

Bureau of Medical Marihuana Regulation

MEDICAL MARIJUANA FACILITY LICENSE ONLINE
APPLICATION
DEMO SUMMARY

Creating a User Profile

- Click “Register Now” to create online profile for application completion

The screenshot shows the LARA website header with the logo and navigation menu. The main content area features a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Please Login' section explains that many online services require login for security. A 'New Users' section provides information about registering for a free Citizen Access account. A 'Register Now »' button is located at the bottom of the page.

LARA
Department of Licensing and Regulatory Affairs

Home Dashboard Search + New Help

Accessibility Support Register for an Account Login

Home Licenses & Prequalification Enforcement

Advanced Search

User Name or E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Creating a User Profile

Home Licenses & Prequalification Enforcement

Advanced Search

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web 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 Registration »

- You will also need to create a security question and answer
- Make sure to save your information for future login use

User Profile & Business Contact Information

- Anyone can create an online account
- You will be able to select whether the account is for an individual or an organization
- Information Required:
 - *Business/Individual Name*
 - *Valid Email Address*
 - *Valid Mailing Address*

The screenshot shows a web interface for account registration. At the top, there are navigation links: Home, Licenses & Prequalification, and Enforcement. Below this is a blue bar with 'Advanced Search'. The main heading is 'Account Registration Step 2: Enter/Confirm Your Account Information'. A blue bar labeled 'Login Information' is followed by the instruction: 'Enter your User Name and Password. You must also enter a unique email address'. The form contains several fields: 'User Name', 'E-mail Address', 'Password' (with a 'Password Strength' indicator and 'Requirements' text), 'Type Password Again', 'Enter Security Question', and 'Answer'. Each field has a question mark icon. Below the form is another blue bar labeled 'Contact Information' and the instruction: 'Please select whether you are registering as an individual or as an organization (business) and enter your contact information.' At the bottom left is a blue button labeled 'Add New'. A grey callout bubble with a black border contains the text 'Click Here to Add Address ad Contact Information For the Business'. A thick black arrow points from the callout bubble to the 'Add New' button.

Login & Create Application

- Once logged in, click on the “Apply for License or Prequalification” Tab
- Read General Disclaimer, check the box, continue

The screenshot displays the user interface of the online application system. At the top, there are navigation tabs: "Home", "Licenses & Prequalification" (highlighted with a black box), and "Enforcement". Below these, a secondary menu contains "Apply for License or Prequalification" (highlighted with a blue box and pointed to by a black arrow) and "Search & Renew License or Prequalification".

Below the navigation, the page title is "Online License & Prequalification Application". The main content area contains the following text:

Welcome to Agency's Online Prequalification and Licensing system. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record 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.

All questions on this form must be answered completely and truthfully. Any incomplete information may result in an application being delayed or denied. Consult the Registration Instruction Book or contact the Bureau of Medical Marihuana Regulation with questions concerning completion of this application.

A scrollable box titled "General Disclaimer" contains the following text:

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Below the disclaimer is a checkbox labeled "I have read and accepted the above terms" which is currently unchecked. At the bottom of the page, there is a blue button labeled "Continue Application »" which is pointed to by a black arrow.

Online Application Process

- Application Process has 2 steps
- Can submit both steps at same time
- Start with prequalification application, then complete step two (business/location specific information required for this step)

Search

▼ **Step 1: Prequalification Application**

- Entity Prequalification - Application
- Individual Prequalification - Application

▼ **Step 2: Facility License Application**

- Employee - Application
- Grower License – Class A – 500 Plants – Application
- Grower License – Class B – 1000 Plants – Application
- Grower License – Class C – 1500 Plants – Application
- Processor - Application
- Provisioning Center - Application
- Safety Compliance - Application
- Secure Transporter - Application

Continue Application »

Select ENTITY if applying as organization
Select INDIVIDUAL if applying as Sole Proprietor

- Can complete application in 1 sitting or save and resume later

Person Completing Online Form

- Contact information for the person completing this online application
- Attorneys, CPAs, or other representatives
- If none of the above apply, the principal person of contact for the applicant

The screenshot shows a web interface for 'Entity Prequalification - Application'. At the top, there are navigation tabs: 'Home', 'Licenses & Prequalification' (which is active), and 'Enforcement'. Below these are two main options: 'Apply for License or Prequalification' and 'Search & Renew License or Prequalification'. The main heading is 'Entity Prequalification - Application'. Below this is a progress bar with six steps: 1. Contact Information (highlighted in yellow), 2. Business Information, 3. Documentation, 4. Review, 5. Pay Fees, and 6. A final step with no label. Below the progress bar, the text reads: 'Step 1: Contact Information > Applicant/Interested Party'. It instructs the user to complete the information as instructed and to click 'SAVE AND RESUME LATER' if they cannot complete it in one setting. A note indicates that an asterisk (*) denotes a required field. The main content area is titled 'Person Completing Online Form' and contains instructions to enter demographic information for a singular person, not a business name. At the bottom of this section are two buttons: 'Select from Account' and 'Add New'.

Home Licenses & Prequalification Enforcement

Apply for License or Prequalification Search & Renew License or Prequalification

Entity Prequalification - Application

1 Contact Information 2 Business Information 3 Documentation 4 Review 5 Pay Fees 6

Step 1: Contact Information > Applicant/Interested Party

Complete the following information as instructed. If you cannot complete the application in one setting, click **SAVE AND RESUME LATER** at the bottom of any page.

* indicates a required field.

Person Completing Online Form

Enter demographic information about the person who is completing this online application. This information should be for a singular person NOT the business name. If applying as an individual/sole proprietor, and the person completing this online application is the same person who is applying for a license, you will enter this information again under the next heading

Select from Account Add New

Registered Entity or Individual

- Demographic information about applicant (person or business seeking a license)
 - *Name, FEIN/SSN, DOB, DBA Name, Address, Phone,*

Registered Entity

Enter demographic information about the entity applying for a license. This will need to include the business name and a current valid mailing address

Select from Account

Add New

Registered Individual

Enter demographic information about the individual applying for a license. This will need to include a current valid mailing address.

Select from Account

Add New

Interested Parties & Affiliates Information

All Interested Parties/Affiliates as highlighted in the Medical Marihuana Facilities Licensing Act (MMFLA), 2016 P.A. 281, are subjected to full disclosure** and must complete the prequalification application online or complete the paper form

Interested Parties And Affiliates

Enter demographic information for each person or entity that has an interest in this application. This includes, but is not limited to:

- Any business that is directly or indirectly involved in growing, processing, testing, transporting, or sale of marihuana.
- Partnerships—All Partners and Their Spouses.
- LLCs—All Members and Their Spouses Corporations—All Corporate Officers (or equivalent) and Their Spouses All Stockholders and Their Spouses.
- Any applicant that receives or has the right to receive a percentage of gross or net profit during any or all of the fiscal or calendar year Any person that receives or has the right to receive a percentage of gross or net profit during any or all of the fiscal or calendar year.
- All individuals with membership or shareholder rights under the articles of incorporation or bylaws and their spouses.
- All entities with membership or shareholder rights under the articles of incorporation or bylaws and their spouses.
- Any domestic or foreign investors.

Interested parties ARE NOT a Person/Entity receiving reasonable rent payments on a fixed basis under a bona fide lease or rental obligation, unless the lessor or property manager exercises control over or participates in the management of the applicant's. NOR a Person who receives a bonus as an employee if the employee is on a fixed wage or salary and the bonus is not more than 25% of the employee's pre-bonus annual compensation or if the bonus is based on a written incentive/bonus program that is not out of the ordinary for the services rendered.

Select from Account

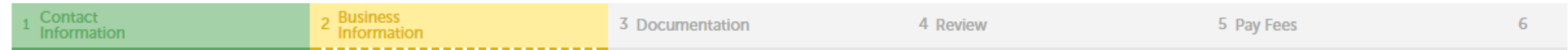
Add New

**Full disclosure means undergoing the full background investigation and financial background investigation

Disclosure Questions and Information

- Answer the questions as they apply to the applicant (person/business seeking license)

Entity Prequalification - Application



Step 2: Business Information > Disclosure Information

In this section, select yes or no depending on your situation accordingly. Answer each question truthfully and honestly. Misrepresentation or omission may cause your application to be delayed or denied.

* indicates a required field.

Disclosures

AFFILIATE OF ENTITY

* Are you an affiliate or an interested party to a business that is applying, or has filed, for a medical marijuana facility license?: Yes No

Disclosures

Type of Business: *

1. Has any applicant; officer director or managerial employee of the applicant; or any person who holds any direct or indirect ownership interest in the applicant been indicted for, charged with, arrested for, convicted of, pled guilty or nolo contendere to, or forfeited bail concerning any criminal offense under the laws of any jurisdiction, either felony or controlled-substance-related misdemeanor, not including traffic violations, regardless of whether the offense has been reversed on appeal or otherwise?: * Yes No

Supporting Documentation

- Reference the Document Checklist (http://www.michigan.gov/documents/lara/MMFL_Document_Checklist_603945_7.pdf)
- Attach required and applicable documents to document portal

Step 3: Documentation > Supporting Documentation

It is recommended that you save the application if you need to return to this section later.

In this section you will need to upload supporting documentation. Any information not submitted along with this application, may cause your application processing to be delayed or your application denied. Documents required with this application may be found at this link: [MMFL Document Checklist](#).

*indicates a required field.

Attachment

Documents can be batch uploaded then each individually labeled, or uploaded one at a time and then labeled. For each document uploaded you will need to indicate what the document is, provide a description, and click SAVE to attach it to your application.

Once all supporting documentation is attached, click CONTINUE APPLICATION.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

Review

- On Review page, review all information entered into application for completeness and accuracy
- Read certifying statement, check box, continue.

Step 4: Review

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

Review the information below for accuracy. Read the certifying statement below, and check the box before continuing.

Record Type

Entity Prequalification - Application

I certify that the above information is complete and accurate. I have read and understand the instructions that accompany this application, and that the statements made in this application are true, complete, correct, and no material information has been omitted. I understand that my application may be delayed or denied if information is missing or untruthful.

By checking the box below, I understand and agree that I am electronically signing this application

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

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

Payment

- Via web portal
- In person
- By Mail
- You can submit the application without payment on the web portal to allow in person or mailed payment

Entity Prequalification - Application



Step 5: Pay Fees

Listed below are the license application fees based upon the information you've entered.

At this time you may choose to submit the required application fee. You may also submit your application without the fee by clicking CHECK OUT below.

Submission

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

Step 3: Receipt/Record issuance

Receipt



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

The number listed below is your application number. Save this number for your reference. Also, provide the number to all interested persons to be included with their disclosure information.

No Address

ERGA-17-000154

Facility License Application

- Prequalification is completed
- Business location and municipality information is determined
- Complete Facility License Application for each license type sought
 - *Need a license application for each license desired, but the applicant only needs one prequalification application for itself.*

▶ **Step 1: Prequalification Application**

▼ **Step 2: Facility License Application**

- Grower License – Class A – 500 Plants – Application
- Grower License – Class B – 1000 Plants – Application
- Grower License – Class C – 1500 Plants – Application
- Processor - Application
- Provisioning Center - Application
- Safety Compliance - Application
- Secure Transporter - Application

Continue Application »

Post Submission Communication

- My Records Tab
- View application Number
- Updated status column and additional information

Home Licenses & Prequalification Enforcement

Dashboard **My Records** My Account Advanced Search

▼ Licenses & Prequalification

Showing 1-20 of 40 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status
<input type="checkbox"/>	ERGA-17-000154	Entity Prequalification - Application				Recieved