



USER GUIDE

Creation and Submission of Lower-Potency Hemp Edible License Application Using Accela

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Table of contents

Table of contents	2
Introduction	3
Helpful tips to start	3
Sign in	4
License application selection	5
Create an application	5
Select a record type	6
Tennessee warning	6
Section 1: Application information	7
Contacts	7
Application detail	10
Section 2: Supporting documents.....	12
Section 3: Certification statements > Acknowledgements.....	13
Section 4: Review	13
Section 5: Associated forms.....	14
Section 5A. Associate license > Site location	15
Section 5B. Associate license > Site contacts.....	15
Section 5C. Site information > Site details continued.....	17
Section 5D. Site information > Hemp registration	17
Section 5E. Site information > Documents	18
Section 5F. Review.....	21
Section 5G. Associated forms	21
Section 6: Pay fees	22
Appendix A: Invoice payment	25
OCM support.....	28

Introduction

This user guide is designed to help you navigate Accela and successfully create and submit your lower-potency hemp edible (LPHE) business license application. We recommend reviewing this user guide and other technical assistance materials on our website (<https://mn.gov/ocm/businesses/licensing/process>).

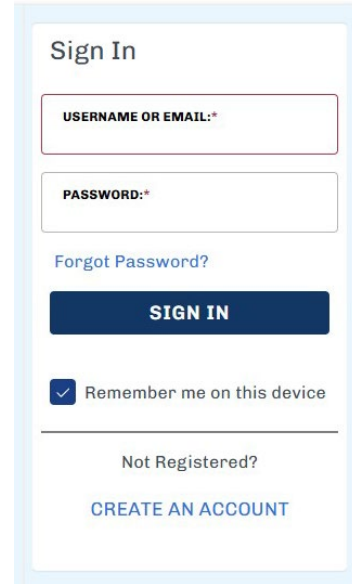
Helpful tips to start

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

Tip	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/process
For lower-potency hemp edible manufacturer license applicants, review guidance regarding final plan of record submission.	mn.gov/ocm/businesses/guidance-memos.jsp#/detail/appld/1/id/709666
While accessible on a mobile device, we recommend using Accela on a computer for the best user experience.	N/A
Use the online fillable form provided by OCM.	mn.gov/ocm/businesses/licensing/process
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 and return to your application.	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 Accela. There are windows that will pop up with additional information or new screens requiring data.	N/A
The term “LPHE” refers to lower-potency hemp edible.	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.



The screenshot shows a 'Sign In' form with the following elements: a title 'Sign In', a text input field for 'USERNAME OR EMAIL:*', a text input field for 'PASSWORD:*', a link for 'Forgot Password?', a dark blue 'SIGN IN' button, a checked checkbox for 'Remember me on this device', a horizontal line, the text 'Not Registered?', and a blue link for 'CREATE AN ACCOUNT'.

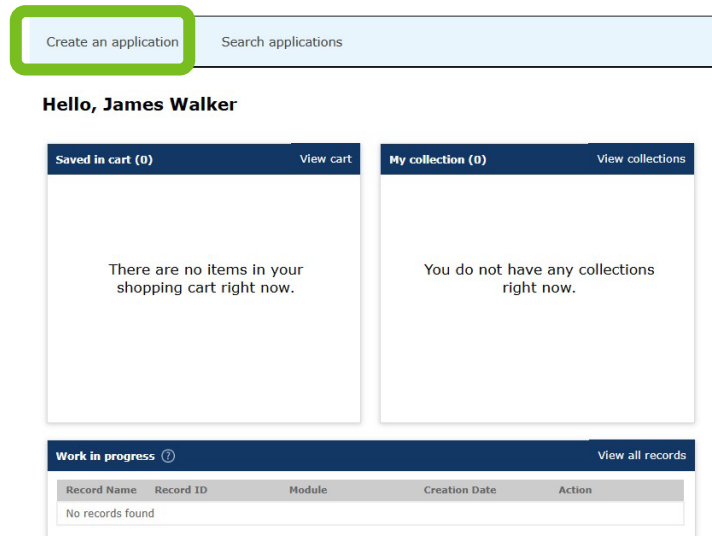
Step	Field/Button	Action	Notes
1	Username or Email*	Enter either the username or email address that was used during the account registration process.	Use the registered account that you want to use for future contact with the office.
2	Password*	Enter the corresponding password for the registered username/email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

License application selection

Create an application

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

Note: Confirm you are signed in before proceeding. At the top of the screen, you should see **Logged in as:** and 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](#).

▼
Search

▼ 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

Save and continue »

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

Tennessee 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 "Tennessee 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. (Refer to [Minnesota Statutes, section 13.04, subdivision 2.](#))

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

Section 1: Application information

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.

Note: For hemp business applications, hemp business owners and hemp workers are not required to complete a background check.

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.

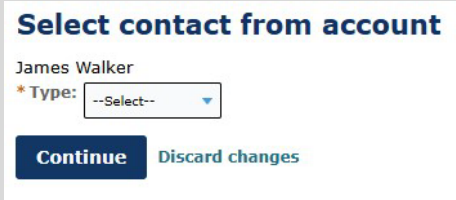
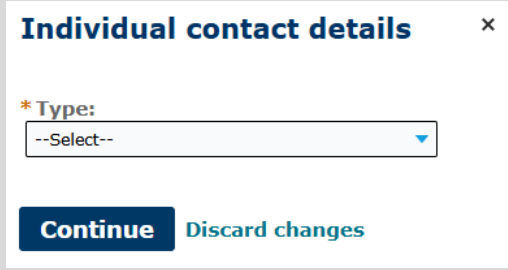
Note: According to Minnesota Statutes, section 342.43, subd. 2(d), lower-potency hemp edible (LPHE) and cannabis licenses cannot be held by the same owner.

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

Select Add new

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.

Step	Field/Button	Action	Notes
2a, 2b	Type	Use the drop-down arrow to select the contact type to add.	<p>Each contact type will have to be added one at a time.</p>  
3	Continue	Select to continue.	<p>If you are following the (a) path, then the registered account information will be used.</p> <p>If you are following the (b) path, then you will need to provide all contact information.</p>
4	Contact details*	<p>Input all relevant contact information.</p> <p>Depending on the contact type, you may be asked to provide additional information like birth date and Social Security number.</p>	<p>Remember to complete all required fields.</p> <p>This contact information should represent legal names and address for purpose of licensing.</p>
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 see the contact details in the middle of the screen.

1	Application information	2	Supporting documents	3	Certification statements	4	Review	5	Associated forms	6	7
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Step 1: 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.

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**

✓ **Contact added successfully.**

Showing 1-3 of 3

Contact type	Full name	Business name	Contact phone	E-mail	Action
Applicant	Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete
Authorized Agent	Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete
Business Owner	Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete

Application detail

The information in the next step, **Application detail**, will vary depending on which license type you are applying for. The screenshot below 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 may be. A single business entity can operate multiple sites under a single LPHE license. However, applicants with distinct business entities are required to apply and obtain individual LPHE licenses for each distinct business entity. LPHE retailer application and license fees are per site registered under the license. LPHE manufacturer and LPHE wholesaler application and license fees are per license.

lower-potency hemp edible retailer application

1 Application information	2 Supporting documents	3 Certification statements	4 Review	5 Associated forms	6	7
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Step 1: Application information > Application detail

Each distinct business entity (LLC, C-Corp, municipality, etc.) must apply for and obtain its own lower-potency hemp edible retail license. A single business entity with multiple locations may apply for licensure of multiple sites under a single license. If you are operating more than 10 sites, please contact cannabis.info@state.mn.us.

* indicates a required field.

Establishment information

Business information

* Legal business name:

Doing business as (DBA) or assumed name:

Website:

* Legal business registration type:

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

* Do you have a site for your business?:

Yes No

At least one (1) site required and no more than 10 sites allowed

* How many sites will you be operating?:

Save for later

Save and continue »

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	Do you have a site for your business?	Select yes or no.	You must register at least one (1) site location to submit your application. Please ensure you have registered all your active sites before submitting your application. If you currently have a site, please move to Step 6a.
6a	How many sites will you be operating?	Provide appropriate information.	If you are operating more than 10 sites and have questions, please contact cannabis.info@state.mn.us .
7	Continue	Select to continue.	N/A

Section 2: Supporting documents

In this step, you will provide OCM with the required documents to verify your identity, an attestation of labor peace agreement (LPHE manufacturer applicants only) and your proof of trade name registration. For a full list of acceptable documents, please refer to the [Lower-Potency Hemp Edible License Application Review and Eligibility Guidance](#) document.

1 Application information	2 Supporting documents	3 Certification statements	4 Review	5 Associated forms	6	7
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Step 2: Supporting documents > Documents

Please visit OCM's [Application Process webpage](#) to review application resources for your license type.

Some portions of the application may require multiple exhibits. Please combine all materials into a single file prior to uploading. You will not be able to upload additional documents after submitting payment.


1. Photo identification (ID): Driver's license, government ID card, passport
2. Proof of trade name: Certificate of Organization issued by the Office of the Minnesota Secretary of State. For LLC applicants, the submission should include their Certificate of Organization issued by the Office of the Minnesota Secretary of State. If operating under a DBA, the applicant must **also** provide the Assumed Name filing registered with the Office of the Minnesota Secretary of State.

Trade name registration can be documented by providing proof of registration with the Office of the Minnesota Secretary of State. This proof should include the company name along with the assumed name or DBA as listed on the registration. For LLC applicants, the submission should include their Certificate of Organization issued by the Office of the Minnesota Secretary of State. If operating under a DBA, the applicant must also provide the Assumed Name filing registered with the Office of the Minnesota Secretary of State.

* indicates a required field.

Required documents

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



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

* Required documents

1. OCM required - Photo ID (DL, Government ID Card, PP)

2. OCM required - Proof of Trade Name Registration

Step	Field/Button	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	Save and continue	Select to continue.	N/A

Section 3: Certification statements > Acknowledgements

The next screen provides a list of acknowledgements that should be reviewed and understood carefully. False statements in this section may affect the status of the application or, in the future, the license.

Applicants are required to attest to working with their local government to certify compliance with all applicable state and local building, fire, and zoning codes, requirements, or regulations. Applicants for an LPHE retailer license are also required to obtain local retail registration directly from their local government upon receiving licensure. For more information, please refer to the [Hemp Businesses in Minnesota: A guide for lower-potency hemp edible license applicants](#) guidance document.

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	Electronic signature date	Enter today's date.	N/A
3	Continue	Select to continue.	N/A

Section 4: 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 either site registration or application payment. Please review your information carefully to ensure it is accurate. You will not be able to make changes after you submit your application.

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. Make the desired updates and select Continue .	N/A
4	Continue application	Select to continue.	N/A

Section 5: Associated forms

An important component of your LPHE business license application is the addition of the required worksheet and site registration. **You will need to repeat this process for each individual site you are registering. This should match the number of sites you entered in Section 1.** If the number of sites do not match, you will need to go back to Section 1 and re-enter the correct number. **It's important to know that once you submit your LPHE application, you will not be able to add additional sites until after you are licensed.**

We recommend that before you start your application, or before you upload your documents, you take a moment to review OCM's website (mn.gov/ocm/businesses/licensing/process) to ensure you have the required worksheet completed, saved and ready to upload as well as any other required documents based upon the license type you are applying for. The required worksheet is provided on OCM's website. The worksheet 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 appropriate category to ensure timely application processing. Applicants will not be able to upload any additional documents after submitting payment.

1	2	3 Certification statements	4 Review	5 Associated forms	6 Pay fees	7 Record issuance
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Step 5: Associated forms

Associated sites

Select **Open** to register your site(s). You will be required to submit a minimum of one (1) site registration to proceed with your application.

Lower-potency hemp edible manufacturer and wholesaler applicants:

You can submit a maximum of 99 sites during this step. Additional sites can be submitted to OCM after completing this application. If you are operating more than 99 sites, please contact cannabis.info@state.mn.us.

Lower-potency hemp edible retailer applicants:

You can submit a maximum of 10 sites during this step. Additional sites can be submitted to OCM after completing this application. If you are operating more than 10 sites, please contact cannabis.info@state.mn.us.

For each additional site, start a new session, select **Create application** and then choose **Site registration** from the record types.

Added Items:

site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove

Make payment >>

Save for later

cannabis.info@state.mn.us

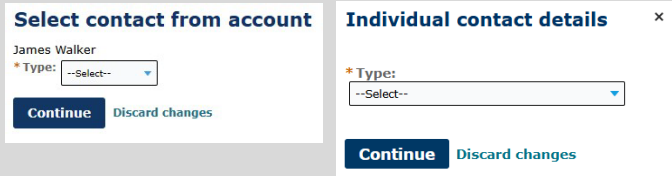
Step	Field/Button	Action	Notes
1	Open	Select to begin a new site registration.	N/A
1a	Resume	Select if you have already started a site registration.	N/A
2	Continue	Select to continue.	N/A

Section 5A. Associate license > Site location

Step	Field	Action	Notes
1	Address	Enter the required details for the referenced site.	N/A
2	Continue	Select to continue.	N/A

Section 5B. Associate license > Site contacts

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

Step	Field/Button	Action	Notes
1a	Select	Use this option if the registered user is the site contact.	N/A
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. 
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.	Remember to complete all required fields. This contact information should represent legal names and address for purpose of licensing.
5	Continue	Select to continue.	N/A

When you have successfully completed adding the required contact type, you will notice that there are green check marks to the left of each contact to indicate success. You can also see the contact type details in the middle of the screen.

site registration

1 Associate license	2 Site information	3 Review	4 Associated forms
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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 1-4 of 4

Contact type	Full name	Business name	Contact phone	E-mail	Action
Applicant	Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete
Authorized Agent	Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete
Business Owner	Guest Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete
Site Contact	Guest Guest User	Office of Cannabis Management		OCMguest@state.mn.us	Edit Delete

Save for later

Save and continue »

« **Back to associated forms**

Section 5C. Site information > Site details continued

site registration

1 Associate license	2 Site information	3 Review	4 Associated forms
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Step 2: Site information > Site details continued

* indicates a required field.

Establishment information

Establishment information

Legal business name:

Doing business as (DBA) or assumed name:

Step/Section	Field	Action	Notes
1	Legal business name	N/A	The information here will be pre-filled with the information you provided in <i>Section 1</i> .
2	Doing business as (DBA) or assumed name	Provide appropriate information.	If the business is operating under a DBA, provide the DBA name.
3	Continue	Select to continue.	N/A

Section 5D. Site information > Hemp registration

Step	Field	Action	Notes
1	Hemp registration number	If you registered your hemp business before Aug. 31, 2025, enter the number found on your registration email or in the registered hemp businesses directory .	If you do not have a hemp registration number, enter 0000.
2	Continue	Select to continue.	N/A

Section 5E. Site information > Documents

On this step, you will first be required to complete the [Site, Security, and Operations Final Plan of Record form](#). This is a fillable online form. You are required to complete the form and provide the appropriate information requested as it pertains to the specific site you are registering. You will be emailed a PDF copy of your completed final plan of record (FPOR) submission, which you will need to upload in Accela with your license application. The email will come from **no-reply@webmerge.me**.

For more information on completing the FPOR form, please refer to the [Lower-Potency Hemp Edible License Application Review and Eligibility Guidance](#).

1 Associate license	2 Site information	3 Review	4 Associated forms
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Step 2: Site information > Documents

* indicates a required field.

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

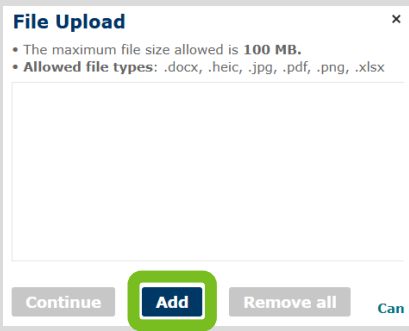
Name	Type	Size	Latest update	Action
No records found.				

Add

Save for later

Save and continue »

« Back to associated forms

Step	Field	Action	Notes
1	Site, Security, and Operations Final Plan of Record	Open the link and complete the final plan of record form.	The fillable form will email a PDF copy of your completed submission to the email address you provide on the form.
2	Add	Submit the PDF copy of the final plan of record form in Accela.	The PDF can be found in your email inbox. Please check your spam if you can't find it.
3	File Upload	In Accela, select Add and upload the final plan of record form.	
3a	Continue	Select to continue.	N/A
4	Type	Select Site, Security, and Operations Final Plan of Record from the drop-down menu.	N/A
5	Description	Please enter the address of the site the final plan of record is in reference to.	N/A
6	Save	Select to save the submission and to proceed.	N/A
7	Continue	Select to continue.	N/A

When you have successfully uploaded the final plan of record, a green banner will appear at the top of the screen and details about the uploaded file will appear at the bottom of the screen.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

site registration

1 Associate license	2 Site information	3 Review	4 Associated forms
---------------------	--------------------	----------	--------------------

Step 2: Site information > Documents

* indicates a required field.

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
Final Plan of Record - LPHE Site, Security, and Operations Plan -- xxxx.pdf	1 Site, Security, and Operations Final Plan of Record	266.92 KB	03/23/2026	Actions ▼

Section 5F. Review

Once you have completed all the site registration components, you will be brought to the review/summary screen. This is an opportunity for you to review all the information provided on the application and make needed updates before proceeding to either another site registration or application payment. Remember: You must complete a site registration, including providing a final plan of record for every location at which you plan to conduct licensed activity under this license type.

Step	Field/Button	Action	Notes
1	Review	Review each section of the application to ensure accuracy.	N/A
2	Edit	Select if a respective section needs updates. Make the desired updates and select Continue .	N/A
4	Continue	Select to continue.	N/A

Section 5G. Associated forms

Step 5: Associated forms

Associated sites

Select **Open** to register your site(s). You will be required to submit a minimum of one (1) site registration to proceed with your application.

Lower-potency hemp edible manufacturer and wholesaler applicants:

You can submit a maximum of 99 sites during this step. Additional sites can be submitted to OCM after completing this application. If you are operating more than 99 sites, please contact cannabis.info@state.mn.us.

Lower-potency hemp edible retailer applicants:

You can submit a maximum of 10 sites during this step. Additional sites can be submitted to OCM after completing this application. If you are operating more than 10 sites, please contact cannabis.info@state.mn.us.

For each additional site, start a new session, select **Create application** and then choose **Site registration** from the record types.

Added Items:

site registration	View	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove
site registration	Open	Remove

Make payment »

Save for later

cannabis.info@state.mn.us

Step	Field/Button	Action	Notes
1	Open	If you noted multiple sites on Section 2, you will see a button labeled Open and need to complete Section 6 for each site you want to register. Once you have entered each you will be able to proceed.	N/A
2	Remove	Select if you need to remove a site registration.	N/A
3	Make payment	Select to move on to the next step and pay applicable fee.	N/A

Section 6: Pay fees

The final step in the application submission process is processing your application fee payment. Per state law, application fees are non-refundable. Payments can be made using a credit or debit card or ACH transaction. During this process you will be redirected to the banking interface.

Note: Once redirected to the banking applet, you will need to complete the payment process to return to the application. Bank processing fees will be shown on third-party payment screens outside of Accela. Please make a note of fees for your records.

1	2	3 Certification statements	4 Review	5 Associated forms	6 Pay fees	7 Record issuance
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Step 6: Pay fees

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

Fees

Fees	Qty.	Amount
lower-potency hemp edible retailer application		\$250.00
LPH Edible Retailer Application Fee	1	\$250.00

Subtotal: \$250.00

Note: This does not reflect applicable service fees.

Recalculate

Check out »

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.	<p>LPHE manufacturers and LPHE wholesalers will see a quantity of one (1) and the application subtotal.</p> <p>LPHE retailer license application fees are per site, so the quantity and subtotal will reflect your requested site registration applications.</p>
3	Check out	Select to continue payment process.	Before selecting Pay Now , ensure your browser allows for pop-up windows
4	Click here to Pay Now	Select to proceed to the payment detail screen.	<p>You are now in the third-party payment solution.</p> <p><i>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 transaction, credit or debit card.</i></p>
5	Payment Details	Complete all the payment detail information requested.	<p>The required fields will change depending on whether you have selected payment by card or ACH transaction.</p> <p>Please add all information and review before selecting PAY.</p>
6	Agree	Confirm your agreement with terms and conditions.	N/A
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.

Note: The final screen will provide confirmation that your application was successfully submitted. You will also see your application record number. This 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: You will receive 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.


Note: The third-party payment processor can only process payments for up to 10 licenses at a time.

Create an Application Search Applications

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.

1234 Main Street, City, MN 55555

LPDIS-L26-000041-01

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LPDIS-A26-000041

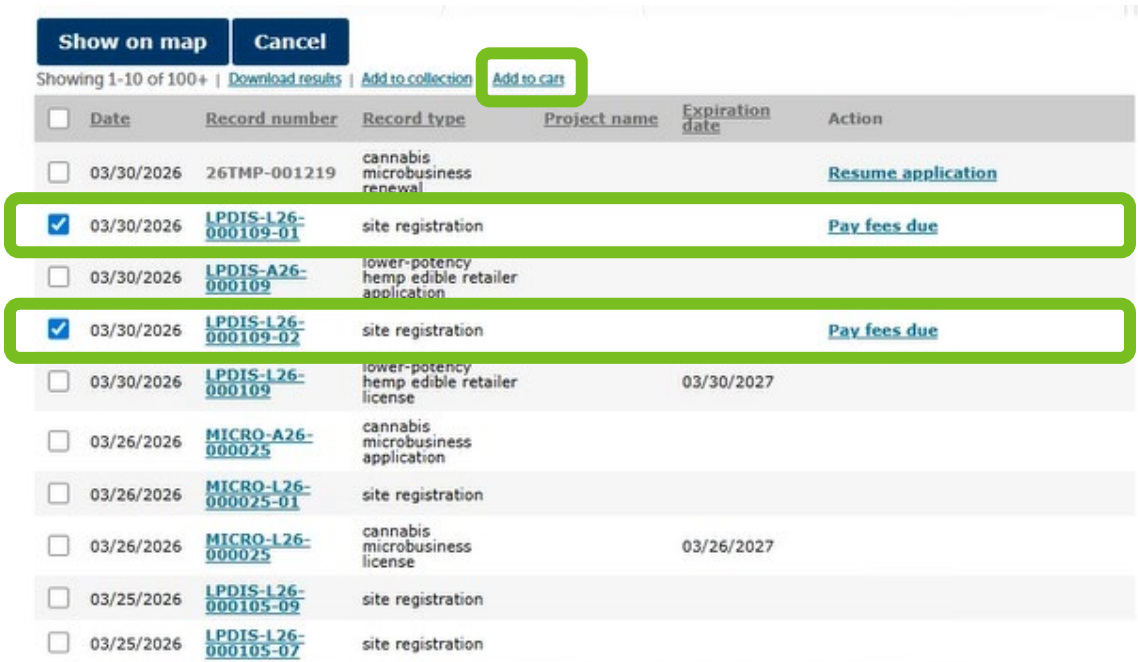
You have now completed all the necessary steps to submit your LPHE business license. For information on paying your invoice, please proceed to Appendix A.

Appendix A: Invoice payment

Once OCM has reviewed your application and is ready to issue an LPHE business license, you will receive an email notifying you of a new invoice in your Accela account. Please follow the steps below to pay the outstanding fee.

LPHE retailer applications that contain between two and 10 sites will receive multiple emails notifying you that you have a license fee invoice on each site. LPHE retailers with more than 10 sites, you will be invoiced a lump sum licensure fee based on your total number of sites. LPHE manufacturer and wholesaler will receive a flat fee invoice, because fees are not dependent on total number of sites. The images below show how to pay multiple records at once. The process is the same even if you are just paying a single invoice.

Step	Field/Button	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 then follow instructions.
3	SIGN IN	Select.	N/A



Step	Field/Button	Action	Notes
4	Search Applications	Select to view all invoices and records pertaining to your account.	N/A
5	Select the appropriate record	Use the check box on the far-left side to select multiple records.	N/A
6	Add to cart	Select.	N/A
7	Cart	Select to proceed to payment.	N/A

Cart

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

Non-refundable application fee acknowledgement:

By proceeding to enter your payment information and submit this application, you acknowledge and agree to the following terms:

- The application fee is non-refundable under any circumstances. Payment of the fee does not guarantee issuance of a license.
- You agree not to dispute, contest, or initiate any chargeback or reversal with your credit or debit card issuer for the application fee once it has been processed.

Note: A transaction fee will be added to credit card payments. *There is a \$1.00 fee for check or ACH transaction. A \$1.00 fee will be added to your transaction.*

Pay now

777777 Main St., St Cloud MN 55555

1 Application(s) | \$250.00

▶ site registration LPDIS-L26-000109-02 Total due: \$250.00

88888888 Main St., Ankeny MN 56301

1 Application(s) | \$250.00

▶ site registration LPDIS-L26-000109-01 Total due: \$250.00

Amount due: \$500.00

Note: This does not reflect applicable service fees.

[Checkout »](#)
[Edit cart »](#)
[Continue to homepage](#)

Step	Field/Button	Action	Notes
8	Review	Confirm that the number of records on the payment page matches the amount you selected at the start.	N/A
9	Check Out	Select to continue the payment process.	N/A
10	Click here to Pay Now	Select to proceed to the payment detail screen.	You are now in the third-party payment solution. <i>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 transaction, credit or debit card.</i>
11	Payment Details	Complete all payment detail information requested.	The required fields will change depending on whether you have selected payment by card or ACH transaction. Please add all information and review before selecting PAY .
12	Agree	Confirm your agreement with terms and conditions.	N/A
13	Pay	Select to process payment.	You will be taken to a confirmation screen.
14a	Print	Select to print copy of confirmation screen.	The print feature will leverage your browser print options.
15b	Continue to Accela	Select to return to Accela.	You will be taken to the final confirmation screen.

When you have successfully completed your payment, a green banner will appear at the top of the screen and details about the uploaded file will appear at the bottom of the screen.

Create an application
Search applications

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.

OCM support



Phone:
651-539-5000, option #3



Website:
<https://mn.gov/ocm/>



Email:
cannabis.info@state.mn.us



Online Support Request (for registered accounts only):
<https://aca-prod.accela.com/MDH/Default.aspx>