

Verifying the Licensee's AFS Due Date

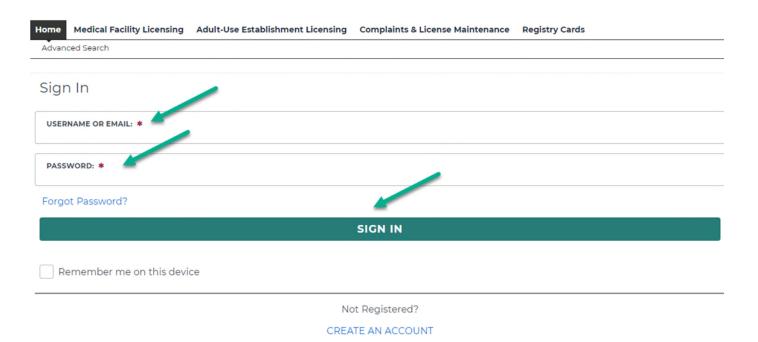
Cannabis Regulatory Agency 517-284-8599 mi.gov/afs CRA-AFS@michigan.gov



Verifying the Licensee's AFS Due Date Instructions

To begin the process of verifying a licensee's AFS due date, go to the online portal. Link to Online Portal

- Enter *User Name or E-mail* of an account that has access to the license record you are seeking to submit an AFS for.
 - If you do not have an online account or are unable to access the license record you are seeking to submit an AFS for, please contact CRA-Amendments@michigan.gov to request assistance gaining online access.
- Enter **Password**.
- Select *Login*.

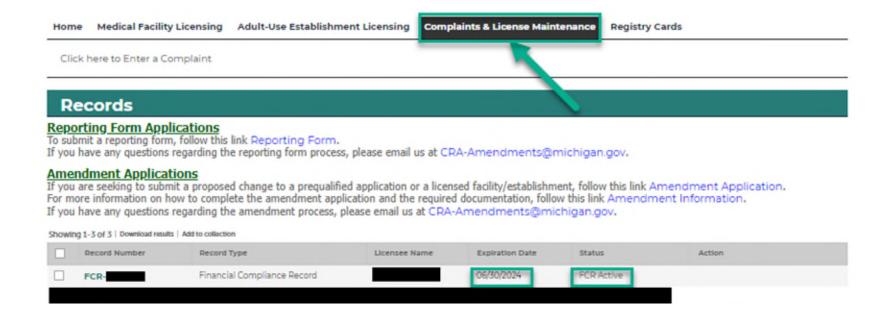


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Verifying the Licensee's AFS Due Date Instructions

- Select Complaints & License Maintenance.
- The Expiration Date listed for the Financial Compliance Record is the next AFS due date for the licensee, unless otherwise required by the CRA.



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• Please note, an expiration date of 12/31/2099 means that the licensee has not yet been assigned to a due date.

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Record Number	Record Type	Licensee Name	Expiration Date	Status
FCR-	Financial Compliance Record		12/31/2099	FCR Active

- Each licensed entity has been assigned a financial compliance record (FCR) number designated by FCR-XXXXXX.
- Licensees with medical facilities and adult-use establishments share the same FCR record number.
- Licensees will receive a notice via email from <u>CRA-AFS@michigan.gov</u> six months before their required AFS report is due, to remind them of their filing requirement. The notice will specify the due date, reporting period, and licenses that are to be included in the AFS report.

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