



# **CAMP USER GUIDE**

## **Hemp Registry**

Oregon Liquor & Cannabis Commission  
November 18, 2025





## OVERVIEW

The Cannabis and Alcohol Management Program (CAMP) is where hemp product registry applicants must register their hemp products for approval before they can compliantly sell hemp products in Oregon.

CAMP will allow hemp registry applicants to submit a hemp product registration, labeling, review their previously approved registrations, renew their registrations, and make amendments to approved registrations.

This guide covers the specifics of hemp registry functionality of CAMP. It will discuss how to create a registration application, what happens after you submit your application, managing your applications, and how to amend approved applications, and FAQs.

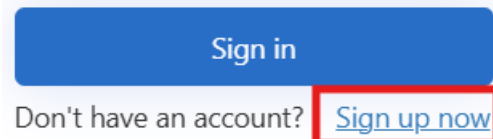
The guide does not address specific rule requirements and does not supersede or modify any OLCC administrative rule or law. See the [Hemp Registry Guide](#) on the OLCC's website for more information regarding OLCC administrative rule requirements.

If you have questions, email [marijuana.packaging@olcc.oregon.gov](mailto:marijuana.packaging@olcc.oregon.gov) or call 503-872-5459.

## REGISTERING WITH CAMP

1. You must first register with CAMP to submit a registration application. Click [this link](#).
2. Click "Login / Register" and then click the "Sign up Now" link to create an account.

### Customer Portal Login



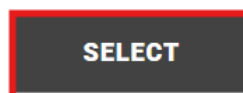
## APPLY FOR A NEW APPLICATION – GETTING STARTED

1. Under **Home** select **Hemp Product Registration:**



### Hemp Product Registration

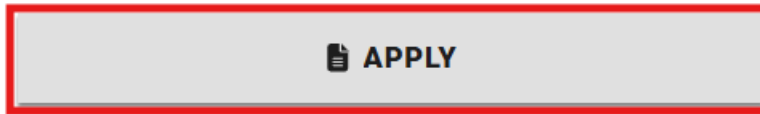
In Hemp Product Registration, you can apply for new approvals and view your approved Registrations. For already approved Registrations, you can upload new images, and submit corrections or additional information.





2. Navigate to the **Hemp Product Registration menu** and select *Apply*:

## Select an Action



Under **Getting Started**, you must click the “I agree” button to advance.

3. Use the Search Applicants function to look up existing applicants or click new to create your application information.

If you need to create a **new applicant**, your applicant information will be saved and associated with your username once the OLCC approves the registration application. On future applications, this information will be automatically available to you. If you are submitting multiple registrations at once and you are creating a new applicant, you may want to submit one and wait until the OLCC takes action on the initial application to submit others, so you do not have to re-enter information.

4. **Manufacturers:** You must add at least one Manufacturer to the application. Use the lookup function to search for an existing manufacturer or click the + sign to enter a new manufacturer. Once a manufacturer has been added to an active registration, it will become searchable for all users.

## LABELS

### Information & Label ID

1. **On the Labels portion** of the application, first select what product **type** you are applying for (these generally correspond to the definitions in rule). The **name** should be something that can assist OLCC in understanding what the label will be used for and can help you organize your labels. The **description** can be where you can provide additional information to explain your application to the OLCC, such as how the product will be packaged and labeled.

2. **Label ID:** You must have a Label ID displayed on your outermost container or via a website link on your label that would enable a reasonable person to reliably locate the Label ID (this can include a QR code). The format is “Label ID: 0000”. You must fill in the Label ID



Please ensure the Label ID 68 is visible on each variant label.



## Label Images and Label Variants

1. **Each product's entire label is considered a variant.** For example, if you have a label for a hemp gummy, you would need to **upload all** the labeling elements into one variant. You could upload one file that shows all the labeling, or you could upload multiple files showing the required information. As an example, you **cannot** separate the front and back of a label into separate variants.
2. You may **upload multiple label variants** for the same product type in one application. For example, you can upload multiple flavor variations of a hemp gummy (berry, cherry, and peach). However, you **cannot combine** a hemp pre-roll and a gummy in one application.
3. To better manage your labels and assist OLCC in the review and approval process, you are encouraged to use the variant functionality. For example, if you have three flavors of a gummy, you would create three versions (berry, cherry, and peach) and upload the front and back of each flavor into the respective variant.

**IMPORTANT:** All label files (including images and PDFs) are displayed in OLCC's public facing search. If you have non-required information that you do not want made public, do not include it in the label files you upload. The application documents (forms, certificates of analysis, etc.) you submit are not publicly searchable.

**IMPORTANT:** CAMP supports JPEG, JPG, PNG, GIF, and PDF. You are encouraged to use JPEG, JPG, PNG, or GIF because it will display a thumbnail. *PDFs cannot display a thumbnail.* Under Variants, the image files can be uploaded under Images and PDFs can be uploaded under Documents (do not confuse this with the Documents section of the application).

JPEG, JPG, PNG, and GIF are **limited** to 10,000x10,000 pixels. PDFs are **limited** to 44MB. If your files exceed this, you will get an error message and you must downsize the files. Keep in mind all text must still be legible.



## DOCUMENTS

### Required Documents

1. The **Documents portion** of the application is where you can upload required information that is not part of the label. This may include required forms or supplemental information.

A certificate of analysis (COA) for a batch of the hemp item being registered is **required** to be submitted.

### Upload

Click the '+' icon to add documents.

Drag & drop Files to upload

<input type="checkbox"/>	Document Type *	File Name	Description
<input type="checkbox"/>	Certificate of Analysis	Certificate of Analysis for Hemp G... <div>New</div>	Edit...

**IMPORTANT: Do not upload labels under the Documents portion** of the application. This will cause your application to be returned to you.

2. If you **fail to upload required documentation**, your application will be returned to you so it is important to understand what documents may be required before you submit your application.



## FINISHING THE APPLICATION & WHAT HAPPENS NEXT?

### Finishing the Application

1. The last step is to finish and pay for your application. You can use checking or savings accounts, debit cards and all major credit cards. If you want to pay with cash, please email [marijuana.packaging@olcc.oregon.gov](mailto:marijuana.packaging@olcc.oregon.gov) to make arrangements.
2. Your application will then **enter the OLCC queue** to be reviewed. Applications are reviewed in the order received.

**IMPORTANT:** Your application **will not be reviewed or approved by OLCC until payment is made**. Hemp Registration fees are **non-refundable**.

### Hemp Product Registration Review & Approval Process

1. When OLCC approves your application or returns it back to you for corrections, you will receive an automatically generated email to the email associated with your account that will provide you with an update on the status of your application.
2. **Once the OLCC approves your application**, you will receive an automated email that it has been approved.
3. If your application **was not approved** and is in the status of *Provide Information*, you can find what actions you need to take detailed under the **Dashboard** and **Actions Required** tab. Click the file number link, navigate to *Provide Additional Information* and click the **Review** button.

Type	Number	Product	Registrant	Action Required	Activity Date
Hemp Product Application	<a href="#">212913</a>	Blueberry Gummy	OLCC TEST ACCOUNT	Provide Information	Nov 17, 2025

## Hemp Product Application Activities

### Outstanding Fees

Pay outstanding fees. Some fees are mandatory and will automatically be included in your next payment.

PAY

### Provide Additional Information

Click the review button to see what changes you need to make to your application.

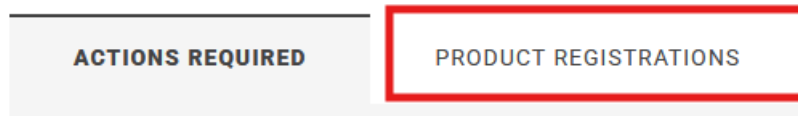
REVIEW



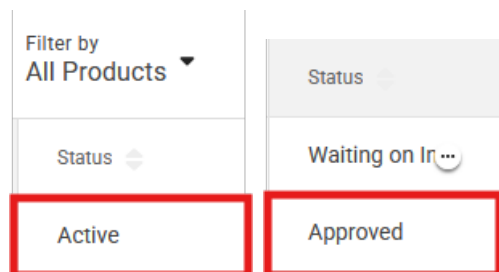
4. In your **Dashboard** under **Product Registrations**, approved registrations are listed with a status of active. Scroll down to **Applications** to view all product registrations and the status of each application.



## Dashboard



In your **Dashboard**, if your application was approved, it will show under Product Registrations as *Active* and under Applications it will show as *Approved*.



**IMPORTANT:** Only the **Variants** that have been **approved** in your application may be compliantly used. Do not assume that everything you uploaded is approved. It is **your responsibility** to understand what has been approved so you may compliantly use it.

**IMPORTANT:** ***Your approved labels are not under Applications.*** Applications will allow you to see more information about your application, including documents that were accepted by OLCC.



5. If your application **was not approved**, it will show under **Actions Required** as *Provide Information*.

## Actions Required

These are the product registrations and applications that require your attention.

Type	Number	Product	Registrant	Action Required	Activity Date
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6. If your application **was not approved** and is in the status of *Provide Information*, you can find what actions you need to take detailed under the **Dashboard** and **Actions Required** tab. Click the file number link, navigate to **Provide Additional Information** and click the **Review** button.

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## Hemp Product Application Activities

### Outstanding Fees

Pay outstanding fees. Some fees are mandatory and will automatically be included in your next payment.

PAY

### Provide Additional Information

Click the review button to see what changes you need to make to your application.

REVIEW





Under **Additional Information Request**, you can see what notes the OLCC has left about your application.

## Additional Information Request

Provide the additional information required to process this application.

File Job Number

212913

Applicant

OLCC TEST ACCOUNT

Submitted On

Nov 17, 2025

### Requested Information

Add a nutrition template to your label

Please submit the additional information below.

Additional Information \*

7. Update your **Application** and **leave notes** for the OLCC about what you have done.



8. During this process, this is your **chance to remove non-compliant labels**, and based on OLCC feedback, upload complaint ones.

## Label Variant

Name

Blueberry Gummy


Description


Gummy






## Images

Note: Only Images in a Pending status may be deleted. Please ensure your image is no larger than 10,000x10,000 pixels.

1 selected



 Drag & drop Files to upload

<input checked="" type="checkbox"/>	Im...	File Name 	Status 
<input checked="" type="checkbox"/>	 	<div>New</div> Blueberry Gummy.png	Pending 

OK

CANCEL

This image illustrates how to remove a file. First click the checkbox next to the file you would like to delete, then the red trash can icon appears, click this to remove the image.



## AMENDING AN APPROVED APPLICATION

### How to change your Approved Product Registrations

1. To **make a change to your approved application**: navigate to your **Dashboard**, *Product Registration tab*, then click on the *Label ID* hyperlink for the registration you want to change.

2. **Click the Request button**:

## Product Activities

### Request Product Amendments

Request an amendment to the product or label.

REQUEST

3. You can **amend existing variants** or submit new ones.

4. CAMP will ask you questions like those in this guide outlined above regarding the submission of an application; the review and approval process is the same as submitting a new application.

## RENEWALS

1. In order to maintain an active registration, a hemp product registered with the OLCC must be annually renewed, a registration renewal application and fee must be received **no later than 395 days** after the date the registration was previously approved by the Commission to be renewed. CAMP will send scheduled reminder emails before the registration expires.

2. To **renew your registration application**: navigate to your **Dashboard**, *Product Registration tab*, then click on the *Label ID* hyperlink for the registration you want to renew.

3. **Click the Renew Button**:

## Product Activities

### Request Product Amendments

Request an amendment to the product or label.

REQUEST

### Initiate a Product Renewal

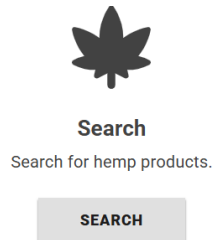
Renew an expiring or expired product.

RENEW



## SEARCHING FOR REGISTRATIONS

1. OLCC provides a public facing search to review registrations. This can be accessed by signing out of your account or accessing the public facing [CAMP link](#) in another browser.
2. Scroll down to "Search for Hemp Products":



3. You can search using a variety of search criteria. Once you have found the application you are looking for, you can click on the Label ID hyperlink.

Image	Manufacturer Names	Label ID	Label Name	Status	Expiration Date	Product Type	Product
	Good Earth, OLCC HEM...	<a href="#">13798</a>	Blueberry Gummy	Active	Nov 21, 2025	Edible	

4. To view the approved registration labels, click the magnifying glass under "Label Variants". This will allow you to view thumbnails and download the label files.

## Label Variants

Image	Documents	Name	Description	
		Blueberry Gummy	Gummy	

## FAQ

1. **How can I communicate with OLCC about my application?**  
The best way is to either use the File Number, Label ID, or applicant name (i.e. business name or individual name).
2. **What does the red Withdraw button mean?**  
This button allows you to 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 a registration 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 in my application?**  
The accepted Documents will appear under your Dashboard, Labels, then Applications.



#### 4. **Where do I find my applications?**

- **New registration** applications that have been submitted to OLCC, but not reviewed will show under **Product Registrations**, then **Applications** (scroll down) and have the status of *In Review*.
- **Reviewed** applications that were **not approved** will show under Actions Required and have the status of *Provide Information*.
- **Approved** applications will show under **Product Registrations** with a status of *Active*.

#### 5. **Why can't I see all my applications?** You may need to change the filters to show "all labels" (top) and increase the rows per page (bottom).

If you have more questions, email [marijuana.packaging@olcc.oregon.gov](mailto:marijuana.packaging@olcc.oregon.gov) or call 503-872-5459.