

GUIDANCE FOR HEMP INDUSTRY

REGISTERING YOUR BUSINESS AS A MANUFACTURED HEMP PRODUCT RETAILER AND/OR DISTRIBUTOR

1. CREATING A LOG IN

You must create a log in using your *name* before you can begin the process of adding your business information and applying for a manufactured hemp product certificate of registration. To do this you must register to join DOH portal at:

<https://hi-doh-public.nls.egov.com/register>

Register to join Hawaii DOH Portal.

WARNING: Please be sure that the information provided during registration is 100% accurate. This data will be used in your application, and you **CANNOT** modify this information after you register.

Legal First Name *

Legal Last Name *

Email *

Confirm Email *

Phone Number *

What type of application would you like to get started with? *

Password *



Re-enter Password *



☐ Please read and accept [Terms and Conditions](#) before proceeding.

☐ I'm not a robot



CANCEL

REGISTER

[↻ If you didn't receive your verification email, please click here.](#)

***IMPORTANT:** Once the registration information is submitted, confirm your email address by clicking the link sent to your inbox. **You will not be able to log in until you verify your email address** (if you do not see the email link, please check all your inboxes, i.e., spam, junk mail, or quarantine).


2. LOGGING IN

Once your new account email has been verified, you can log in to your account. Please use the following link to log in to your account:

<https://hi-doh-public.nls.egov.com/login>


Sign-in


Email *


Password * 

☐ Accept [Terms and Conditions](#).

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

 SIGN IN

 FORGOT PASSWORD

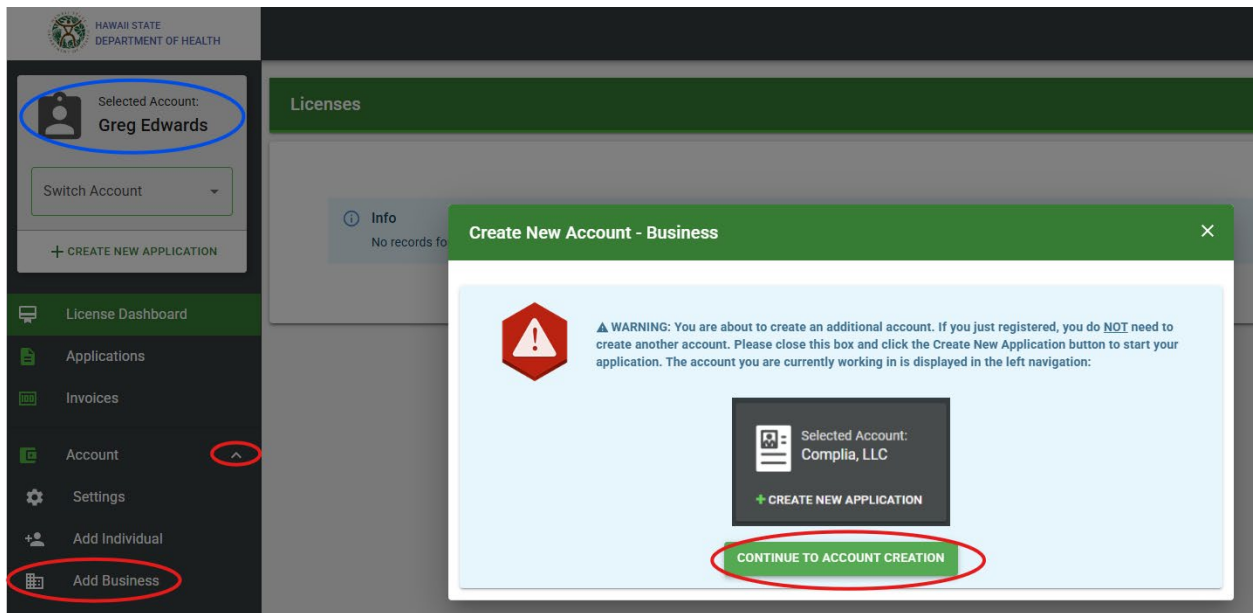
***IMPORTANT:** If you forget your password, click the Forgot Password button, provide your email address, and follow the instructions. Multiple login attempts with an incorrect password will lock your account. Please contact technical support at <https://cannabislicensing.zendesk.com/hc/en-us/requests/new> to have your account unlocked.

3. ADD BUSINESS

At this point you have successfully logged into your account created using your *name* (see **blue** oval).

Before you can register your business as a RETAILER or DISTRIBUTOR you must create an account under your *business name*.

- A. Select “Add Business” and “CONTINUE TO ACCOUNT CREATION” (see **red** ovals)



- B. Fill out business information requested and select “CREATE ACCOUNT”

HAWAII STATE DEPARTMENT OF HEALTH

Selected Account: Greg Edwards

Switch Account

+ CREATE NEW APPLICATION

License Dashboard

Applications

Invoices

Account

Settings

Add Individual

Add Business

Licenses

Info No records found

Create New Account - Business

Phone Number * Email *

Business Name * Your Business Name Here Website

Tax ID Number * Please enter your social security number if you do not have an EIN. This field is limited to 9 characters

CANCEL CREATE ACCOUNT

4. CREATE NEW APPLICATION

Now that you have created an account with your *business name* (ex. “Your Business Name Here”) please ensure it is the selected account (**blue** oval). If not, you can select it by clicking on “Switch Account”.

After confirming you are now in the correct business account you will need to select “CREATE NEW APPLICATION” → “New Hemp Business” → “CREATE APPLICATION” (see **red** ovals).

HAWAII STATE DEPARTMENT OF HEALTH

Selected Account: Your Business Name Here

Switch Account

+ CREATE NEW APPLICATION

License Dashboard

Applications

Invoices

Account

Settings

Add Individual

Add Business

Licenses

Info No records found

New Application

You are creating a new application for: Your Business Name Here

New Business License	New Facility License	Business License Renewal	Business License Update
Facility License Update	New Hemp Business	Hemp Business Update	Hemp Business Renewal

⚠️ Hemp Retailers and Distributors Registration fees are temporarily waived. Select Mail Payment to submit your application and do not submit payment. Hemp Processors Application fees are required. Select Mail Payment and mail the required application fee as instructed.

ⓘ Please switch accounts if you want to create an application for a different person or business.

CREATE APPLICATION

5. SELECT YOUR REGISTRATION TYPE

Congratulations! You arrived at the point where you can select if you are applying to be a **“Manufactured Hemp Product Retailer”** or **“Manufactured Hemp Product Distributor”** and begin the application process to receive your certificate of registration.

If your company is processing or manufacturing or packing or labeling manufactured hemp products or hemp crude extract in Hawaii, then you will need to apply for a permit as a **“Hemp Processor”**.

Please note the information at the top of the page, in light blue, informing businesses that if you have multiple retail and/or distributor locations you will need to apply and register them separately.

The screenshot shows the 'Applications / New Hemp Business' page. The left sidebar contains links: License Dashboard, Applications (highlighted), Invoices, Account, Settings, Add Individual, and Add Business. The top navigation bar has tabs: LICENSE INFORMATION (active), APPLICANT INFORMATION, CRIMINAL HISTORY INFORMATION, HEMP PROCESSING FACILITY INFORMATION, QUESTIONS / ATTESTATIONS, DOCUMENTS, PAYMENT, and REVIEW. The main content area features a light blue informational box with text about felony convictions and multiple locations. Below this, the 'Registration Type *' dropdown is open, showing three options: 'Hemp Processor', 'Manufactured Hemp Product Retailer' (circled in red), and 'Manufactured Hemp Product Distributor'. To the right of the dropdown is a radio button question: 'Are you attending a temporary event? *' with 'Yes' and 'No' options. At the bottom right are three buttons: 'SAVE', 'SAVE & NEXT', and 'CANCEL'.

After you have made your selection, you can select **“SAVE & NEXT”** to continue the application process.

If you need to stop and return later to complete the application, you must select “SAVE”. This will allow you log in to your account later and complete the application without having to resubmit previously answered questions.

- To return to a saved application you must log in and switch account to your business account (upper left) and then select “Applications” (left column).

*IMPORTANT: When you finish the application you will have the opportunity to review all the information you submitted. Any information that is required but that has not been submitted will be identified on the review page as a red **X**.

OMCCR will be unable to issue a certificate of registration until the application is satisfactorily amended and the review page shows all green checkmarks (✓).