



USER GUIDE

Creation and Submission of Cannabis License Application Using Accela

Version 2.0 | Oct. 1, 2026

Table of contents

Introduction	3
Helpful hints to start	3
Sign in	4
License application selection	5
Create an application	5
Select a record type.....	6
Application information	7
Tennessen warning.....	7
Social Equity	7
Contacts.....	8
Application detail	10
Supporting documents.....	12
Certification statements > acknowledgements.....	13
Review	13
Pay fees	14
How to complete site registration	16
Create an application	16
Select a record type.....	16
Associate license	17
Site information.....	18
Site registration record.....	19
How to upload revised final plans of record	20
Renewing your license in Accela	22
License renewal application selection (Create an application)	22
Tennessen warning.....	23
Application information	24
Supporting documents.....	30
Attestations and submission	31
Payment	32
Grounds for renewal application denial.....	32
License nonrenewal.....	32
Local government Accela registration guide.....	33
Who needs to create an Accela account	33
Getting started	34
OCM support	36

Introduction

This user guide is designed to help you navigate Accela and successfully create and submit your application. We highly recommend reviewing this user guide and other technical assistance materials on our website (<https://mn.gov/ocm/>).

Helpful hints to start

The following table contains some helpful hints before you begin the application process.

Hint	Link (if applicable)
Review the OCM website and the list of documentation that you will be required to upload before submission of your application.	mn.gov/ocm/businesses/licensing/
Use the worksheets provided by OCM.	mn.gov/ocm/businesses/licensing/process
As you complete the worksheets, consider naming them the same as the required document/worksheet, to make the upload process easier.	N/A
Consider keeping all documents in one folder location to ease the upload process.	N/A
All worksheets must remain in PDF format, except for the capitalization table.	N/A
If you have not already, register for an account on Accela.	aca-prod.accela.com/MDH/Default.aspx
Consider starting the application process early. You will be able to save your application and return to it.	N/A
Before you submit your application, have your payment method ready and available. Acceptable forms of payment include credit, debit, ACH. Remember application fees are non-refundable .	N/A
Allow pop-ups from the Accela site. There are windows that will pop up with additional information or new screen requiring data.	N/A

Sign in

Below are step-by-step instructions for signing in to Accela. If you have not already registered for an account, complete the account registration process. Once registered, you will need to sign in.

Note: If you have completed the social equity verification process, you will need to use the same registered account during the application process.

Create an application

Search applications

Please login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register now »

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

Forgot Password?

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

Step	Field/ <u>Button</u>	Action	Notes
1	Username or Email*	Enter either the username or email address that was used during the account registration process.	Use the registered account that you want to use for future contact with the office.
2	Password*	Enter the corresponding password for the registered username/email account created.	If you do not remember your password, select Forgot Password? and follow the instructions.
3	SIGN IN	Select to continue.	N/A


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Page 4

License application selection

Create an application

In the following steps, we will navigate selecting an application. From this screen the user can return to a saved application or can progress to the list of applications available to apply for.

Note: Confirm you are signed in before proceeding. At the top of the screen, you should see **Logged in as:** and your username. If you do not see this, then select **Login** in the upper right-hand corner. The system will time out for inactivity.

Step	Field/Button	Action	Notes
1a	Create an application	Select if you are creating a new application.	N/A
1b	Resume application	Select if you have previously started an application but have not completed and submitted it to the office.	This will take you back into your application and allow you to update information or pay and submit your application for consideration. You can proceed to appropriate sections of this document for additional help.
2	General disclaimer	Check I have read and accepted the above terms after you have reviewed the disclaimer.	Use the scroll bar to the right to review all lines and information in the disclaimer window.
3	Continue application	Select to continue.	N/A

Select a record type

On the next screen, select the specific license type to complete the desired application.

[Create an application](#)[Search applications](#)

Select a record type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please [contact us](#).



▶ Social equity verification

▼ License application

- ☐ cannabis cultivator application
- ☐ cannabis delivery service application
- ☐ cannabis event organizer application
- ☐ cannabis manufacturer application
- ☐ cannabis mezzobusiness application
- ☐ cannabis microbusiness application
- ☐ cannabis retailer application
- ☐ cannabis testing facility application
- ☐ cannabis transporter application
- ☐ cannabis wholesaler application
- ☐ lower-potency hemp edible manufacturer application
- ☐ lower-potency hemp edible retailer application
- ☐ lower-potency hemp edible wholesaler application
- ☐ medical cannabis combination business application

▶ Site registration

▶ License amendment

▶ Site amendment

▶ Cannabis business complaint

▶ Cannabis consumer complaint

▶ Customer service request

cannabis.info@state.mn.us

Step	Field/Button	Action	Notes
1	License application	Select the gray arrow to expand the selection criteria and select the appropriate option.	The list will display the license types available for application. If you plan to apply for more than one license, you must complete separate applications for each.
2	Save and continue	Select to continue.	N/A

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Page 6

Application information

Tennessen warning

You have successfully navigated to the license application of choice. The Minnesota government must give individuals notice when collecting private or confidential information from them. This is referred to as a Tennessen warning notice. Government organizations may also call it a privacy notice, a notice of collection of private/confidential data, or something similar. The purpose of the notice is to enable people to make informed decisions about whether to give information about themselves to the government ([Minnesota Statutes, section 13.04, subdivision 2](#)).

Step	Field/ <u>Button</u>	Action	Notes
1	Save and continue	Select to continue.	By proceeding, you confirmed you have received the privacy notice.

Social Equity

After you complete the Tennessen warning, you will need to address social equity information.

Note: If you completed the social equity verification, you must sign in to Accela using the same registered account (email address) used when applying for social equity verification.

Step	Field/ <u>Button</u>	Action	Notes
1	Are you applying as a social equity applicant?	Select the appropriate answer as to whether you have received your social equity verification form.	The social equity verification form would have been received from CSI (Creative Services, Inc.).
2	Save and continue	Select to continue.	N/A

Contacts

In this step, you will provide important information about key business contacts. At a minimum, every application must identify an applicant, a business owner, and an authorized agent. The same person may serve in all three roles, or you may have more than one person for each contact type.

For business owners, **you must add each business owner** to the application in the contact section. All contacts listed receive notifications from Accela regarding important application and license information. When action or response is required, the notification will direct the applicant where to respond. Please ensure you are monitoring the email inboxes you submit as contacts to prevent missing important directions. All listed contacts should coordinate to ensure action is taken on behalf of the business.

Contact list

All applications require that you identify at least one applicant, one business owner, and one authorized agent. In some cases, the same person will serve in all three roles, and they must be listed for each contact type.

- If your business has more than one owner, you must add each of them in this section.
- After each contact type has been identified, you will see a green checkmark next to the contact.

For the purposes of this application, roles are defined as:

- **Applicant:** The person, business, or other legal entity applying for a license. The applicant name will appear as the license holder.
- **Business owner:** An owner of a business applying for a license from the office.
- **Authorized agent:** A person authorized by the applicant to act in place of (or on behalf of) the applicant.

OCM will communicate only with individuals listed in these roles. If one person is listed for all three roles, OCM will communicate with that person only.

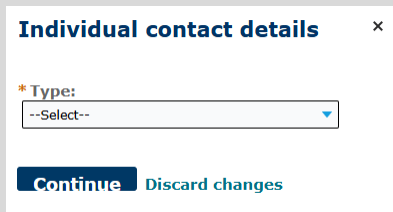
Note: According to Minnesota Statutes, section 342.43, subd. 2(d), lower-potency hemp edible (LPHE) and cannabis licenses cannot be held by the same owner.

Required contact type	Minimum
Applicant	1
Authorized Agent	1
Business Owner	1

Select Add new

Showing 0 of 0

Contact type	Full name	Business name	Contact phone	E-mail	Action
No records found.					

Step	Field/Button	Action	Notes
1a	Select	Use this option if the registered user is the applicant, authorized agent, or business owner.	Each contact type will have to be added one at a time.
1b	Add new	Use this option if you need to add additional business contacts to the record or if not the registered user.	Each contact type will have to be added one at a time.
2a, 2b	Type	Use the drop-down arrow to select the contact type to add.	Each contact type will have to be added one at a time. 

Step	Field/Button	Action	Notes
3	Continue	Select to continue.	If you are following the (a) path, then the registered account information will be used. If you are following the (b) path, then you will need to provide all contact information.
4	Contact details*	Input all relevant contact information. Depending on the contact type, you may be asked to provide additional information like birth date and Social Security number.	Remember to complete all required fields. This contact information should represent legal names and address for the purpose of licensing.
5	Continue	Select to continue.	Repeat steps 1-4 for each contact type and respective contacts to add.

*** Note:** Depending on the path chosen for adding contact information, some data will be pre-populated while other data will need to be manually added.

When you have successfully completed adding the minimum contacts, you will notice that there are green check marks to the left of each contact to indicate success. You can also find the contact details in the left column on the screen.

1 Tennessee warning
2 Social Equity
3 Application Information
4 Supporting Documents
5 Certification Statements
6
7
8

Step 3: Application Information > Contacts

* indicates a required field.

Contact List

All applications require that you identify at least one applicant, one business owner, and one authorized agent. In some cases, the same person will serve in all three roles, and they must be listed for each contact type.

- If your business has more than one owner, you must add each of them in this section.
- After each contact type has been identified, you will see a green checkmark next to the contact.

For the purposes of this application, roles are defined as:

- Applicant:** The person, business, or other legal entity applying for a license. The applicant name will appear as the license holder.
- Business owner:** An owner of a business applying for a license from the office.
- Authorized agent:** A person authorized by the applicant to act in place of (or on behalf of) the applicant.

Please note: Lower-potency hemp edible (LPHE) applications will be denied if any business owners hold a cannabis license or any share of a licensed cannabis business.

Required contact type	Minimum
Applicant	1
Authorized Agent	1
Business Owner	1

SelectAdd new

✔ Contact added successfully.

Step	Field/Button	Action	Notes
6a	Bankruptcy Filing	Review and select the appropriate response. Yes, proceed to Step 6b. No, proceed to Step 7a or 7b.	This contact information should represent legal names and address for purpose of licensing.
6b	Bankruptcy Details	Provide details about the bankruptcy.	Dates, time, respective person, bankruptcy status at a minimum.
7	Continue	Select to continue.	N/A

Application detail

The information in the next step, **Application Detail**, will vary depending on which license type you are applying for. The screenshot to the right is an example of only one license type. Refer to the following table for details on unique fields per license type.

Although fields may not be required, the office encourages applicants to provide as much information as possible about the business, product types, and business activities. The more information provided at this time, the better the review process and future application steps will be.

Information that is not known at this time can be amended in the future.

1 Tennessee warning
2 Social Equity
3 Application Information
4 Supporting Documents
5 Certification Statements
6
7
8

Step 3: Application Information > Application Detail

* indicates a required field.

Establishment Information

Business Information

* Legal Business Name:

DBA Assumed Name:

Website:

* Legal Business Registration Type:

--Select--

* Please provide the tax ID type you will be using for reporting purposes:

--Select--

Business information

Step/Section	Field	Action	Notes
1	Legal Business Name	Provide appropriate information.	This should represent the legal registered name of the business.
2	Doing Business As (DBA) - Assumed Name	Provide appropriate information.	If the business is operating under a DBA, provide the DBA name.
3	Website	Provide appropriate information.	If there is a website for the business, provide the URL
4	Legal Business Registration Type	Use the drop-down menu to select the appropriate business type.	Identify the legal operating structure of the business.
5	Legal Business Tax ID	Tax ID associated with the business and business type.	Depending on the type of business this will be your Social Security number, federal or state tax ID.
6	List of Retail Licenses Held by the applicant	List all license numbers for retail locations the applicant already possesses.	(For retail license type only.) If you already hold licenses for a Minnesota cannabis retail business, list all license numbers.

Delivery or transport license specific information

Step/Section	Field	Action	Notes
1	Vehicle List	Complete the table and provide information about each make/model color/VIN/license plate.	N/A
2	Equipment List	Complete the table by listing all equipment (type and quantity) associated with the business.	N/A
3	Insurance Information	Use the dropdown list to select. (Surety Bond, Self-Insured, Certificate of Insurance)	What type of security agreement do you have to provide coverage not less than \$300,000 for loss of damage to cargo?
4	Insurance Information	Use the dropdown list to select. (Surety Bond, Self-Insured, Certificate of Insurance)	What type of security agreement do you have to provide coverage not less than \$1,000,000 for injury or destruction of property?
5	Vehicle List	Complete the table and provide information about each make/model color/VIN/license plate	N/A

Continue

Step/Section	Field	Action	Notes
1	Continue	Select to continue.	N/A

Supporting documents

The most important aspect of your cannabis business license application is the addition of **all required worksheets** and **other supporting documents**. It is highly recommended that before you start your application or before you upload your documents, you take a moment to review the [OCM website \(mn.gov/ocm/businesses/licensing/process\)](https://mn.gov/ocm/businesses/licensing/process) to ensure you have all the required worksheets completed, saved and ready to upload, as well as any other required documents based upon the license type you are applying for. **Required worksheets are provided on OCM's website.** The worksheets will help ensure that you are supplying the information needed.

There may be some document categories where an applicant may have multiple exhibits to support the requirement. Please combine all exhibits into a single file and upload to the appropriate category to ensure timely processing of the application. Applicants **will not** be able to upload any additional documents after submitting payment.

Step	Field/ <u>Button</u>	Action	Notes
1	Add	Select to add the specific document listed.	The required documents depend on the license type of application. All documents listed on the screen are required to move to the next step in the application process.
2	Open/Add	Select the document from your file location and select the appropriate button to add the document. Repeat steps 1 and 2 until all required documents have been added.	Depending on the operating system and file location, this will vary.
3	Continue	Select to continue.	N/A

Certification statements > acknowledgements

The next screen provides a list of acknowledgements that should be reviewed and understood carefully. The acknowledgements include agreements on work to be done in future stages as well as agreements on how the business will operate. False statements in this section may affect the status of the application or, in the future, the license.

Note: Acknowledgements will vary depending on the license type selected.

Step	Field/Button	Action	Notes
1	Review and Check	Review each of the statements and check, once read and understood. All acknowledgements must be checked to continue to the next step in the application.	Refer to Minnesota Statutes, chapter 342 for further details supporting the acknowledgements.
2	Continue	Select to continue.	N/A

Review

Once you have completed all the core application components, you will be brought to the review/summary screen. This is an opportunity for the applicant to review all the information provided on the application and make needed updates before proceeding to application payment.

Step	Field/Button	Action	Notes
1	Review	Review each section of the application to ensure accuracy.	Refer to Minnesota Statutes, chapter 342 for further details supporting the acknowledgements.
2	Edit	Select if a respective section needs updates. You will be brought to the section, make needed updates, select Continue .	N/A
4	Continue Application	Select to continue.	N/A

Pay fees

The final step in the application submission process is processing your application payment. **Payments are non-refundable.**

Payments can be made via credit or debit card or ACH. During this process, you will be redirected to the banking interface.

1234 Supporting Documents5 Certification Statements6 Review7 Pay fees8 Record issuance

Step 7: Pay fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Fees	Qty.	Amount
Cannabis microbusiness application fee	1	\$500.00

Subtotal: \$500.00
Note: This does not reflect applicable service fees.

[Check out »](#)

cannabis.info@state.mn.us

Note: Once redirected to the banking applet, you will need to complete the payment process to return to the application. The bank does charge a bank processing fee, which is outside of Accela, so please ensure to note the processing fee for your records.

Step	Field/Button	Action	Notes
1	Continue to payment	Select to proceed to payment.	N/A
2	Review	Review the license application type in the center of the screen, qty which should be one (1) and amount of the application fee.	N/A
3	Check out	Select to continue payment process.	N/A
4	Click here to Pay Now	Select to proceed to the payment detail screen.	You are now in the third-party payment solution. Note: All fields in the following payment detail screen are required. Ensure all information provided matches the information associated with the selected payment method. Acceptable methods are ACH, credit or debit card.
5	Payment details	Complete <i>all</i> the payment detail information requested	The required fields will change depending on whether you have selected payment by card or ACH. Please add all information and review before selecting PAY .
6	Agree	Confirm your agreement with terms and conditions.	N/A

Step	Field/Button	Action	Notes
7	Pay	Select to process payment.	You will be taken to a confirmation screen.
8a	Print	Select to print copy of confirmation screen.	The print feature will leverage your browser print options.
8b	Continue to Accela	Select to return to Accela.	You will be taken to the final confirmation screen.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

If you have additional documentation to support your record, select the record ID linked below to open your record. Then select **Attachments** under **Record info**.

Receipt



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

MICRO-A26-
000053

Note: The final screen will provide you with confirmation that your application was successfully submitted. You will also see your application record number. This number can be referenced at any time during the application process to see status updates and request additional information or other communications regarding your application. This number can also be referenced should you ever need assistance from the office.

Note: OCM will also send you an email confirming the successful submission of your application. We recommend saving the email as it will contain a link to your application that you can use in the future.

How to complete site registration

Once the applicant with preliminary approval from OCM is ready to submit a site registration, they should follow these steps.

Review the [Qualified Applicant Guide](#) and [From Start to License: Your Path to Cannabis Licensing in Minnesota](#) for more information and requirements about preparing for the submission of a site registration.

Create an application

Search applications

Online forms and applications

Welcome to the Minnesota Office of Cannabis Management Licensing System. Using this system you can create your account, submit and update information, pay fees, schedule inspections, track the status of your application, and print your license 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding.

You must accept the general disclaimer below before beginning your application.

General disclaimer

While the Office of Cannabis Management (OCM) attempts to keep its Web information accurate and timely, the Office neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the OCM as a result of updates and corrections.

☐ I have read and accepted the above terms.

Continue application »

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Select a record type

1. Select **site registration** under Site registration and then select **Save and continue**.
2. Select **No** to the question "Have you been issued a license through the Minnesota Office of Cannabis Management?" and then select **Save and continue**.

Select a record type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please [contact us](#).

Search

- ▶ Social equity verification
- ▶ License application
- ▼ Site registration
 - site registration
- ▶ License amendment
- ▶ Site amendment
- ▶ Cannabis business complaint
- ▶ Cannabis consumer complaint
- ▶ Customer service request

Save and continue »

Create an application

1. Sign in to Accela and enter the username and password that were used to submit the application.
2. Select **Create an application**.
3. Check the box labeled "I have read and accepted the above items" and then select **Continue application**.

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Associate license

License information

Enter your application number, which you received via email from the Office of Cannabis Management (OCM) after submitting your original application (the license type will populate after the application number is entered) and then select **Save and continue**.

Site location

Enter the address where the licensed cannabis activity will take place and then select **Save and continue**.

Site contacts

The site contact is the individual who is responsible for communicating with OCM. Select **Select** to choose an existing contact (created when your application was created) as your site contact or select **Add new** to create a new site contact for the location. Then select **Save and continue**.

site registration

1 Associate license	2 Site information	3 Review	4 Pay fees	5 Record issuance
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Step 1: Associate license > License information

* indicates a required field.

Important

Do not attempt to register a site unless all of the following is true.

For cannabis businesses:

- You have received a preliminary approval email from OCM.
- You have already contacted your local government for zoning approval.
- Your physical site is ready to be inspected.

For lower-potency hemp edible businesses:

- Your physical site is ready to be inspected.
- If you are a lower-potency hemp edible retailer applicant, you have already contacted your local government and began preparing to obtain a local retail registration.

Custom Fields

Associated License

Have you been issued a license through the Minnesota Office of Cannabis Management?:

☐ Yes ☒ No

* Application number:

MICRO-A26-000047

License type:

Cannabis Microbusiness

Save for later

Save and continue »

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Step 1: Associate license > Site location

* indicates a required field.

Address

Please enter the Minnesota address where licensed cannabis or lower-potency hemp activities will take place.

* Street no.: Direction: * Street name: Street type: Street Suffix:

Unit type: Unit no.:

* City: * County: * State: * Zip:

Clear

Save for later

Save and continue »

Step 1: Associate license > Site contacts

* indicates a required field.

Contact list

Please provide the name of the individual from this site who is responsible for communicating with the Office of Cannabis Management.

Required contact type: Minimum
Site Contact 1

Select Add new

Showing 0-0 of 0

Contact type	Full name	Business name	Contact phone	E-mail	Action
No records found.					

Save for later

Save and continue »

Step 1: Associate license > Site contacts

* indicates a required field.

Contact list

Please provide the name of the individual from this site who is responsible for communicating with the Office of Cannabis Management.

Required contact type: Minimum
Site Contact 1

Select Add new

✓ Contact added successfully.

Showing 1-1 of 1

Contact type	Full name	Business name	Contact phone	E-mail	Action
Site Contact	Example Test		1234567890	exampletest420@yahoo.com	Edit Delete

Save for later

Save and continue »

Site information

Site detail

Select the local government that has zoning approval for the property site from the drop-down, enter the legal description or property ID of the property, and answer the cultivation question under Site information if applicable. Then select **Save and continue**.

Documents

Select **Add** and then upload **each** of the required documents.

Attachments

Review the uploaded document list to confirm that all required documents are present, then select **Save and continue**.

site registration

1 Associate license	2 Site information	3 Review	4 Pay fees	5 Record issuance
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Step 2: Site information > Site detail

For cannabis applications: All cannabis applications require local government approval of site registrations. OCM will forward your final cannabis application and your site address to the proper local authority for confirmation that all applicable local zoning ordinances, fire code(s), and building code(s) are met. *It is highly recommended that you discuss this with your local government prior to registering your site. Failure to do so may result in denial of local approval or delays in processing your application.*

For hemp applications: All hemp businesses are required to maintain compliance with state and local building, fire, and zoning codes, requirements, or regulations as a condition of licensure. Your hemp business application requires your attestation that you meet these local requirements. *It is highly recommended you discuss your business and compliance with your local government directly before registering your site to ensure you can maintain compliance after licensure. Hemp businesses seeking a lower-potency hemp edible retailer license are also required to obtain a local retail registration in addition to licensure.*

* indicates a required field.

Local Government of Record

Address information

* Please specify to which local government you are requesting approval:

legal property description: Please enter the legal property description of the property. (This can be found on the property tax statement or property deed):

Parcel ID: Please enter the parcel ID of the property. (This can be found on the property tax statement or property deed):

Save for later

Save and continue »

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Attachment(s)

Lower-potency hemp edible businesses

All LPHE applicants are required to complete and upload the following document:

1. [Site, Security, and Operations Final Plan of Record](#) - LPHE

Cannabis businesses

All cannabis business license applications require you to upload the following documents, at minimum*:

1. Site, Security, and Operations Final Plan of Record
2. Quality Assurance SOP Final Plan of Record
3. Inventory Control, Storage and Diversion Prevention SOP Final Plan of Record
4. Accounting and Tax Compliance SOP Final Plan of Record

*For cannabis businesses: Depending upon the type of site location you are registering, there may be additional documentation that is required for application approval. Please refer to OCM's [Cannabis Businesses - Final Plan of Record Submission webpage](#) for a list of required documents by cannabis business type before submitting your site registration.

Note: Incomplete or missing documents may delay application review and approval.

- The maximum file size allowed is 100 MB.
- Allowed file types: .docx, .heic, .jpg, .pdf, .png, .xlsx

Name	Type	Size	Latest update	Action
Site Security and Operations Final Plans of Records.docx	1 Site, Security, and Operations Final Plan of Record	12.88 KB	07/06/2026	Actions ▼
Quality Assurance Final Plan of Records.docx	2 Quality Assurance SOP Final Plan of Record	12.97 KB	07/06/2026	Actions ▼
Inventory Control Final Plan of Records.docx	3 Inventory Control, Storage and Diversion Prevention SOP Final Plan of Record	12.92 KB	07/06/2026	Actions ▼
Accounting and Tax Final Plan of Records.docx	4 Accounting and Tax Compliance SOP Final Plan of Record	12.97 KB	07/06/2026	Actions ▼

Add

Save for later

Save and continue »

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Site registration record

1. The record number of the site registration will be visible at the top of the page along with the mapped location and record details the user has entered.
2. OCM will send site registration attachments to the local unit of government for approval.
3. The compliance team will then review the final plans of record. If any part of the final plans of record is incomplete or not compliant with statute or rule, OCM will notify the applicant of the changes that must be made. The applicant must revise the final plans of record and upload them into the specific site registration. Once the final plans of record are deemed complete and compliant and the site registration has been approved by the local government, a compliance inspector will work with the applicant to schedule a pre-licensure inspection.

Create an Application

Search Applications

Record MICRO-L25-000037-01:

Add to cart

Cannabis Site Registration

Add to collection

Record Status: Pending

Record Info

Payments

Custom Component

Work Location

123 Main Street
St. Paul MN 55101



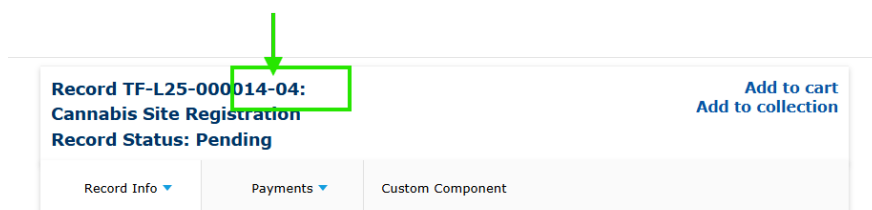
Record Details

More Details

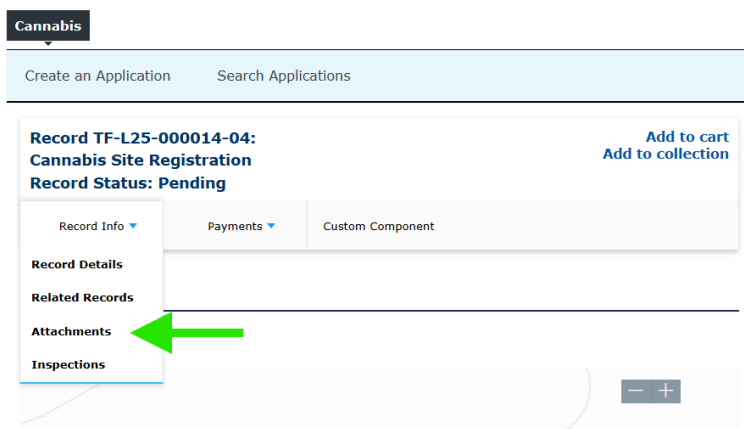
How to upload revised final plans of record

If OCM notifies you that you must make changes to your final plans of record (FPORs), follow the steps outlined below to upload revised records.

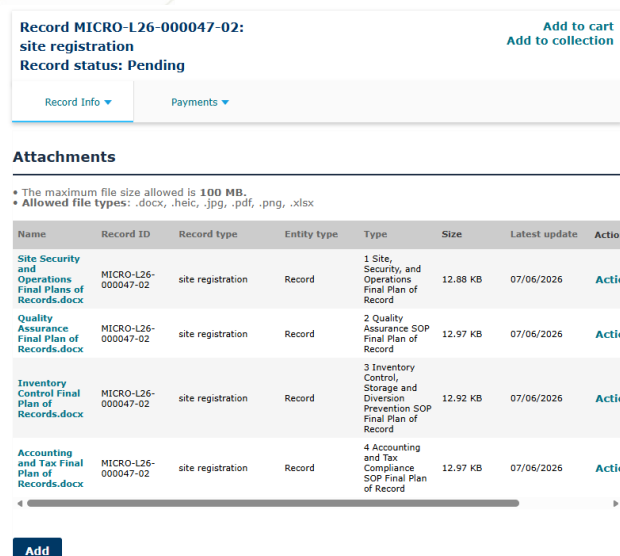
1. Complete a new version of the FPOR(s) that require changes using the online fillable forms listed on [OCM's Final Plan of Record Submission webpage](#).
2. Upon completing the online fillable form, you will receive a PDF copy of your answers via email from "Minnesota Office of Cannabis Management," which will need to be uploaded to Accela.
 - a. Locate the site registration application.
 - b. Select **Search Applications**.
 - c. Make sure the site registration application ID has a dash on the end of the ID.



Under Record Info, select **Attachments**.



Select **Add** to open the **File Upload** pop-up modal.



Name	Record ID	Record type	Entity type	Type	Size	Latest update	Action
Site Security and Operations Final Plans of Records.docx	MICRO-L26-000047-02	site registration	Record	1 Site, Security, and Operations Final Plan of Record	12.88 KB	07/06/2026	Action
Quality Assurance Final Plan of Records.docx	MICRO-L26-000047-02	site registration	Record	2 Quality Assurance SOP Final Plan of Record	12.97 KB	07/06/2026	Action
Inventory Control Final Plan of Records.docx	MICRO-L26-000047-02	site registration	Record	3 Inventory Control, Storage and Diversion Prevention SOP Final Plan of Record	12.92 KB	07/06/2026	Action
Accounting and Tax Final Plan of Records.docx	MICRO-L26-000047-02	site registration	Record	4 Accounting and Tax Compliance SOP Final Plan of Record	12.97 KB	07/06/2026	Action

In the **File Upload** pop up modal, select **Add** to upload revised documents.

1. Select the correct **Type** for the revised record you will be uploading and then upload the revised PDF under **File**.
2. Select **Save**.

Attachments

--Select--

1 Site, Security, and Operations Final Plan of Record
2 Quality Assurance SOP Final Plan of Record
3 Inventory Control, Storage and Diversion Prevention SOP Final Plan of Record
4 Accounting and Tax Compliance SOP Final Plan of Record
5 Facility Diagram(s)
6 OCM Transporter Vehicle Disclosure Form
7 Proof of accreditation
8 Certificate of Analysis sample
9 Proficiency testing results
9.2 Surety bond
Articles of Incorporation
Attestation of Labor Peace Agreement
Background Check
Bylaws
Capitalization Table
Certification from independent 3rd party industrial hygienist or professional engineer
Cultivation Plan
Diagram of physical layout
Disclosure of Ownership and Control

--Select--

File:

Site Security and Operations Final Plans of Records.docx

100%

Description:

[spell check](#)

Save

Add

Remove all

cannabis.info@state.mn.

File Upload

×

The maximum file size allowed is **100 MB**.

Allowed file types: .docx, .heic, .jpg, .pdf, .png, .xlsx

Continue

Add

Remove all

Cancel

mn MINNESOTA
OFFICE OF CANNABIS MANAGEMENT

Page 21

Renewing your license in Accela

Per [Minnesota Statutes, section 342.12\(e\)](#), cannabis business license holders are required to renew their license annually with the Office of Cannabis Management (OCM). Renewal applications must be completed through the license holder's [Accela](#) account.

OCM will notify license holders when the renewal application becomes available, 90 days before the license expiration date.

Licenses must be renewed on or before the expiration date listed on the license to continue authorized business activities.

If a license renewal has not been approved by the expiration date, even if it is under review, the license holder must cease all operations as of the expiration date.

*To avoid interruption to business operations, OCM recommends that license holders **submit renewal applications as soon as possible, and at least 30 days** before the license expiration date.*

When your license is due for renewal, a record type will appear on your Accela account that will need to be completed. To begin, you will need to read the Tennessee warning.

License renewal application selection (Create an application)

After signing into [Accela](#), select **Renew Application** under the **Action** column next to your license record. The **Renew Application** option will become available 90 days prior to your license expiration date. If you have started but not completed your renewal application, the link will say **Resume Renewal**. Some data will be pre-populated with your original application information and cannot be changed, while other data will need to be manually added.

*Confirm you are signed in before proceeding. At the top of the screen, you should see **Logged in as:** and your username. If you do not see this, then select **Login** in the upper right-hand corner. The system will time out for inactivity.*

Tennessee warning

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 1: Tennessee warning > Tennessee warning

* indicates a required field.

Notice

Tennessee warning

On your license renewal application, the Minnesota Office of Cannabis Management (OCM), or its vendor, may ask you for information that is classified as "private data" under the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) or Minnesota Statutes Chapter 342. The Data Practices Act requires any governmental entity asking an individual to supply private data to inform the individual of:

- (a) the purpose and intended use of the requested data;
- (b) whether the individual may refuse to supply the requested data or is legally required to supply it;
- (c) any known consequence of supplying or refusing to supply private data; and
- (d) the identity of other persons or entities authorized by state or federal law to receive the data.

The data requested is to process your cannabis or hemp license renewal application.

Pursuant to, and not limited to, Minnesota Statutes sections 342.02, 342.11, 342.12, 342.14, 342.16, and 342.44, for OCM to consider and process your license application, you are statutorily required to provide the requested information. You are not legally required to supply any other data requested on the license application.

If you supply all the requested data, your renewal application will be processed. If you refuse to supply data requested, your renewal application will not be processed. Whatever information you supply will be maintained by OCM, whether your renewal application is approved. Proceeding with supplying any requested data is acknowledgment that you understand this Tennessee warning.

The information about you that is collected on the renewal application will be classified as either public, private, or nonpublic data. Public data is accessible to the public. Private and nonpublic data about you will be accessible only to:

- (a) you;
- (b) state personnel who determine your eligibility for licensure;
- (c) employees of license database vendors;
- (d) the Minnesota Department of Revenue;
- (e) any appropriate person(s) or agency, if the Director of the Office of Cannabis Management determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety;
- (f) person(s) authorized by a court order; or
- (g) any other person authorized by state or federal law.

Save for later

Save and continue »

Application information

Contacts and establishment information

In this step, please review the contacts and establishment information you have listed as part of your license. If the listed contacts' information and/or establishment information is no longer accurate, you can make the necessary edits using the applicable form on the [Making Cannabis Business Changes webpage](#).

cannabis microbusiness renewal

1 Tennessee warning 2 Application information 3 Supporting documents 4 Certification statements 5 Review 6 7

Step 2: Application information > Contacts

* indicates a required field.

Contact list

Any changes to business ownership or control must be submitted separately from the license renewal process. For information on submitting these changes, please visit OCM's [Making Business Changes webpage](#).

Required contact type: Minimum

✓ Applicant 1

✓ Authorized Agent 1

✓ Business Owner 1

Showing 1-4 of 4

Contact type	Full name	Business name	Contact phone	E-mail	Action
Applicant	Example Test		1234567890	exampletest420@yahoo.com	Edit
Authorized Agent	Example Test		1234567890	exampletest420@yahoo.com	Edit
Business Owner	Example Test		1234567890	exampletest420@yahoo.com	Edit
Submitter	Example Test			exampletest420@yahoo.com	Edit

Contact information

* I attest that the contact information provided above is current and accurate, or that a change notification has been submitted to OCM to update the contact information on file. I understand that upon any future change to contact information or designated contact persons, I shall immediately notify OCM: ☒

Bankruptcy

* Has any owner, officer, director, manager or general partner of the business filed for bankruptcy since the initial application or last change of ownership request?: ☐ Yes ☒ No

* Has the business or any owner, officer, director, manager, or general partner undergone dissolution, consolidation, reorganization, bankruptcy, insolvency, receivership, merger with another legal entity, or assigned all or substantially all assets for the benefit of creditors since the initial application or last change of ownership request?: ☐ Yes ☒ No

* Per Minnesota Statutes, section 342.12(d)(2), a new cannabis business license must be obtained if a license holder dissolves; consolidates; reorganizes; undergoes bankruptcy, insolvency, or receivership proceedings; merges with another legal entity; or assigns all or substantially all assets for the benefit of creditors. Since the initial application or last change of ownership request, has the business entity that holds the cannabis license undergone dissolution, consolidation, reorganization, bankruptcy, insolvency, receivership, merger with another legal entity, or assigned all or substantially all assets for the benefit of creditors?: ☐ Yes ☒ No

Save for later

Save and continue »

Step	Field / Button	Action	Notes
1	Bankruptcy Filing	Review and select the appropriate response. Yes , proceed to Step 1a. No , proceed to Step 2.	This contact information should represent legal names and address for purpose of licensing.
1a	Bankruptcy Details	Provide details about the bankruptcy.	Dates, time, respective person, bankruptcy status at a minimum.
2	Continue	Select to continue.	N/A

Organizational diversity

Pursuant to [Minnesota Statutes, section 342.23, subd. 2](#), cannabis and hemp license holders must submit an annual report describing diversity within business ownership, management, employment, and contracted services.

This section of the license renewal collects information about the ownership, management, workforce, and contracted services associated with the licensed business.

When completing this section, each individual should be counted only once according to their highest role within the organization. For example, if an individual is both an owner and an employee, they should only be counted in the owner category.

The information collected supports OCM's statutory annual diversity reporting obligations and helps monitor participation and economic inclusion across Minnesota's cannabis industry. The data collected help OCM monitor participation in state-recognized small business programs and assess economic inclusion within the cannabis industry.

cannabis microbusiness renewal

1	Tennessee warning	2	Application information	3	Supporting documents	4	Certification statements	5	Review	6	7
---	-------------------	---	-------------------------	---	----------------------	---	--------------------------	---	--------	---	---

Step 2: Application information > Diversity report

Minnesota Statutes, section 342.23 subdivision 2 requires cannabis businesses and lower-potency hemp edible (LPHE) businesses to provide an annual report on the status of diversity in the business ownership, management, and employment and in services for which the business contracts. The following questions are required to be completed by all applicants in order to meet this statutory requirement.

* indicates a required field.

Social equity business status

Social equity

Are you applying as a social equity applicant?:

☒ Yes ☐ No

* What best describes the ownership and control of the business for which you are completing this report:

A single person has exclu

--Select--

A single person has exclusive ownership and control of the business

Multiple persons have ownership and control rights in the business

Save for later

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cannabis microbusiness renewal

1	Tennessee warning	2	Application information	3	Supporting documents	4	Certification statements	5	Review	6	7
---	-------------------	---	-------------------------	---	----------------------	---	--------------------------	---	--------	---	---

Step 2: Application information > Social equity categories

* indicates a required field.

Social equity categories

Under what category did your business qualify for social equity status?

If a single person has exclusive ownership and control of the business:

Please select the social equity status category that applies to you.

If multiple persons have ownership and control rights in the business:

Check all social equity status categories that apply to you or all business owners.

Prior cannabis conviction, stay of adjudication or determination of delinquency by owner: ☐

Prior cannabis conviction, stay of adjudication or determination of delinquency by parent, guardian, child, spouse, or dependent of owner: ☒

Dependent of an individual with a cannabis conviction: ☐

Military veteran or former member of the national guard who lost honorable status due to an offense involving the possession or sale of cannabis or marijuana: ☐

Owner was a long-term resident of communities disproportionately affected by prohibition: ☐

Emerging farmer: ☐

Save for later

Save and continue »

The annual diversity report includes the following questions.

- Workforce demographics – For each category below, license holders must report the race, ethnicity, and gender of individuals included in the category:
 - Business owners
 - Management
 - Employees
 - Contractors
- Supplier and contractor participation – License holders must also report whether the suppliers or contractors they work with are:
 - Social equity licensed cannabis businesses
 - Tribal cannabis businesses
 - Certified targeted group (TG), economically disadvantaged (ED), or veteran-owned (VO) small businesses (optional)

These businesses must be certified through the state of Minnesota [Equity in Procurement \(TG/ED/VO\) Directory](#) administered by the Office of State Procurement.

This section collects additional information regarding whether those contractors participate in state-recognized equity procurement programs or operate under a Tribal regulatory authority.

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 2: Application information > Diversity report continued

This section collects information about your business' ownership, management, workforce, and contracted services. The data helps OCM monitor participation across the industry and supports annual diversity reporting requirements (Minnesota Statutes, section 342.23). **Only count each individual once, according to their highest rank within the organization.**

* indicates a required field.

Total number of employees

Organizational diversity

Consider the following definitions for each role type to help you determine and provide organizational counts for the diversity survey. The definitions below apply only for purposes of completing the annual diversity report required under Minnesota Statutes, section 342.23, subdivision 2, and do not alter or replace statutory definitions used for licensing or compliance.

Business owners

Business owners are individuals or entities that hold a direct or indirect ownership interest in the licensed business. This includes any individual or entity with an ownership interest as described in Minnesota Statutes, section 342.185, subdivision 1(g).

Management

Management is comprised of individuals who exercise operational control or decision-making authority over the business and are not counted in the business owner category. This includes officers, directors, managers, general managers, or any person with the authority to direct policies, supervise operations, hire or fire staff, manage or control finances, or make binding business decisions, whether or not they have an ownership interest. (See control and managerial authority concepts in Minnesota Statutes, chapter 342 and Minnesota Statutes, chapters 302A and 322C for corporate and LLC governance.)

Employees

Employees are people who perform services for hire for the employer cannabis or hemp business, provided that the services have been performed predominately within this state, and have not been counted in any previous categories. The category includes anyone who has been separated from employment for less than one year. The category does not include independent contractors. (See Minnesota Statutes, section 181.960.)

Contractors

Individuals or entities providing services who are not classified as employees and who meet Minnesota's independent contractor standards and have not been counted in any of the previous categories. These individuals typically receive compensation reported on a Form 1099-MISC and maintain control over how their work is performed. (See Minnesota Statutes, section 181.723, subd. 4, and Minnesota Rules, part 3315.0555 for independent contractor standards.) This number should include all suppliers, including those who hold a cannabis or LPHE license, as well as other businesses certified by the Office of State Procurement as a Targeted Group (TG), Economically Disadvantaged (ED), or Veteran-Owned (VO) small business.

Suppliers

Cannabis supply chain

This section collects information about cannabis business license holders with whom you may conduct business. These suppliers should have been counted in your contractor count above; this gives us additional information about their social equity status and/or whether they are compacted with a Tribal regulatory agency.

* Please indicate how many suppliers you work with that are social equity classified businesses:

* Please indicate how many suppliers you work with that are cannabis businesses licensed by a compacted Tribal regulatory agency:

Targeted group small business

This section asks whether you work with other businesses certified by the Office of State Procurement as a Targeted Group (TG), Economically Disadvantaged (ED), or Veteran-Owned (VO) small business. These businesses should have been counted in your contractor count.

This information helps us track participation across state-recognized small business programs and assess economic inclusion in the industry. The businesses you track here must be certified in the State's TG/ED/VO Directory: [Equity in Procurement \(TG/ED/VO\) Directory](#) / Minnesota Office of State Procurement Equity in Procurement (TG/ED/VO) Directory.

Showing 0-0 of 0

Number	Classification
No records found.	

[Add a row](#) [Edit selected](#) [Delete selected](#)

[Save for later](#)

[Save and continue >](#)

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A **targeted group small business** is defined by the Minnesota Department of Administration as a business majority-owned and operated by women, persons with a substantial physical disability, or specific minority groups. The following certification categories may apply to contractors and/or suppliers as well as employees:

- Black-owned businesses
- Indigenous-owned businesses
- Hispanic-owned businesses
- Asian-owned businesses
- Persons with disability owned businesses
- Economically disadvantaged small business
- Veteran-owned small business
- Woman-owned business

Definitions for completing the diversity report

The definitions below apply only for purposes of completing the annual diversity report required under [Minnesota Statutes, section 342.23, subd. 2](#), and do not alter or replace statutory definitions used for licensing or compliance.

- **Owners:** Business owners are individuals or entities that hold a direct or indirect ownership interest in the licensed business. This includes any individual or entity with an ownership interest as described in [Minnesota Statutes, section 342.185, subd. 1\(g\)](#).
- **Management:** Management is comprised of individuals who exercise operational control or decision-making authority over the business and are not counted in the business owner category. This includes officers, directors, managers, general managers, or any person with the authority to direct policies, supervise operations, hire or fire staff, manage or control finances, or make binding business decisions, whether or not they have an ownership interest. (Refer to control and managerial authority concepts in [Minnesota Statutes, chapter 342](#) and Minnesota Statutes, chapters [302A](#) and [322C](#) for corporate and LLC governance.)
- **Employees:** Employees are people who perform services for hire for the employer cannabis business, provided that the services have been performed predominately within this state, and have not been counted in any previous categories. The category includes anyone who has been separated from employment for less than one year. The category does not include independent contractors. (Refer to [Minnesota Statutes, section 181.960](#).)
- **Contractors:** Individuals or entities providing services who are not classified as employees and who meet Minnesota's independent contractor standards and have not been counted in any of the previous categories. These individuals typically receive compensation reported on a Form 1099-MISC and maintain control over how their work is performed. (Refer to [Minnesota Statutes, section 181.723, subd. 4](#), and [Minnesota Rules, part 3315.0555](#) for independent contractor standards.)
- **Suppliers:** Cannabis or hemp business license holders with whom the license holder conducts business to obtain goods or services. Suppliers are considered a subset of contractors and should already be included in the contractor count when reporting.

Workers' compensation insurance

Pursuant to [Minnesota Statutes, section 176.182](#), license holders are required to provide OCM with proof of workers' compensation insurance coverage in compliance with [Minnesota Statutes, section 176.181, subd. 2](#).

Information required

All renewal applicants must provide the following information as part of the renewal application:

- The name of the workers' compensation insurance carrier.
- The policy number or self-insurance identification number.
- The policy coverage dates or self-insurance effective dates.

License holders do not need to upload proof of workers' compensation insurance during renewal unless the business is self-insured. Businesses that are self-insured must upload a copy of their permit to self-insure issued from the Minnesota Department of Commerce.

OCM must withhold licensure, renewal, or permission to operate if the required workers' compensation information is not provided, as required under [Minnesota Statutes, section 176.182](#).

Labor peace agreement (LPA)

License holders must attest that their labor peace agreement (LPA) remains active and that no material changes have occurred since submission [[Minnesota Statutes, section 342.14, subd. 1\(c\)](#)].

If changes have occurred, license holders must notify OCM and submit an updated attestation.

- Save the [Attestation of Labor Peace Agreement \(PDF\)](#) to your computer and then open directly in Acrobat or Acrobat Reader to complete. Then save it and email the form to ocm.licensing@state.mn.us for review.

LPAs for microbusinesses

- Microbusinesses with fewer than 10 employees are not required to maintain an LPA but must attest to their employee count [[Minnesota Statutes, section 342.28, subd. 4\(b\)](#)].
- Cannabis microbusiness license holders that had fewer than 10 employees at initial licensure and have since exceeded nine employees are required to upload an LPA during renewal.
- Microbusinesses that previously submitted an LPA must attest it remains current.

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 2: Application information > Insurance

* indicates a required field.

Worker's compensation insurance

Pursuant to Minnesota Statutes, section 176.182, you are required to provide the Office of Cannabis Management proof of workers' compensation insurance coverage in compliance with section 176.181, subdivision 2.

The office is required to withhold licensure, renewal, or permission to operate your business if you do not provide the required information. Minnesota Statutes, section 176.182. Failure to report or falsely report the required information may also result in a penalty.

* Are you eligible to provide worker's compensation insurance?: ☐ Yes ☒ No

* I attest that, pursuant to Minnesota Statutes, section 176.041, I am not required to obtain workers' compensation insurance required under Minnesota Statutes, section 176.181 because one or more exceptions in Minnesota Statutes, section 176.041 apply to me and/or my business: ☒

* I attest that the information provided is accurate and acknowledge that failure to obtain and provide to the Office of Cannabis Management evidence of all required insurance, or applicable exclusion approvals from the Minnesota Department of Labor and Industry, will result in regulatory actions on my application and license up to and including application denial or license revocation: ☒

[Save for later](#) [Save and continue »](#)

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 2: Application information > LPA

* indicates a required field.

Labor peace agreement

* Does your microbusiness currently employ ten (10) or more individuals, thereby meeting the threshold for a labor peace agreement (LPA)?: ☒ Yes ☐ No

* Did you provide an LPA at initial licensure?: ☒ Yes ☐ No

* I attest that there have been no material changes to the attestation of a labor peace agreement submitted upon my initial application and that the labor peace agreement is still active. I attest that upon any material changes made to this existing labor peace agreement, I shall notify OCM and submit an updated document: ☐

[Save for later](#) [Save and continue »](#)

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Final plans of record (FPOR)

License holders must attest that all final plans of record are current. **Renewal applications cannot be submitted until all FPORs are up to date.** If material changes have occurred, license holders must first submit the [Final Plan of Record Material Changes Update Form](#) and complete that process before completing the renewal application.

Material updates affecting cannabis cultivation or manufacturing must be provided to OCM at least 10 days prior to implementation, as required by [Minnesota Rules, part 9810.2000, subp. 2C](#) and [Minnesota Rules, part 9810.2102, subp. 1C](#).

For more information about material changes to FPORs, visit OCM's [Making Business Changes](#) webpage.

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 2: Application information > FPOR

Renewal applications cannot be submitted until all final plan(s) of record are up to date. If you have material changes to your final plan(s) of record, please fill out and submit the [Final Plan of Record Material Changes Update Form](#) before completing the application for renewal.

Any material updates to your final plan(s) of record that affect cannabis cultivation or manufacturing must be provided to OCM at least ten (10) days before the changes take effect, as required by Minnesota Rules, part 9810.2000, subp. 2(C) and Minnesota Rules, part 9810.2102, subp. 1(C).

For a list of what is considered a material change to your final plan(s) of record, please see OCM's [Making Business Changes webpage](#).

* indicates a required field.

Final plan(s) of record

* I attest that the final plan(s) on file with OCM are accurate, complete, and current, and that no updates or modifications are required at this time, or that a change form has been submitted to OCM to update the final plan(s) on file: ☒

Save for later

Save and continue »

Supporting documents

License holders may be prompted to upload one or more of the following required documents:

- **Permit to self-insure:** License holders that are self-insured must upload a copy of their permit to self-insure issued by the Minnesota Department of Commerce.
- **Labor peace agreement (LPA):** Required for microbusinesses that employ 10 or more individuals since initial licensure.
- **Updated product list:** License holders that manufacture ingestible cannabis products, lower-potency hemp edibles (including beverages), cannabis combination products, or hemp-derived consumer products must submit an updated product list using the [OCM Product List Template](#) (.xls). The product list includes:
 - Product name and description
 - Ingredients and flavoring ingredients
 - Ingredient brand names and vendors (including contact information)
 - Packaging
 - Intended use and consumers (medical, adult-use, or both)
 - Shelf life
 - Safety labeling instructions
 - Storage and distribution requirements
 - Planned annual volume

These license types are required to have a current product list on file:

- Cannabis manufacturer with edible cannabinoid product handler endorsement
- Cannabis microbusiness with edible cannabinoid product handler endorsement
- Cannabis mezzobusiness with edible cannabinoid product handler endorsement

cannabis microbusiness renewal

1 Tennessee warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
---------------------	---------------------------	------------------------	----------------------------	----------	---	---

Step 3: Supporting documents > Documents

Visit the [Licensing Renewal webpage](#) to learn how to renew your business license. Please note that you must use the OCM provided templates to support your application, including the [Product List Template](#) (.xls).

If you have multiple exhibits to support the application requirements, please combine them into a single file and upload to the appropriate category to ensure timely processing. Applicants will not be able to upload any additional documents after submitting payment.

* indicates a required field.

Required documents

- The maximum file size allowed is **100 MB**.
- **Allowed file types:** .docx, .heic, .jpg, .pdf, .png, .xlsx

* Required documents

1. OCM required - Labor Peace Agreement
2. OCM required - permit to self-insure
3. OCM required - Product List

Attestations and submission

Before submitting the renewal application, license holders must review and acknowledge a series of attestations confirming that the information provided is complete and accurate.

Once the renewal application is successfully submitted:

- A confirmation email will be sent to the license holder.
- OCM will review the renewal application and may request additional information if needed.

Communication regarding the processing of your renewal application will be sent to the email address(es) listed on the application. Please add NoReply@accela.com to your saved contacts and monitor your email for correspondence.

Renewal fees are not paid at the time of submission.

Step 4: Certification statements > Acknowledgements

* indicates a required field.

Acknowledgements

* I understand and certify by submitting this application I agree to respond to OCM's request for information: ☒

* I understand and certify that commitments made in this application, including but not limited to the maintenance of a labor peace agreement, shall be an ongoing material condition of maintaining and renewing the license: ☒

* I understand that the business may not employ or contract with an individual under the age of 21 (on the date of hire) if the scope of work involves handling cannabis plants, cannabis flower, artificially derived cannabinoids, or cannabinoid products (Minnesota Statutes, section 342.24). Further, I understand that review of employee records may be part of an inspection: ☒

* I certify that I will comply with requirements of Minnesota Statutes, chapter 342: ☒

* I certify that information contained in this application and all uploaded materials attached as part of this application are accurate and truthful: ☒

* I do not have any confirmed labor violations with the Minnesota Department of Labor and Industry or the Occupational Safety and Health Administration within the last five years: ☒

* No person identified in this application is employed by the Office of Cannabis Management or any state agency with regulatory authority under Minnesota Statutes, chapter 342, or any rules promulgated by the Office of Cannabis Management: ☒

* I certify that no person identified in this application is a licensed peace officer, as defined in Minnesota Statutes, section 626.84, subdivision 1: ☒

* I certify that no person identified in this application has had a license issued under this chapter revoked, or had a cannabis license, registration, agreement, or another authorization to operate a cannabis business issued under the laws of another state revoked: ☒

* I certify that no person identified in this application is a health care practitioner who certifies qualifying medical conditions for patient certifications in the medical cannabis registry: ☒

* I attest that there have been no material changes to the criminal history status of any relevant party associated with this license, including all owners, officers, directors, managers, or individuals with a controlling interest, since the initial application. I attest that none of the individuals have incurred any disqualifying convictions as defined under Minnesota Rules, part 9810.1001. I further attest that upon any material change to this information, I shall notify the office and submit an updated disclosure: ☒

* I certify that by submitting this application I have an ongoing duty to update the Office of Cannabis Management should any of the information provided change, and that failure to provide such updates, or providing false information may result in the application being rejected: ☒

* I attest that all true parties of interest are reflected in the capitalization table(s) and comply with the ownership requirements of Minnesota Statutes, chapter 342: ☒

Save for later

Save and continue »

Payment

Following OCM's review of the renewal application, an invoice will be issued to the license holder for payment of the applicable renewal fee. Renewal fees apply beginning with the second annual renewal.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
Step 3: Receipt/Record issuance If you have additional documentation to support your record, select the record ID linked below to open your record. Then select Attachments under Record info .		
Receipt		
 Your record(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.		

By submitting payment of the renewal invoice, the license holder acknowledges that:

- Renewal fees are nonrefundable.
- Payment of the renewal fee does not guarantee license renewal.
- The license holder agrees not to dispute or initiate a chargeback for the renewal fee once payment has been processed.

After payment is received and all renewal requirements are satisfied, OCM will notify the license holder if the license renewal has been approved or if additional action is required. Successful license renewals will be issued when the review is complete, but the date of expiration will reflect one year from the previous expiration date.

Grounds for renewal application denial

Per [Minnesota Statutes, section 342.14, subd. 3\(b\)](#), the office may deny an application if:

- The application is incomplete.
- The application contains a materially false statement about the applicant or omits information required under [Minnesota Statutes, section 342.14, subdivision 1](#).
- The applicant does not meet the qualifications under [Minnesota Statutes, section 342.16](#).
- The applicant is prohibited from holding the license under [Minnesota Statutes, section 342.18, subdivision 2](#).
- The application does not meet the minimum requirements under [Minnesota Statutes, section 342.18, subdivision 3](#).
- The applicant fails to pay any applicable fee [[Minnesota Statutes, section 342.14, subd. 6\(c\)\(4\)](#)].
- The application was not submitted by the application deadline [[Minnesota Statutes, section 342.12\(e\)](#)].
- The applicant submitted more than one application for a license type.
- The office determines that the applicant would be prohibited from holding a license for any other reason [[Minnesota Statutes, section 342.14, subd. 6\(c\)\(5\)](#)].

License nonrenewal

The office may not renew a license if a cannabis business has violated an ownership or operational requirement in Minnesota Statutes, chapter 342, or Minnesota Rules, chapter 9810. The office may not renew a license if a cannabis business does not have tax clearance pursuant to [Minnesota Statutes, section 270C.72](#). If the office proceeds with nonrenewal, the office will notify the license holder in writing, specify the grounds for nonrenewal, and will schedule a denial hearing at least 20 days after the notification.

Local government Accela registration guide

Local governments serve a critical role in the cannabis licensing process. Once an applicant is approved by OCM to proceed in the licensing process, and after the applicant submits a site registration, the local government must certify that the applicant with preliminary approval, and their proposed business site location, is in compliance with local zoning ordinances, land use laws, and if applicable, state fire and building code. In areas where state fire and building code is not enforced by the local government, applicants remain responsible for demonstrating compliance with these codes.

OCM works with local governments through Accela, the licensing software system, to complete this local certification process of an applicant's proposed site location. During the application and licensing process for cannabis businesses, after an applicant with preliminary approval submits a site for local approval (refer to Step 3 of the [From Start to License: Your Path to Cannabis Licensing in Minnesota graphic](#)), OCM notifies the local government when an applicant with preliminary approval intends to operate to request required certifications.

According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within 30 days, the law allows OCM to issue a license. OCM may not issue a license if the local government indicates the business is noncompliant.

This guide is designed to help local units of government register for their own Accela account.

Unlike for cannabis business licensing, state law does not require OCM to contact local governments in advance for approval of hemp business licensing. Once a hemp business license is issued, OCM notifies the locality through the local government's Accela portal.

Who needs to create an Accela account

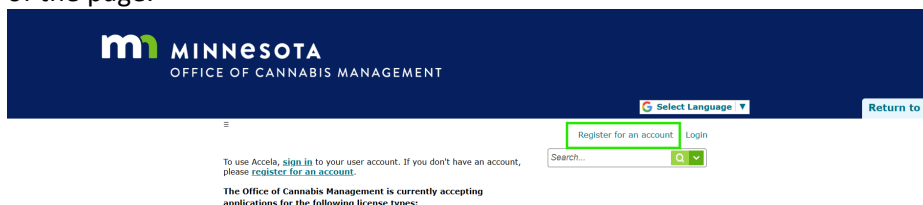
All city and county governments should create and manage an Accela account in preparation of requests for certification of compliance for cannabis businesses. Townships with relevant zoning authority should create an Accela account in preparation of requests for certification of compliance for cannabis businesses. If a township has listed in the [Contact and Delegation form](#) that they have delegated zoning authority to the county, then that township does not need to create an Accela account.

Each unit of local government with relevant zoning authority to verify a proposed business meets land use needs to identify one person to create an account for their locality's jurisdiction — the local Accela account manager. This identified person should match the *point of contact* submitted in the [Contact and Delegation form](#).

Due to software limitations in Accela, only one email can be associated with an individual local unit of government's account. If a local unit of government would like to change the email associated with their Accela account, they should submit a new [Contact and Delegation form](#) with the updated email listed as the primary point of contact and then create a new Accela account under that email address.

Getting started

Please visit [Accela](#) and select **Register for an Account** in the upper right-hand corner of the page.



Completing the required fields

Field	Action
Username	Please set your username to match whichever local government you are representing, such as: • City of [Blank] • [Blank] Township • [Blank] County
Email	The account should be managed by the person identified by the locality to monitor and respond to the requests for zoning compliance certification on behalf of the local unit of government. The email submitted can be the identified person's government email or a shared government team email to allow for the relevant office at the locality to receive the notification. Please ensure that the email used here also matches the email submitted on the Contact and Delegation Form
Password	Your password must be 8-20 characters and contain the following: • At least one special character • At least one uppercase letter • At least one number
Security Question	Select a security question and answer that can be shared by everyone who will need to access the Accela Portal within your organization.
Terms of Service	Check the box to agree to the Terms of Service and continue to the second page.
Contact Details	Fill in the required fields to best match your organization's contact information, such as the same address as your administrative building. List the same email you used on the first page under this section.
Submit	Upon completion, please select submit .

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME:*
janedoe1

E-MAIL ADDRESS:*
jane.doe@local.gov

PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*
What was your favorite food as a child? × ▼

ANSWER:*
Hot Dish

☒ I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

BACK

Once you successfully register for an Accela account, OCM will use the system to share notifications and application materials per Minnesota Statutes, sections [342.13](#) and [342.14](#), and the local unit of government will complete the zoning compliance certification process within the portal.

If you have any questions or if there are any staffing changes, and the point of contact and Accela account manager needs to be updated for a locality, please reach out to local.licensing.ocm@state.mn.us to coordinate making this change.

Considerations

Local retail registration: Several license types are authorized to conduct retail sales if they receive a retail endorsement or license from OCM. However, before conducting retail sales under their business license, state law also requires the business to receive a local retail registration (in addition to their business license from OCM). Local registrations may be issued by the county if a city provides this consent. This process is distinct from the zoning certification process and does not occur through the Accela portal. Please review [Minnesota Statutes, section 342.22](#) and the Guide for Local Governments: Adult Use Cannabis (PDF) (<https://mn.gov/ocm/lgg>) for more information.

Five license types, including four cannabis business types and one hemp business type, are eligible to conduct retail activity and will seek a local retail registration from local governments:

- Cannabis retailers
- Microbusinesses with a retail endorsement
- Mezzobusinesses with a retail endorsement
- Medical cannabis combination businesses/cannabis macrobusinesses
- Lower-potency hemp edible retailers

Municipal cannabis stores: State law allows local units of government to apply for and operate a municipal cannabis store. If a local unit of government is planning to apply for a license to operate a municipal cannabis store, they will be required to apply through the Accela portal. The account for the application must be a different account than the account the local unit of government operates to conduct the zoning compliance certification process.

Notice of Minnesota Government Data Practices Act

The person or persons who manage and access these accounts on behalf of the local unit of government may have access to nonpublic data on applicants. These data are shared under [Minnesota Statutes, section 13.05, subdivision 9](#) and [section 342.13](#). Pursuant to [Minnesota Statutes, section 13.03, subd. 4](#), the local unit of government agrees to treat all data accessed related to an application with the same classification as the classification assigned by OCM. The person or persons identified who manage and access these accounts agree to comply with the Minnesota Government Data Practices Act.

OCM support

Resource and support information.



Phone: 651-539-5000, option #3



Website: mn.gov/ocm/



Email: cannabis.info@state.mn.us