



USER GUIDE

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

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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>).

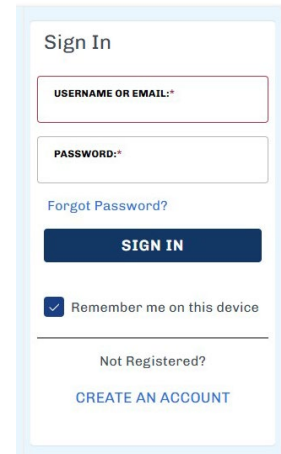
Helpful tips to start

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, and 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.

A screenshot of the Accela Sign In form. The form is titled "Sign In" and contains two input fields: "USERNAME OR EMAIL:*" and "PASSWORD:*". Below the password field is a link "Forgot Password?". A dark blue "SIGN IN" button is positioned below the links. At the bottom, there is a checkbox labeled "Remember me on this device" and a link "Not Registered? 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

The guide continues on the next page.

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.

*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.*

Create an application

Search applications

Hello, Example Test

Saved in cart (0)

View cart

There are no items in your shopping cart right now.

My collection (0)

View collections

You do not have any collections right now.

Work in progress ?

View all records

Record Name	Record ID	Module	Creation Date	Action
No records found				

cannabis.info@state.mn.us

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](#).



▼ **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](#)

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

 **MINNESOTA**
OFFICE OF CANNABIS MANAGEMENT

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Section 1: 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 (refer to [Minnesota Statutes, section 13.04, subdivision 2.](#))

lower-potency hemp edible manufacturer renewal

1 Tennessen warning	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6	7
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Step 1: Tennessen warning > Tennessen warning

* indicates a required field.

Notice

Tennessen 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 Tennessen 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 »

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

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.

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

Showing 0-0 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. Select contact from account Example Test *Type: --Select-- Continue Discard changes

Step	Field/ <u>Button</u>	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 purpose of licensing.
5	Continue	Select to continue.	Repeat steps 1-4 for each contact type and respective contacts to add required contact type.

* 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 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.

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.

Provide the public-facing business name (if different) along with the legal business name within the **Doing business as (DBA) or assumed name** field.

* 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 »

cannabis.info@state.mn.us

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.

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. Refer to [Lower-Potency Hemp Edible License Application Review and Eligibility Guidance](#) for a full list of acceptable documents.

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 [Hemp Businesses in Minnesota: A guide for lower-potency hemp edible license applicants](#).

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.	Minnesota Statutes, chapter 342 , provides more detail about 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.	N/A
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

We recommend that before you start your application, or before you upload your documents, you take a moment to review OCM's Application Process webpage (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. Completing the required worksheets will help ensure that you are supplying the necessary information.

You may have multiple exhibits for some document categories. Please combine all exhibits needed to support the requirement into a single file and upload to the appropriate category to ensure timely application processing. Applicants will not be able to upload any additional documents after payment is submitted.

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

Make payment »

Save for later

cannabis.info@state.mn.us

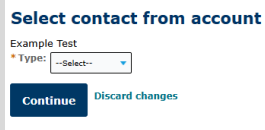
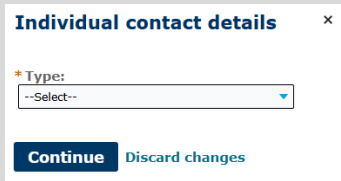
Step	Field/Button	Action	Notes
1	Open	Select to begin a new site registration.	N/A
1a	Resume	Select if you have already started a site registration.	N/A
2	Continue	Select to continue.	N/A

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 left column.

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:

xxxxx

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 Section 1.
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 fillable [Site, Security, and Operations Final Plan of Record form](#) online. You are required to complete the form to share details about the specific site you are registering. You will be emailed a PDF copy of your completed final plan of record (FPOR) submission and need to upload it 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

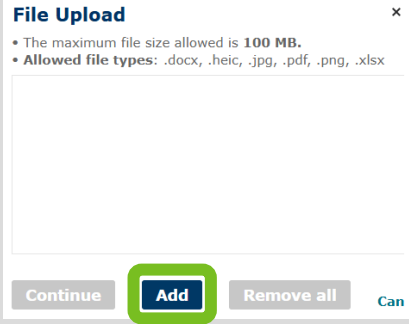
Name	Type	Size	Latest update	Action
No records found.				

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.	You will be emailed 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 from no-reply@webmerge.me . 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 FPOR, 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 FPOR 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 the 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
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.

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 take note of fees for your records.

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

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.	LPHE manufacturers and LPHE wholesalers will see a quantity of one (1) and the application subtotal. LPHE retailer license application fees are per site, so the quantity and subtotal will reflect your requested site registration applications.
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.	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>

Step	Field/Button	Action	Notes
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 transaction. Please add all information and review before selecting PAY .
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.

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.

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.

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-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.

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 form, you will receive a PDF copy of the completed form via email from no-reply@webmerge.me. Save this PDF file, you will need to upload it 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.

Create an application Search applications

Record LPDIS-L26-000113-02:
site registration
Record status: Pending

Add to cart
Add to collection

Record Info ▾ Payments ▾

- d. Under Record Info, select **Attachments**.

Create an application Search applications

Record LPDIS-L26-000113-02:
site registration
Record status: Pending

Add to cart
Add to collection

Record Info ▾ Payments ▾

Record details
Related records
Attachments

Minneapolis Minnesota MN 55555 *

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

Attachments

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

Name	Record ID	Record type	Entity type	Type	Size	Latest update	Action
Test 5.docx	LPDIS-L26-000113-02	site registration	Record	1 Site, Security, and Operations Final Plan of Record	12.97 KB	04/22/2026	Action

Add

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

Renewing your license on Accela

Per [Minnesota Statutes, section 342.44, subd. 2\(b\)](#), hemp 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 Tennessen 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.*

Tennessen warning

In order to begin your application, you will need to read the Tennessen warning. The Minnesota government must give individuals notice when collecting private or confidential information from them. This is referred to as a Tennessen warning notice. 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/Button	Action	Notes
1	Save and continue	Select to continue.	By proceeding, you confirmed you have received the privacy notice.

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 contact details are no longer accurate, you can make the necessary edits. If you need to add or remove a contact, this must be done separately using the [Minnesota Lower-](#)

[Potency Hemp Edible \(LPHE\) License Holder: Request for Changes to General Information form](#). If the business ownership has changed, the existing license must be surrendered by submitting the [Request to Surrender an LPHE License Voluntarily form](#), and the new owner(s) must submit a new application. Per state law, LPHE licenses may not be transferred [[Minnesota Statutes, section 342.44, subd. 2\(c\)](#)].

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

Step 2: Application information > Application detail

* indicates a required field

Establishment information

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](#).

Legal business name:

Plants

Doing business as (DBA) or assumed name:

Website:

Tax collection by:

State Tax ID

* State tax ID:

1216165

* I attest that the business information provided above is current and accurate. I understand that upon any change to contact information or designated contact persons, I shall immediately notify OCM of any changes using the processes outlined on OCM's [Making Business Changes webpage](#):



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.

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

* Total number of business owners:

* Total number of management:

* Total number of employees:

* Total number of contractors:

Race and ethnicity

Please indicate the number of business owners, management, employees and contractors who identify as each of the following race and ethnicity categories. (Required.)

Showing 0-0 of 0

Number	Title	Race or ethnicity	Please specify race not listed
No records found.			
Add a row Edit selected Delete selected			

Gender

Please indicate the number of business owners, management, employees and contractors that identify as each of the following gender categories. (Required.)

Showing 0-0 of 0

Number	Title	Gender
No records found.		
Add a row Edit selected Delete selected		

Race and ethnicity

Please indicate the number of business owners, management, employees and contractors who identify as each of the following race and ethnicity categories. (Required.)

* Number:

Please specify race not listed:

* Title:

* Race or ethnicity:

[Submit](#) [Cancel](#)

Gender

Please indicate the number of business owners, management, employees and contractors that identify as each of the following gender categories. (Required.)

* Number:

* Title:

* Gender:

[Submit](#) [Cancel](#)

- 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.

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

Suppliers

Cannabis supply chain

This section collects information about cannabis business license holders with whom you may conduct business.

Some lower-potency hemp edible license holders may interact with the cannabis supply chain. For example, an LPHE retailer may purchase finished lower-potency hemp products manufactured by a cannabis manufacturer. This section collects information about whether the cannabis businesses you may work with are licensed social equity cannabis businesses or cannabis businesses licensed by a compacted Tribal regulatory agency.

If you do not work with any social equity classified businesses or Tribally licensed businesses please report 0. 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 »

cannabis.info@state.mn.us

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.

Number:

Classification:

--Select--

--Select--

Asian owned businesses

Black owned businesses

Economically disadvantaged small business

Hispanic owned businesses

Indigenous owned businesses

Persons with disability owned business

Veteran owned small business

Woman owned businesses

Showing 0-0 of 0

Number	Classification
No records found.	

Add a row Edit selected

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 hemp business, provided that the services have been performed predominantly 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](#).

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.
- **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

lower-potency hemp edible manufacturer renewal

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

lower-potency hemp edible manufacturer 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 - permit to self-insure

Add

2. OCM required - Product List

Add

Save for later

Save and continue >>

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 [LPHE Final Plan of Record Material Changes Form](#) and complete that process before completing the renewal application.

Material updates affecting LPHE 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 on making material changes to FPORs, please see OCM's [Making Business Changes webpage](#).

lower-potency hemp edible manufacturer renewal

1	Tennessee warning	2	Application information	3	Supporting documents	4	Certification statements	5	Review	6	7
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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 [LPHE Final Plan of Record Material Changes Form](#) before completing the application for renewal.

For a list of what is considered a material change to your final plans of record, please see link. [Making LPHE Business Changes webpage](#).

* indicates a required field.

Final plans of record

* I attest that the final plan(s) of record 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) of record file.: ☐

Save for later

Save and continue »

cannabis.info@state.mn.us

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.

lower-potency hemp edible manufacturer renewal

1	2 Application information	3 Supporting documents	4 Certification statements	5 Review	6 Pay fees	7
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Step 4: Certification statements > Acknowledgements

* indicates a required field.

Acknowledgements

* I attest that I am currently in compliance with Minnesota Statutes, chapter 342 and Minnesota Rules, chapter 9810 and will remain in compliance for the duration of my licensure: ☐

* I attest that I will respond to any supplemental requests for information from the Office of Cannabis Management (OCM): ☐

* I attest that my business complies with all requirements of Minnesota Rules, chapter 9810 relating to the ownership and operation of a hemp business: ☐

* I attest that I am not employed by OCM or by any state agency with regulatory authority over Minnesota Rules, chapter 9810: ☐

* I attest that I am currently in compliance with, and will remain in compliance with, all applicable state and local codes, requirements, regulations, and ordinances: ☐

* 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 »

cannabis.info@state.mn.us

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. There is no fee to submit the first annual renewal. Renewal fees apply beginning with the second annual renewal.

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.

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.

3107 Butternut Ct., St. Paul MN 55102

LPMFR-R26-
000015

License nonrenewal

The office may not renew a license when the office has cause to believe that a cannabis business or hemp 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 an LPHE business does not have tax clearance pursuant to [Minnesota Statutes section 270C.72](#). If the office proceeds with nonrenewal other than for non-tax clearance, 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 ([Minnesota Statutes, section 342.21, subd. 1](#)).

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

The screenshot shows a web interface with a top navigation bar containing 'Show on map' and 'Cancel' buttons. Below this is a status bar indicating 'Showing 1-10 of 100+' and links for 'Download results', 'Add to collection', and 'Add to cart' (the last of which is highlighted with a green box). The main content is a table with the following columns: Date, Record number, Record type, Project name, Expiration date, and Action.

Date	Record number	Record type	Project name	Expiration date	Action
☐	03/30/2026	26TMP-001219	cannabis microbusiness renewal		Resume application
☒	03/30/2026	LPDIS-L26-000109-01	site registration		Pay fees due
☐	03/30/2026	LPDIS-A26-000109	lower-potency hemp edible retailer application		
☒	03/30/2026	LPDIS-L26-000109-02	site registration		Pay fees due
☐	03/30/2026	LPDIS-L26-000109	lower-potency hemp edible retailer license	03/30/2027	
☐	03/26/2026	MICRO-A26-000025	cannabis microbusiness application		
☐	03/26/2026	MICRO-L26-000025-01	site registration		
☐	03/26/2026	MICRO-L26-000025	cannabis microbusiness license	03/26/2027	
☐	03/25/2026	LPDIS-L26-000105-09	site registration		
☐	03/25/2026	LPDIS-L26-000105-07	site registration		

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 a copy of the 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