



CAMP USER GUIDE

Permit Access Code

Request Tool

Alcohol Service Permits & Marijuana Worker Permits

PERMIT ACCESS CODE REQUEST TOOL—

Beginning March 31st, 2025, all permit holders and pending permit applicants will have access to their permit or application in the new CAMP online portal. To access this information or continue with their ongoing application, the permittee or applicant must first link their CAMP user account to their Permit profile. If you have not applied for a service permit before, or had a service permit expire prior to March 31st, 2025, you will only have to apply for a new permit and will not need to link any information via the Access Code Request Tool.

1. Permittees must create an account in the CAMP online portal, or log into their existing account if they have already created one. This user account may be the same one you created for Alcohol or Marijuana Licensing if you maintain a license or have applied for special events, as they are all one system now in CAMP.
2. If you are logging into an account that was created previously, please skip to step 5.
3. If you have created a new User Account, upon first log in, you will be presented with the following screen:



Welcome to OLCC CAMP!

To associate with an existing Legal Entity or Person, please enter the Online Access Code below.

Once you have finished associating access codes to your account, click on the Complete button to continue. To associate additional legal entities or a person later on, go to your Profile.

To view details of the Legal Entity or Person, click on the magnifying glass on the grid.

→ ASSOCIATE

For users who have an Alcohol Service Permit, Marijuana Worker Permit, or a pending permit application, use the below fields to request your online access code. Enter your name and email address that you used to apply for your existing permit or permit application, then click 'Send Code'. If your information matches our records, an online access code will be sent to the email address attached to your existing permit or permit application record if different from the email you used to sign up to CAMP.

Once you receive it, enter the code in the 'Online Access Code' field above, and the click 'Associate'.

John

Doe

john.doe@gmail.com

SEND CODE

CONTINUE

4. If you do not currently hold a permit, have not applied for one recently, and do not have information on file with the OLCC, click on the *Continue* button.
5. If you already have a CAMP User Account (you may have previously set one up as an OLCC license holder) and do not see the above screen when logging in, you will need to go to *My Profile* in the drop down menu at the top right of the screen after logging in to locate the Permit Access Code Request Tool. Once in your *My Profile* page the tool should be located at the bottom of the page. Once located, the instructions for accessing and entering the code are identical to this process.

Dropdown Menu location on Desktop/Laptop/Tablet devices (circled in red):



Home



Permitting and Education

In Permitting and Education, you can obtain an alcohol service permit or a marijuana worker permit by completing educational requirements and passing the official test. You can also renew an existing permit, submit requests to update your personal information, or surrender your permit.

SELECT



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

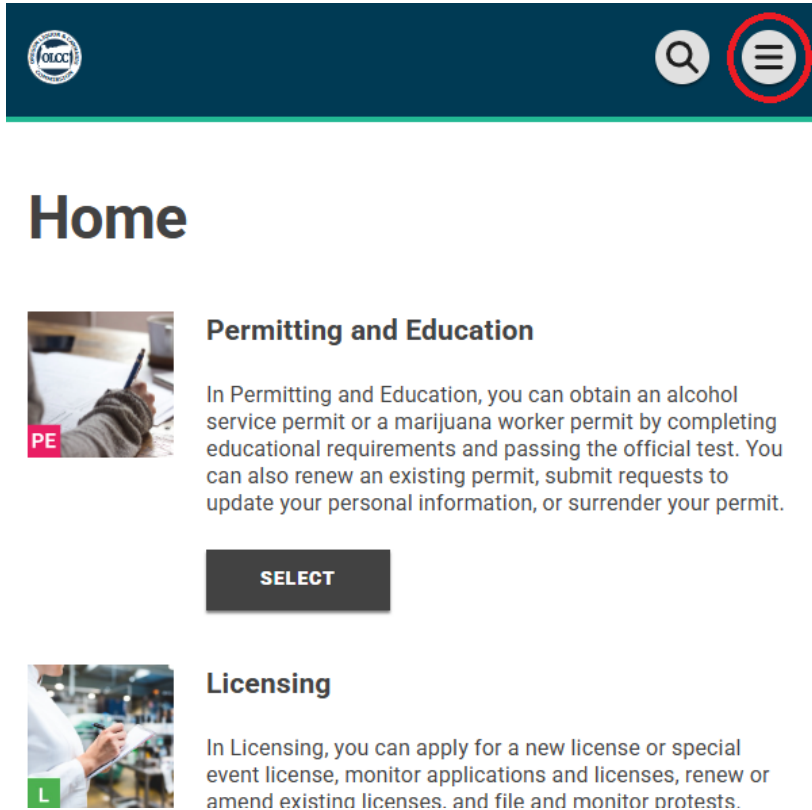


Packaging and Labeling

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.

SELECT

Dropdown menu location on Mobile devices (circled in red):



6. New CAMP Users who are permit holders, recently applied for a permit, or who already have permitting info in the system will then have to request their **Access Code**.
7. The system provides a name and email address tool to have your access code sent to you via the specified email address. Please use the email address the OLCC has on file for you. If you chose to use a different email address to set up your CAMP user account, you must enter the email you used to apply for your permit originally in that field of the search tool to acquire your Access Code. Hit the *Send Code* button when you have the fields completed.

Welcome to OLCC CAMP!

To associate with an existing Legal Entity or Person, please enter the Online Access Code below.

Once you have finished associating access codes to your account, click on the Complete button to continue. To associate additional legal entities or a person later on, go to your Profile.

To view details of the Legal Entity or Person, click on the magnifying glass on the grid.

→ ASSOCIATE

For users who have an Alcohol Service Permit, Marijuana Worker Permit, or a pending permit application, use the below fields to request your online access code. Enter your name and email address that you used to apply for your existing permit or permit application, then click 'Send Code'. If your information matches our records, an online access code will be sent to the email address attached to your existing permit or permit application record if different from the email you used to sign up to CAMP.

Once you receive it, enter the code in the 'Online Access Code' field above, and the click 'Associate'.

First Name*
John

Last Name*
Doe

Email Address*
johndoe@gmail.com

SEND CODE

CONTINUE

- 8. Check your email for your access code. Please be sure to check Junk and Spam folders.
- 9. Type your **Access Code** in the provided box and click on *Associate*.

Welcome to OLCC CAMP!

To associate with an existing Legal Entity or Person, please enter the Online Access Code below.

Once you have finished associating access codes to your account, click on the Complete button to continue. To associate additional legal entities or a person later on, go to your Profile.

To view details of the Legal Entity or Person, click on the magnifying glass on the grid.

→ ASSOCIATE

For users who have an Alcohol Service Permit, Marijuana Worker Permit, or a pending permit application, use the below fields to request your online access code. Enter your name and email address that you used to apply for your existing permit or permit application, then click 'Send Code'. If your information matches our records, an online access code will be sent to the email address attached to your existing permit or permit application record if different from the email you used to sign up to CAMP.

Once you receive it, enter the code in the 'Online Access Code' field above, and the click 'Associate'.

First Name*
John

Last Name*
Doe

Email Address*
johndoe@gmail.com

SEND CODE

CONTINUE

- 10. After you associate your **Access Code** and click *Continue*, you will be directed to your "Home" screen. Your permit information is now associated with your user account.