# Apply for a License  
with the Bureau of Cannabis Control Online Licensing System

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Log into Your Account

On the home page, click the **Login** button.

Fill in your user name and password, and click **Login**.

Choose the type of license you wish to apply for.
To read more about these license types and their characteristics, see the Bureau of Cannabis Control's website: [http://bcc.ca.gov/licensees/index.html](http://bcc.ca.gov/licensees/index.html).

On selecting a license type, you are asked to choose between Adult-Use and Medicinal license type designations (except for Testing Labs).

To proceed with the application process, you must read and agree to the General Terms and conditions for use of the Bureau's website. Check the box and click Continue.
Temporary License Application

The next choice you will need to make is whether to apply for a 120-day temporary license or a full, annually renewed cannabis business license.

The temporary license is generally a quicker process with fewer requirements and no application fee. The purpose of the temporary license is to enable a cannabis business operating under a valid local permit, license, or other authorization, to continue doing business while the Bureau processes its annual license application.

Only businesses that are already authorized by their city or county may take advantage of the temporary license. Check the box for Yes, then click Continue.

Note: Fields or statements with a red asterisk (*) next to them are required. You cannot proceed with the application unless you respond to all required elements.
Business Activities

The Business Activities section may display different information for different license types. The example below is a confirmation that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.

Business

The section labeled Business is where you will establish the organization structure of your entity and provide other details about how you do business. All information in the following form is required.
Click **Add New**; a pop-up window displays to let you enter your business’s name, how it is structured, contact information, and Social Security Number or Individual Tax Identification Number.

Note that different business structures will have different supporting document requirements.

Click **Add Address** next.

A new pop-up window displays fields for entering your business's address. The Premises address (where your business is physically housed) is required. Mailing address is required if different from the premises address.

1. Select the **Address Type**
2. Enter the address for that type
3. Click **Save and Add Another**
4. Choose the other address type
5. Enter that address
6. Then click **Save and Close**.

**Note:** The **Premises** address type has more fields than the **Mailing** type. Choose the street type carefully – you can key in the first letter to jump to the desired street abbreviation.
Back on the Contact Information pop-up window, all the information previously entered is displayed, including the two addresses. Click Continue to return to the application.

Under the **Contact added successfully** message, note the Edit and Remove links – use these functions if you need to make changes to your contact information.

**Primary Contact**

Next, set up the Primary Contact person for your business. This is the point person in your business for all communication with the Bureau, who is also designated as the initial track and trace account manager. Be sure to read about all the responsibilities of the Primary Contact, both on [bcc.ca.gov](http://bcc.ca.gov), and on [www.metrc.com/california](http://www.metrc.com/california).
If **you** are the Primary Contact, click **Select from Account** to use the contact information you entered when setting up your account.

Or, select **Add New** if the Primary Contact is a different individual.

When finished, your Primary Contact displays your information. Mailing address is not required for the Primary Contact. Click **Continue**, or you can click **Save and resume later**.

### Save and Resume Later

If you click **Save and resume later**, you are returned to your account's **My Records** page. A green banner message provides your application number, and confirms your application is saved. It is listed in the **My Licenses** section, with a green **Resume Application** link next to it.
When you select **Resume Application**, you can pick up where you left off. Or, if you need to revisit or modify anything, you may start at the beginning and page through your application.

**Owner List**

Each owner of your business must be entered on the **List of Owners**.

If you are a Sole Proprietor, only your Owner Submittal is required, as there are no other owners.

The **List of Owners** section is prefilled with your own name, but a warning message displays here, advising that you need to edit your information to add some missing details. Click the checkbox next to your owner listing, and click **Edit Selected** (the **Actions** dropdown list has the same function).

A pop-up window displays. The only missing information to be filled in is your business **Title**, and **Ownership Percentage**. Notice that both fields are required. All the other values are already filled in from information you previously provided. Click **Submit** to return to the application page.
In the **List of Owners** section, click on the **Add a Row** button to add another owner. You can add multiple rows in one pop-up window, for example, if you need to add 5 owners, select **Add 5 Rows** from the dropdown list. For this example, we'll just add one.

A pop-up window displays with the same fields as shown above. You must list all additional owners – learn more about determining who is an owner by going to the **Bureau's website page on laws and regulations**.

Click **Submit** to close the window and add this owner.

The **List of Owners** now displays a second record.

When this application is submitted, the
Licensing system sends emails to all individuals on the Owners list, inviting them to the website to set up an account and create their Owner Submittal form. Owner Submittals will be required from all owners when applying for an annual license. Click **Continue**.

**Required Documents**

This section asks you to upload a set of documents to support your temporary application. You will need digital files of each document in the list, so if your only copy of a supporting document is on paper, you will need to scan it to upload it with your application.

Click on the **Add** button for each document in the list, select the appropriate file and click **Open** – a confirmation message displays. Repeat this for each required document. Click **Continue** when done.
Review

In the next section, you will have the opportunity to review and in some cases, modify the information you entered in the earlier sections of your application.

Scroll to the bottom of the Review screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click Continue.

Once submitted successfully, a message displays to confirm your application was submitted successfully.

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

123 MAIN ST, ANYTOWN CA 95959
Transition from Temporary to Annual Application

Once a temporary application has been Approved or Denied you have the option of starting an Amendment Record to submit the additional information needed for an annual license.

Attestation Amendment

In your My Records list, find the application you created for your temporary license. Click Amendment link in the Action column.

Three amendment types are displayed on the screen.

Select the third choice, Submit <License Type> Attestation.

Click Continue.
Business Activities

The **Business Activities** section may display different information for different license types. The example below displays a prefilled checkbox confirming that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.

![Business Activities](image)

**Declarations**

This section asks a series of questions about your business. Some questions will vary depending on the type of license you're applying for. Some answers will require uploading documentation later. Some Yes answers trigger additional fields – for example, if you say you have a seller's permit from CA Department of Tax and Fee Administration, you will need to enter the number. If you don't have a seller's permit, you'll need to check a box asserting that you're in the process of acquiring one. If you have 20 or more employees, you need to attest that you have a labor peace agreement and provide supporting documentation, or can provide a notarized statement indicating you will enter into and abide by the terms of a labor peace agreement.

At the bottom of the page, you electronically sign this declaration by typing in your full legal name. Click **Continue**.
Notice the help icons next to these statements – the circled question mark. You can click on any of these to display more information about a field. At right is the help message for the attestation about a Labor Peace Agreement.

**Owner List**

Each owner added on the temporary application will be populated in the List of Owners. Every owner of your business must fill out an Owner Submittal, as well as providing a copy of a government identification and going to a Live Scan facility to initiate a background check. If you are a Sole Proprietor, only you are required to provide an Owner Submittal.

If you are not a **Sole Proprietor**, you will need to enter information about all additional owners in the **List of Owners** section. Click the **Add a Row** button to add owners. To add two or more owners, use the dropdown list and choose how many rows you want to add. For this example, we'll just add one more.
A blank pop-up window displays with the required fields for entering Owner information. Note the text at the top of the window – find out more about determining who is an owner by going to the Bureau's website page on laws and regulations.

Click Submit to close the window and add this owner.

The List of Owners now displays a second record.

When this application is submitted, the Licensing system sends emails to all those on the Owners list, inviting them to log in to the website, set up an account, and create their Owner Submittal form. Click Continue.

Non-Owners with Financial Interest

The purpose of this section is to declare the financial interests of individuals other than those listed as Owners. Use the Add a Row button to bring up a pop-up window and list all such persons and their non-controlling interests in your business (loans, investments, or other
equity). You don't need to include persons whose only interest in the business to be licensed is an interest in a diversified mutual fund, blind trust, or similar instrument.

Use the dropdown next to the **Add a Row** button to add several rows, if needed. In the **Non-Controlling Interest** pop-up window, enter the individual's name, date of birth, and government issued identification information. You will need to upload an image of this identification later in the application.
Fictitious Business Names

If you have one or more Fictitious Business Names (FBNs), add them in this section. Use the Add a Row button again, and enter details in business name and physical address in the pop-up window. Click Continue when done.

Required Documents

This section asks you to upload the remaining set of documents to support your annual application. The list of required documents may vary depending on how you’ve filled out the application. You will need digital files of each document in the list, so if your only copy of a document is on paper, you will need to scan it to upload it with your application.
Click the **Add** button for each document in the list, select the appropriate file and click **Open**, a confirmation message displays above the document list. Repeat these steps for each required document. Click **Continue** when done.

**Fee Determination**

In the next section, you're asked about the maximum dollar value of your planned operation. Your response to this question is used to determine the amount of your license fee, in compliance with the regulations that the Bureau upholds and enforces.

Make your selection to view the license fee you will need to pay to receive your license, if approved. The license fee payment must be received by the Bureau before your license will be issued.

Click **Continue** when ready.
**Review**

In the next section, you can review and in some cases, modify the information you entered in the earlier sections of your application.

Scroll to the bottom of the **Review** screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click **Continue**.
Paying Fees

The next step is to pay the application fee for the annual license. On the eLearning page, you can find the Pay Fees eLearning Course and Quick Reference, for instructions on paying fees.

The annual cannabis business license requires payment of both an application fee and an annual license fee. The application fee is paid when the attestation amendment is submitted.

After submitting your Attestation Amendment, your Owner Submittal(s), and the application fee, the Bureau reviews your annual application. If your application is approved, an email will instruct you how to pay the annual license fee. Once the annual license fee is paid, your license can be issued. You will receive email notification when your license is issued, or you can login to check the status. A PDF of your cannabis business license will be available through the attachments section of your license record.
Owner Submittals

All individuals on the application’s List of Owners will receive an email like the one shown here.

Each owner should follow instructions from this email to go to the Bureau's website, login, and fill out an Owner Submittal form. Each owner must also upload an image of their government-issued photo ID.

After logging in, click the Owner Submittal link.

Next, check the box indicating acceptance of the site's General Disclaimer.

On the next page, the owner must provide the number of the application on which the owner is listed. The system checks whether the application number is valid and exists in the system.
Enter the owner's place of birth in the **Owner Attestations** page. Next is a series of questions to which you must answer **Yes** or **No**. The page notes that active duty or honorably discharged military personnel will receive expedited processing. You will need to upload supporting documentation later in the application.

At the bottom of the screen, enter your full legal name to electronically sign the application. Click **Continue**.

In the **Employment History** section, click **Add a Row** to show a pop-up window for entering your current **Job Title**, **Company Name**, and **City**.
In the **Criminal Convictions** section, use the **Add a Row** button to bring up a pop-up window for entering any prior criminal convictions.

In the pop-up window, enter dates, violation code, and type of conviction. Click **Submit** to save. Leave empty if you have no convictions.

The **Other Cannabis Licenses** section is where the owner lists any other cannabis-related licenses held. List the agency that issued the license (California Department of Public Health, California Department of Food and Agriculture, or Department of Consumer Affairs), the license number, type of license, and date issued. Leave empty if no other licenses are held.
Finally, in the **Cannabis Licenses Denied** section, list licenses for which the owner was denied licensure, if any. Click **Continue**.

In the **Required Documents** section, upload an image of the owner's government photo ID. Click **Add** to open the File Explorer dialog box, find the correct file, and click **Open** to upload it to the application.

You may need to upload other documents as well, based on your responses earlier in the application. For example, answering Yes to the question on active or former military will require uploading documents proving your statement.

The uploaded file is now listed in the **Required Documents** section, and a message confirms the successful upload.

Click **Continue**.
In the **Review** section, you may revisit earlier sections of the application, if needed. When the application is complete, you must attest to the statement at the bottom of the screen by clicking the checkbox. Click **Continue**.

A success message displays on your account page. Once all required Owner Submittals are received and the application fee is paid, the Bureau will review your application.

If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the **eLearning** page, and open the eLearning course and quick reference document titled **Pay Fees** for specific instructions.
Annual License Application

To apply for an annual, renewable license, check the No box when asked if you are requesting a temporary license. Then click Continue.

Note: Fields or statements with a red asterisk (*) next to them are required. You cannot proceed with the application unless you respond to all required elements.

Business Activities

The Business Activities section may display different information for different license types. The example below shows a confirmation that the Retailer-Non-Storefront license type provides delivery service. Other business types may ask you to select various services your operation will provide.
Business

The section labeled **Business** is where you will establish the organization structure of your entity and provide other details about how you do business. All information you are asked for in the following form is required.

**Business**

*Click the "add new" button below to enter the business information for your cannabis license.*

**Mandatory Submission**
Submission of the requested information is mandatory unless otherwise noted on the application. The Bureau of Cannabis Control (Bureau) will use the provided information to determine qualification for licensure, per section 260515 of the Business and Professions Code and the Information Practices Act. Failure to provide any of the requested information will result in the application being deemed incomplete by the Bureau. The Bureau will also use this information to enforce licensing standards set by law and regulation, update and maintain current licensee information, and for mailing purposes.

**State Tax Obligation**
Pursuant to Business and Professions Code section 31(e), the California Department of Tax and Fee Administration and the Franchise Tax Board may share taxpayer information with the Bureau. A licensee or applicant must pay its state tax obligation; an applicant’s license may be suspended if the state tax obligation is not paid.

**Premises Location**
Business and Professions Code section 26054(b) provides that a licensed premises "shall not be within a 600-foot radius of a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center that is in existence at the time the license is issued, unless a licensing authority or a local jurisdiction specifies a different radius." The Bureau will determine as to whether the proposed premises is located in an area as described in the application.

Click **Add New**; a pop-up window displays to let you enter your business’s name, how it is structured, contact information, and Social Security Number or Individual Tax Identification Number.

Note that different business structures will
have different supporting document requirements. Click **Add Address** next.

A new pop-up window displays fields for entering your business's address. Two different types of address are required – a Premises address (where your business is physically housed), and a mailing address (if different).

1. Select the **Address Type**
2. Enter the address for that type
3. Click **Save and Add Another**
4. Choose the other address type
5. Enter that address
6. Then click **Save and Close**.

**Note:** The **Premises** address type has more fields than the **Mailing** type. Choose the street type carefully – you can key in the first letter to jump to the desired street abbreviation.

Back on the Contact Information pop-up window, all the information just entered is displayed, including the two addresses. Click **Continue** to return to the application.

*Under the **Contact added successfully** message, note*
the Edit and Remove links – use these functions if you ever need to make changes to your contact information.

Primary Contact

Next, set up the Primary Contact person for your business. This is the point person in your business for all communication with the Bureau, who is also designated as the initial track and trace account manager. Be sure to read about all the responsibilities of the Primary Contact, both on bcc.ca.gov, and on www.metrc.com/california.

California Track and Trace (CCTT) System Access:

If you are applying for the annual application, please be advised that the primary contact person for this license application will be designated as the licensee’s initial track and trace account manager, and is required to register for training for using the California Cannabis Track and Trace (CCTT) system within 10 business days of submitting your annual application. If the primary contact person anticipates delegating the primary responsibility for updating and maintaining the licensee’s cannabis distribution chain information in the CCTT system (post-licensure) to another licensee employee or owner, that individual should also be registered to attend the required training. To register for CCTT system training, please access the following URL:

https://www.metrc.com/California
If you are the Primary Contact, click **Select from Account** to use the contact information you entered when setting up your account.

Or, select **Add New** if the Primary Contact is a different individual.

When finished, your Primary Contact displays your information. Mailing address is not required for the Primary Contact. Click **Continue**, or you can click **Save and resume later**.

**Save and Resume Later**

If you click **Save and resume later**, you are returned to your account's **My Records** page. A green banner message provides your application number, and confirms your application is saved. It is listed in the **My Licenses** section, with a green **Resume Application** link next to it.
When you select **Resume Application**, you can pick up where you left off. Or, if you need to revisit or modify anything, you may start at the beginning and page through your application.

**Declarations**

This section asks a series of questions about your business. Some questions will vary depending on the type of license you're applying for. Some answers will require uploading documentation later. Some Yes answers trigger additional fields – for example, if you say you have a seller's permit from CA Department of Tax and Fee Administration, you will need to enter the number. If you don't have a seller's permit, you'll need to check a box asserting that you're in the process of acquiring one. If you have 20 or more employees, you need to attest that you have a labor peace agreement and provide supporting documentation, or can provide a notarized statement indicating you will enter into and abide by the terms of a labor peace agreement.
At the bottom of the page, you electronically sign this declaration by typing in your full legal name. Click **Continue**.

Notice the help icons next to these statements – the circled question mark. You can click on any of these to display more information about a field. At right is the help message for the attestation about a Labor Peace Agreement.

**Owner List**

Each owner of your business must fill out an Owner Submittal, as well as provide a copy of a government identification and going to a Live Scan facility to initiate a background check. If you are a Sole Proprietor, only your Owner Submittal is required, as there are no other owners.

The **List of Owners** section is prefilled with your own name, but a warning message displays here, advising that you need to edit your information to add some missing details. Click the checkbox next to your owner listing, and click **Edit Selected** (the **Actions** dropdown list has the same function).
A pop-up window displays. The only missing information to be filled in is your business Title, and Ownership Percentage. Notice that both fields are required. All the other values are already filled in from information you provided previously. Click Submit to return to the application page.

In the List of Owners section, click on the Add a Row button to add another owner. If you need to add 5 owners, you can use the dropdown list to select Add 5 Rows. For this example, we'll just add one more.

A pop-up window displays with the same fields as shown above. You must list all additional owners – find out more about determining who is an owner by going to the Bureau's website page on laws and regulations.

Click Submit to close the window and add this owner.
The **List of Owners** now displays a second record.

When this application is submitted, the Licensing system sends emails to all those on the Owners list, inviting them to log in to the website, set up an account, and create their Owner Submittal form. Click **Continue**.

**Non-Owners with Financial Interest**

This section is for declaring the financial interests of individuals other than those listed as Owners. Use the **Add a Row** button to bring up a pop-up window and list all such persons and their non-controlling interests in your business (loans, investments, or other equity). You don't need to include persons whose only interest in the business to be licensed is an interest in a diversified mutual fund, blind trust, or similar instrument.
Use the dropdown next to the **Add a Row** button for adding several rows if needed. In the **Non-Controlling Interest** pop-up window, enter the individual's name, date of birth, and government identification information. You will need to upload an image of this ID later in the application.

**Fictitious Business Names**

If you have one or more Fictitious Business Names (FBNs), add them in this section. Use the **Add a Row** button again, and enter details in business name and physical address in the pop-up window. Click **Continue** when done.
Required Documents

This section asks you to upload a set of documents to support your application. The list of required documents may vary depending on how you've filled out the application. You will need digital files of each document in the list, so if your only copy of a document is on paper, you will need to scan it to upload it with your application.

Click on the Add button for each document in the list, select the appropriate file in the File and click Open, and repeat these steps for each of the required documents. Click Continue when done.

In the next section, you're asked about the maximum dollar value of your planned operation. Your response to this question is used to determine the amount of your license fee, in compliance with the regulations that the Bureau upholds and enforces.
Make your selection to view the license fee you will need to pay to receive your license, if approved. The license fee payment must be received by the Bureau before your license will be issued.

**Review**

In the next section, you can review and in some cases, modify the information you entered in the earlier sections of your application.

Scroll to the bottom of the **Review** screen and check the box to electronically sign, indicating that you certify your application is complete, true, and accurate. Click **Continue**.
Paying Fees

The next step is to pay the application fee for the annual license. On the eLearning page, you can find the Pay Fees eLearning Course and Quick Reference, for instructions on paying fees.

The annual cannabis business license requires payment of both an application fee and an annual license fee. The application fee is paid when the application is submitted.

After submitting your application, your Owner Submittal(s) and the application fee, the Bureau reviews your application. If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the eLearning page, and open the eLearning course and quick reference document titled Pay Fees for specific instructions.

Once the license fee is paid, your license can be issued. You will receive email notification when your license is issued, or you can login to check the status. A PDF of your cannabis business license will be available through the attachments section of your license record.
Owner Submittals

All individuals on the application’s List of Owners will receive an email like the one shown here.

Each owner should follow instructions from this email, and another they'll receive with a temporary password, to log into the Bureau's website and fill out an Owner Submittal form. Each owner must also upload an image of their government-issued photo ID.

After logging in, click the Owner Submittal link.

Next, check the box indicating acceptance of the site's General Disclaimer.

Then on the next page, provide the number of the application on which the owner is listed. The system verifies the application number is valid and exists in the system.
Enter the owner's place of birth in the **Owner Attestations** page. Next is a series of questions to which you must answer **Yes** or **No**. The page notes that active duty or honorably discharged military personnel will receive expedited processing. You will need to upload supporting documentation later in the application.

At the bottom of the screen, enter your full legal name to electronically sign the application. Click **Continue**.

In the **Employment History** section, click **Add a Row** to display a pop-up window for entering your current **Job Title**, **Company Name and City**.
In the **Criminal Convictions** section, use the **Add a Row** button to bring up a pop-up window for entering any prior criminal convictions.

In the pop-up window, enter dates, violation code, and type of conviction. Click **Submit** to save. Leave empty if you have no convictions.

The **Other Cannabis Licenses** section is where the owner lists any other cannabis-related licenses held. List the agency that issued the license (California Department of Public Health, California Department of Food and Agriculture, or Department of Consumer Affairs), the license number, type of license, and date issued. Leave empty if no other licenses are held.
Finally, in the **Cannabis Licenses Denied** section, list licenses for which the owner was issued a denial, revocation, or sanction for unlicensed activity, if any. Click **Continue**.

In the **Required Documents** section, upload the owner's government photo ID. Click **Add** to open the File Explorer dialog box, find the correct file, and click **Open** to upload it to the application.

You may need to upload other documents as well, based on your responses earlier in the application. For example, answering Yes to the question on active or former military will require uploading documents proving your statement.

The uploaded file is now listed in the **Required Documents** section. Click **Continue**.
In the **Review** section, you may revisit earlier sections of the application, if needed. Then attest to the statement at the bottom of the screen by clicking the checkbox, then selecting **Continue**.

A success message displays on your account page. Once all required Owner Submittals are received and the application fee is paid, the Bureau will review your application.

If approved, you will receive instructions on how to pay your annual license fee, so your cannabis business license can be issued.

Navigate to the **eLearning** page, and open the eLearning course and quick reference document titled **Pay Fees** for specific instructions.