



OREGON LIQUOR CONTROL COMMISSION

Marijuana License Dashboard Transfer Instructions

What is this document?

You may be provided this document as a licensee or applicant for a recreational marijuana license when you need to change the user account and/or email associated with one or more marijuana licenses. This may occur if you have lost access to the original email account, when making business structure changes to one but not all of your licenses. Or when changing the user information associated with your Packaging & Labelling applications or approvals.

License Dashboard Transfer Instructions:

- Go to the online licensing system site: <https://apps.oregon.gov/OLCC/Marijuana/elicense/>
- Under **New User**, select “Register for a BUSINESS account.”

Do not log in using your existing credentials. You must create a new account to transfer your dashboard.

- Follow the instructions to create a new set of credentials associated with the new email. The email you enter will be used to receive license certificates, letters, and notifications associated with the license or application.
- You will receive an email containing an activation hyperlink. Click on the hyperlink to verify your registration, and activate the new login credentials. Be sure to use the activation link within 24 hours of receiving it.
- Navigate to the online recreational marijuana website: <https://apps.oregon.gov/OLCC/Marijuana/elicense/>
 - Log in using the new credentials you created in the previous steps.
- Follow and complete all prompts regarding business information:
 - Interested parties
 - Interested legal entities
 - Funding sources

The business information for the new account ***must be identical*** to the business information for your old account.

- When prompts are completed the **Licensing Dashboard** page will open.
 - **STOP HERE! Do not start a new application.**
- Email OLCC.MarijuanaAssignments@oregon.gov with the following information:
 - Subject line: **License Dashboard Transfer Request – LICENSENUMBER**
 - Replace “LICENSENUMBER” above with your license number or application ID.
 - In the message body:
 - **Old user name:** The user name for your previous account.
 - **New user name:** The user name for your new account.
 - **Business name:** If applying as a legal entity, the legal entity name (not the trade name.)
 - **Additional license numbers:** If applicable.
 - Once verified the license will be accessible with the new login credentials

Packaging & Labelling Transfer Instructions:

- Once the license dashboard transfer is completed, email marijuana.packaging@oregon.gov in order to maintain/regain access to packaging and labeling information. Please provide the following information in your email: your business name, license number, old username, and new username. **Do not** send your password or other sensitive information.