



USER GUIDE

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

Posted October 16, 2025

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Introduction

Welcome to the Minnesota Office of Cannabis Management (OCM). 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 Hints to Start

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

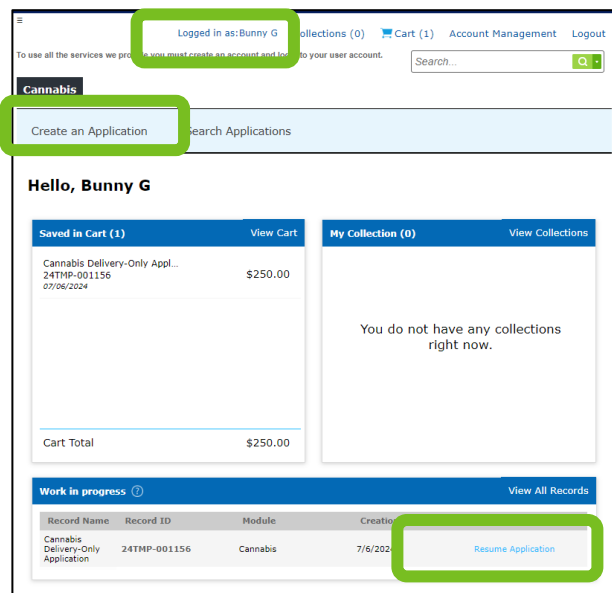
Hint	Link (if applicable)
Review the OCM website and the list of documentation that you will be required to upload before submission of your application.	https://mn.gov/ocm/businesses/licensing/process
For lower-potency hemp edible manufacturer license applicants, review guidance regarding final plan of record submission.	https://mn.gov/ocm/businesses/guidance-memos.jsp#/detail/appId/1/id/709666
While accessible on a mobile device, we recommend using Accela on a computer for an optimal user experience.	N/A
Use the online fillable form provided by OCM.	https://mn.gov/ocm/businesses/licensing/process
If you have not already, register for an account on Accela.	https://aca-prod.accela.com/MDH/Default.aspx
Consider starting the application process early. You will be able to save your application and return to it.	N/A
Before you submit your application, have your payment method ready and available. Acceptable forms of payment include credit, debit, ACH. Remember application fees are non-refundable .	N/A
Allow pop-ups from Accela. There are windows that will pop up with additional information or new screen 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.

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

License Application Selection (Create an application)



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

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

License Application Selection (Select a record type)

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

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 Applications

- ☐ Cannabis Event Organizer
- ☐ Cannabis Testing Facility Application
- ☐ Lower-Potency Hemp Edible Manufacturer Application
- ☐ Lower-Potency Hemp Edible Retailer Application
- ☐ Lower-Potency Hemp Edible Wholesaler Application

► Site Registration

Step	Field / <u>Button</u>	Action	Notes
1	License Applications	Select the gray caret/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 Application	Select to continue.	N/A

Section 1: Social Equity

You have successfully navigated to the license application of choice; the first step will address social equity information.

Please note that the office is not issuing social equity classified licenses for hemp businesses. While you are able to make that selection in the application system, that selection will not result in the specific social equity license. If you select social equity in the process, that will create a system requirement to upload documentation of verification. We recommend that you do not select social equity application as that will complicate the application process.

Step	Field / <u>Button</u>	Action	Notes
1	Are you applying as a social equity applicant?	Select No , as the office is not issuing social equity classified LPHE licenses.	N/A
2	Save and Continue Application	Select to continue.	N/A

Section 2: 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.

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

Step 2: Application Information > Contacts * indicates a required field.

Contact List

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

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

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

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

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

Required Contact Type	Minimum
Applicant	1
Authorized Agent	1
Business Owner	1

[Select](#) [Add new](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Contact Phone	E-mail	Action
No records found.					

Step	Field / Button	Action	Notes
1a	Select from Account	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.	<p>Each contact type will have to be added one at a time.</p> <div> <p>Select Contact from Account</p> <p>Bunny G</p> <p>* Type: --Select--</p> <p>Continue Discard Changes</p> </div> <div> <p>Individual Contact Details x</p> <p>Type: --Select--</p> <p>Continue Discard Changes</p> </div>

Step	Field / <u>Button</u>	Action	Notes
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.

Lower-Potency Hemp Edible Retailer Application

1 Social Equity	2 Application Information	3 Supporting Documents	4 Certification Statements	5 Review	6	7	8
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Step 2: Application Information > Contacts

* indicates a required field.

Contact List

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

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

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

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

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

<input checked="" type="checkbox"/>	Required Contact Type	Minimum
<input checked="" type="checkbox"/>	Applicant	1
<input checked="" type="checkbox"/>	Authorized Agent	1
<input checked="" type="checkbox"/>	Business Owner	1

Select

Add new

✓ Contact added successfully.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Contact Phone	E-mail	Action
Bunny G		Applicant	(999)999-9999	kimberly@thehiits.com	Edit Delete
Bunny G		Authorized Agent	(999)999-9999	kimberly@thehiits.com	Edit Delete
Bunny G		Business Owner	(999)999-9999	kimberly@thehiits.com	Edit Delete

Step	Field / <u>Button</u>	Action	Notes
6a	Bankruptcy Filing	Review and select the appropriate response. Yes , proceed to Step 6b. No , proceed to Step 7a or 7b.	A bankruptcy filing will not impact your license eligibility.
6b	Bankruptcy Details	Enter N/A	Details are not needed for LPHE applicants.
7	Continue	Select to continue.	N/A

Section 2: Application Information > 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.

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

Lower-Potency Hemp Edible Retailer Application

1 Social Equity	2 Application Information	3 Supporting Documents	4 Certification Statements	5 Review	6	7	8
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Step 2: Application Information > Application Detail

* indicates a required field.

Establishment Information

Business Information

* Legal Business Name:	<input type="text"/>
DBA Assumed Name:	<input type="text"/>
Website:	<input type="text"/>
* Legal Business Registration Type:	<input type="text" value="--Select--"/>
Legal Business Tax ID:	<input type="text"/>
* Do you have a site for your business?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
At least one (1) site required and no more than 99 sites allowed	
* How many sites will you be operating?:	<input type="text"/>

Save for later

Save and continue »

Section 2A. Business Information

Step/Section	Field	Action	Notes
1	Mailing Address	Provide the appropriate information	This can differ than the address of your physical location.
2	Legal Business Name	Provide appropriate information.	This should represent the legal registered name of the business.
3	Doing Business As (DBA) - Assumed Name	Provide appropriate information.	If the business is operating under a DBA, provide the DBA name.
4	Website	Provide appropriate information.	If there is a website for the business, provide the URL.
5	Legal Business Registration Type	Use the drop-down menu to select the appropriate business type.	Identify the legal operating structure of the business.
6	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.
7	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. If you currently have a site, please move to step 6a.
7a	How many sites will you be operating?	Provide appropriate information.	If you are operating more than 99 sites, please contact cannabis.info@state.mn.us .
8	Continue	Select to continue.	N/A

Section 3: Supporting Documents

In this step, you will provide OCM with the required documents to verify your identity, labor peace agreement (for 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 Qualifications Guidance](#) document.

Lower-Potency Hemp Edible Retailer Application

1 Social Equity	2 Application Information	3 Supporting Documents	4 Certification Statements	5 Review	6	7	8
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Step 3: Supporting Documents > Documents

Applicable document templates and an application guide can be found on [OCM's General Licensing Process webpage](#). The guide provides information on which OCM templates are required and required criteria for a successful application.

Some document categories may require multiple exhibits. Please combine all exhibits into a single file and upload it to the appropriate category to ensure timely processing of your application. *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.

Disallowed file types:

ade;adp;bat;chm;cmd;com;cp1;exe;hta;htm;html;ins;isp;jar;jse;jsp;lib;lnk;mde;mht;mhtml;msc;mst;php;pdf;scr;shb;sys;vbs;vbe;vbs;vxd;wsc;wsf;wsh



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

* Required Documents

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

2. OCM Required Documents - 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	Continue	Select to continue.	N/A

Section 4: Certification Statements > Acknowledgements

The next screen provides a list of acknowledgements that should be reviewed and understood carefully. The acknowledgements include agreements of work to be done in future stages as well as agreements to how the business will operate. 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 (Page 11).

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

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

Section 5: 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.

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

Section 6: Associated Forms > Associated Sites

The most important aspect 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 Step 2.** We recommend that before you start your application or before you upload your documents, that you take a moment to review OCM's website (mn.gov/ocm/businesses/licensing/process) to ensure you have all the required worksheets completed, saved and ready to upload as well as any other required documents based upon the license type you are applying for. Required worksheets are provided on OCM's website. The worksheets will help ensure that you are supplying the information needed.

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

Create an Application

Search Applications

Lower-Potency Hemp Edible Retailer Application

1	2	3	4 Certification Statements	5 Review	6 Associated Forms	7 Pay Fees	8 Record Issuance
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Step 6: 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. You can submit a maximum of 99 sites during this step. Additional sites can be submitted to OCM after completing this application.

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

Make payment >>

Save for later

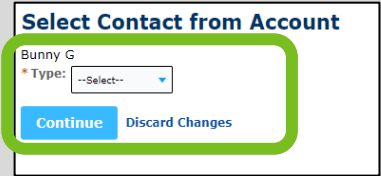
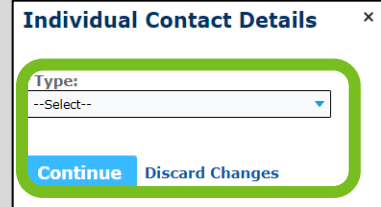
Step	Field / Button	Action	Notes
1	Open	Select to begin a new site registration	N/A
1a	Resume	Select if you have already started a site registration.	N/A
2	Continue	Select to continue.	N/A

Section 6A. 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 6B. Associate License > Site Contact

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

Step	Field / <u>Button</u>	Action	Notes
1a	Select from Account	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.	<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>

Step	Field / <u>Button</u>	Action	Notes
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.	Repeat Steps 1-4 for each contact type and respective contacts to add.

When you have successfully completed adding the contact, 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.

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

Full Name	Business Name	Contact Type	Contact Phone	E-mail	Action
Bunny G		Applicant	(999)999-9999	kimberly@thehilts.com	Edit Delete
Bunny G		Authorized Agent	(999)999-9999	kimberly@thehilts.com	Edit Delete
Bunny G		Business Owner	(999)999-9999	kimberly@thehilts.com	Edit Delete
Bunny G		Site Contact	(999)999-9999	kimberly@thehilts.com	Edit Delete

Save for later

Save and continue »

« Back to Associated Forms

Section 6C. Site Information > Site Detail

In this step, you will list the local government of where your site is located. OCM will not send your LPHE business application to the local government; however, applicants are required to maintain compliance with state and local building, fire, and zoning codes, requirements, or regulations as a condition of licensure. OCM recommends you discuss your business and compliance with your local government directly before registering your site to ensure you can maintain compliance after licensure.

Step 2: Site Information > Site Detail

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

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

* indicates a required field.

Local Government of Record

ADDRESS INFORMATION

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

City

* City:

Saint Paul

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

Establishment Information

ESTABLISHMENT INFO

* Hemp Registration Number:

Step	Field	Action	Notes
1	Which local government are you requesting approval from	Please select the type of government from the drop-down arrow.	N/A
2	Name of local government	Please select the referenced local government from the drop-down arrow.	N/A
3	Legal description or property ID	Provide appropriate information.	N/A
4	Hemp Registration Number	If you registered your hemp business before August 31, 2025, enter the number found on your registration email or on the hemp registry spreadsheet Link: HDCP List Of Registered Businesses 08 31 2025 tcm1202-649922.xlsx	If you do not have a hemp registration number, enter 0000.
2	Continue	Select to continue.	N/A

Section 6D. Site Information > Documents

On this step, you will be required to complete the [Site, Security, and Operations Final Plan of Record form](#) on Formstack. You are required to complete the form and provide the appropriate information requested as it pertains to the specific site you are registering. Upon completion, you will receive a PDF copy of your submission via email. Please upload that PDF to this page in Accela.

For more information on completing the final plan of record form, please refer to the [Lower-Potency Hemp Edible License Application Review and Qualifications Guidance](#).

Site Registration

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

All applications for **lower-potency hemp edible business licenses** require you to upload the following documents:

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

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**.

• **Disallowed file types:**

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mvp;mst;php;pif;scr;sct;shb;sys;vbe

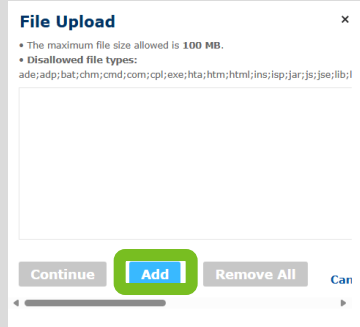
Name	Type	Size	Latest Update	Action
No records found.				

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 email you use on the form will be the same one you receive a copy of your submission.
2	Add	Submit the PDF copy of the final plan of record form.	This can be found in your email inbox. Please check your spam if you can't find it.
3	File Upload	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

All applications for **lower-potency hemp edible business licenses** require you to upload the following documents:

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

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.
* Disallowed file types: ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;jsp;jar;js;jse;lib;l...

Name	Type	Size	Latest Update	Action
Final Plan of Record - LPHE	1 Site, Security, and Operations Final Plan of Record	238.79 KB	10/13/2025	Actions

Section 6E. 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 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. You will be brought to the section, make needed updates, select Continue .	N/A
4	Continue	Select to continue.	N/A

Section 6F. Associated Forms

Lower-Potency Hemp Edible Retailer Application

1	2	3	4 Certification Statements	5 Review	6 Associated Forms	7 Pay Fees	8 Record Issuance
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Step 6: 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. You can submit a maximum of 99 sites during this step. Additional sites can be submitted to OCM after completing this application.

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](#)

[Make payment »](#)

[Save for later](#)

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 any applicable fees.	N/A

Section 7: Pay Fees

The final step in the application submission process is processing your application fee payment. **Payments 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.

Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Fees

Fees	Qty.	Amount
Lower-Potency Hemp Edible Retailer Application		\$250.00
LPHE Edible Retailer Application Fee	1	\$250.00

TOTAL FEES: \$250.00

Note: This does not reflect the non-refundable banking service fee.

[Recalculate](#)

[Check Out »](#)

Note: Once redirected to the banking applet, you will need to complete the payment process to return to the application.

Note: The bank does charge a bank processing fee, which is outside of Accela. Please make a note of the processing fee for your records.

Step	Field/Button	Action	Notes
1	Continue to Payment	Select to proceed to payment.	N/A
2	Review	Review the license application type in the center of the screen. You should see a quantity of one (1) and the application fee amount.	<p>If you are applying for LPHE retail licensure and have more than one site, OCM will invoice you for additional site application fees at a later date.</p> <p>Unlike other license types, LPHE retail license applications fees are per site.</p> <p>In order to proceed with the licensure process, you must respond to emailed invoices within 14 calendar days.</p>
3	Check Out	Select to continue payment process.	N/A
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>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.</p>

Step	Field/Button	Action	Notes
5	Payment Details	Complete ALL 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.

Note: The final screen will provide you 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 also receive email communication 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.

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 hyperlink below. To upload additional documents, open your record, and then select "Attachments" under "Record Info".

Receipt

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

MFR-A24-000008

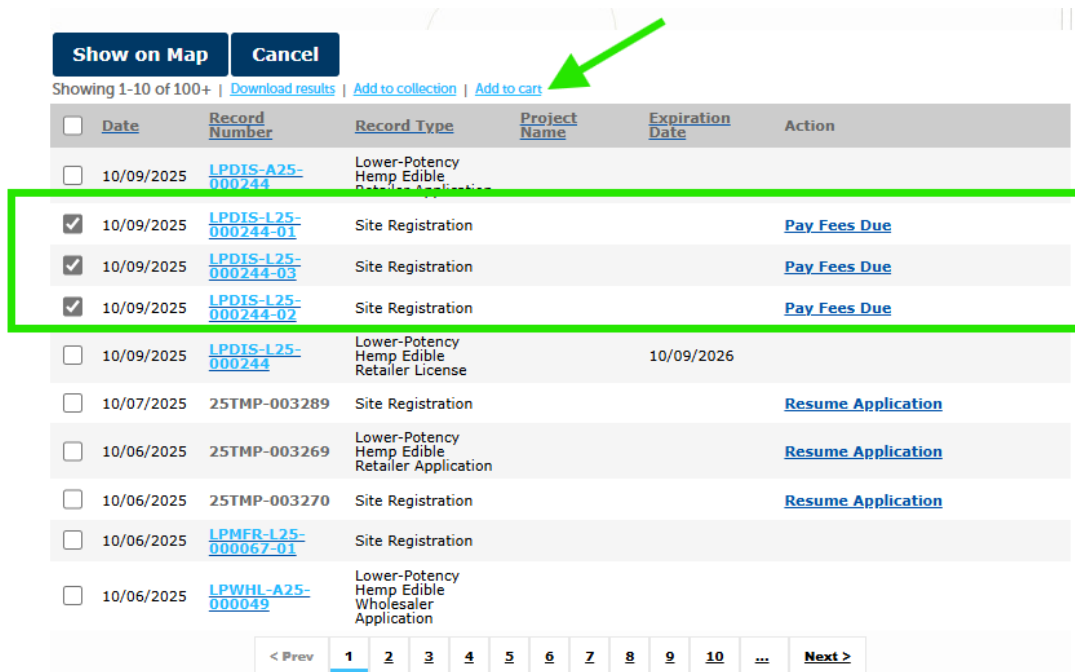
You have now completed all the necessary steps to submit your LPHE business license. For information on paying your invoice, please proceed to Appendix A.

Appendix A: Invoice Payment

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

In addition to their licensing fee, LPHE retailers who have submitted multiple site registrations will be required to pay an additional application fee for each retail location but will initially only be charged for the first site. OCM will send you an invoice for additional retail site application fees via email

The images below show how to pay multiple records at once, but the process is the same even if you are just paying a single invoice.



The screenshot shows a web interface for managing records. At the top, there are buttons for 'Show on Map' and 'Cancel'. Below these are links for 'Download results', 'Add to collection', and 'Add to cart', with a green arrow pointing to the 'Add to cart' link. The main area is a table with columns: Date, Record Number, Record Type, Project Name, Expiration Date, and Action. The table contains several rows of records. A green rectangular box highlights three rows of 'Site Registration' records, each with a 'Pay Fees Due' link in the Action column. Below the table is a pagination bar with links for '< Prev', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '...', and 'Next >'. The '1' link is currently selected.

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Expiration Date	Action
<input type="checkbox"/>	10/09/2025	LPDIS-A25-000244	Lower-Potency Hemp Edible Retailer Application			
<input checked="" type="checkbox"/>	10/09/2025	LPDIS-L25-000244-01	Site Registration			Pay Fees Due
<input checked="" type="checkbox"/>	10/09/2025	LPDIS-L25-000244-03	Site Registration			Pay Fees Due
<input checked="" type="checkbox"/>	10/09/2025	LPDIS-L25-000244-02	Site Registration			Pay Fees Due
<input type="checkbox"/>	10/09/2025	LPDIS-L25-000244	Lower-Potency Hemp Edible Retailer License		10/09/2026	
<input type="checkbox"/>	10/07/2025	25TMP-003289	Site Registration			Resume Application
<input type="checkbox"/>	10/06/2025	25TMP-003269	Lower-Potency Hemp Edible Retailer Application			Resume Application
<input type="checkbox"/>	10/06/2025	25TMP-003270	Site Registration			Resume Application
<input type="checkbox"/>	10/06/2025	LPMFR-L25-000067-01	Site Registration			
<input type="checkbox"/>	10/06/2025	LPWHL-A25-000049	Lower-Potency Hemp Edible Wholesaler Application			

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

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.	N/A
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

[Logged in as: Christina On](#)
[Collections \(0\)](#)
[Cart \(3\)](#)
[Account Management](#)
[Logout](#)

NOTE: THIS IS A NON-PRODUCTION ENVIRONMENT
REAL APPLICATIONS WILL NOT BE REVIEWED AT THIS SITE.

To use Accela, you must log in to your user account. If you don't have an account, please create one.

OCM is currently accepting applications for the following license types:

- Lower-potency hemp edible manufacturer (application closes October 31 at noon CDT)
- Lower-potency hemp edible retailer (application closes October 31 at noon CDT)
- Lower-potency hemp edible wholesaler (application closes October 31 at noon CDT)
- Cannabis event organizer (ongoing)
- Cannabis testing facility (ongoing)

Please refer to our [website](#) for further information.

Review the [User Guide: Creation and Submission of License Application](#) for step-by-step instruction on how to complete the application steps and submit materials for licensure.

Step	Field / Button	Action	Notes
7	Cart	Select to proceed to payment.	NA

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.

By entering your payment information and submitting this application, you accept these terms and conditions in full.

PAY NOW

4600 4600 Cedar Lake Rd. S, Minneapolis MN 55421

3 Application(s) | \$750.00

▶ Site Registration LPDIS-L25-000244-03	Total due: \$250.00
▶ Site Registration LPDIS-L25-000244-02	Total due: \$250.00
▶ Site Registration LPDIS-L25-000244-01	Total due: \$250.00

Total amount to be paid: \$750.00

Note: This does not reflect the non-refundable banking service fee.

[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 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. 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.
11	Payment Details	Complete ALL 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 .

Step	Field/ <u>Button</u>	Action	Notes
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.

OCM Support

Resource and support information.



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>