

# PACKAGE AND LABEL PRE-APPROVAL PROCESS



This guide is intended to explain the OLCC package and label application process. This guide does not address the rule requirements for packages or labels. If you would like to learn more about package or label rule requirements, please read the packaging and labeling rules, OAR 845-025-7000 to 845-025-7190.

[Division 25 Rules](#)

## SECTION 1. Creating an Account

To begin, log on to the Recreational Marijuana Licensing system at this address:

<https://apps.oregon.gov/OLCC/Marijuana/elicense/>

On the right side of the page, click on the "Register for a BUSINESS account" button.

A screenshot of the Oregon.gov Recreational Marijuana Licensing website. The page has a dark green header with "OREGON.GOV" and "Recreational Marijuana Licensing" in white. Below the header, there is a "Welcome" section with a "Log in" button. To the right, there are two registration options: "New Users" with a "Register for a BUSINESS account" button, and "Going to work for a marijuana business?" with a "Register for a WORKER PERMIT account" button. A red arrow points from the text on the left to the "Register for a BUSINESS account" button. At the bottom, there is a note about registration not affecting the order of license issuance and a disclaimer for the medical marijuana program.

Complete the User Sign-Up form. Create a username and password that you will be able to remember. In case you forget your username or password, choose three different security questions and choose answers that you will be able to remember in the future. You will need this information to access your account and dashboard.

Please use an email address that you check regularly. The address provided is the address where all correspondence will be sent.

When you have completed all of the fields, click "Register."

## User Sign-Up

The user will be the primary contact and will receive automatic email notifications regarding the status of the application(s). All communication will be sent to this email and it cannot be changed.

### Contact Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email *	Contact Number *	
<input type="text"/>	<input type="text"/>	

### Account Credentials

Username *	<input type="text"/>
Username is required. Maximum character length for username is 20.	
Password *	<input type="password"/>
Password is required. Passwords must be at least eight characters in length, contain at least one capital letter, one lowercase letter, one numeric value, and one special character. The percent symbol (%) is not an acceptable special character. Ampersand-percent (&%) is not a valid combination.	
Re-enter Password *	<input type="password"/>
Re-enter Password is required.	

### Security Questions

Please provide 3 security questions. This information will be used if your password needs changed.

--Please Select a Question --	<input type="text"/>
--Please Select a Question --	<input type="text"/>
--Please Select a Question --	<input type="text"/>

Register

Once you see this screen, you will need to check the email account you provided in the previous screen.

## Recreational Marijuana Licensing System

Registration successful!

Your account has been successfully registered.  
Please check your email and follow its directions to confirm your account.  
You may now close your window.

In your email, you should have received an email from [OregonSupport@nicusa.com](mailto:OregonSupport@nicusa.com).

Please verify your account by clicking on the first link. 

Reply Reply All Forward



OregonSupport@nicusa.com  
OLCC - Online Licensing System Account Activation

Welcome to the Oregon Liquor Control Commission's Recreational Marijuana Online Licensing System. Your account has been registered with the following username. Please record this information. Your username is required to log in to your account:

Username:

Your account must be verified before your first log in. Click the link below to verify your account and log in:

<http://apps.oregon.gov/OLCC/Marijuana/elicense/?token=C0138D7C-A842-4F2C-A587>

Before you begin a recreational marijuana license application we recommend reviewing the Business Readiness Guide and Frequently Asked Questions at [www.marijuana.oregon.gov](http://www.marijuana.oregon.gov).

Before you begin a packaging or labeling preapproval application we recommend reviewing all the rules and requirements at [www.oregon.gov/olcc/marijuana/Pages/PackagingLabelingPreApproval.aspx](http://www.oregon.gov/olcc/marijuana/Pages/PackagingLabelingPreApproval.aspx).

For additional help logging into the website, please call the OLCC's Recreational Marijuana line at (503) 872-5000.

**Do not respond to this system-generated email.**

Thank you,  
Oregon Liquor Control Commission  
Recreational Marijuana Program  
<http://www.marijuana.oregon.gov>

**This part of the application is very important.** At the bottom of the screen there are two options and you must select the correct option in order to move forward to the next screen.

***OLCC Recreational License***

If you want to apply for an OLCC license, select the first option, “I want to apply for a recreational marijuana license” and click Continue. Then please move on to Section 2 of this guide.

***OHA Medical Registrant***

If you are registered with the OHA as a medical grower, processor, or dispensary and you want to apply for packaging and label approval, please select the second option, “I am a registered medical marijuana business and only want to apply for packaging or labeling approval” and click Continue. Then please move on to Section 3 of this guide.

## Before You Begin

Are you a registered medical marijuana business only trying to apply for packaging or labeling pre-approval?

If you only want to apply for packaging or labeling pre-approval you can skip to the [“Are you applying for packaging and labeling pre-approval?”](#) section below and indicate that you are a registered medical marijuana business and only want to apply for packaging or labeling preapproval.

Do you live in a locality that has opted out of recreational marijuana business licenses?

By law, cities and counties in Oregon may opt-out of certain marijuana business licenses. Before you continue, review the OLCC opt-out list at [marijuana.oregon.gov](#) to see if your locality is listed. If it is and you choose to continue with an application, your application may be denied. If you are unsure about how local governments are making decisions about marijuana businesses, please contact your city and/or county directly.

Have you started your Local Land Use Compatibility Statement (“LUCS”)?

All applicants will need to submit a “land use compatibility statement” approved by local jurisdictions. You should begin the process as soon as possible. If you have this document completed at the time of application, you may upload it with other supporting documentation. The request form and instructions are located on [marijuana.oregon.gov](#). Be aware that localities may also have other forms and processes you need to complete before they will approve your LUCS.

Have you read all of the rules?

Prior to applying, read the OLCC rules at [marijuana.oregon.gov](#), which were developed through a collaborative process involving a broad range of stakeholders.

Have you reviewed [marijuana.oregon.gov](#)?

Prior to starting your application, review [marijuana.oregon.gov](#) for helpful documents. The Application Checklist, Application Instructions, and online video recording of the Salem Workshop will prepare you to be a successful applicant. You should also review the Supplemental Forms list, as OLCC staff may request these from you after you submit your application. The Business Readiness Guide will provide you with helpful information on running a successful business in Oregon.

Are you applying for packaging and labeling pre-approval?

All licensees and registrants that will be packaging marijuana items for sale or transfer to a consumer must have their packages and labels pre-approved by the OLCC. If you are a medical registrant who is applying for package and label approval and not currently applying for a recreational marijuana license, please use the button at the bottom to select “I am a registered medical marijuana business and only want to apply for packaging or labeling preapproval.” You must be registered with the Oregon Health Authority before your application will be approved. Recreational marijuana licensees will also be able to apply for package and label approval after beginning a license application. License applicants may submit a package and label application while a license application is pending but package and label approval will not be given until the license becomes active.

Please note: Saved applications are available for revisions for 30 days. After 30 days, any saved application that has not been revised or submitted with the appropriate application fee will be removed from the system, and you will need to begin the process again. Be sure to login update or submit your application within 30 days of starting it in order to prevent it from being removed.

What would you like to apply for today?

- I want to apply for a recreational marijuana license.
- I am a registered medical marijuana business and only want to apply for packaging or labeling preapproval.

 Continue

## SECTION 2. OLCC Licensee – Add Business Information

If you selected, “I want to apply for a recreational marijuana license” on the previous screen, this is the next screen you should see. The Add Business Information page is the beginning of the license application.

Please complete the information in this form and continue on with the rest of the application. Once you complete the license application, you can submit your package and label applications.

Please move on to Section 4 of this guide when you are ready to apply for package and label approval.

### Add business information

Please complete all of the required(\*) fields.

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#### Business Details

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<b>Business Name *</b>	<b>SOS Registration Number *</b>	<b>Type Of Business Entity</b>
<input type="text"/>	<input type="text"/>	<input type="text" value="Select one..."/>
<small>Use same name listed with Oregon Secretary Of State. If you are a Sole Proprietor, enter your legal name.</small>	<small>Expected format is either 8 or 9 numbers with a dash preceding the last 2 numbers. Example: 123456-78 or 1123456-78</small>	<small>Choose a type from the list</small>

#### Business Mailing Address

This address is used for mailing documents. Your physical address will be collected later.

<b>Address 1 *</b>	<b>Address 2</b>	
<input type="text"/>	<input type="text"/>	
<b>City *</b>	<b>State *</b>	<b>Zip *</b>
<input type="text"/>	<input type="text" value="Oregon"/>	<input type="text"/>
	<small>Choose a state from the list</small>	
<b>County</b>		
<input type="text" value="Select..."/>		

#### Business Contact Information

Provide the primary contact number and email address for communication about your application.

<b>Primary Business Contact Phone *</b>	<b>Primary Business Contact Email *</b>
<input type="text"/>	<input type="text"/>

[Continue](#) [Go Back](#)

## SECTION 3. Medical Registrants

If you selected, "I am a registered medical marijuana business and only want to apply for packaging or labeling approval" on the previous screen, this is the next screen you should see. The Add Business Information page requires you to provide general information about your business.

Please complete the information in this form and click "Continue."

### Add business information

Please complete all of the required(\*) fields.

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#### Business Details

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**Business Name \***

Use same name listed with Oregon Secretary Of State. If you are a Sole Proprietor, enter your legal name.

#### Business Mailing Address

This address is used for mailing documents. Your physical address will be collected later.

**Address 1 \*** **Address 2**

**City \*** **State \*** **Zip \***

Choose a state from the list

**County**

#### Business Contact Information

Provide the primary contact number and email address for communication about your application.

**Primary Business Contact Phone \*** **Primary Business Contact Email \***

[Continue](#) [Go Back](#)

The next screen is your packaging and label dashboard.

Please move on to Section 4 of this guide when you are ready to apply for package and label approval.

### My License Dashboard

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the [OLCC](#), and manage your licenses.

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[Packaging/Labels](#)

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#### Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please [Apply for New packaging](#).

[+ Add Packaging](#) [+ Add Pre-Approved Packaging](#)

Title & Description	Package #	License #	Created	Status	Details
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#### Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

[+ Add Label](#)

Title & Description	Application/Registration ID	Created	Status	Details
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# SECTION 4: Applying for Package Pre-Approval

## New Package Applications

Once you log into your account, you will be taken to the license dashboard.

If you are an OLCC licensee, you will need to click on the Packaging/Labels tab to go to the Package and Label Dashboard.

**Recreational Marijuana Licensing System**

### My License Dashboard

[+ Start a New Application](#)

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

[License Dashboard](#) [Business Information](#) [Applications](#) [Packaging/Labels](#)

Action Needed	Type	Location	Record ID	Status	Cancel	Action
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Once you are on the Package and Label dashboard, you should start by adding packaging.

If you are adding a package **that has not been approved before**, click the “+ Add Packaging” button to start a new package application.

Adding a package that has already been approved to your dashboard is discussed on page 13.

# Recreational Marijuana Licensing System

## My License Dashboard

[+ Start a New Application](#)

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

[License Dashboard](#) [Business Information](#) [Applications](#) [Packaging/Labels](#)

### Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please Apply for New packaging.

[+ Add Packaging](#) [+ Add Pre-Approved Packaging](#)

Title & Description	Package #	License #	Created	Status	Details
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### Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

[+ Add Label](#)

Title & Description	Application/Registration ID	Created	Status	Details
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Clicking on the “+ Add Packaging” button will open a new package application.

Complete all of the fields with information about the package you are submitting for approval and the marijuana item that will be sold inside of the package.

Using the dropdown menu, select the license number that will be packaging and labeling the product for ultimate sale to a consumer.

If your package has been certified as child resistant under 16 CFR 1700, choose “Yes” to the question: “Is your packaging Child-Resistant?” Upload a document that proves the package has been certified as child resistant.

To upload the certification, click “Browse.”

Select the file on your computer and then click “+ Upload File.” Once the file is uploaded, you will see the name of the file appear in the space above.

Click Continue.

On the next screen, add the dimensions of the package.

If you are submitting more than one package, include additional package sizes by clicking on "+ Add New Row."

Click Continue.

The screenshot shows the 'Apply for New Packaging' interface. At the top, it says 'Apply for New Packaging' and 'Please fill out all applicable fields.' Below this is a progress bar with four steps: 1. Base Info (active), 2. Add Sizes (current step), 3. Add Colors, and 4. Upload Images & Submit. The main heading is 'Step 2 - Enter Package Size Information' with a sub-heading 'Next, we'll collect Package size information about your packaging.' The 'Size and Dimensions' section contains a table with three columns: 'Size & Description', 'Dimensions', and 'Action'. The first row has 'L 3.75" x W 2.75" x H 1"' in the first column, 'Inch' in the second, and a red 'x' icon in the third. Below the table is an 'Add New Row' button. A note below the table says 'Provide the dimensions or size of your packaging. Examples: 2x2x3 in, 24 fl oz, 3g'. At the bottom are 'Go Back', 'Continue', and 'Back to Dashboard' buttons.

Add any colors of the package that you would like to have approved.

Click Continue.

The screenshot shows the 'Apply for New Packaging' interface. At the top, it says 'Apply for New Packaging' and 'Please fill out all applicable fields.' Below this is a progress bar with four steps: 1. Base Info, 2. Add Sizes, 3. Add Colors (current step), and 4. Upload Images & Submit. The main heading is 'Step 3 - Add Package Color(s) Information' with a sub-heading 'Next, we'll collect Package color information about your packaging.' The 'Colors' section contains a search input field with the placeholder text 'Type to search'. Below the input field is a note: 'Begin typing to search or click the dropdown. To add a color not listed, enter it and choose 'Add''. At the bottom are 'Go Back', 'Continue', and 'Back to Dashboard' buttons.

On this screen, upload pictures of the package.

**If you are applying to use multiple colors or sizes, upload pictures that include all size and color variations.**

To upload a file, click “Browse” and select the file from your computer. After selecting the file, click the “+ Upload File” button.

Also add a picture of the marijuana item that will be sold inside the package.

The screenshot shows a web form titled "Apply for New Packaging" with a progress bar at the top indicating four steps: 1. Base Info, 2. Add Size, 3. Add Colors, and 4. Upload Images & Submit. Step 3 is currently active. The main heading is "Step 3 - Add Package Image(s) Information". Below this, it says "Last, we'll collect Package Image(s) information about your packaging." The section is titled "Package Images" and includes instructions: "Please upload an image of the marijuana item that is being packaged, along with images of this package in all of its variants. Acceptable file formats: .JPG, .JPEG, .PNG, & .PDF. Max File Size: 5MB." There is a cloud upload icon and the text "Upload your files". Below this is a text input field with a "Browse..." button and a "+ Upload File" button. At the bottom, there is a table for "Uploaded Files" with columns for "Name", "Image", and "Remove". At the very bottom of the form are buttons for "Go Back", "Save", and "Back to Dashboard".

### Color Variation Example



### Color and Size Variation Example



### Size Variation Example



### Outer Package and Small Container

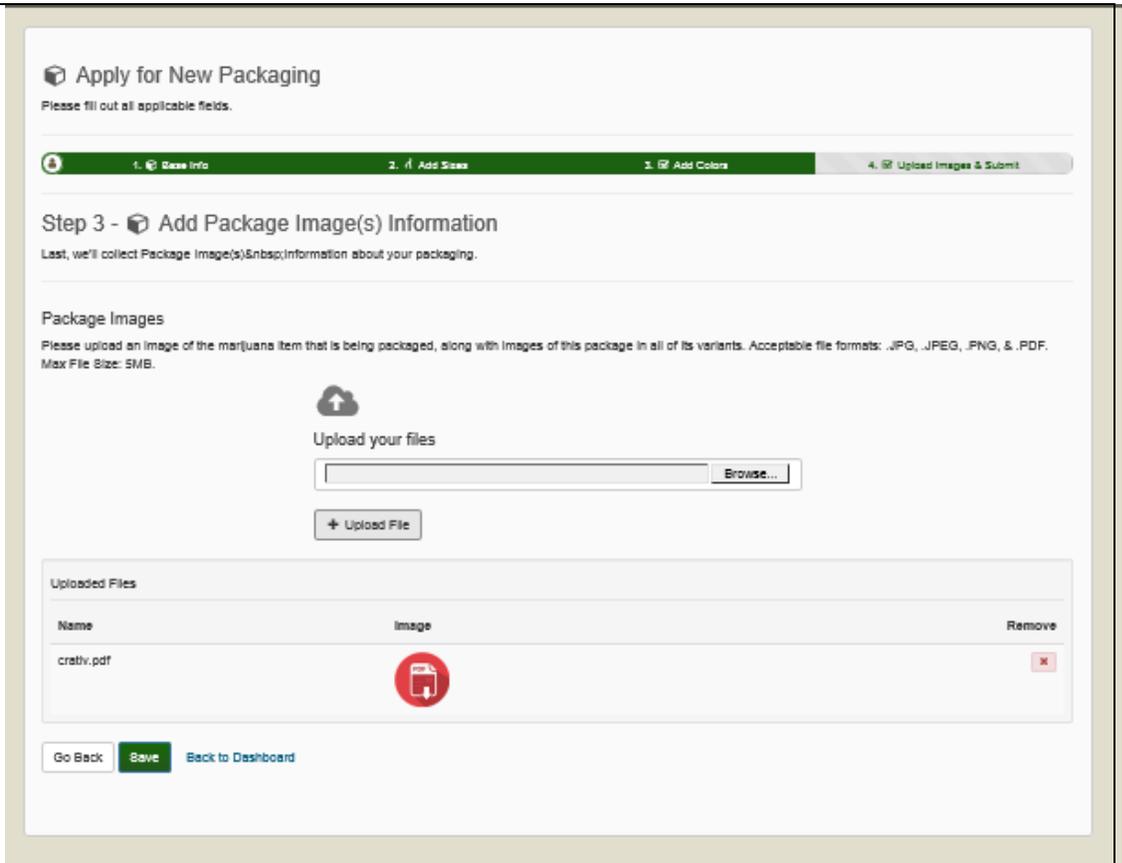


If you are using a small container that will be placed inside of a larger container, for example a tincture bottle that will go inside of a larger cardboard box, include pictures of both packages.

If you are using a cartridge, add a picture of the cartridge with the universal symbol affixed to the cartridge.

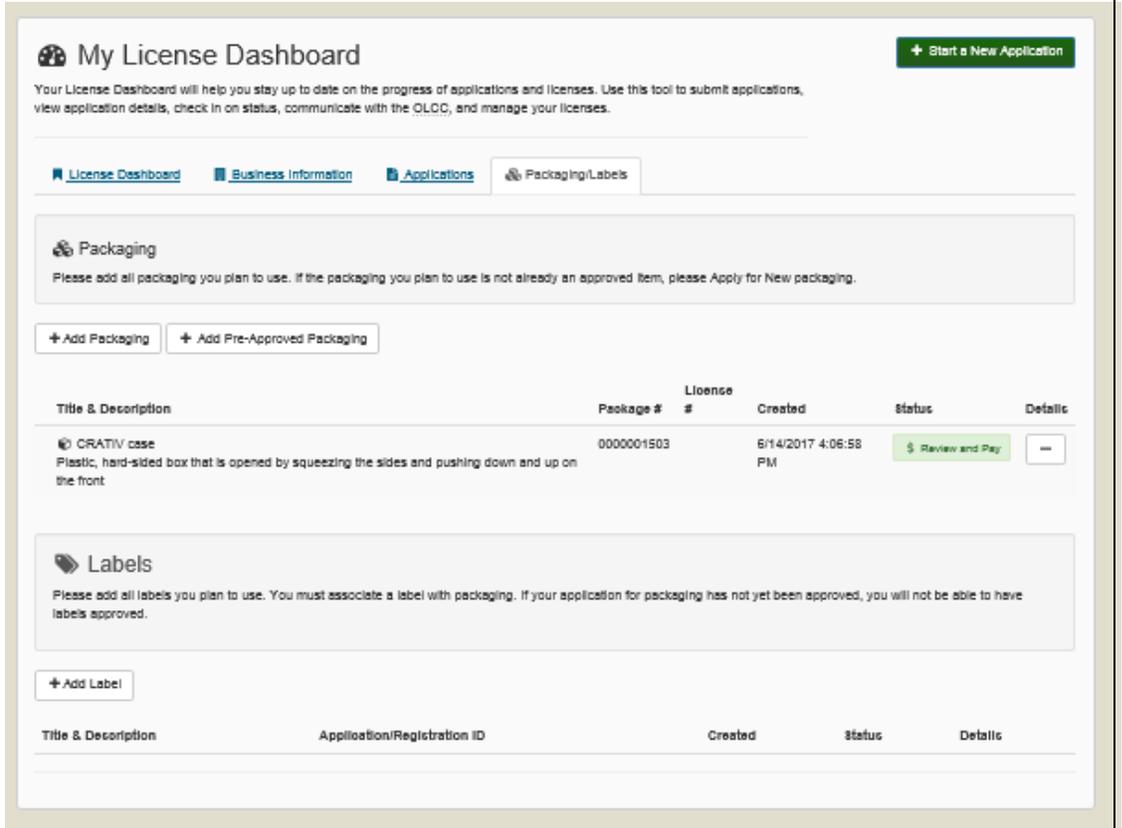
When an image has been uploaded, it will appear in the Uploaded Files table.

When you are finished adding images, click Save.



Clicking Save will take you back to the License Dashboard and you will need to click the "Packaging/Labels" tab again.

Once on the package and label dashboard, you must click on "Review and Pay" to finish the process and submit the application.



Review the information in the Package Application Review to make it is all correct and then click “Proceed to Acknowledgement.”

## ✔ Package Application Review for

Please review your application.

Print

📄
**Business Information**
▼

📄 **Business Details**

Business Name

BOE #

Business Type

Sole Proprietorship

📍 Address

Portland, Oregon

👤 Contact Information

Primary Contact

Phone (503)

Email

👥 **Interested Parties**

Members of this business entity, including yourself, who have a financial or business interest

Name	Type
Natural Person Sole Proprietor	

★ **Interested Legal Entities**

Outside Legal Entities who have an interest in my company

Business Name	Type	Members

💰 **Funding Sources**

Sources of funding acquired for your business

Funding Source	Amount	Description
Bank Accounts	\$100.00	
<b>Total</b>	<b>\$100.00</b>	

📄
**Package Details**
▼

Status

Draft

License #

Package Title

CRATIV case

Package Description

Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front

Product Item Type Description

3 Pererols

Package Colors

💰
**Package Preapproval Fees**
▼

Fee Description	Quantity	Fee Amount	Status
📄 Package Preapproval Fee	1	\$100	Unpaid
<b>Total</b>		<b>\$100</b>	

Proceed to Acknowledgement

Return to License Dashboard

Page 12 of 24

Sign the Acknowledgement and select the payment type. Once you pay the fee, the application will be submitted for review and the status on the dashboard will change to "New."

Acknowledgement for Test

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**Affirmation \***  
I affirm my answers are true and complete. I understand that if my answers are not true and complete the OLCC may deny my application.

**Electronic Signature \***  
Please enter your full legal name

[Pay by Cash/Check](#) [Pay by Credit/Debit](#) [Go Back](#)

# Adding Pre-Approved Package Applications

To add a package that has already been approved to your dashboard, click the "+ Add Pre-Approved Packaging" button on the Packaging/Labels dashboard.

## Recreational Marijuana Licensing System

### My License Dashboard

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

[+ Start a New Application](#)

[License Dashboard](#)
[Business Information](#)
[Applications](#)
[Packaging/Labels](#)

**Packaging**

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please Apply for New packaging.

[+ Add Packaging](#)
[+ Add Pre-Approved Packaging](#)

Title & Description	Package #	License #	Created	Status	Details

**Labels**

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

[+ Add Label](#)

Title & Description	Application/Registration ID	Created	Status	Details

When this box appears, you will be able to search for packages using one of these three fields. If you know the Package ID number, type it into the first field and select "Find." If you do not know the ID number, type a word into the keyword search and click "Find."

**Add Pre-Approved Packaging**

**Find Approved Packaging**  
Enter values to search into one or more of the text field. A report will be returned below to choose Pre-Approved Packaging from.

Package ID:

Package Item Description:

Packaging Type:

**Pre-Approved Packaging Available**  
Select a Pre-Approved Packaging by clicking on desired row.

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After clicking “Find” a list of approved packages will appear. Choose the package you want to add to your dashboard by clicking on it.

### Add Pre-Approved Packaging

Find Approved Packaging

Enter values to search into one or more of the text field. A report will be returned below to choose Pre-Approved Packaging from.

Package ID:

Package Item Description:

Packaging Type:

Pre-Approved Packaging Available

Select a Pre-Approved Packaging by clicking on desired row.

Show  entries Search:

ID	PackagingID	Name	Description
1502	0000001502	DIEM Pre-Roll	1 gram pre-roll box + tube
1475	0000001475	Pollen Gear Child Resistant Snaptech™ Bags	Pollen Gear Child Resistant
1474	0000001474	Pollen Gear Child Resistant Glass Jar	Pollen Gear Child Resistant
1473	0000001473	Pollen Gear Pop-Box	Premium ASTM Child-Res
1460	0000001460	Pollen Gear Pop-box	Child resistant recyclable s
1453	0000001453	Vape Cart Box & Doob Tube	94 mm white opaque child
1448	0000001448	PHARMACEUTICAL ROUND JARS	Wide mouth jars for capsu
1424	0000001424	SEALZ™ CR - PUSH & TURN CHILD RESISTANT CANNABIS JARS	airtight and watertight dou
1421	0000001421	level+ canna caps	13dram Pop Top childproc
1419	0000001419	PAX Era Pod Child Proof Container	PAX Era Pod Child Proof C

Previous  2 3 4 5 ... 23 Next

On the next screen, add information about the package, the type of product that you will be selling in the package, and the license number or registrant number that will be using this package.

Upload a picture of the package that you will be using and select "Import."

The Pre-Approved Package will appear on the Packaging/Labels Dashboard.

In this example to the right, the status of the Pre-approved Package is "Compliant, Not Approved for Use." The reason for this status is because the license number used on the package application has not been activated yet. Once the license becomes active, the status will automatically change to "Approved."

Title & Description	Package #	License #	Created	Status	Details
<b>CRATIV case</b> Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front	0000001503	10065978A25	6/14/2017 4:06:58 PM	Approved	---
<b>Pollen Gear Pop-Box</b> Premium ASTM Child-Resistant Pop Top Pollen Gear Pop-Box	0000001506	1008093230A	6/14/2017 5:11:55 PM	Compliant, Not Approved for Use	---

# Adding Label Applications

To add a label application, click on “+ Add Label.”

**My License Dashboard** + Start a New Application

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

[License Dashboard](#) [Business Information](#) [Applications](#) [Packaging/Labels](#)

### Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please Apply for New packaging.

+ Add Packaging    + Add Pre-Approved Packaging

Title & Description	Package #	License #	Created	Status	Details
<b>CRATIV case</b> Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front	0000001503		6/14/2017 4:06:58 PM	<span style="background-color: #e8f5e9;">Review and Pay</span>	---
<b>Pollen Gear Pop-Box</b> Premium ASTM Child-Resistant Pop Top Pollen Gear Pop-Box	0000001506	1008093230A	6/14/2017 5:11:55 PM	Compliant, Not Approved for Use	---

### Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

+ Add Label

Title & Description	Application/Registration ID	Created	Status	Details
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Once you click on the “+ Add Label” button, a new label application will open.

Fill out all of the fields about your product. The “Title” and “Description” fields will be visible on the Approved Labels List, once the label is approved.

In the Packages field, select the package from the list that will be used with the label. The list contains the packages that have been added to the Dashboard.

Click “Continue.”

The screenshot shows a web form titled "Apply for New Labeling for Test". At the top, there is a progress bar with three steps: "1. Base" (highlighted in green), "2. Variants", and "3. Images" (with a checkmark). Below the progress bar, the heading "Step 1 - Labeling Information" is displayed. A sub-heading reads: "First, we'll collect some basic information about your labeling. Please fill out all necessary fields." Below this, a note says: "Please fill in all applicable fields to apply for a new label." The form is divided into sections: "Basic Information" with fields for "Title \*" and "Description \*"; "Type of Product \*" and "MJ License \*" (both dropdown menus with "Choose..." options); and "Packages \*" with a "Select a package..." dropdown. At the bottom, there are two buttons: a green "Continue" button and a blue "Back to Dashboard" link.

On the next page, enter any and all color of flavor variations for the label.

If this does not apply to your product, click "Continue."

### Apply for New Labeling for Test

1. Base 2. **Variants** 3. Images

#### Step 2 - Variants

Next, we'll collect all label variants: colors and flavors. Please fill out all necessary fields.

**Colors**

**Flavors**

[Back](#) [Continue](#) [Back to Dashboard](#)

To the right are examples of color and flavor variations. The label has three color variations: brown, green, and yellow.

The label also has three flavor variations: cinnamon, peppermint, and ginger.



Enter all of the variants into the fields and click “Continue.”

If your label does not have any color or flavor variations, skip this step by clicking “Continue.”

The screenshot shows two input fields. The first is labeled 'Colors' and contains the text 'Brown, Green, Yellow'. The second is labeled 'Flavors' and contains the text 'Cinnamon, Peppermint, Ginger'. At the bottom of the form, there are three buttons: 'Back', 'Continue', and 'Back to Dashboard'.

Upload pictures of the label. Be sure to include pictures of the front, back, top, bottom, sides, or inside of the package – any place that contains logos, pictures, graphics, or text.

The size limit for uploads is 5 MB.

Click “Save.”

The screenshot shows the 'Apply for New Labeling for Test' page. It features a progress bar with three steps: '1. Base', '2. Variants', and '3. Images' (which is currently active). Below the progress bar, the section is titled 'Label Images' and includes instructions: 'Please upload an image of the marijuana item that is being labeled, along with images of this label in all of its variants. Acceptable file formats: .JPG, .JPEG, .PNG, & .PDF. Max File Size: 5MB.' There is an upload icon and the text 'Upload your files'. Below this is a file input field with a 'Browse...' button and a '+ Add' button. At the bottom, there is an 'Uploaded Files' table with a header 'Name' and a 'Remove' button. At the very bottom, there are three buttons: 'Back', 'Save', and 'Back to Dashboard'.

Once you add a document, it will appear in the "Uploaded Files" section.

When you are finished adding photos, click "Save."

### Apply for New Labeling for Test

1. Base 2. Variants 3. **Images**

#### Label Images

Please upload an image of the marijuana item that is being labeled, along with images of this label in all of its variants. Acceptable file formats: .JPG, .JPEG, .PNG, & .PDF. Max File Size: 5MB.

 Upload your files

Uploaded Files	
Name	Remove
ace_of_spades.png	<input type="button" value="x"/>

[Back to Dashboard](#)

You will return to the Dashboard. The label will be in “Review and Pay” status. Click on “Review and Pay” to complete the application.

## My License Dashboard + Start a New Application

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

License Dashboard
Business Information
Applications
Packaging/Labels

### Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please Apply for New packaging.

+ Add Packaging
+ Add Pre-Approved Packaging

Title & Description	Package #	License #	Created	Status	Details
<b>CRATIV case</b> Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front	0000001503		6/14/2017 4:06:58 PM	\$ Review and Pay	...
<b>Pollen Gear Pop-Box</b> Premium ASTM Child-Resistant Pop Top Pollen Gear Pop-Box	0000001506	1008093230A	6/14/2017 5:11:55 PM	Compliant, Not Approved for Use	...

### Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

+ Add Label

Title & Description	Application/Registration ID	Created	Status	Details
<b>Pre-roll Label</b> Front and back panel with logo and required information	1008093230A	6/20/2017 5:20:23 PM	\$ Review and Pay	...

Sign the acknowledgement and provide payment for the application.

## ☑ Acknowledgement for Test

**Affirmation \***

I affirm my answers are true and complete. I understand that if my answers are not true and complete the OLCC may deny my application.

**Electronic Signature \***

Please enter your full legal name

Pay by Cash/Check
Pay by Credit/Debit
Go Back

Once the application has been paid for and submitted, the status will change to "New."

At this point the application has been sent to the OLCC for review. You will receive an email when the status of the application changes.

Once the application has been approved, the status will change to "Approved."

## My License Dashboard

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the OLCC, and manage your licenses.

[+ Start a New Application](#)

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[Business Information](#)
[Applications](#)
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### Packaging

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Title & Description	Package #	License #	Created	Status	Details
<b>CRATIV case</b> Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front	0000001503		6/14/2017 4:06:58 PM	Approved	...
<b>Pollen Gear Pop-Box</b> Premium ASTM Child-Resistant Pop Top Pollen Gear Pop-Box	0000001506	1008093230A	6/14/2017 5:11:55 PM	Approved	...

### Labels

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+ Add Label

Title & Description	Application/Registration ID	Created	Status	Details
<b>Pre-roll Label</b> Front and back panel with logo and required information	1008093230A	6/20/2017 5:20:23 PM	New	...

# Resubmission Required Status

If you see “Resubmission Required,” this means you need to make changes to your application. To view the requested changes, click on the Details button.

You will need to look through each page of the application to see where changes are needed. Once you make the changes, you will resubmit the same application for review.

## My License Dashboard

Your License Dashboard will help you stay up to date on the progress of applications and licenses. Use this tool to submit applications, view application details, check in on status, communicate with the [OLCC](#), and manage your licenses.

+ Start a New Application

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[License Dashboard](#)
[Business Information](#)
[Applications](#)
[Packaging/Labels](#)

📦

### Packaging

Please add all packaging you plan to use. If the packaging you plan to use is not already an approved item, please Apply for New packaging.

+ Add Packaging
+ Add Pre-Approved Packaging

Title & Description	Package #	License #	Created	Status	Details
<span style="font-size: 0.9em;">📦</span> <b>CRATIV case</b> Plastic, hard-sided box that is opened by squeezing the sides and pushing down and up on the front	0000001503		6/14/2017 4:06:58 PM	Approved	...
<span style="font-size: 0.9em;">📦</span> <b>Pollen Gear Pop-Box</b> Premium ASTM Child-Resistant Pop Top Pollen Gear Pop-Box	0000001506	1008093230A	6/14/2017 5:11:55 PM	Approved	...

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### Labels

Please add all labels you plan to use. You must associate a label with packaging. If your application for packaging has not yet been approved, you will not be able to have labels approved.

+ Add Label

Title & Description	Application/Registration ID	Created	Status	Details
<span style="font-size: 0.9em;">🏷️</span> <b>Pre-roll Label</b> Front and back panel with logo and required information	1008093230A	6/20/2017 5:20:23 PM	Resubmission Required	...



## Questions?

Send your questions to:  
[marijuana.packaging@oregon.gov](mailto:marijuana.packaging@oregon.gov)

If you are having trouble with the software, please take screenshots of the issue and any error messages and email them to the address above.

