

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

This application must be completed in its entirety upon submission. If the Cannabis Regulatory Agency (CRA) identifies a deficiency in an application, the CRA will notify the applicant. The applicant must submit all missing information or proof that the deficiency has been corrected in its entirety to the CRA within 5 calendar days of the date the applicant received the notice of deficiency. The failure of an applicant to completely correct a deficiency within 5 days of notification by the CRA may result in the denial of the application.

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Before initiating the application process, be advised the following documents are due at the time of application submission:

Marihuana Event Organizer License Application [Link to Attestation](#)

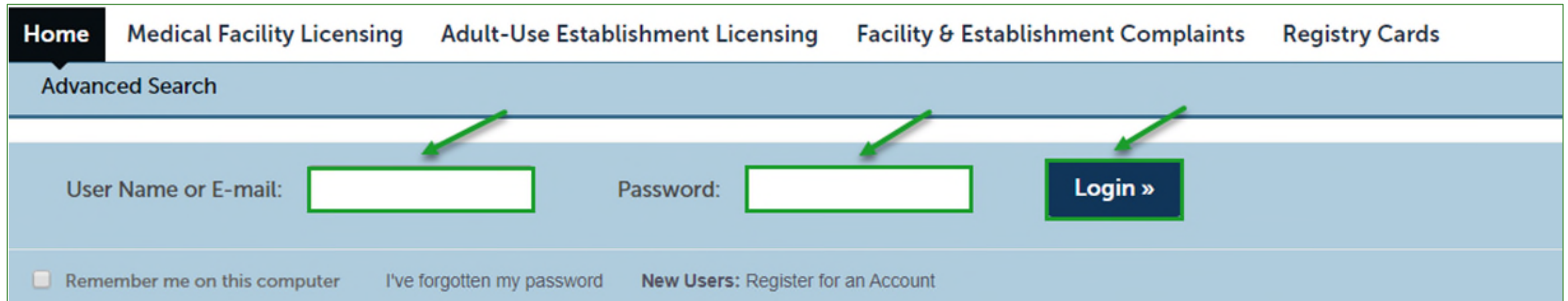
- Attestation A – Acknowledgment of Application
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

***All applicable items on the checklist are required to be provided at the time of application submission.
*Failure to submit any of the items may result in the denial of your application.**

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

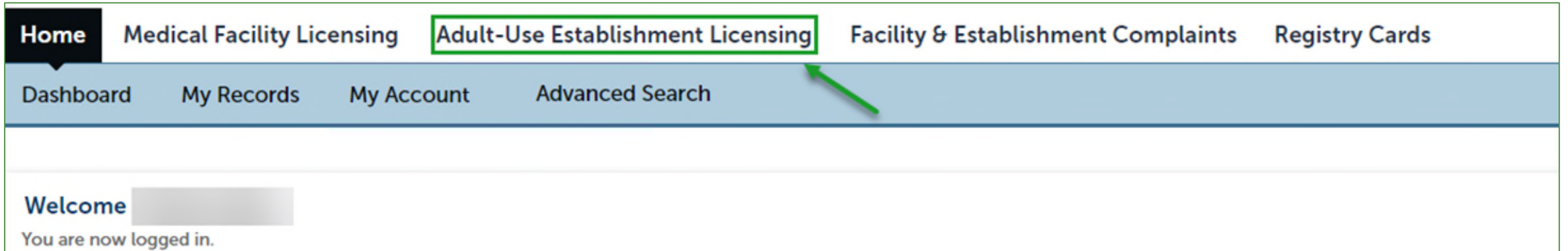
- Enter **User Name or E-mail**.
- Enter **Password**.
- Select **Login**.

A screenshot of a web application's login page. At the top, there is a navigation menu with five items: "Home" (highlighted in a dark blue box), "Medical Facility Licensing", "Adult-Use Establishment Licensing", "Facility & Establishment Complaints", and "Registry Cards". Below the navigation is a light blue header area with the text "Advanced Search". The main content area is a darker blue and contains the login form. It has three elements: a label "User Name or E-mail:" followed by a white text input box with a green border; a label "Password:" followed by a white text input box with a green border; and a dark blue button with white text "Login »". Three green arrows point from the top of the page down to each of these three elements. At the bottom of the form, there are three links: a checkbox labeled "Remember me on this computer", a link "I've forgotten my password", and a link "New Users: Register for an Account".

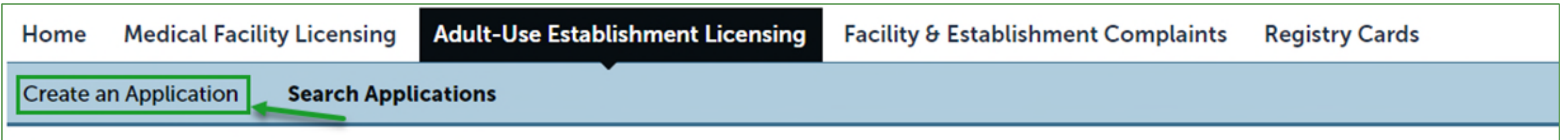
Marijuana Event Organizer Application Instructions

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- Select *Adult-Use Establishment Licensing*.

A screenshot of the website's navigation menu. The top row contains five items: "Home" (highlighted with a dark background), "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted with a green box), "Facility & Establishment Complaints", and "Registry Cards". The second row contains four items: "Dashboard", "My Records", "My Account", and "Advanced Search". A green arrow points from the "Advanced Search" area up to the "Adult-Use Establishment Licensing" link. Below the navigation menu, there is a "Welcome" message followed by a greyed-out user name and the text "You are now logged in." data-bbox="34 319 960 583"/>

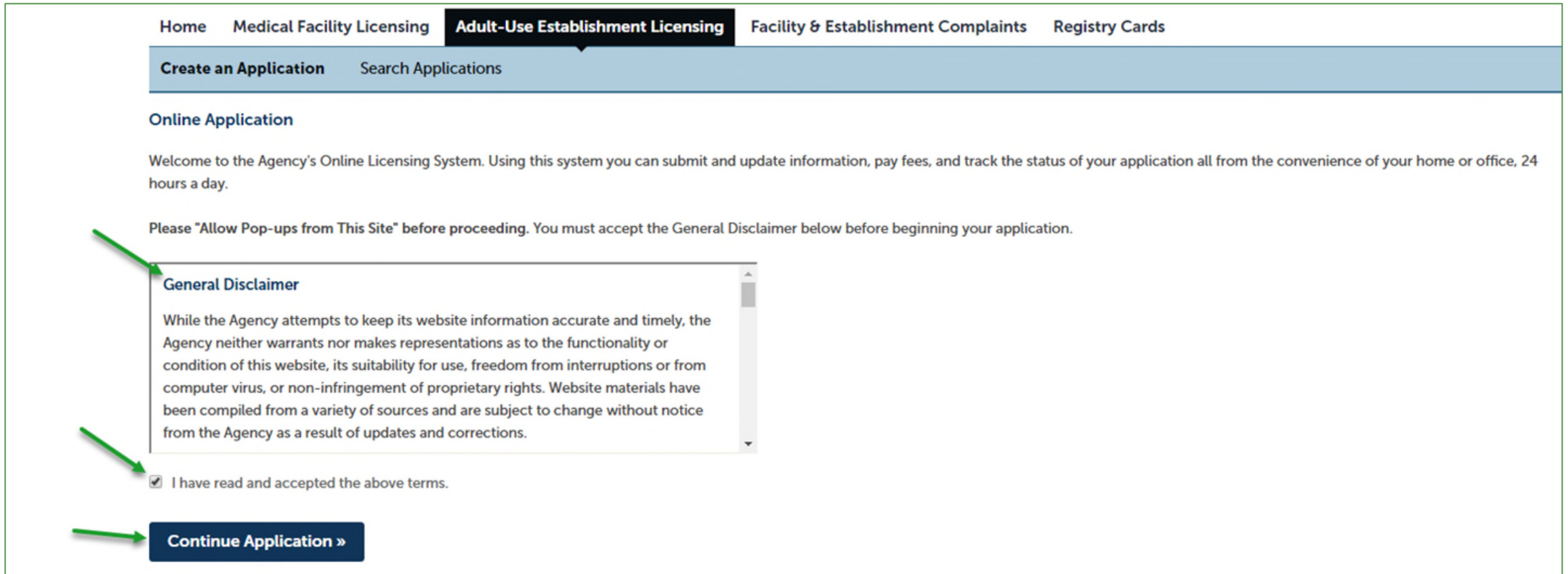
- Select *Create an Application*.

A screenshot of the website's navigation menu. The top row contains five items: "Home", "Medical Facility Licensing", "Adult-Use Establishment Licensing" (highlighted with a dark background), "Facility & Establishment Complaints", and "Registry Cards". The second row contains two items: "Create an Application" (highlighted with a green box) and "Search Applications". A green arrow points from the "Search Applications" area left to the "Create an Application" link. data-bbox="34 671 960 818"/>

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Adult-Use Marijuana Establishment Licensing Application Process

- Read the **General Disclaimer**.
- Check the box stating **I have read and accepted the above terms**.
- Select **Continue Application**.



The screenshot shows the 'Adult-Use Establishment Licensing' section of the Cannabis Regulatory Agency's website. The navigation bar includes 'Home', 'Medical Facility Licensing', 'Adult-Use Establishment Licensing' (highlighted), 'Facility & Establishment Complaints', and 'Registry Cards'. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message: 'Welcome to the Agency's Online Licensing System. Using this system you can submit and update information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.' Below this, a message states: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A scrollable box titled 'General Disclaimer' contains the following text: 'While the Agency attempts to keep its website information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this website, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Website materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.' Below the disclaimer, there is a checked checkbox with the text 'I have read and accepted the above terms.' At the bottom, there is a dark blue button labeled 'Continue Application »'. Three green arrows point to the 'General Disclaimer' box, the checkbox, and the 'Continue Application' button.

Home Medical Facility Licensing **Adult-Use Establishment Licensing** Facility & Establishment Complaints Registry Cards

Create an Application Search Applications

Online Application

Welcome to the Agency's Online Licensing System. Using this system you can submit and update information, pay fees, and track the status of your application all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

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

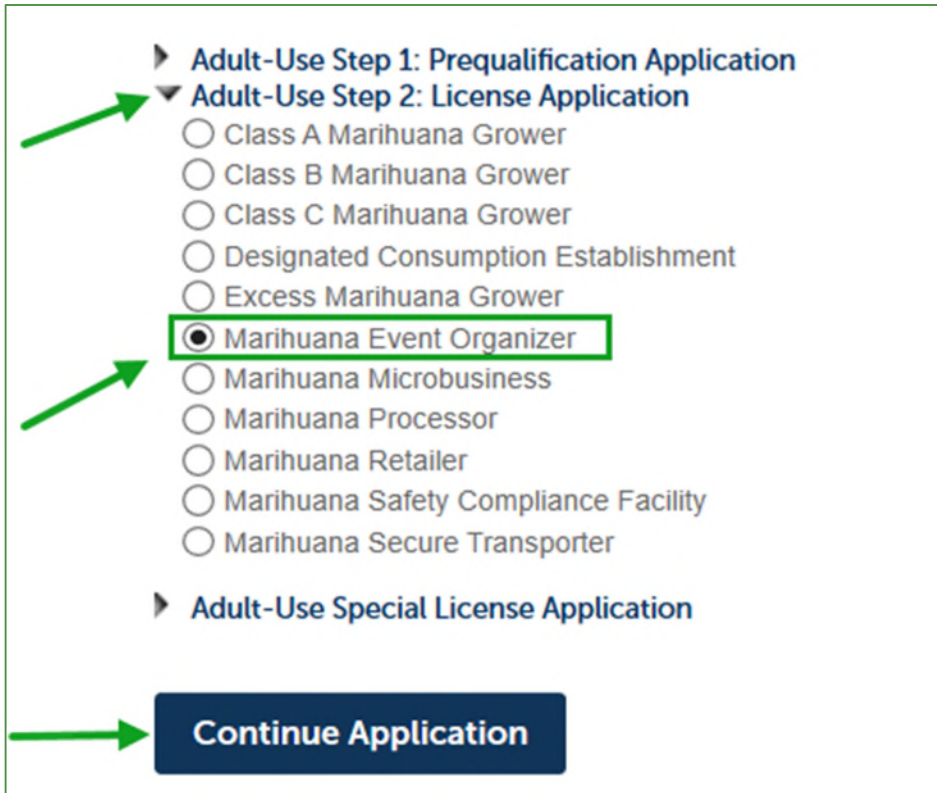
I have read and accepted the above terms.

Continue Application »

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Adult-Use Marijuana Establishment Licensing Application Process

- Select the arrow next to **Adult-Use Step 2: License Application**.
- Select **Marijuana Event Organizer**.
- Select **Continue Application**.

A screenshot of a web application interface showing a list of options for the "Adult-Use Step 2: License Application" stage. The options are radio buttons, with "Marijuana Event Organizer" selected and highlighted by a green box. A green arrow points to the "Adult-Use Step 2: License Application" header, another green arrow points to the "Marijuana Event Organizer" option, and a third green arrow points to a dark blue button labeled "Continue Application".

▶ **Adult-Use Step 1: Prequalification Application**

▼ **Adult-Use Step 2: License Application**

- Class A Marijuana Grower
- Class B Marijuana Grower
- Class C Marijuana Grower
- Designated Consumption Establishment
- Excess Marijuana Grower
- Marijuana Event Organizer**
- Marijuana Microbusiness
- Marijuana Processor
- Marijuana Retailer
- Marijuana Safety Compliance Facility
- Marijuana Secure Transporter

▶ **Adult-Use Special License Application**

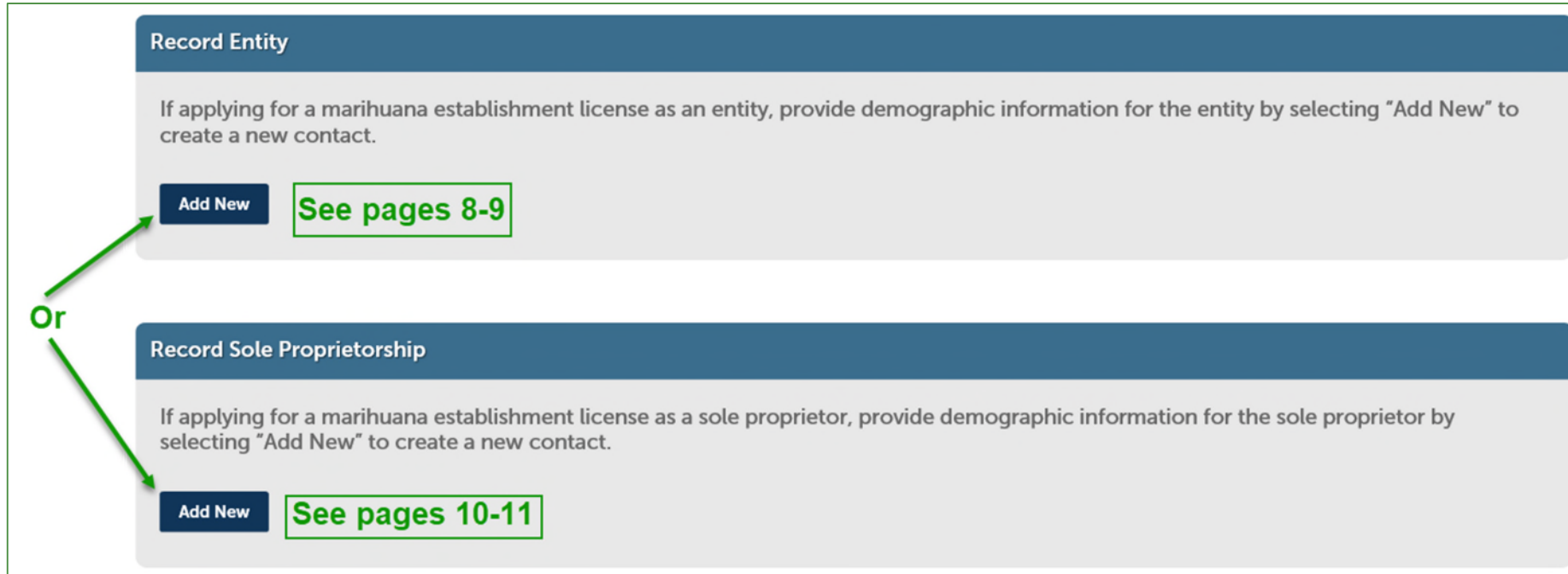
Continue Application

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Adult-Use Marijuana Establishment Licensing Application Process

- For a main applicant entity seeking to hold a marijuana event organizer state license, provide demographic information for the main applicant entity by selecting **Add New**.
 - See pages 8-9 for a main applicant entity.
- For a main applicant individual (sole proprietor) seeking to hold a marijuana event organizer state license, provide demographic information for the main applicant individual (sole proprietor) by selecting **Add New**.
 - See pages 10-11 for a main applicant individual (sole proprietor).

Note: you must **Add New** for either Record Entity OR Record Sole Proprietorship.



The screenshot shows two options for adding a new contact. The first option is "Record Entity", which includes an "Add New" button and a callout box that says "See pages 8-9". The second option is "Record Sole Proprietorship", which also includes an "Add New" button and a callout box that says "See pages 10-11". A green "Or" is placed between the two options, with arrows pointing from it to the "Add New" buttons of both options.

Record Entity

If applying for a marijuana establishment license as an entity, provide demographic information for the entity by selecting "Add New" to create a new contact.

Add New **See pages 8-9**

Or

Record Sole Proprietorship

If applying for a marijuana establishment license as a sole proprietor, provide demographic information for the sole proprietor by selecting "Add New" to create a new contact.

Add New **See pages 10-11**

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For a main applicant entity:

Main applicant individuals (sole proprietors) skip to page 10.

- Enter **Main Applicant Entity** name.
- Enter **Assumed Name** if operating publicly with a name other than the main applicant entity name. Separate multiple assumed names with commas.
- Enter **Federal Employer Identification Number (FEIN)**.
- Enter **Phone Number**.
- Enter **E-mail Address**.
- Select **Add Contact Address**. Another window will open. **Please see next page to continue.**

Contact Information

* Entity Name: 1 Assumed Name: 2

* FEIN: 3 * Phone: 4 * E-mail: 5

* Individual/Organization:
Organization

▼ Contact Addresses 6

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address
No records found.	

Continue **Clear** Discard Changes

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

For a main applicant entity:

- *Mailing Address type is required.
- Enter **Street Address**.
- Enter **City**.
- Select to add **State**.
- Enter **ZIP Code**.
- Select **Save and Close**.

- **Contact Address Added Successfully** message will appear.
- Select **Continue**.

Contact Information

Contact Address Information

* Address Type: Mailing 7

* Address Line 1: 8

* City: 9 * State: --Select-- 10 * ZIP Code: 11

Save and Close Save and Add Another Clear Discard Changes 12

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address
Mailing	

Continue Clear Discard Changes 13

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

For a main applicant individual (sole proprietor):

Main applicant entities skip to page 12.

- Enter Sole Proprietor’s **First Name**.
- Enter Sole Proprietor’s **Last Name**.
- Enter Sole Proprietor’s **Date of Birth (DOB)**.
- Enter Sole Proprietor’s **Social Security Number (SSN)**.
- Enter Sole Proprietor’s **Phone Number**.
- Enter Sole Proprietor’s **E-mail Address**.
- Enter Sole Proprietor’s **Doing Business As (DBA)**, if applicable.
- Select **Add Contact Address**. Another window will open. **Please see next page to continue.**

Contact Information ✕

* First: Middle: * Last:

* Date of Birth: * SSN: FEIN: * Phone:

* E-mail:

Doing Business As (DBA) Name:

* Individual/Organization:
 ▾

▼ Contact Addresses 8

Add Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Address
No records found.	

Discard Changes

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

For a main applicant individual (sole proprietor):

- *Mailing Address type is required.
- Enter *Street Address*.
- Enter *City*.
- Select to add *State*.
- Enter *ZIP Code*.
- Select *Save and Close*.

- *Contact Address Added Successfully* message will appear.
- Select *Continue*.

Contact Information

Contact Address Information

* Address Type: Mailing 9

* Address Line 1: 10

* City: 11 * State: --Select-- 12 * ZIP Code: 13

Save and Close Save and Add Another Clear Discard Changes 14

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address
Mailing	

Continue Clear Discard Changes 15

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- Choose **Select from Account**.

Person Completing Application

Provide demographic information for the person completing the online application by selecting "Select from Account" to use your existing contact.

Select from Account ←

- Select the box for **Mailing Address**.
- Select **Continue**.

Select Contact from Account

Person Completing Application

Select contact addresses for this contact to attach to the record.

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Address
<input checked="" type="checkbox"/>	Mailing	

Continue Discard Changes

1 2

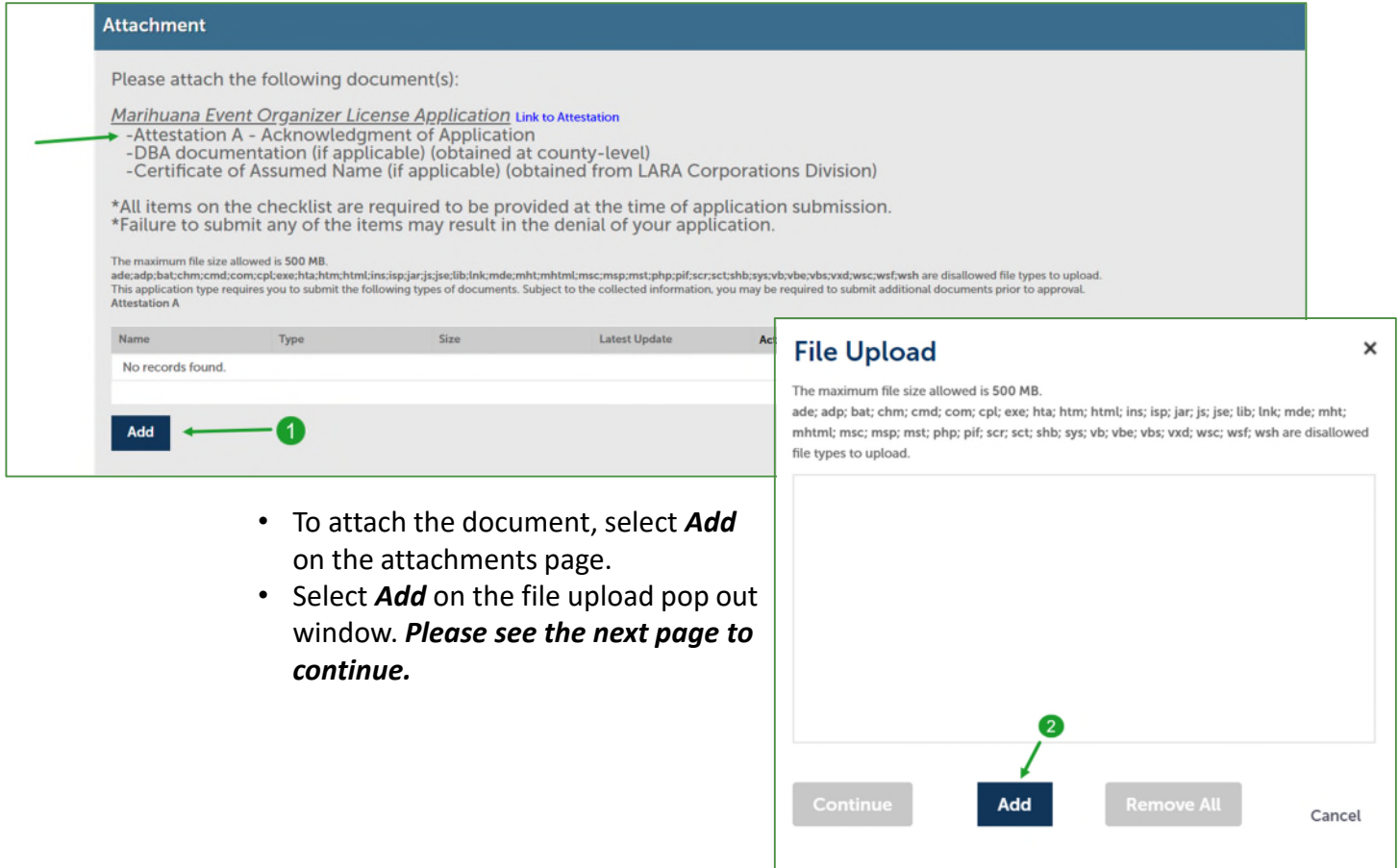
- After entering the demographic information for the main applicant and the person completing the application, select **Continue Application**.

→ **Continue Application**

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- The attestation must be uploaded at the time of application submission.
- DBA Documentation must be uploaded. (if applicable)
- Certificate of Assumed Name. (if applicable)
- Failure to submit the required documentation may result in the denial of your application.



The screenshot shows the 'Attachment' section of the application. It lists required documents: Attestation A - Acknowledgment of Application, DBA documentation (if applicable), and Certificate of Assumed Name (if applicable). A green arrow points to the 'Add' button at the bottom of the attachment list. A 'File Upload' pop-out window is also shown, with a green arrow pointing to its 'Add' button.

Attachment

Please attach the following document(s):

- [Marihuana Event Organizer License Application](#) [Link to Attestation](#)
- Attestation A - Acknowledgment of Application
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

*All items on the checklist are required to be provided at the time of application submission.
*Failure to submit any of the items may result in the denial of your application.

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Attestation A

Name	Type	Size	Latest Update	Action
No records found.				

Add ← 1

File Upload [X]

The maximum file size allowed is 500 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; html; ins; isp; jar; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

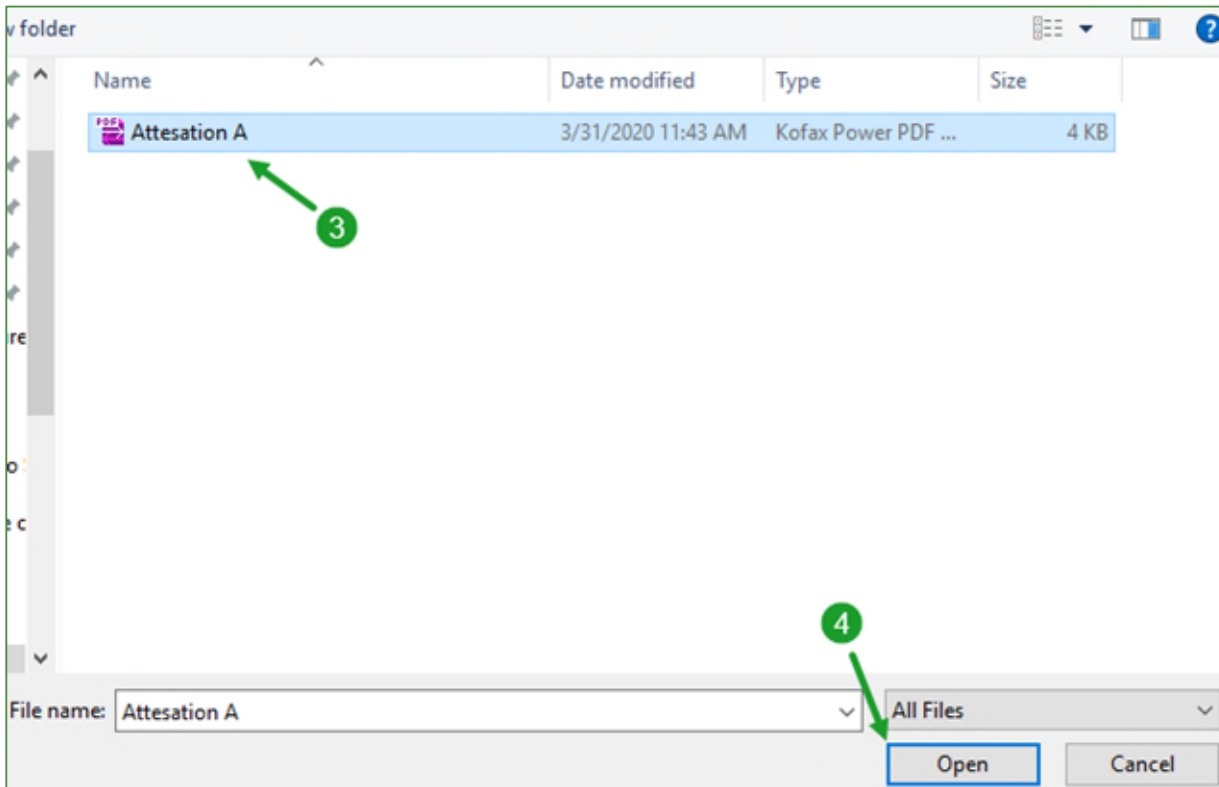
Continue **Add** ← 2 Remove All Cancel

- To attach the document, select **Add** on the attachments page.
- Select **Add** on the file upload pop out window. *Please see the next page to continue.*

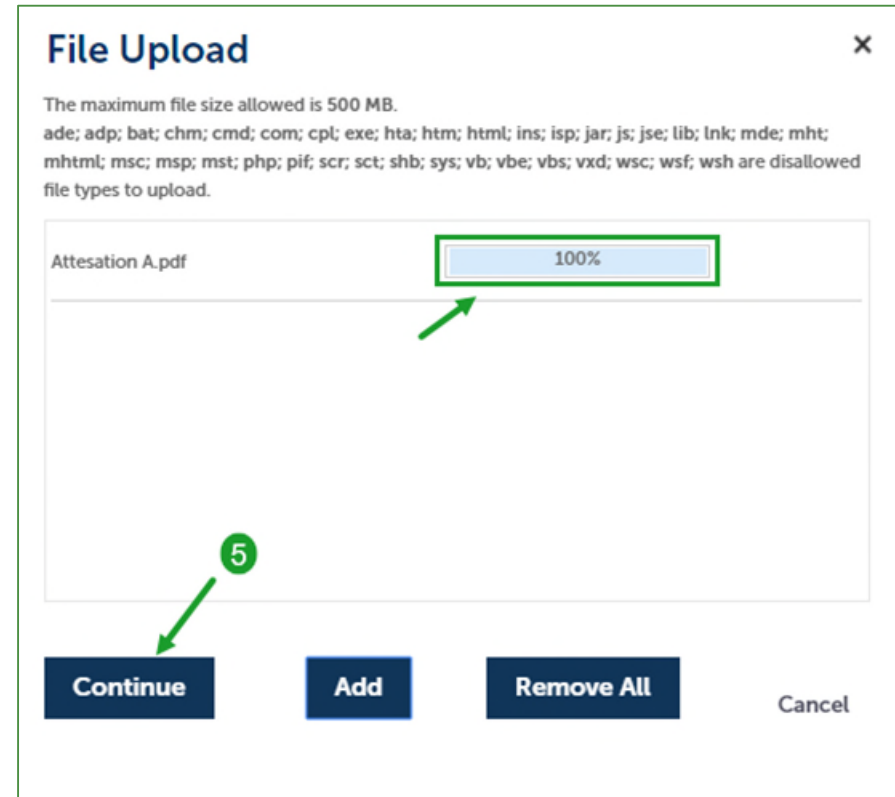
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- **Select** and **Open** the file you wish to upload.
 - The attachments should be uploaded in PDF format.
 - The file should be named according to its document type. For example, the Attestation A PDF should be named "Attestation A".



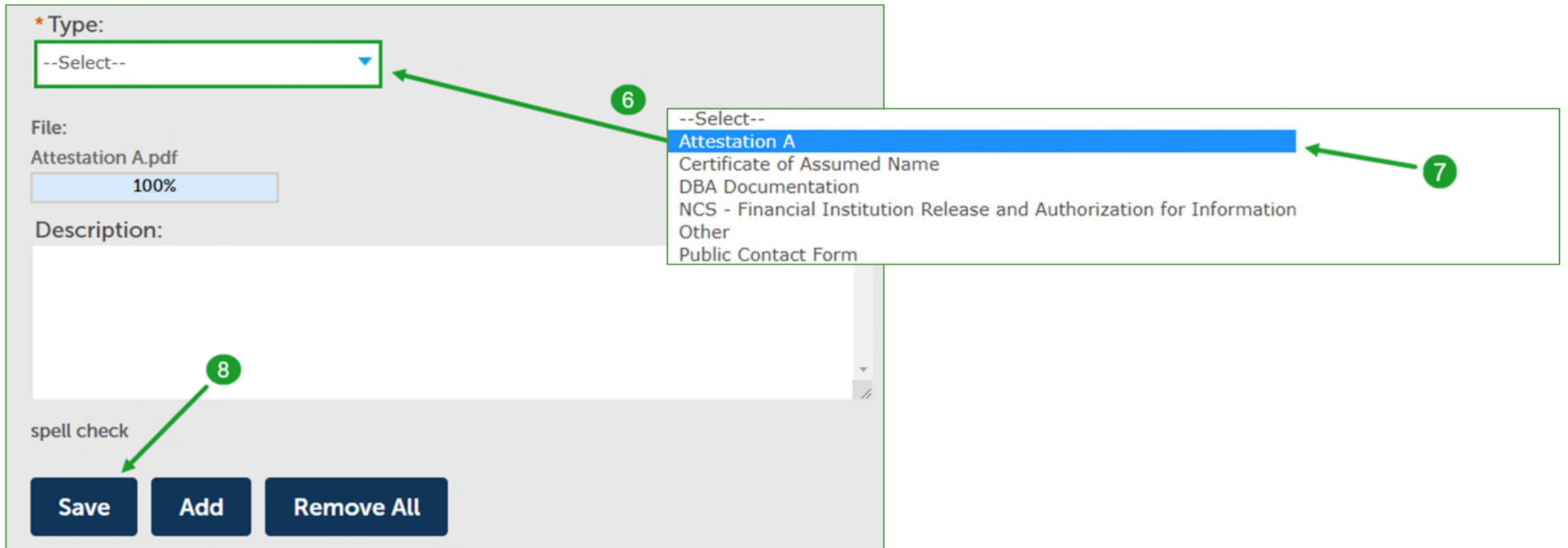
- Confirm the file is 100% uploaded and select **Continue**.



Marijuana Event Organizer Application Instructions

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- Select the “Attestation A” document type.
- Select **Save**.



The screenshot shows a web form with the following elements:

- * Type:** A dropdown menu with "--Select--" selected. A green box highlights this dropdown, with a green arrow labeled "6" pointing to it.
- File:** A section showing "Attestation A.pdf" with a progress bar at "100%".
- Description:** A large text area for entering details.
- spell check:** A label above the "Save" button.
- Buttons:** Three buttons labeled "Save", "Add", and "Remove All". A green arrow labeled "8" points to the "Save" button.
- Dropdown Menu:** A separate dropdown menu is shown, with "Attestation A" selected and highlighted in blue. A green arrow labeled "7" points to this menu.

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- After the document has been uploaded and the corresponding document type has been selected and saved, select **Continue Application**.

Attachment

Please attach the following document(s):

[Marihuana Event Organizer License Application](#) [Link to Attestation](#)

- Attestation A - Acknowledgment of Application
- DBA documentation (if applicable) (obtained at county-level)
- Certificate of Assumed Name (if applicable) (obtained from LARA Corporations Division)

*All items on the checklist are required to be provided at the time of application submission.
 *Failure to submit any of the items may result in the denial of your application.


The maximum file size allowed is 500 MB.
 ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
 This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Attestation A

Name	Type	Size	Latest Update	Action
Attestation A.pdf	Attestation A	3.55 KB	04/01/2020	Actions ▼

Add

Save and resume later


Continue Application

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- After reviewing the marijuana event organizer application, **Check** the box to electronically sign and file the application thus certifying that the application is true, complete, correct, and that no material information has been omitted.
- Select **Continue Application** to submit the application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 09/18/2019

[Save and resume later](#) [Continue Application](#)

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- The marijuana event organizer state license application has now been submitted. Retain a copy of the record number.

Marihuana Event Organizer

1 Demographic
Information

2 Attachments

3 Review

4 Record Issuance



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

Thank you for using our online services.

Your Record Number is AU-MEOA-000155.

Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

- The person completing the application and the main applicant will receive the below email containing:
 - The license application number.
 - The application name.

Dear Entity 1, LLC,

You have successfully submitted your application for licensure. Below is the application record number and name. Make sure to retain this number for your records.

License Application Number: AU-MEOA-000155

Application Name: Entity 1, LLC

You can also view the application for licensure status under the MY RECORDS tab on the citizen portal.

Thank you,

Cannabis Regulatory Agency

Adult-Use Licensing

(517) 284-8599

CRA-AdultUseLicensing@michigan.gov

www.michigan.gov/cra



Marijuana Event Organizer Application Instructions

Adult-Use Marijuana Establishment Licensing Application Process

Cannabis Regulatory Agency

Phone:(517) 284-8599

Website: www.michigan.gov/CRA

Email: CRA-Adult-Use-Marijuana@Michigan.gov