

Application Status :
Remediation

Remediation Due Date :
03/10/2025

Application Config :
Dispensary Major Modification or Renovation Request

Applicant Name :
Test Account.Test

Reason for Remediation :
Please provide additional information.

Remediation Additional File Upload* :

Please upload only Single File (Supported formats :DOC, .PDF, .JPG, .PNG)

Upload Files

 Or drop files

Additional Comments* :

Cancel

Submit

Questions or Comments?

If you have any questions or comments, please contact the Ohio Department of Commerce Division of Cannabis Control at dcclicensing@com.ohio.gov.

