



CAMP USER GUIDE

Customer Portal

Marijuana Licensing

Oregon Liquor & Cannabis Commission



(Updated 3/12/24)



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OVERVIEW

The Cannabis Alcohol Management Program (CAMP) is where marijuana licensees and hemp certificate holders must submit their marijuana license application and request to make changes or amend their already issued marijuana licenses.

CAMP will allow users to submit applications, renew your license(s), request to amend your current license, pay fees online using a credit card or ACH checking or savings account, and view your license(s), licensee information and product registration label details all in one place. Users that had application(s) or issued licenses in the OLCC's legacy licensing system will automatically have their applications migrated to CAMP.

This guide covers the specifics of marijuana licensing functionality of CAMP. It will discuss how to create an account in CAMP, associate your current licenses and applications in OLCC's legacy licensing system into CAMP, submit an application, renew your license, request amendments to your license, how to review your licenses and pending applications and FAQ's. Please refer to the Packaging and Labeling User Guide to learn about the packaging labeling functionality in CAMP.

This guide does not address specific rule requirements and does not supersede or modify any OLCC administrative rule or law. See the OLCC website for more information regarding OLCC administrative rule requirements.

If you have questions, email marijuana.licensing@oregon.gov or call 503-872-5207.

EXISTING APPLICANTS/LICENSEES IN OLCC'S LEGACY LICENSING SYSTEM – USER ONLINE ACCESS CODES

1. Any Licensee or applicant with a pending application in OLCC's legacy licensing system prior to the implementation of CAMP should have received an **ONLINE ACCESS CODE** via mail and email prior to the launch of CAMP. If you did not receive your online access code, please contact marijuana.licensing@oregon.gov or 503-872-5207 to receive your access code. This code will be needed on March 18, 2024, to associate your accounts from the current OLCC licensing system into CAMP.
2. If you received multiple Online Access Codes in separate letters, you will need to determine whether you received multiple letters because you represent multiple *licensees*, or whether you received the letters because the OLCC had duplicate information for you in their records. You will **not** receive a code for each license you hold- the code links the profile you create to a *Licensee (Licensee of Record)*. If you hold three licenses under the same legal entity, you should only receive one Online Access Code. The new system will automatically link all licenses and product labels once the licensee is identified.
 - If you hold multiple licenses, the Online Access Code will identify the *licensee (licensee of record)*, for your online account(s). If you received multiple Online Access Codes for the licenses you hold or are affiliated with, create one user account and enter all the Online Access Codes, one at a time, as described below to your user account. The system will associate all the related licenses with the same *user*.
 - If you are an *Authorized Representative* who represents multiple licensees, you will need to set up your own unique user profile in CAMP. You can assist the OLCC with setting up the new system by encouraging the licensee(s) you represent to complete



their own profiles in CAMP. Once they set up their account, they can add you as an *Authorized Representative* for the license(s) they hold. They will need to submit an amendment request to add you as an Authorized Representative.

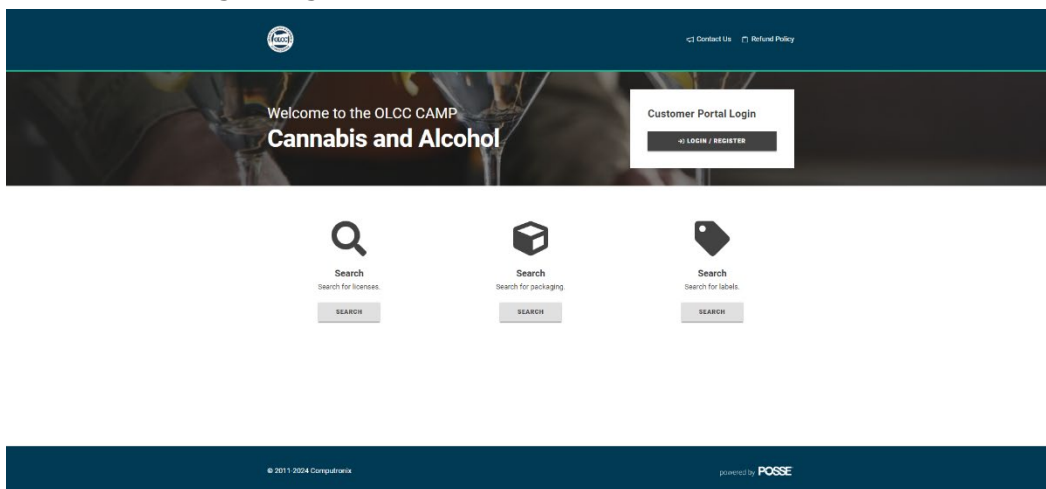
You do not need to enter all the Online Access Codes at one time. You can sign on and enter codes at any time.

SET UP AN EMAIL ACCOUNT TO USE IN CAMP – GETTING STARTED

1. To access the new system, you will need to create a customer profile in CAMP using an existing or new email through Google, Microsoft, or Apple ID, or an ID that you create to interact with the OLCC. Using Google, Microsoft, or Apple IDs is called “third-part authentication” and can help protect your information security. It is advisable to set up a “business” email for your license if you have not done so already. If you will be setting up a user account as an *Authorized Representative* you can use your personal email address.
2. If you need to create a new Google, Microsoft, or Apple account, follow these steps:
 - To create a new Google account, go to <https://www.google.com/account/about/> and click the line to “Create an account”.
 - To create a new Microsoft account, go to <https://account.microsoft.com/account/> and click the link to “Create account”.
 - To create a new Apple account, go to <https://appleid.apple.com/account>.

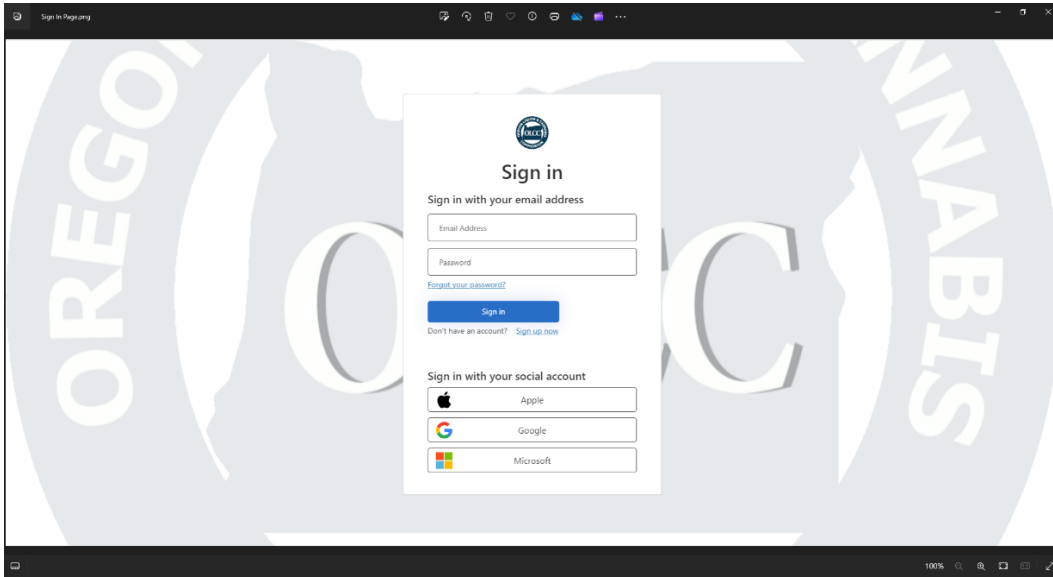
APPLY FOR A USER ACCOUNT – GETTING STARTED

1. Log on to the CAMP Customer Portal <https://CAMP.OLCC.online>
2. Click on the “Login/Register” link:

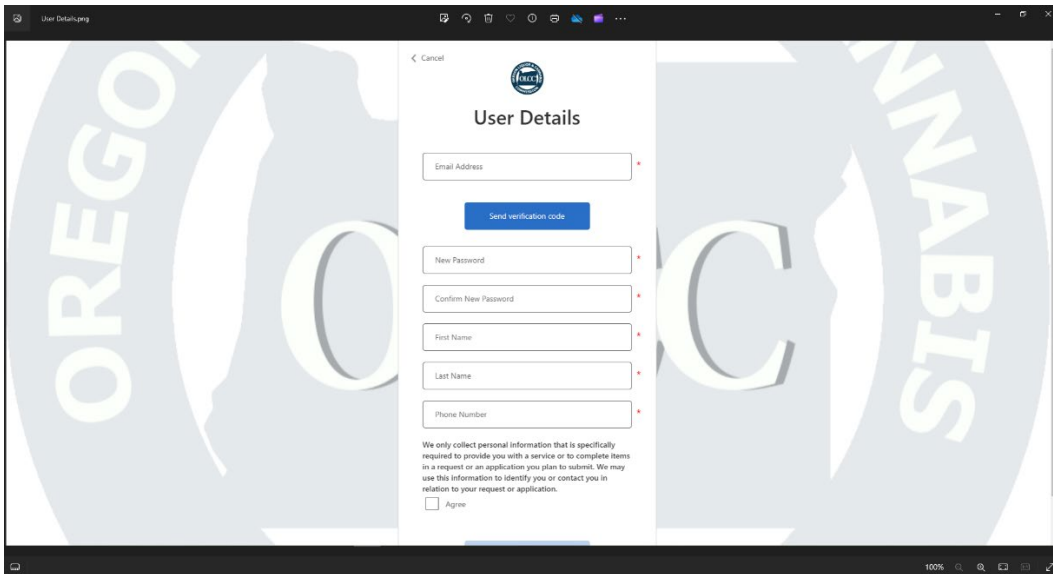




3. Click on the "Sign up now" link on this page.



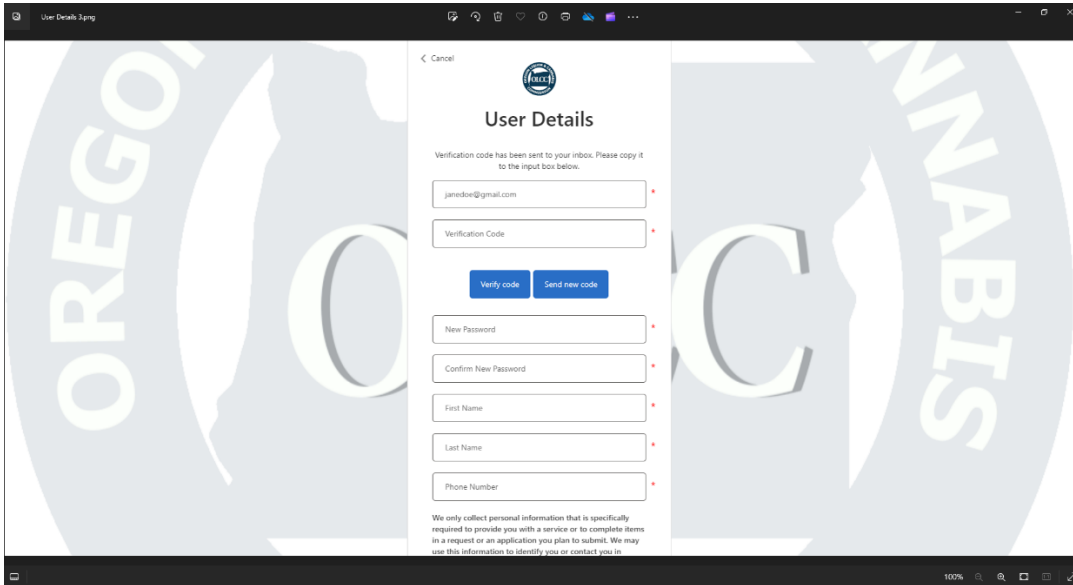
4. Type in the email address you generated for your CAMP account in the "Email Address" field and then click on "Send verification code".



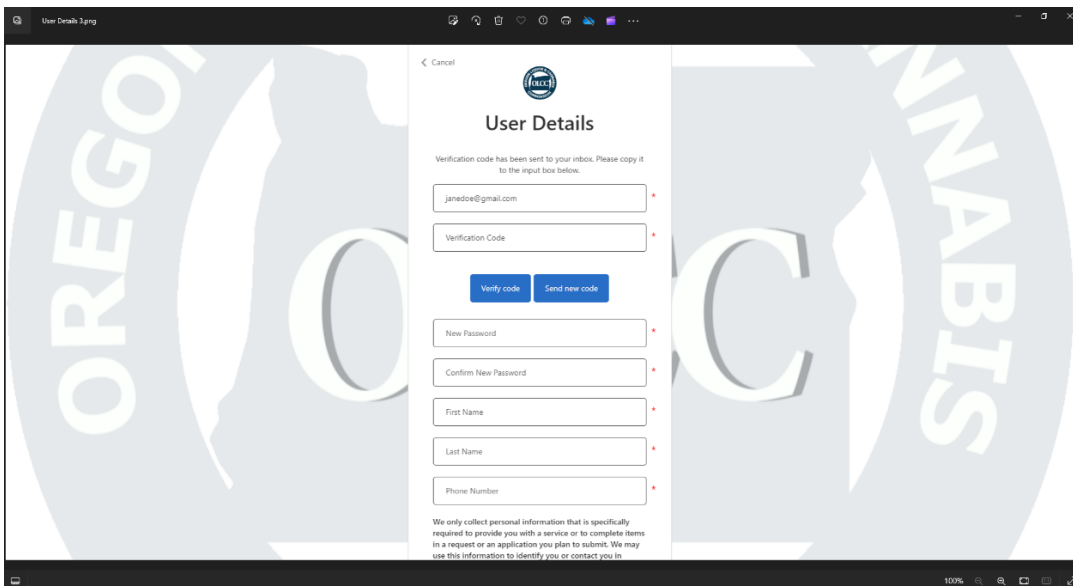


5. A verification code will be sent to your email account. Sign into your email account to obtain the verification code and enter it in the "Verification Code" field. Click on verify code.

Note: You will need to verify your code prior to typing in your password. The fields will be blocked until your code is validated.

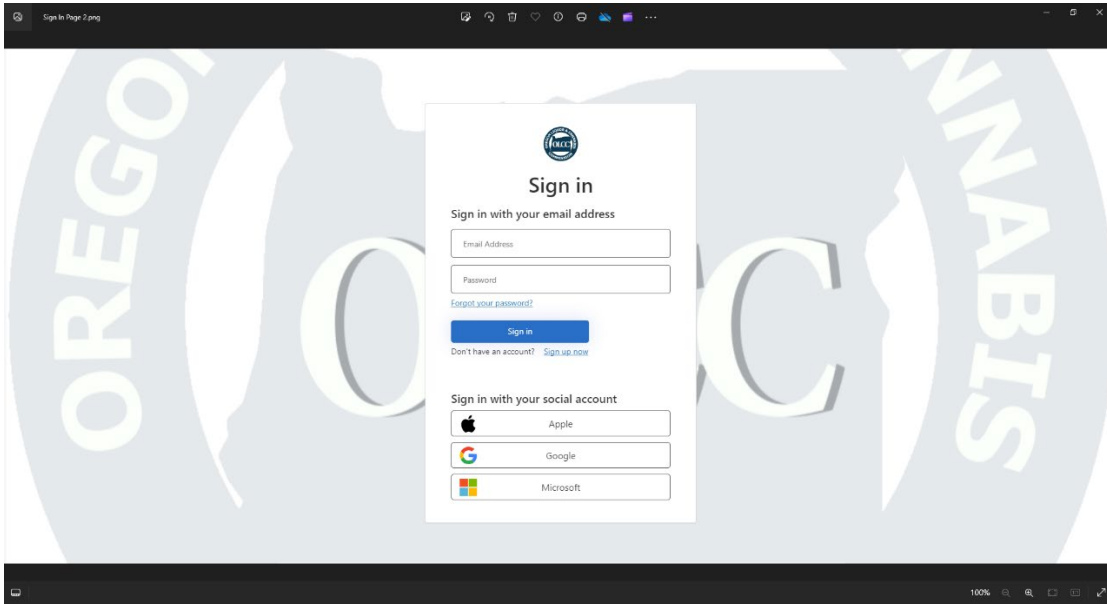


6. When the code has been validated, enter the Password, Confirm New Password, First Name, Last Name, Phone Number, keeping in mind the name and phone number should be that of a licensee not an Authorized Representative. At the bottom of the screen, read the attestation statement, click on the "Agree" box and click on "Create".

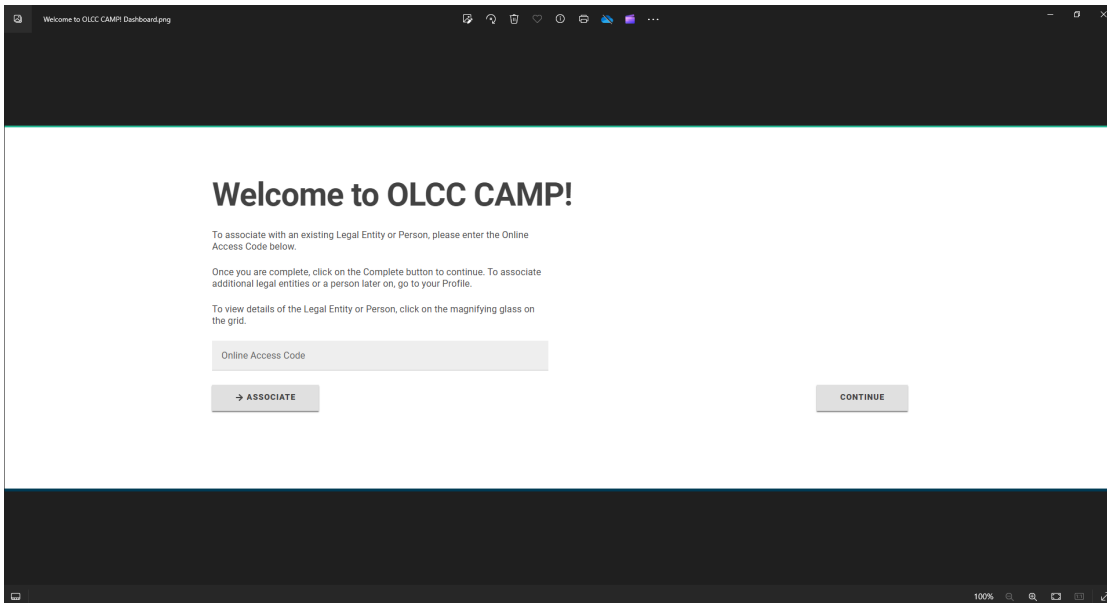




- 7. When your account has been created, from the Sign In page, enter your email address and your password and click "Sign in".

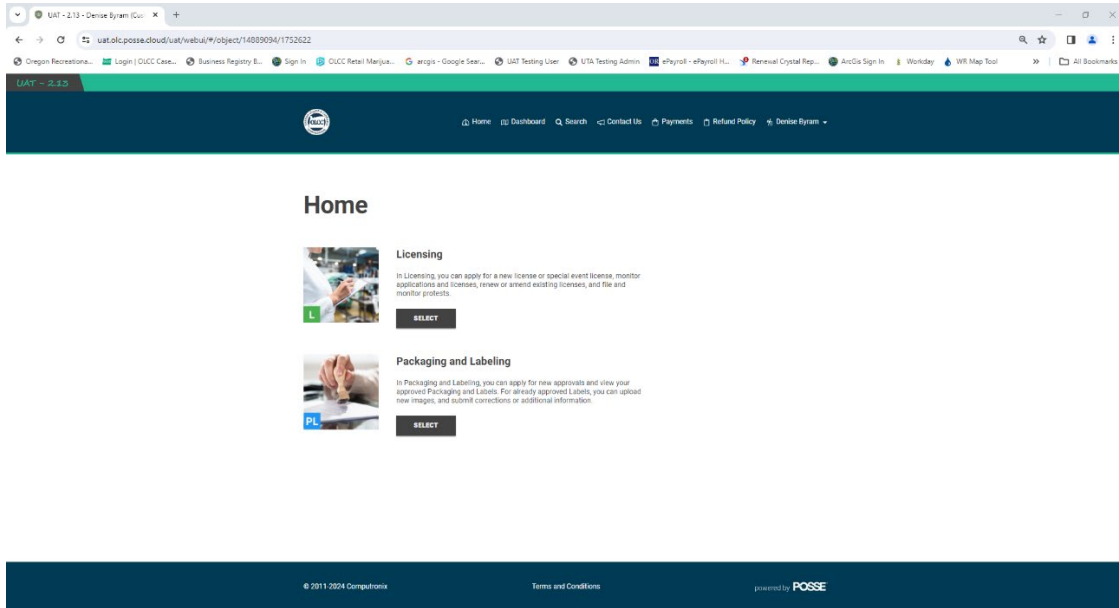


- 8. Licensees and Applicants that received the user **Online Access Code** outlined above, type your code in the provided box and click on "Associate". If you are a new applicant or an Authorized Representative, click on the "Continue" button.

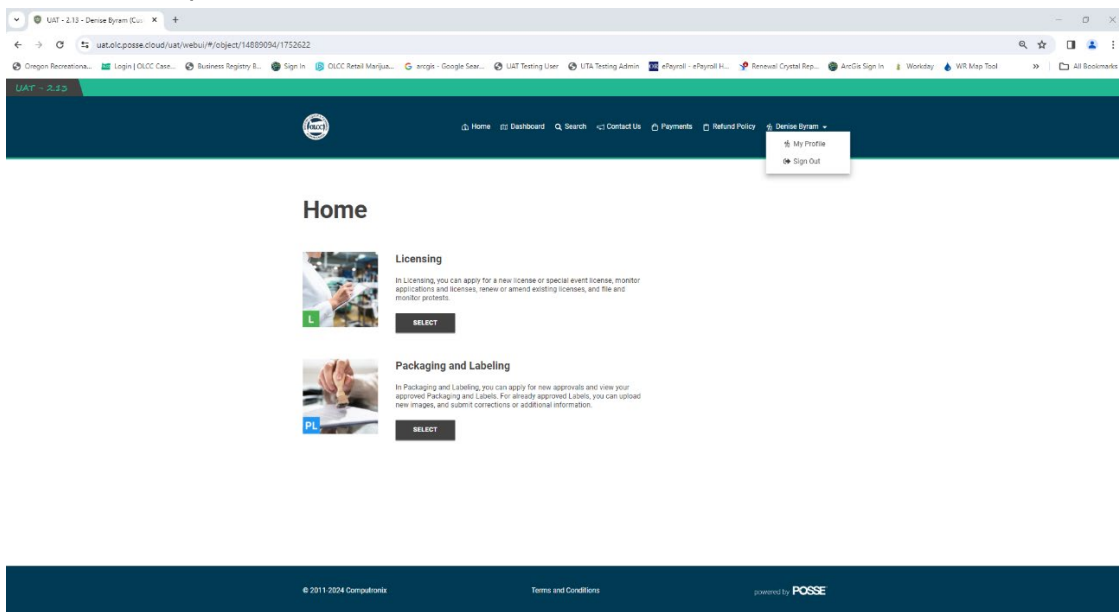




9. You will be directed to your "Home" screen.

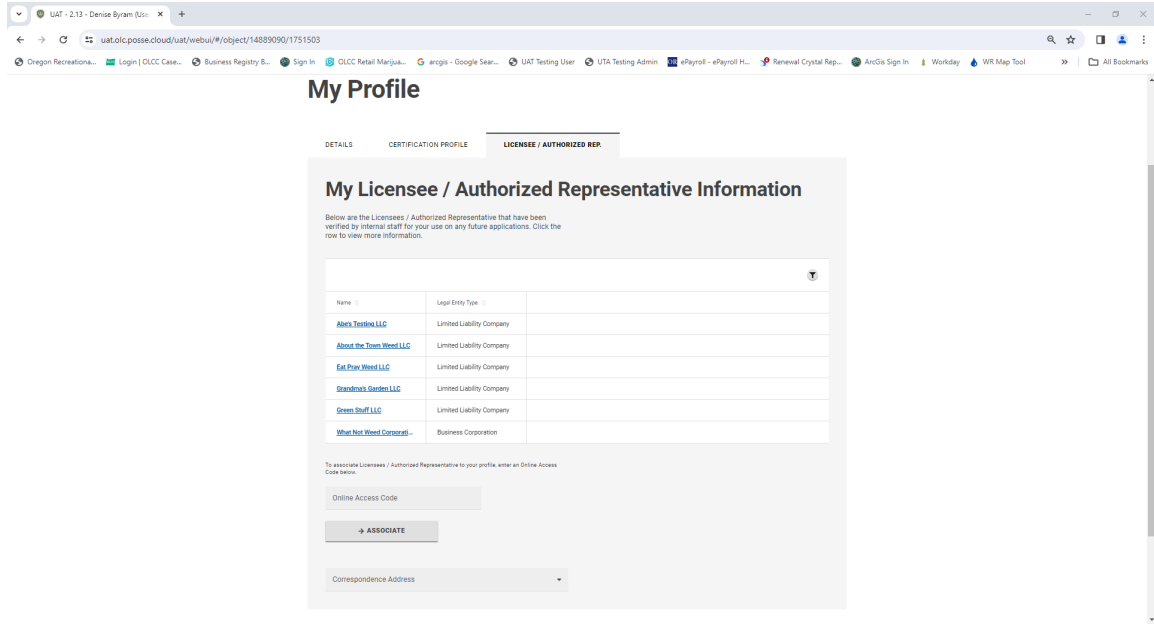


10. If you received multiple **Online Access Codes** and need to associate those businesses to your user account, you will need to click on your username at the top right-hand corner of the screen and select "My Profile".



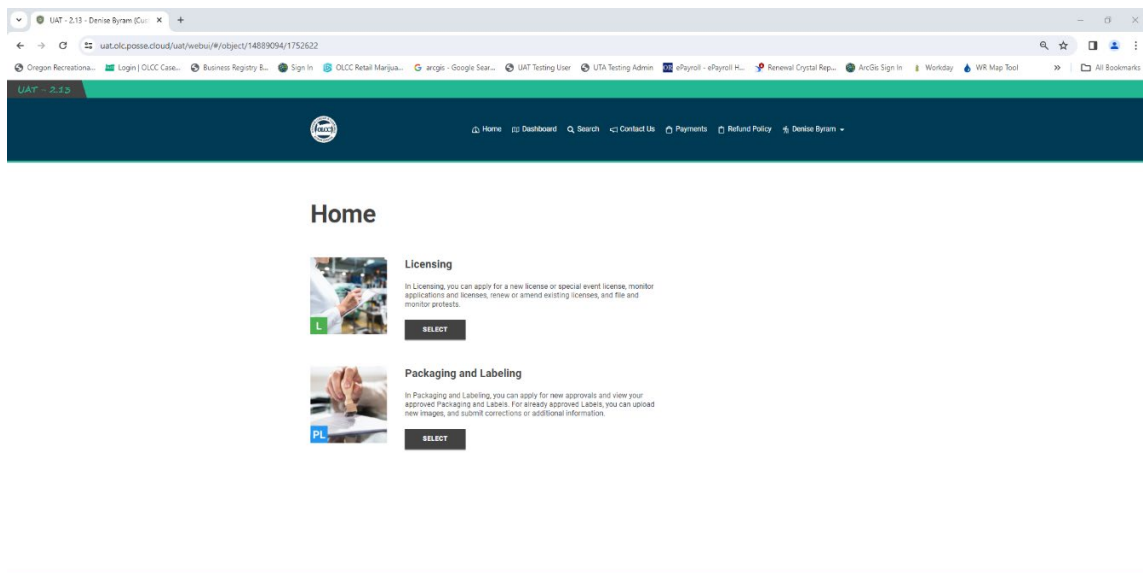


11. On your "My Profile" screen you will select the "Licensee/Authorized Rep" tab and there is a "Online Access Code" box where you can type in your other Online Access Codes and click on "Associate" to associate them to your username. The accounts should then be listed in your Licensee/Authorized Representative table as outlined below.



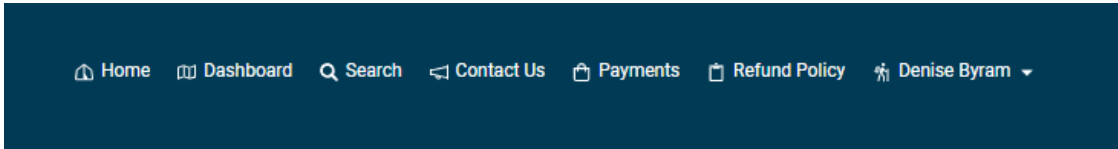
MARIJUANA LICENSING HOME SCREEN

1. The **Home** screen is the landing spot once you log onto the CAMP system. It currently has three separate areas a licensee will be working from. The navigation menu at the top of the screen, the licensing section, and the packaging and labeling section. The Home screen will appear as it is seen below.





- 2. At the top of your **Home** screen, you will find the navigation menu. We will discuss the functionality of each of these menus below.



- 3. The "Licensing" section allows you to apply for a new license, monitor applications and licenses, renew or amend existing licenses.



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.



- 4. The "Packaging and Labeling" section allows you to apply for new packaging and labeling approvals and view your approved Packaging and Labels. *Please see the Packaging and Labeling Guide on this functionality.*



Packaging and Labeling

In Packaging and Labeling, you can apply for new approvals and view your approved Packaging and Labels. For already approved Labels, you can upload new images, and submit corrections or additional information.

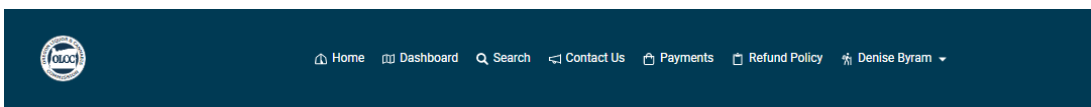


NAVIGATION MENU

Search Function

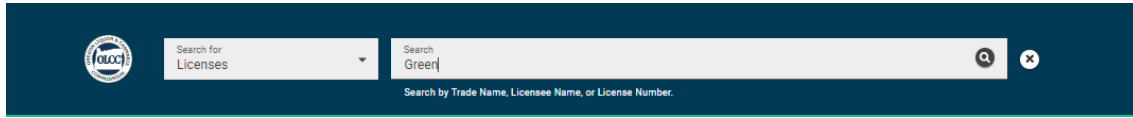
The Search Function at the top of the **Home** screen allows a user to search OLCC's licensing data bank for anyone who holds a license in the recreational marijuana program. A search can be done by Trade Name, Licensee Name or License number. For those "protected" licenses

- 1. Click on the "Search" function.

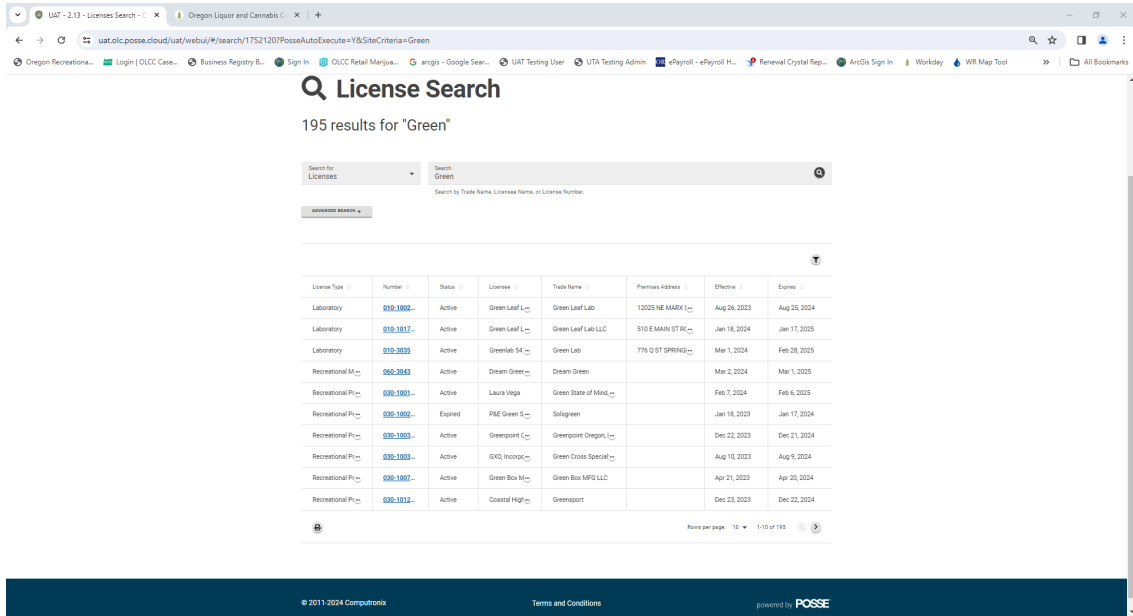




2. Enter a Trade Name, Licensee Name, or License Number in the "Search" box and click on the magnifying glass. You can enter a partial name as well and conduct a Search.



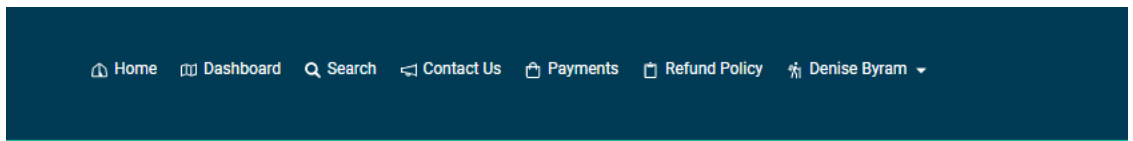
3. The results of your search will appear. For those license types that are "protected" from releasing their premises location, those addresses will not display on this search.



CONTACT US

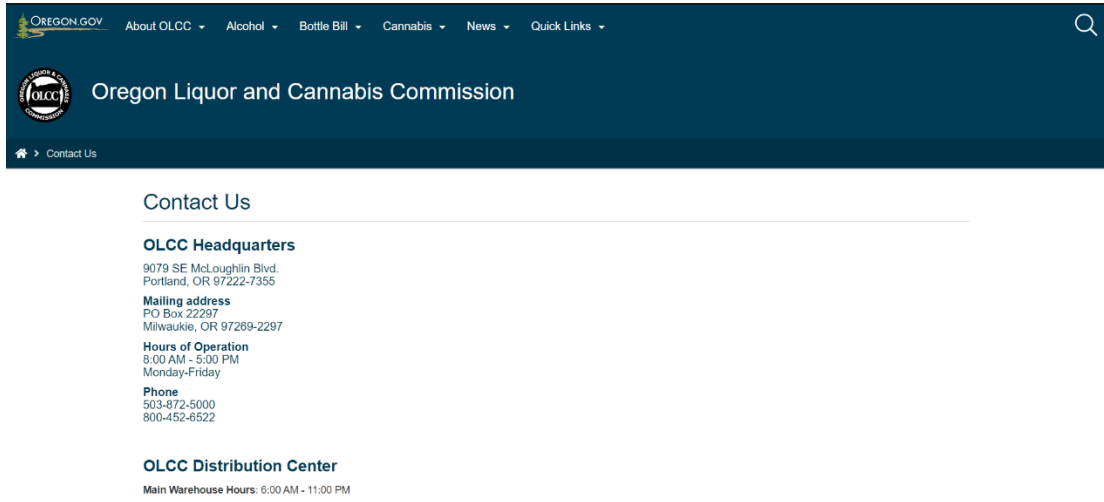
The **Contact Us** function provides the user the ability to locate contact information for the Oregon Liquor and Cannabis Commission (OLCC) by directing them to the OLCC's Contact Us section of our website. This screen not only provides contact information for our headquarters in Portland, but also our regional offices as well.

1. Click on the "Contact Us" icon on the menu.





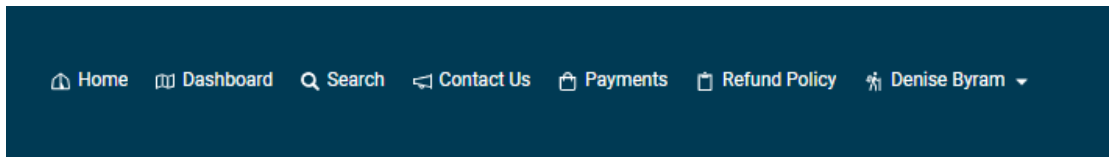
- 2. The system will direct you to the OLCC’s Contact Us section of our website where a licensee can find the contact information they are looking for.



PAYMENTS

The **Payments** section will show all outstanding payments due by the licensee as well as a recent payment history. From this screen a user can pay all the fees at once or pick and choose which fees to pay now and/or to pay later. The fees shown can include license/application fees, renewal fees, background check fees, change of location fees or packaging and labeling fees.

- 1. Click on the **Payments** menu.



- 2. There are three sections that will be displayed on this screen, **Payments, Outstanding Fees and Recent Payment History.**

Payments

Total Amount Due: \$12,485.00

Pay All Outstanding Fees and Penalties
Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

PAY ALL

Select Fees and Penalties to Pay
Pay for a portion of outstanding fees and penalties by selecting the legal entities or activities for which you want to pay.

SELECT FEES



Outstanding Fees

File Number	Pay For	Activity	Status	Description	Fee Date	Amount Due (\$)
10350	About the Town V	New Application	Approved	Recreational	Mar 4, 2024	2,750.00
10367	About the Town V	Renewal Application	Approved	License 050	Mar 4, 2024	5,000.00
10561	Green Stuff LLC	New Application	Distribute	Recreational	Mar 5, 2024	3,750.00
10570	Green Stuff LLC	New Application	Distribute	Recreational	Mar 6, 2024	60.00
10624	Green Stuff LLC	New Application	Distribute	Recreational	Mar 5, 2024	750.00
10825	Green Stuff LLC	Renewal Application	Initial Pay	License 050	Mar 7, 2024	150.00
Subtotal (\$):						12,460.00

Rows per page: 10 1-6 of 6

Invoice Number	Pay For	Invoice Date	Amount Due (\$)
INV-000008	About the Town Weed LLC	Mar 6, 2024	25.00
Subtotal (\$):			25.00

Rows per page: 10 1-1 of 1

Total amount due: \$12,485.00

Recent Payment History

Payment Date	Receipt Number	File Number(s)	Payer	Method	Amount (\$)
Mar 8, 2024	R373	10861	Green Stuff LLC	Credit Card	1,000.00
Mar 8, 2024	R371	10860	Green Stuff LLC	Credit Card	1,400.00
Mar 8, 2024	R370	10854	Green Stuff LLC	Credit Card	1,000.00
Mar 8, 2024	R367	10854	Green Stuff LLC	Credit Card	250.00
Mar 8, 2024	R366	10837	Green Stuff LLC	Credit Card	5,150.00

SEE FULL HISTORY

- The **Payments** section shows the total amount due by the licensee and provides an option to pay the fees all at once or to select which fees to pay at the moment.

Payments

Total Amount Due: \$12,485.00

Pay All Outstanding Fees and Penalties
 Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

PAY ALL

Select Fees and Penalties to Pay
 Pay for a portion of outstanding fees and penalties by selecting the legal entities or activities for which you want to pay.

SELECT FEES



- 4. To choose which fees to pay, click on **Select Fees**. On the next screen, click the magnifying glass in the **Name** field.

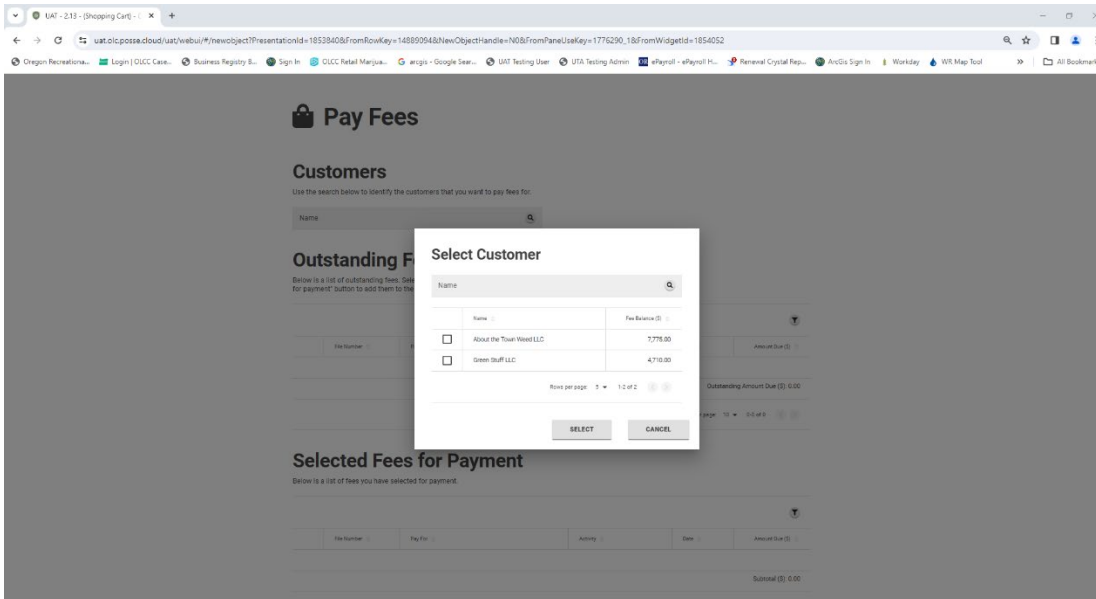
Pay Fees

Customers

Use the search below to identify the customers that you want to pay fees for.

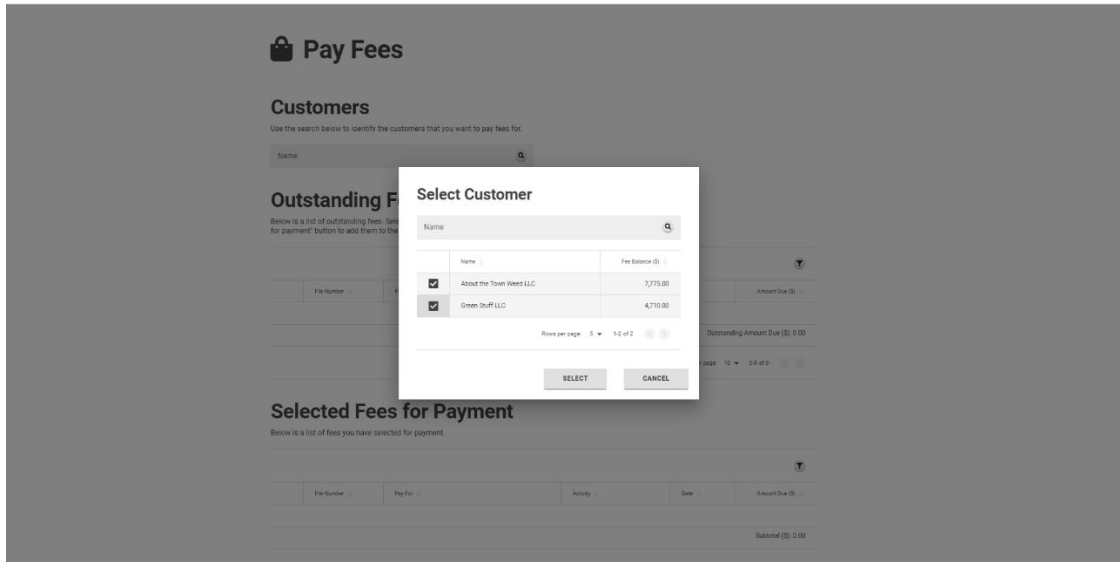
Name

- 5. You can select the customer (licensee) for which an outstanding fee is due.

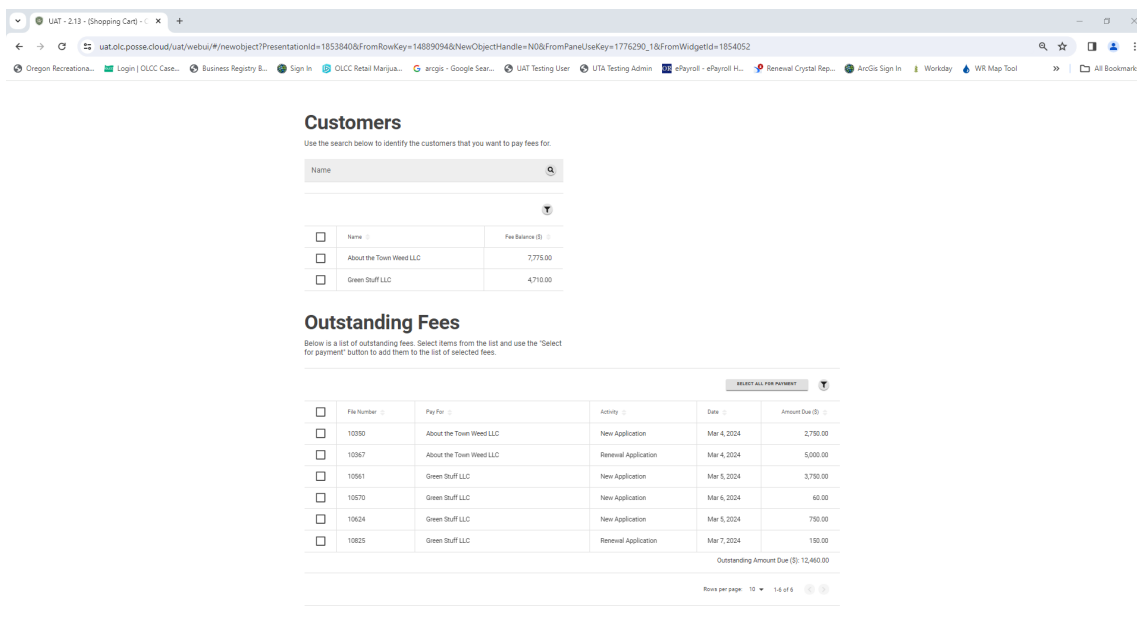




- 6. Make your selection by clicking on the box to the left of the licensee's name and click on **Submit**.



- 7. The outstanding fees box will show which licensees have outstanding fees, the amount owed and what the fees are associated with.





- 8. To select which fees to pay, select the box on the left of each fee line and click on the **Select For Payment** box.

Outstanding Fees

Below is a list of outstanding fees. Select items from the list and use the "Select for payment" button to add them to the list of selected fees.

2 selected						SELECT FOR PAYMENT
<input type="checkbox"/>	File Number	Pay For	Activity	Date	Amount Due (\$)	
<input type="checkbox"/>	10350	About the Town Weed LLC	New Application	Mar 4, 2024	2,750.00	
<input checked="" type="checkbox"/>	10367	About the Town Weed LLC	Renewal Application	Mar 4, 2024	5,000.00	
<input type="checkbox"/>	10561	Green Stuff LLC	New Application	Mar 5, 2024	3,750.00	
<input checked="" type="checkbox"/>	10570	Green Stuff LLC	New Application	Mar 6, 2024	60.00	
<input type="checkbox"/>	10624	Green Stuff LLC	New Application	Mar 5, 2024	750.00	
<input type="checkbox"/>	10825	Green Stuff LLC	Renewal Application	Mar 7, 2024	150.00	

Outstanding Amount Due (\$): 12,460.00

Rows per page: 10 | 1-6 of 6

- 9. The fees selected will be moved to the **Selected Fees for Payments** menu. Click on the box on the left side of the associated fees and click the green **Pay** button at the bottom of the screen.

The screenshot shows the 'Selected Fees for Payment' section of the user interface. It features a table with the following data:

2 selected					
<input checked="" type="checkbox"/>	File Number	Pay For	Activity	Date	Amount Due (\$)
<input checked="" type="checkbox"/>	10367	About the Town Weed LLC	Renewal Application	Mar 4, 2024	5,000.00
<input checked="" type="checkbox"/>	10570	Green Stuff LLC	New Application	Mar 6, 2024	60.00

Subtotal (\$): 5,060.00

Below the table, there is an 'Invoice' section with the following details:

Invoice	File Number	Invoice Date	Amount Due (\$)
INV-000008	N/A	Mar 6, 2024	25.00

Subtotal (\$): 25.00

Total amount due (\$): 5,085.00

At the bottom of the interface, there are two buttons: a grey 'CANCEL' button and a green 'PAY' button.



10. The payment portal will open and show the total amount of fees to be paid for. Complete the **Contact Information** and **Payment Method** sections by choosing if paying with a checking/savings account or credit/debit card. Once all information is entered, click the **Continue** button. If paying with cash, call our Financial Services Marijuana Team at 503-872-5466 to make [Contact Information](#)

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State

Zip Code



Zip Code Extension (Optional)

Phone Number

Email Address

Payment Method

Payment Method

Card Number  

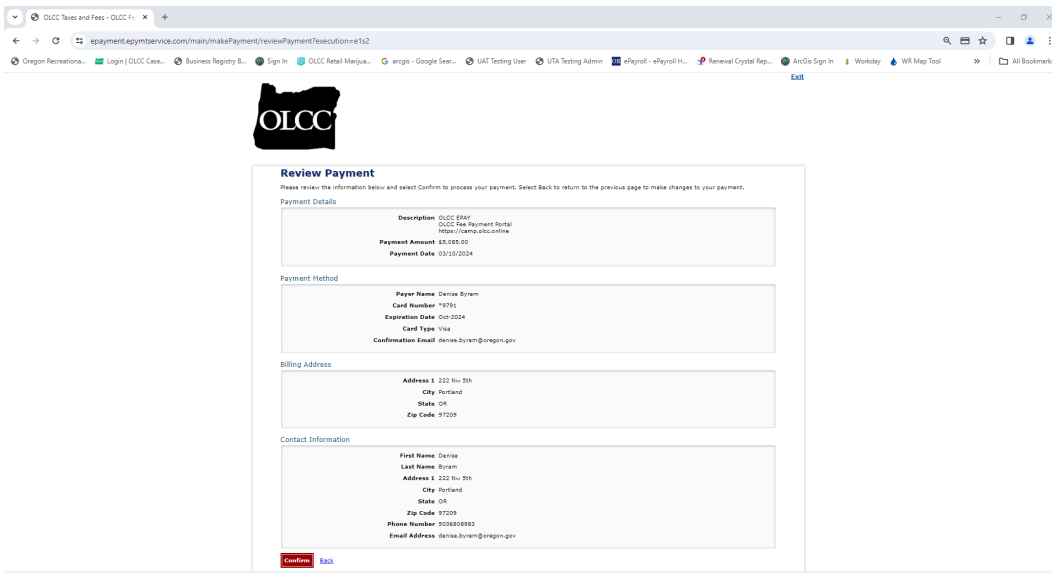
Expiration Date

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

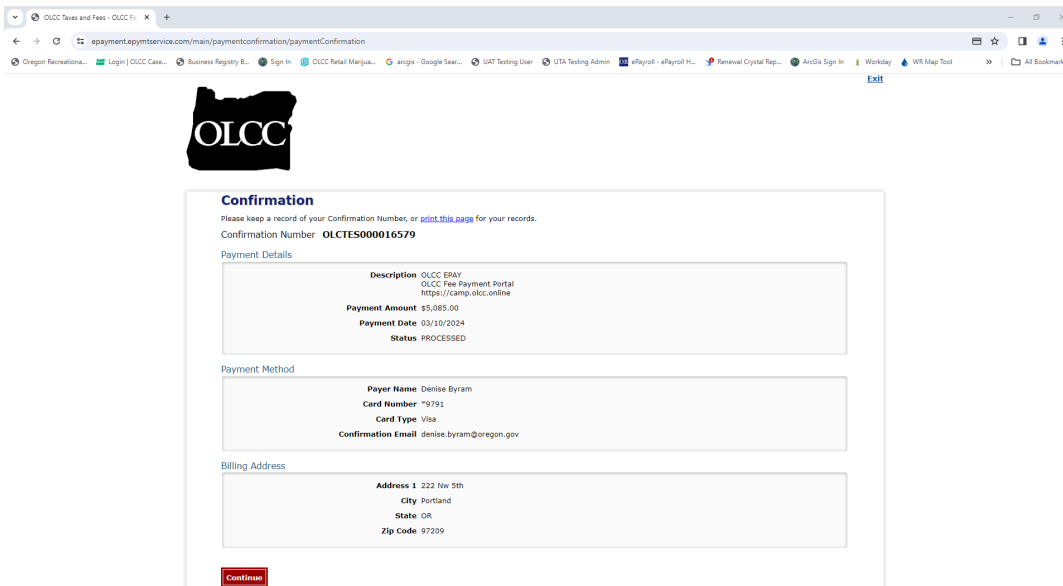
[Continue](#) [Cancel](#)

11. When a payment has been submitted a **Review Payments** screen is displayed. Review information for accuracy and select **Confirm** at the bottom of the screen.

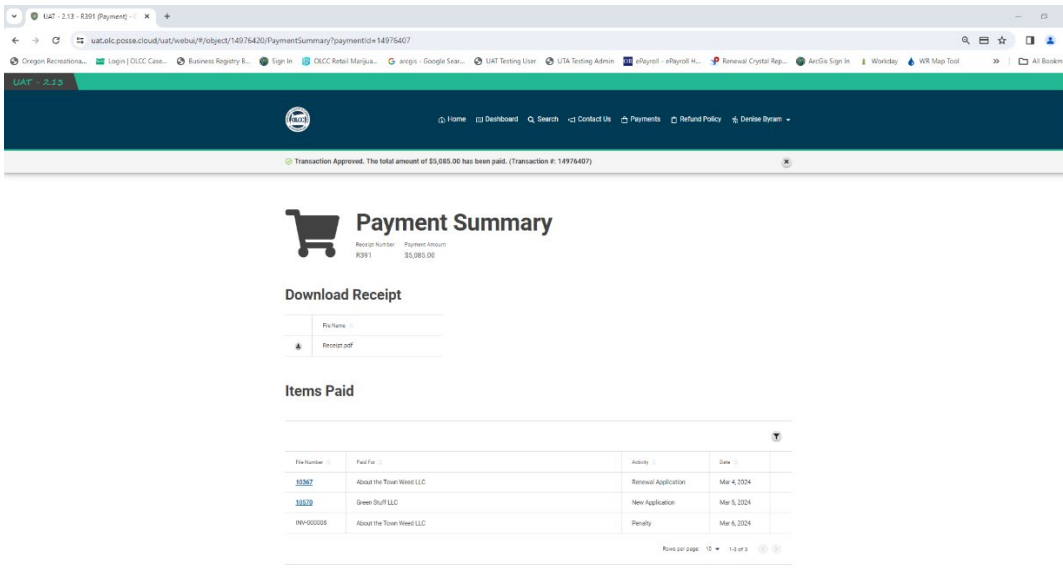




12. A **Confirmation** page with a confirmation number is displayed. Click on **Continue** at the bottom of the screen.



13. The **Payment Summary** page in CAMP is displayed showing the items paid for and provides for the ability to print a copy of the payment receipt by clicking the download icon next to the **Receipt.pdf** document.





14. To pay all outstanding fees at once, click on the **Pay All** button.

Payments

Pay All Outstanding Fees and Penalties

Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

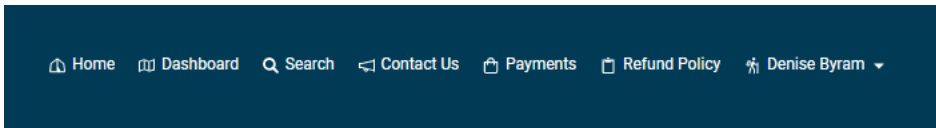
PAY ALL

15. The payment portal process will open as outlined above in steps 12-15.

Refund Policy

The **Refund Policy** outlines the current OLCC refund policy and when refunds will be granted.

1. Click on **Refund Policy**.



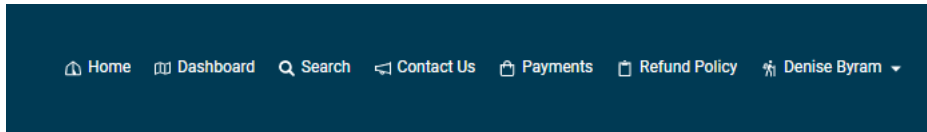
2. You are directed to the OLCC refund policy.

User Profile

Under the **User Profile** section, a user can update the user’s contact phone number and associate people to their profile.

Dashboard

A user can access their license dashboard by either selecting **Dashboard** from the navigation menu at the top of the screen or by selecting the **Licensing** button on the **Home** screen. Both will take the user to the same location.



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

SELECT



From the **License Dashboard** users can submit applications, renewals, amend their current license(s), view pending applications, and view when OLCC has sent an item back to them for additional information. The following sections will outline each of these functions.

APPLYING FOR A LICENSE

Apply for a License Type

1. From the **License Dashboard** select *Apply for License* under the *Select an Action* section:

Select an Action



2. On the **Apply for a License** page, use the scroll feature on the right-hand side of the screen to select the type of license applying for and click the **Apply** button on the designated license type.

Apply for a License

Begin by selecting the appropriate license type from the options below.

Cannabis

Recreational Marijuana Licenses

Please select one of the license types listed below to start a new license application.

Recreational Processor A Processor may process, compound, or convert marijuana or hemp into cannabinoid products, concentrates, and/or extracts.	APPLY	Recreational Producer A Producer may plant, cultivate, grow, harvest and dry marijuana.	APPLY
Recreational Retailer A Retailer may sell or deliver marijuana or hemp items directly to consumers.	APPLY	Research Certificate A Research Certificate Holder may research marijuana for the purpose of benefiting the state's cannabis industry, medical research, or public health and safety.	APPLY

Wholesaler Licenses

Recreational Micro Wholesaler A Micro-Wholesaler may purchase, possess, or receive usable marijuana, immature marijuana plants, seeds, whole non-living marijuana plants, and marijuana waste only from a producer with a Micro Tier I or Micro Tier II canopy. They may sell, transfer, deliver or transport usable marijuana to a retailer, wholesaler, processor, non-profit dispensary, or research certificate holder; seeds and immature plants to a retailer, wholesaler, producer, non-profit dispensary, or research certificate holder; whole non-living marijuana plants to a wholesaler, processor, or non-profit dispensary; and marijuana waste to a producer, processor, wholesaler, research certificate holder.	APPLY	Recreational Wholesaler A Wholesaler may purchase quantities of marijuana from other licensed facilities and sell the products to licensed Retailers, Processors, Producers, other Wholesalers, or Research Certificate Holders. They also can purchase hemp from licensed Processors and sell hemp items to licensed Retailers, Processors, and other Wholesalers.	APPLY
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APPLY FOR A LICENSE Getting Started Page

1. Prior to getting started, please be aware that at the bottom of each screen in the application process, there will be a green circle with a save icon and a red circle with a trash can. You can save your information on each page by clicking on the green circle. As a warning, however, if you click on the red circle with the trash can, it will delete your entire application not just the information you entered on that page.



2. The **Getting Started** page appears and outlines the type of license applied for, a description of what can be done under the license type selected and an acknowledgement to why OLCC collects the information on an application with an **I agree** checkbox. Select the checkbox next to the statement.

Getting Started

Please provide information about the license you are applying for.

License Type: Recreational Retailer

A Retailer may sell or deliver marijuana or hemp items directly to consumers.

We only collect personal information that is specifically required to provide you with a service or to complete items in a request or an application you plan to submit. We may use this information to identify you or contact you in relation to your request or application.

I agree

3. The **Endorsement(s)** section provides additional endorsements that can be applied to the designated license type.

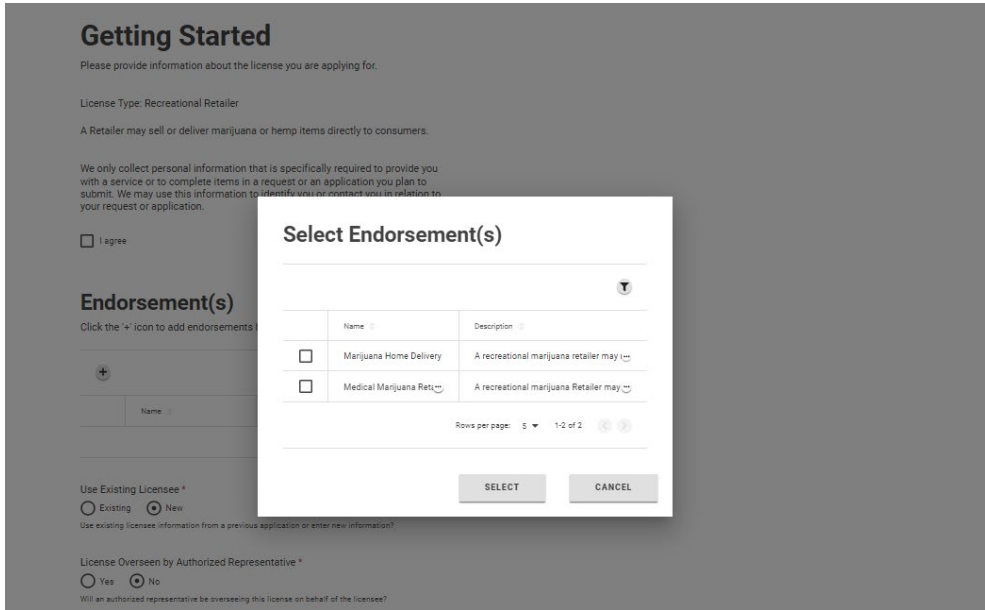
Endorsement(s)

Click the '+' icon to add endorsements below as needed.

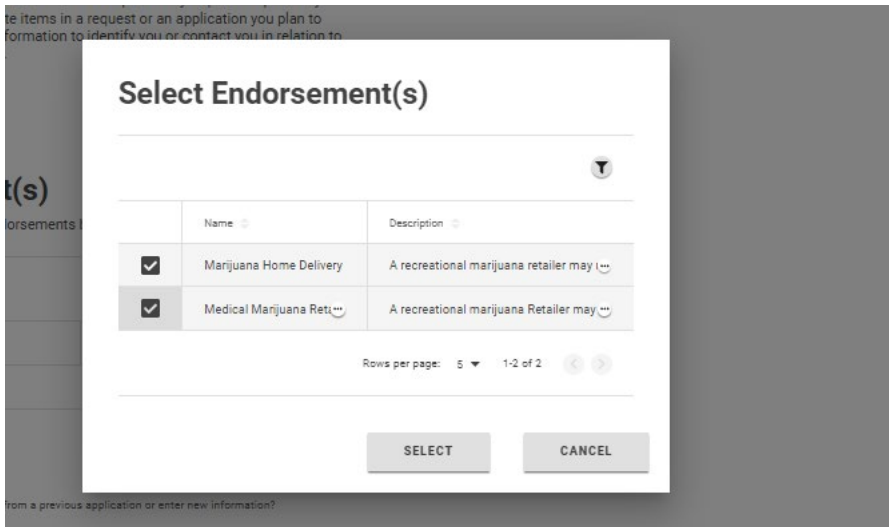
+	
Name	Description



- 4. To apply for additional endorsements, click on the “+” on the left-hand side of the table to expand the allowable endorsements for the license type. A **Select Endorsement(s)** screen will appear.



- 5. Place a check mark in the boxes to the left of the endorsement to add them to the license and click on **Select**.





- 6. If an endorsement is selected in error, simply select the box to the left of the endorsement to be removed and click the red circle with the trash can. The endorsement will be removed.

Endorsement(s)

Click the '+' icon to add endorsements below as needed.

1 selected ✖		
<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Marijuana Home Delivery	A recreational marijuana retailer may
<input type="checkbox"/>	Medical Marijuana Reti...	A recreational marijuana Retailer may

- 7. Indicate if the license being applied for will be done so under an existing licensee name or a new legal entity. If applying for a license under an existing licensee, a dialog box will pop up to select which licensee to apply for the license under.

Use Existing Licensee *

Existing New

Use existing licensee information from a previous application or enter new information?

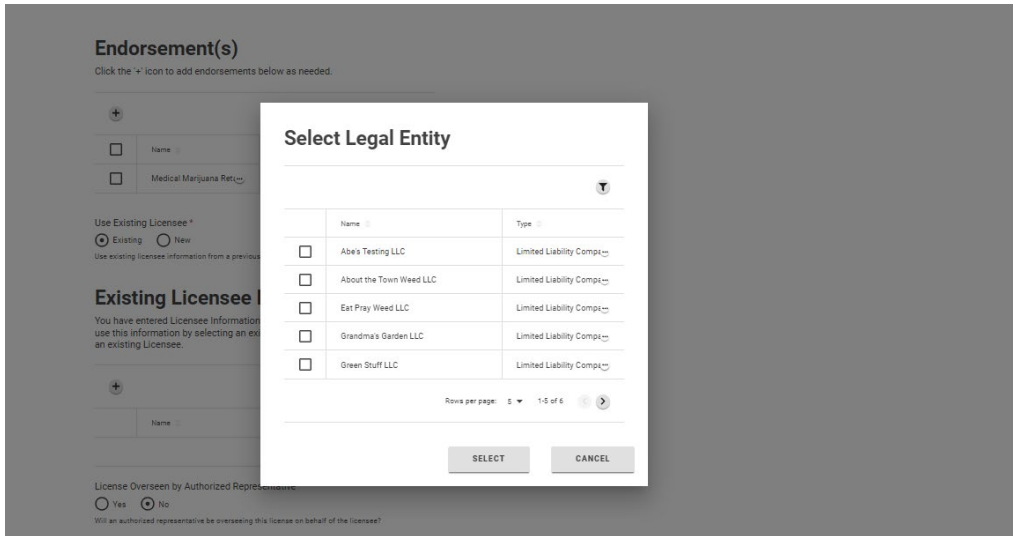
Existing Licensee Information

You have entered Licensee Information on a previous application and may re-use this information by selecting an existing Licensee. Click the '+' icon to add an existing Licensee.

	Name	Type



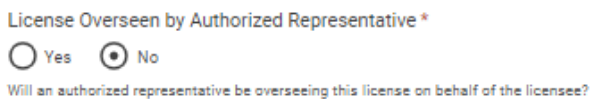
- 8. Click on the “+” to search for the designated licensee. A list of licensees will appear. Click on the box on the left of the licensee applying for the license and hit **Select**.



- 9. If applying for a license under a new licensee, select the **New** button under the *Use Existing Licensee*.



- 10. If the license will be overseen by an Authorized Representative mark **Yes** to *License Overseen by Authorized Representative*.





APPLY FOR A LICENSE

Initial Questions

1. Complete the questions in the **Initial Questions** section. Once all questions have been answered click on the **Next** button.

Initial Questions

Step 2 of 8

Before submitting this application, please answer the following questions:

CLEAR ANSWERS

Recreational Retailer

Recreational Retailer Initial Questions (0/4 Questions Completed) ▾

Are you purchasing an existing marijuana business? *

Yes No

If you are purchasing an existing marijuana business, please provide the license number of the marijuana business you are purchasing. *



Response _____

Will all applicants be at least 21 years of age by the time the license is issued? *

Yes No

You are required to have an approved Land Use Compatibility Statement (LUCS) by your local governing body prior to your license being issued. Have you obtained an approved LUCS? *

Yes No

← PREV   NEXT →



APPLY FOR A LICENSE

Licensee – If “New” licensee was selected on Getting Started page.

1. On the **Licensee** page in the *Licensee Type* drop-down menu, select the type of legal entity that will be applying for the license. This will be our licensee of record. ***If applying for a license where multiple individuals or legal entities will be licensees of record, select the "Multiple Individuals/Entities".*** This function will also be used if someone will be receiving profits of 20% or more from the business but is not part of the legal entity that holds the license. They will need to be a co-applicant on the license.

2. Provide the Legal Entity name applying for the license, the SOS Business Registry Number, BIN & FEIN (if available), and the incorporation date under the **Details** section.

Details



- 3. If there are multiple individuals or legal entities listed as co-applicants on the license, under the **Details** section, list each individual or legal entity in the **Legal Names** and **SOS Business Registry Number** fields and separate them with a comma.

Licensee

Please list the person or entity applying for this license.

Licensee Type *
Multiple Individuals/Entities

Please use this Legal Entity type if you have multiple Applicants that are NOT a formal Partnership, members of a Limited Liability Company, or Corporation. You will need to enter a single point of contact for this application and include information for each Applicant in the Corporate Structure section at the bottom of this page.

Please list the Legal Names of all individuals and entities applying for this license.

Details

Legal Names *
ABC LLC, DEF Inc

Enter all Legal names of individuals and/or entities.

SOS Business Registry Number *
1212124-12, 1251517-99

Oregon Secretary of State Registry Number

BIN

The Business ID number (BIN) is a unique, identifying number assigned at the state level when registering a business in Oregon.

FEIN

Federal Employer Identification Number. A nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing.

Incorporation Date
Feb 12, 2024



4. Provide the **Mailing** and **Physical Addresses** for the legal entity(s) that will hold the marijuana license. If represented by a law firm, provide the law firm’s correspondence address in the **Legal Correspondence Address**.

Addresses

The correspondence address is where all legal documentation will be sent. This may be your primary office location or your lawyer’s office. Please include street address, city, state, and ZIP code.

Mailing Address *

Legal Correspondence Address

Same as mailing address

Physical Address

5. Provide the **Contact Information** for applicant/licensee. The contact information in this box should be for the legal entity that holds the license and someone for whom the OLCC should contact concerning licensing issues. This should not be an Authorized Representative.

Contact Information for Applicant / Licensee

Use my information

Contact Name *

Name of person to whom communication should be addressed

Contact Phone *

Phone number of the contact person

Alternate Phone

Alternate phone number of the contact person

Fax

Fax number of the contact person

Email *

Email address of the contact person



- 6. The **Business Structure and Interested Parties** section should list all individuals or legal entities that make up the business structure of the legal entity applying for the marijuana license. This should include all individuals and legal entities that make up not only the licensee of record but any nested or holding entities. To build the business structure, start with the individuals and legal entities that make up the licensee of record until all parties are identified. Then build the business structures of any nested legal entities, identifying all individuals and legal entities. This will allow OLCC to determine if an individual or legal entity rises to the level of an applicant. To add a business structure to the system, click on the “+” button in the Business Structure and Interested Parties grid.

Type	Name	Position / Title	Parent Company	% Interest
------	------	------------------	----------------	------------

- 7. Using the Entity/Interested Party window, identify the legal entity and individual, the individual name or legal entity name, the position or title they hold, the parent company they are associated with, the interest they hold in the legal entity, contact name, phone number and email address. If entering an individual, the contact phone number and email address **MUST** be that of the individual as this is where OLCC will email their individual history form for them to complete. If the individual rises to the level of an applicant, they are required to submit an individual history form and have a background check done through FieldPrint. Once all required fields have been completed click on **Ok**.

Entity/Interested Party

Type *
Individual

Name *
Doug Diamonds

Position / Title
President, Secretary, Stockholder

Parent Company
Which Weed Did They Go Inc

% Interest
25

Phone Number *
(503) 222-1212

Email Address *
DougDiamonds@gmail.com

Collect Individual History *
 Required Exempt

OK CANCEL



- 8. The business structure grid will start to look like the following. Once the business structure has been submitted listing all interested parties and legal entities, click on the **Next** button.

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Individual	Marcia Abrams	Member	Whose Who LLC	100	
<input type="checkbox"/>	Limited Liability C...	Whose Who LLC	Stockholder	Which Weed Do They G...	75	
<input type="checkbox"/>	Individual	Doug Diamonds	President, Secretary, St...	Which Weed Did They C...	25	



APPLY FOR A LICENSE

Authorized Representative- If Authorized Representative was selected on Getting Started Page

1. If a licensee will be using an Authorized Representative to oversee the license, they can be identified in this section.

Authorized Representative

Step 4 of 8

Please indicate whether or not an Authorized Representative will be overseeing this license on behalf of the Licensee. An Authorized Representative is an authorized person for the license to perform renewals, apply for amendments and applications, and add endorsements.

Authorized Representative Type *

I am the Authorized Representative for this License

← PREV



NEXT →

2. The Authorized Representative Type should be identified. If a Law or Consulting Firm will be representing a licensee, they can do so under a legal entity, or as individuals.

Authorized Representative

Step 4 of 8

Please indicate whether or not an Authorized Representative will be overseeing this license on behalf of the Licensee. An Authorized Representative is an authorized person for the license to perform renewals, apply for amendments and applications, and add endorsements.

Authorized Representative Type *

- (No selection)
- Business Corporation
- Individual
- Limited Liability Company
- Limited Liability Partnership
- Limited Partnership
- Sole Proprietorship



NEXT →



- 3. Complete the Authorized Representative’s First & Last Name under the **Details** section, the **Demographic Questions, Contact Information and Address** in the appropriate sections. Only those fields identified with a red “*” are required fields. Once all the information has been completed click on **Next**.

Authorized Representative Type *
Individual

An individual applying for a license in their legal name.

I am the Authorized Representative for this License

Use my information

Details

First Name *
Bailey

First name of the individual

Middle Name

Middle name of the individual

Last Name *
Jones

Last name of the individual

Birth Date

Birth date of the individual

SOS Business Registry Number

Oregon Secretary of State Business Registry Number

BIN

The Business ID number (BIN) is a unique, identifying number assigned at the state level when registering a business in Oregon.

FEIN

Federal Employer Identification Number. A nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing.

Does the individual have a Social Security Number (SSN)?

Yes No

Social Security Numbers are issued by the United State Social Security Administration.



Demographic Questions

Gender Marker Designation *
 M F X Choose not to disclose
Gender marker designation of the individual

Ethnicity *
 American Indian or Alaskan Native
 Asian
 Black or African American
 Hispanic, Latino or Spanish Origin
 I choose not to disclose
 Multi - Ethnic
 Native Hawaiian or Pacific Islander
 Other
 White
Ethnicity designation of the individual

Spouse
Name of this individual's spouse

Contact Information

Contact Phone *
(503) 999-1121
Phone number of the contact person

Alternate Phone
Alternate phone number of the contact person

Fax
Fax number of the individual

Email Address *
Email address of the individual

Addresses

The correspondence address is where all legal documentation will be sent. This may be your primary office location or your lawyer's office. Please include street address, city, state, and ZIP code.

Mailing Address *
PO Box 2222
Maupin, OR 97103
Mailing address for this individual

Legal Correspondence Address
Legal Correspondence address of the authorized representative

Same as mailing address

Physical Address
Physical address of the individual

← PREV



NEXT →



APPLY FOR A LICENSE

Premises

- The **Premises** tab will capture the information for the actual premises. Complete the Premises section to include the Trade Name, Premises Type, Operator (Facility Manager), County the premises will be in, and the physical address of the proposed premises.

Premises

Please enter some information about the premises to be licensed as part of this application.

Trade Name *
Which Weed Did They Go
The name of your business that your customers will see and know you as

Premises Type
Retailer

Operator
Gary Tree
Name of the person operating the premises

County *
Multnomah
The county that the premises is in.

Physical Address *
2007 SW 15th Street
Gresham, OR 97080

Same as physical address

Mailing Address
Same as physical address

- The **Contact Information** section should list the contact information for the premises. This is the person OLCC would contact if they needed to inquire about the licensed premises itself. Once the information has been completed click on **Next**.

Contact Information

Use my information



Contact Name *
Name of the person to whom communication should be addressed

Contact Phone *
Phone number of the premises

Alternate Phone
Alternate phone number

Fax
Fax number of the premises contact

Email *
Email address at which to contact the premises

← PREV   NEXT →



APPLY FOR A LICENSE

Questions

6. Complete the questions in this section as they pertain to the proposed premises in addition to any of the questions relating to endorsements that have been applied for. Once all questions have been completed click on **Next**.

Recreational Retailer

Recreational Retailer Questions (0/11 Questions Completed) ▾

Is the proposed premises on any federal or public land? *

Yes No

Is the proposed premises fully enclosed by permanent walls and doors? *

Yes No

Will any portion of the premises overlap or would overlap a business with a liquor license or pending application for a liquor license? *

Yes No

Is the proposed premises on any reservation or tribal trust land or a federally recognized Indian tribe? *

Yes No

Is there an existing recreational marijuana license or license application for this premises? *

Yes No

Endorsements: Medical Marijuana Retailer

Medical Marijuana Retailer Questions (1/1 Questions Completed) ▾

A registered Retailer may sell any medical-grade marijuana items (products with higher concentrations of THC as described in OAR 333-007-0220) to an OMMMP cardholder and may give any marijuana item to an OMMMP cardholder for free. *

A registered Retailer may not purchase medical marijuana items from a medical marijuana grower, processing site, dispensary, caregiver, or patient. All marijuana items obtained by an OLCC licensed recreational marijuana Retailer must be obtained only from other OLCC recreational marijuana licensees.

A registered Retailer may not sell medical-grade cannabinoid products to anyone who does not have a valid OMMMP card or valid proof of receipt for a card.

A registered Retailer must physically separate medical grade cannabinoid products from other cannabinoid products when storing those items. When displaying those items for sale, they must also be physically separated.

A registered Retailer must verify the registry identification card or primary caregiver card or receipt from the Oregon Health Authority an identity of the patient or caregiver and record the receipt number or card number of the person who received marijuana items with the date of sale or transfer and the amount of marijuana or cannabinoid products sold or transferred in the Cannabis Tracking System as a "patient" sale.

I wish to register to sell marijuana for medical purposes and I acknowledge that I have read OAR 845-025-2900, including the requirements summarized above.

Yes No



APPLY FOR A LICENSE

Documents

1. This section will capture where to upload the documents required to apply for a license. Any documents that are required to be submitted with the application will have a checkmark to the left of the document in the **Attachment Types** under the Documents section. Sample forms have been provided to the right of the documents to provide the actual form needed, or guidance on what should be submitted. Please be aware that if you submit a document as a place holder your application will be returned to you as incomplete, and you will be required to submit the required documents prior to it being assigned to OLCC staff to process.

Documents

Step 7 of 8

The following documents can be included in your application. Use the "Upload File" button below to begin attaching your documents. Only certain documents are required, and some are optional. See the "Required" column for documents that are marked as required.

Attachment Types

Required	Attachment Type	Description	Sample Form
✓	DOR Certificate of Tax Compliance		
✓	Floor Plan	A layout of the indoor area of the business that includes all doors (or other points of ingress or egress)	
	LUCS / LUCS Exemption	A document used by local jurisdictions to determine if the proposed land use is consistent with local use codes	
✓	Metrc (CTS) Certificate of Achievement	Documentation showing the applicant/licensee has completed a Metrc (CTS) training course and passed the exam	
✓	Premises Boundary Sketch	An aerial image or sketch of the property where the premises is/will be located and should include street names	
✓	Proof of Legal Access	Documentation (property deed, sale/purchase of real property contract, lease agreement, etc.) showing legal access to the premises	
	Security Waiver Request	Request to waive one or more security requirements.	

2. To upload documents, under the upload section click on the "+". Files can be dropped one at a time or as a group.

Upload

Click the '+' icon to add documents.

+

Drag & drop Files to upload



- Once the documents have been uploaded and each document has a solid green line underneath them, identify what type of document the upload is associated with by selecting the drop-down arrow under the **Type**. Once you have identified all document uploads, click the **Next** button. If a document is missing, the system will give an error message that something is missing.

Upload

Click the '+' icon to add documents.

The screenshot shows the 'Upload' section of the user interface. At the top, there is a '+' icon and a 'Drag & drop Files to upload' area. Below this is a table with columns for 'Type', 'File Name', and 'Description'. The first row has a dropdown menu open, showing options like 'DOR Certificate of Tax Compliance', 'Floor Plan', 'LUCS / LUCS Exemption', 'Metric (CTS) Certificate of Achievement', 'Premises Boundary Sketch', 'Proof of Legal Access', and 'Security Waiver Request'. The 'File Name' column contains 'Boundary Sketch.pdf' and 'Certificate - Mitchell_20161'. The 'Description' column contains 'Edit...'. At the bottom, there are 'PREV' and 'NEXT' buttons, along with a trash icon.

- The Document Upload section should look like this;

Upload

Click the '+' icon to add documents.

The screenshot shows the 'Upload' section of the user interface. At the top, there is a '+' icon and a 'Drag & drop Files to upload' area. Below this is a table with columns for 'Type', 'File Name', and 'Description'. The 'Type' column is populated with 'Premises Boundary Sketch', 'Metric (CTS) Certificate of Achieve...', 'LUCS / LUCS Exemption', 'Proof of Legal Access', 'Floor Plan', and 'DOR Certificate of Tax Compliance'. The 'File Name' column contains 'Boundary Sketch.pdf', 'METRC Certificate - Mitchell_20161', 'LUCS.pdf', 'Legal Access.pdf', 'Floor Plan.docx', and 'DOR Certificates.png'. The 'Description' column contains 'Edit...'. At the bottom, there are 'PREV' and 'NEXT' buttons, along with a trash icon.



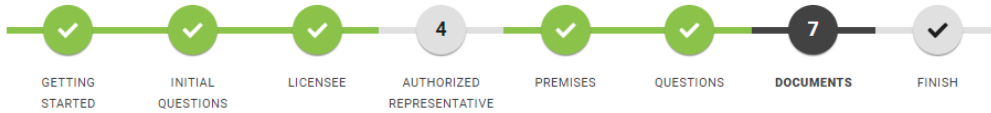
Prior to completing the application if all required steps have not been completed, an error message will appear at the bottom right-hand corner of the screen indicating where information is still needed. There is also a status bar under the **New Application** header. Any of the circles appearing green are complete, whereas any that still need to be completed will appear grey or black. To finish a step, click on that step and determine what is needed to complete that step.



New Application

File Number License Type Licensee
- - Which Weed Did They Go Inc

Status: New





APPLY FOR A LICENSE

Finish

1. The final step of completing an application is the **Finish** step. This page provides an Application Summary of the file number (the number provided to OLLC to track the application), type of license applied for, Licensee, if an Authorized Representative was identified, the Trade Name, and premises address. This screen also shows the \$250 application fee.

Application Summary

Please review the information below prior to submitting this application.

Details

File Number 10917	License Type Recreational Retailer	Licensee Which Weed Did They Go Inc	Authorized Representative Name Bailey Jones
Premises Name Which Weed Did They Go	Premises Physical Address 2007 SW 15th Street Gresham, OR 97080		

Fees

<input checked="" type="checkbox"/>	Description	Amount (\$)	Tax (\$)	Total (\$)	Balance (\$)
<input checked="" type="checkbox"/>	Retailer Application Fee	250.00	0.00	250.00	250.00

Subtotal (\$): 250.00

Total amount due (\$): 250.00

2. To submit the application, the checkbox under the **Declaration** must be checked. Once this box is checked, the options to **Add to Payments** and **Pay & Submit** are available. If the application is not being submitted and paid for at that moment, click the green save button at the bottom of the screen and select the **Add to Payments** button. If the application is ready to be submitted, click on the **Pay & Submit** button. This will direct you to the payment portal.

Total amount due (\$): 250.00

Declaration

By checking this box, I affirm that all information submitted is true and correct to the best of my knowledge.

I have reviewed all information submitted as part of the application including, but not limited to, information regarding my criminal history, residence information, and financial involvement in the business.

I understand the OLCC will use the information to check my records, including but not limited to criminal history.

Data Use Agreement

By signing below, Licensee acknowledges that the Oregon Liquor and Cannabis Commission (OLCC) owns all data entered into the cannabis tracking system (CTS) and has full rights to its use and dissemination, subject to existing law and current OLCC rules. Except for information exempt under Oregon law, information collected from Licensee, including through CTS, is subject to Oregon Public Records Law, including ORS 192.410 to 192.505 and the provisions for the custody and maintenance of public records, ORS 192.005 to 192.170. Licensee further acknowledges that any information collected from Oregon Medical Marijuana Program cardholders for entry into CTS is subject to Oregon medical confidentiality requirements and may not be disclosed to any other party.

Information exempt from public disclosure includes, but is not limited to, producer, processor, and wholesaler premises addresses; materials related to the security and/or operational plans of licensees; and any materials that OLCC deems a licensee's proprietary information and therefore exempt from public disclosure, but that the OLCC will make a final determination as to whether or not this information is exempt.

The seed-to-sale data collected through CTS, including the type and data fields, is subject to change at the OLCC's discretion and without liability to the Licensee. OLCC will provide Licensee a reasonable notice of such changes.

I affirm that my answers are true and complete.

By submitting this license application, you acknowledge the entered data to be accurate.

← PREV



ADD TO PAYMENTS

PAY & SUBMIT



- Complete the payment process as outlined above under the **Payments** section. Once completed a Payment Summary will be provided and the **File Number** (application number) is what should be provided to OLCC if any questions arise from your application.

LICENSE DASHBOARD

Actions Required

The **Actions Required** portion of the license dashboard highlights in one place any outstanding items or tasks a licensee may need to perform for any of their licenses or applications. This section will capture outstanding fees, renewal applications that are due, or if an application is assigned to an OLCC staff member and they have sent a request for additional information, these associated tasks will appear in this section. To determine the action required, click on the blue number that is underlined in the **Number** column. This will take you to the task that needs to be performed. As tasks are completed, they should be removed from the Actions Required section.

Dashboard

ACTIONS REQUIRED
LICENSES
COMMENTS

Actions Required

Licenses and license applications that require your attention.

Filter by
 All actions required ▼

Type	Number	License Type	Premises	Action Required	Activity Date
Renewal Application	10825	Recreational Retailer	Green Stuff	Pay Fees	Mar 7, 2024
New Application	10561	Recreational Producer	Green Stuff Grow	Pay Fees	Mar 6, 2024
Amendment Application	10630	Recreational Wholesaler License	Green Stuff	Submit Application	Mar 5, 2024
New Application	10614	Recreational Processor	Green Stuff	Submit Application	Mar 5, 2024
New Application	10624	Recreational Retailer	Green Stuff Store 5	Pay Fees	Mar 5, 2024
New Application	10628	Recreational Retailer	Green Green Stuff	Submit Application	Mar 5, 2024
New Application	10350	Recreational Retailer	PDX Green Wave	Pay Fees	Mar 4, 2024

Rows per page: 10 ▼ 1-7 of 7 ◀ ▶



LICENSE DASHBOARD

Licenses

The **Licenses** tab has two components, the **Issued Licenses** section, and the **Applications** section. The **Issued Licenses** section will display all issued licenses the user is affiliated with. For licenses that will be migrated to CAMP from the OLCC’s legacy licensing system, the license number will remain the original 11-digit license number. For those licenses that will be applied for in CAMP, the new license will consist of the three-digit license type number and then an additional number as can be seen below in the **License #** column.

Dashboard

ACTIONS REQUIRED

LICENSES

COMMENTS

Licenses

View your licenses here.

Issued Licenses

Filter by
Issued in the last 30 days ▼

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Recreational Wholesaler	060-3103	Green Stuff LLC	Green Stuff	Mar 29, 2024	Mar 28, 2025	Active
Recreational Producer	020-3293	Green Stuff LLC	Green Stuff 9	Mar 9, 2024	Mar 8, 2025	Active
Recreational Retailer	050-3290	Green Stuff LLC	Green Stuff Crazy	Mar 9, 2024	Mar 8, 2025	Active
Recreational Retailer	050-3204	Green Stuff LLC	Green Stuff Store 3	Mar 8, 2024	Mar 4, 2025	Active
Recreational Retailer	050-3248	Eat Pray Weed LLC	Eat Pray Weed	Mar 6, 2024	Mar 5, 2025	Active
Recreational Retailer	050-3125	Green Stuff LLC	Green Stuff Store 2	Mar 5, 2024	Mar 4, 2025	Active
Recreational Retailer	050-3059	About the Town W	PDX Green Wave	Mar 5, 2024	Mar 4, 2025	Active
Recreational Retailer	050-3121	Green Stuff LLC	Green Stuff Store	Mar 5, 2024	Mar 3, 2025	Active
Recreational Processor	030-3169	Green Stuff LLC	Green Stuff Proce	Mar 5, 2024	Mar 4, 2025	Active
Recreational Producer	020-3224	Green Stuff LLC	Green Stuff Grow	Mar 5, 2024	Mar 4, 2025	Active

Rows per page: 10 ▼ 1-10 of 19



The **Issued Licenses** section has a filter that automatically defaults to "Issued in the last 30 days". To change the filter, click on the downward arrow icon next to the "Filter By" and a drop-down menu will appear. This will allow the user to filter by Issued in the last 30 days, Issued in the last 90 days, Expiring in the next 90 days, and All Licenses. Click on the appropriate filter.

Dashboard

ACTIONS REQUIRED **LICENSES** COMMENTS

Licenses
View your licenses here.

Issued Licenses

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Recreational Wholesaler	060-3103	Green Stuff LLC	Green Stuff	Mar 29, 2024	Mar 28, 2025	Active
Recreational Producer	020-3293	Green Stuff LLC	Green Stuff 9	Mar 9, 2024	Mar 4, 2025	Active
Recreational Retailer	050-3290	Green Stuff LLC	Green Stuff Crazy	Mar 9, 2024	Mar 3, 2025	Active

Filter by: Issued in the last 30 days

- Issued in the last 30 days
- Issued in the last 90 days
- Expiring in the next 90 days
- All licenses

The system also allows the user to independently search the Issued Licenses by clicking the funnel looking icon to the right of the "Filter by" section and type in the search criteria. Searches can be done for license types, partial license numbers, licensee names or premises information.

Dashboard

ACTIONS REQUIRED **LICENSES** COMMENTS

Licenses
View your licenses here.

Issued Licenses

Filter

Licenses
View your licenses here.

Issued Licenses

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Recreational Wholesaler	060-3103	Green Stuff LLC	Green Stuff	Mar 29, 2024	Mar 28, 2025	Active
Recreational Wholesaler	060-3205	Green Stuff LLC	Green Stuff Whole	Mar 5, 2024	Mar 4, 2025	Active
Recreational Wholesaler	060-3124	Green Stuff LLC	Green Stuff Storage	Mar 4, 2024	Mar 3, 2025	Active

Filter: whole

Rows per page: 10 1-3 of 3



By clicking on the blue underlined license number, the License Record will open. It is from this screen that a licensee can apply to amend their license, add/remove an endorsement, or renew their license. It is from this screen that a licensee can also find their license number, their license status, the endorsements they are approved for and the information as it pertains to the licensed premises.

License

Status: Active

License # 060-9103 **License Type** Recreational Wholesaler **Licensee** Green Stuff LLC

License Activities

Amend License
Submit an application to amend this license.

[AMEND](#)

Renew License
Submit an application to renew this license.

[RENEW](#)

Endorsements
Submit an application to add or remove endorsements for this license.

[ADD / REMOVE](#)

DETAILS

Summary

License # 060-9103	License Type Recreational Wholesaler	Effective Date Mar 29, 2024	Expiration Date Mar 28, 2025
Licensee Green Stuff LLC	Licensee Type Limited Liability Company	Issue Date Mar 4, 2024	Inactive Date -

Premises

Trade Name Green Stuff	Type Recreational Wholesaler	Operator Name -	Operator Type -
Contact Name Denise Byram	Primary Phone Number (503) 990-9983	Secondary Phone Number -	Email Address denise.byram@oregon.gov
Physical Address 4265 SE 182ND AVE GRESHAM OR 97030-5083		Mailing Address 4265 SE 182ND AVE GRESHAM OR 97030-5083	
County Multnomah	Local Government -		

Endorsement

License Type <input type="text" value="Medical Marijuana Wholesaler"/>	<input type="text" value=""/>
---	-------------------------------

Documents

Document Type <input type="text" value="License Certificate"/>	Approved Date <input type="text" value="Mar 4, 2024"/>	<input type="text" value=""/>
---	---	-------------------------------



The second component of the **Licenses** dashboard consists of **Applications**. The **Applications** section houses all submitted applications for new licenses and renewals in addition to any request to amend a license. This section also provides an update to licensees of where their applications are in the process. That is shown under the "Status" section below. Applications will live in this section indefinitely even after approval.

Applications

Filter by All applications

Type	File Number	License Type	Premises	Status	Activity Date
New Application	10917	Recreational Retailer	Which Weed Did T...	In Review	Mar 10, 2024
Amendment Application	10861	Recreational Retailer	Green Stuff Store 3	Approved	Mar 8, 2024
Renewal Application	10860	Recreational Producer	Green Stuff 9	Approved	Mar 8, 2024
New Application	10854	Recreational Producer	Green Stuff 9	Approved	Mar 8, 2024
Renewal Application	10837	Recreational Retailer	Green Stuff Crazy	Approved	Mar 8, 2024
New Application	10835	Recreational Retailer	Green Stuff Crazy	Approved	Mar 8, 2024
Renewal Application	10825	Recreational Retailer	Green Stuff	Initial Payment Pending	Mar 7, 2024
New Application	10824	Recreational Retailer	Green Stuff	Approved	Mar 7, 2024
Amendment Application	10793	Recreational Wholesale	Green Stuff Whole...	In Review	Mar 7, 2024
Amendment Application	10791	Recreational Retailer	Green Stuff Store 5	In Review	Mar 7, 2024

If a licensee needs to obtain the documents they submitted with an application, they can find those documents stored in the **Applications** section and not under the **Issued Licenses** section. To locate the documents, a licensee will need to search for the File Number associated with the application in question and click on the blue underlined number for that application. When the Applications window opens, the licensee can go to the "Documents" tab to locate the documents that were approved for this application.

New Application

File Number: 10835 | License Type: Recreational Retailer | Licensee: Green Stuff LLC

Status: **Approved**

Application Activities

- Outstanding Fees: Pay fees that are due on the application. **PAY**
- Re-Open Application: Re-open an application that has been added to the payment list. **RE-OPEN**
- Provide Additional Information: Review additional information that is required for the application. **REVIEW**

DETAILS | QUESTIONS | **DOCUMENTS**

Documents

Type	Description	Download
DOR Certificate of Tax Compliance		Download
Floor Plan		Download
LUCS / LUCS Exemption		Download
Metric (CTS) Certificate of Achievement		Download
Premises Boundary Sketch		Download
Proof of Legal Access		Download

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AMEND (CHANGE) A LICENSE OR SUBMIT NOTIFICATIONS

To amend an issued license or submit a required notification to the OLCC, licensees/authorized representatives will need to submit the request through CAMP. Many of the paper forms that were once required to be submitted through email to OLCC, can now be submitted through CAMP.

1. To amend a license or submit a required notification, go to the **Dashboard** of CAMP and select the *Licenses* tab.

The screenshot shows the CAMP dashboard with a dark blue header containing navigation links: Home, Dashboard, Search, Contact Us, Payments, Refund Policy, and Denise Byram. Below the header is a 'Licensing' section with a dropdown arrow. A sub-section titled 'Select an Action' contains two buttons: 'APPLY FOR LICENSE' and 'CREATE A COMMENT'. The main 'Dashboard' area has three tabs: 'ACTIONS REQUIRED', 'LICENSES', and 'COMMENTS'. The 'LICENSES' tab is active, showing a 'Licenses' section with the text 'View your licenses here.' Below this is a table of 'Issued Licenses' with a filter set to 'Issued in the last 30 days'. The table has columns for License Type, License #, Licensee, Premises/Address, Effective, Expires, and Status. Two licenses are listed: one for 'Recreational Wholesaler' (license # 969-3103) and one for 'Recreational Producer' (license # 920-3293), both issued to 'Green Stuff LLC'.

2. Navigate to **Issued Licenses** section and click on the blue underlined **License #** for the license needing to amend their license or submit a required notification. This should land the user on the License page for selected license.

The screenshot shows the 'License' details page. At the top left is a document icon. The title 'License' is followed by a summary: License # 050-3290, License Type Recreational Retailer, Licensee Green Stuff LLC, and Status: Active. Below this is the 'License Activities' section with three main actions: 'Amend License' (submit an application to amend this license) with an 'AMEND' button, 'Renew License' (submit an application to renew this license) with a 'RENEW' button, and 'Endorsements' (submit an application to add or remove endorsements for this license) with an 'ADD / REMOVE' button. At the bottom is a 'DETAILS' section with a 'Summary' table. The table has four columns: License # (050-3290), License Type (Recreational Retailer), Effective Date (Mar 9, 2024), and Expiration Date (Mar 8, 2025). The second row shows Licensee (Green Stuff LLC), Licensee Type (Limited Liability Company), Issue Date (Mar 8, 2024), and Inactive Date (-). Below the table is a 'Premises' section.



- Click on the **Amend** button. The **Amendment** page loads.

Amendment File Number: Amendment Type: Status: New

Getting Started

This application allows you to submit amendments and updated information for the license shown below.

We only collect personal information that is specifically required to provide you with a service or to complete items in a request or an application you plan to submit. We may use this information to identify you or contact you in relation to your request or application.

I agree

License Details

License #	License Type to Amend	Licensee	Authorized Representative
050-3290	Recreational Retailer	Green Stuff LLC	
Person:		Person Address:	
Green Stuff Crazy		4250 SE 182ND AVE GRESHAM OR 97030-5083	

Amendment Details

Amendment Type *

PREV NEXT →

- The user will need to click the “I agree” button and use the drop-down menu under **Amendment Type** to select what action they are needing to submit. Once the amendment type has been selected, click the **Next** button.

Amendment File Number: Amendment Type: Status: New

Getting Started

This application allows you to submit amendments and updated information for the license shown below.

(No selection)

- Add/Remove a Security Waiver
- Add/Remove Authorized Representative
- Add/Remove Temporary Authority to Operate
- Addition, Removal, or Relocation of a Residence
- Alteration to Premises
- Change Business Structure
- Change Contact Information or Mailing Address
- Change Legal Entity Due to Legal Conversion
- Change Legal Name
- Change Location (Change Premises Address)
- Change Ownership (Transfer License)
- Change Trade Name
- Extension of Premises
- Loss of Legal Access to Property
- Notice of Temporary Camera Failure
- Notification of Arrests or Convictions
- Notification of Disciplinary Proceeding or Licensing Enforcement by a Government Entity Other Than OLCC
- Permanent Closure of Business
- Pesticide/Solvent Failure Notification
- Seasonal Camera Shutdown
- Temporary Closure of Business

Authorized Representative: OR 97030-5083

NEXT →

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- 5. The user is navigated to the Amendment page and just like applying for a license, the system will walk the user through the different required steps to submit the amendment. When all steps have been completed the status bar should have all green circles at the top. Use the **Next** button to navigate through each step.

Amendment
File Number: 10921 | Amendment Type: Change Trade Name
Status: New

GETTING STARTED | **QUESTIONS** | DOCUMENTS | FINISH

Questions Step 2 of 4

Before submitting this application, please answer the following questions:

CLEAR ANSWERS

Recreational Retailer

Change Trade Name (0/1 Questions Completed)

Do you wish to change the trade name of your business?
 Yes No

← PREV | [Icons] | NEXT →

WITHDRAW

- 6. When all steps have been completed and the amendment is submitted, the user will receive notification that the amendment has been submitted and the status will show *In Review*. If at any time, the amendment needs to be withdrawn, the user can withdraw the request by clicking on the red “Withdraw” button at the bottom of the Amendment page.

Your Amendment has been submitted. Tracking number is 10921.

Amendment
File Number: 10921 | Amendment Type: Change Trade Name
Status: In Review

Amendment Activities

Outstanding Fees: PAY | Re-Open Application: RE-OPEN | Provide Additional Information: REVIEW

Summary			
License # 050-3290	License Type Recreational Retailer	Submitted Date Mar 11, 2024	Completed Date -
Licensee Green Stuff LLC	Licensee Type Limited Liability Company	Authorized Representative -	Premises Green Stuff Crazy

WITHDRAW



RENEWING A LICENSE

Licensees are notified 90 days prior to their license expiration date that it is time to renew their license. In CAMP, a licensee will receive an **Actions Required** notification on their Licensing Dashboard that a license is due for renewal. As shown below an Action Required to renew the license appears.

Select an Action

Dashboard


Actions Required

Licenses and license applications that require your attention.

Filter by: All actions required

Type	Number	License Type	Premises	Action Required	Activity Date
License	050-3296	Recreational Retailer	Green Stuff 25	Renew License	Mar 11, 2024

1. Licensee will click on the blue underlined license number located in the **Actions Required** tab. When it is selected, the license record for that license will open displaying a **Renew** button. To renew the license, click on the **Renew** button.



License

License # 050-3296
 License Type Recreational Retailer
 Licensee Green Stuff LLC

Status: Active

License Activities

Amend License
Submit an application to amend this license.

Renew License
Submit an application to renew this license.

Endorsements
Submit an application to add or remove endorsements for this license.

DETAILS

Summary

<small>License #</small> 050-3296	<small>License Type</small> Recreational Retailer	<small>Effective Date</small> Mar 12, 2023	<small>Expiration Date</small> Mar 11, 2024
--------------------------------------	--	---	--



- On the **Getting Started** page, it shows the license information on the license in question of needing renewed. Click on the **Next** button.



Renewal

File Number	License #	Premises
-	050-3296	Green Stuff 25

Status: New

Getting Started

You have selected to renew the following license:

License Details

License # 050-3296	License Type Recreational Retailer	Licensee Green Stuff LLC	Authorized Representative Name -
Effective Mar 12, 2023	Expires Mar 11, 2024	Status Active	Premises Name Green Stuff 25
Local Government -			

Endorsements

- Name ▾
- Marjuana Home Delivery
- Medical Marijuana Retailer

← PREV



NEXT →



- The user is directed to the **Questions** screen. Complete the required questions and click the **Next** button.

Questions Step 2 of 4

Before submitting this application, please answer the following questions:

[CLEAR ANSWERS](#)

Recreational Retailer

Recreational Retailer (4/4 Questions Completed) ▾

In the past year has any member of the business or person with a financial interest been arrested or convicted for any misdemeanor or felony? *

Yes No

In the past year has there been any disciplinary proceeding or licensing enforcement action by another governmental entity? *

Yes No

Have you lost, or do you anticipate losing, legal access to the property your premises is licensed at? *

Yes No

Have you obtained a certificate of tax compliance from the Department of Revenue for all applicants for this license? *

Yes No

Please upload your certificate(s) of tax compliance for all applicants on this license.

← PREV

NEXT →

- If there are required documents to upload in conjunction with the renewal, under the **Documents** section, a checkmark will appear next to the required document(s).

Documents Step 3 of 4

Please upload any required attachments here:

Attachment Types

Required	Attachment Type	Description	Sample Form
	Arrest / Conviction Document	Legal or court documents showing the arrest or conviction of an individual.	
	Disciplinary Proceedings or Licenses	Documentation of a disciplinary proceeding or licensing enforcement from an another state agency.	
✓	DOR Certificate of Tax Compliance		



- 5. Upload the required documents by clicking on the “+” in the **Upload** section.

Upload

The screenshot shows the 'Upload' section of the interface. At the top left is a plus sign icon (+) and at the top right is a filter icon (T). Below these is a large dashed box containing the text 'Drag & drop Files to upload'.

- 6. When the document(s) uploads completely, identify what type of document it is by using the drop-down arrow in the **Type** field.

Upload

This screenshot shows the 'Upload' section with a table of uploaded documents. A dropdown menu is open over the 'Type' field of the first document row.

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	(No selection)	DOR Certificates.png	EDIT...

The dropdown menu options are: (No selection), Arrest / Conviction Document, Disciplinary Proceedings or Licensing Enforcement, and DOR Certificate of Tax Compliance.

- 7. Navigate to the **Next** button and click it.

Documents

Step 3 of 4

Please upload any required attachments here:

Attachment Types

Required	Attachment Type	Description	Sample Form
	Arrest / Conviction Document	Legal or court documents showing the arrest or conviction of an individual.	
	Disciplinary Proceedings or Licensin...	Documentation of a disciplinary proceeding or licensing enforcement from an another state ager...	
✓	DOR Certificate of Tax Compliance		

Upload

This screenshot shows the 'Upload' section with a table of uploaded documents. The 'Type' field for the first document is set to 'DOR Certificate of Tax Compliance'.

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	DOR Certificate of Tax Compliance	DOR Certificates.png	EDIT...


← PREV



NEXT →




- 8. The user is directed to the **Renewal Summary** page where all renewal fees are identified. Users will need to click on the **Declaration** button which will then allow the user to add the renewal payments to their payment section to pay later by clicking on **Add to Payments** or to **Pay & Submit** the renewal application at that time.



Renewal

File Number: 10927 License #: 050-3296 Premises: Green Stuff 25

Status: New



GETTING STARTED QUESTIONS DOCUMENTS FINISH

Renewal Summary

Please review the information below prior to submitting this application.

Details

License # 050-3296	License Type Recreational Retailer	Licensee Green Stuff LLC	Authorized Representative Name -
Premises Name Green Stuff 25		Premises Physical Address 9079 SE MCLOUGHLIN BLVD MILWAUKIE OR 97222-7355	

Fees

<input checked="" type="checkbox"/>	Description	Amount (\$)	Tax (\$)	Total (\$)	Balance (\$)
<input checked="" type="checkbox"/>	Late Fee - Less Than 20 Days Before Expiration	150.00	0.00	150.00	150.00
<input checked="" type="checkbox"/>	Retailer Application Fee	250.00	0.00	250.00	250.00
<input checked="" type="checkbox"/>	Retailer License Fee	4,750.00	0.00	4,750.00	4,750.00
Subtotal (\$): 5,150.00					

Total amount due (\$): 5,150.00

Declaration

I have reviewed all information being submitted as part of my renewal application. All information submitted is true and correct to the best of my knowledge. I understand the OLCC will use the information to check my records, including but not limited to criminal history.

I affirm that my answers are true and complete.

← PREV





ADD TO PAYMENTS

PAY & SUBMIT




- 9. If **Pay & Submit** is selected the system will navigate the user to the payment portal where the licensee can then submit their payment and renewal application to OLCC. Once payment is received, a **Payment Summary** notification is received on the licensee’s dashboard and the renewal has been submitted to OLCC to process.

 **Payment Summary**

Receipt Number	Payment Amount
R297	\$5,150.00

Download Receipt

File Name
 Receipt.pdf



Items Paid

File Number	Paid For	Activity	Date
10927	Green Stuff LLC	Renewal Application	Mar 11, 2024

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SYSTEM NOTIFICATIONS

When a license application, renewal application or amendment has been submitted or a payment has been made to OLCC from a user account, the system will generate a transaction number associated with that action. It will appear at the top of the user dashboard. They will continue to be displayed on the dashboard until they are manually deleted by using the circle with "X" in it. If they are not cleared from the user dashboard, they will continue to stack up preventing the user from seeing the entire screen. Best practice is to delete them as they come in.

 Transaction Approved. The total amount of \$250.00 has been paid and your application has been submitted. (Transaction #: 14976548) 



FAQ

1. How can I communicate with OLCC about my application?

The best way is to send an email to marijuana.licensing@oregon.gov, providing the File Number or your license number and your question.

2. What does the red Withdraw button mean?

This button allows you withdraw your application. In most scenarios, you should not use this function. The OLCC must approve this action. Keep in mind that fees are non-refundable. If you have mistakenly created an application, but have not paid for it, you can use the red trash can icon to remove the application from your dashboard.

3. Where can I find the documents I uploaded with my application or amendment?

The accepted Documents will appear under your Dashboard, Licenses, then Applications. Find the associated application for the application you submitted, and the documents will appear under the Documents tab.

4. How do I find out where my application or amendment is in the assignment queue?

You can submit an email to OLCC.MarijuanaAssignments@oregon.gov requesting a status update on where your application is in the queue.