

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 * _____

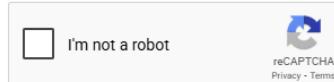
Email * _____ Confirm Email * _____

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.



 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. The verification email should come from following address: hidoh-noreply@hi-doh.egov.com

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 * (eye icon)

Accept [Terms and Conditions](#).

I'm not a robot reCAPTCHA
[Privacy](#) • [Terms](#)

[SIGN IN](#) [FORGOT PASSWORD](#)

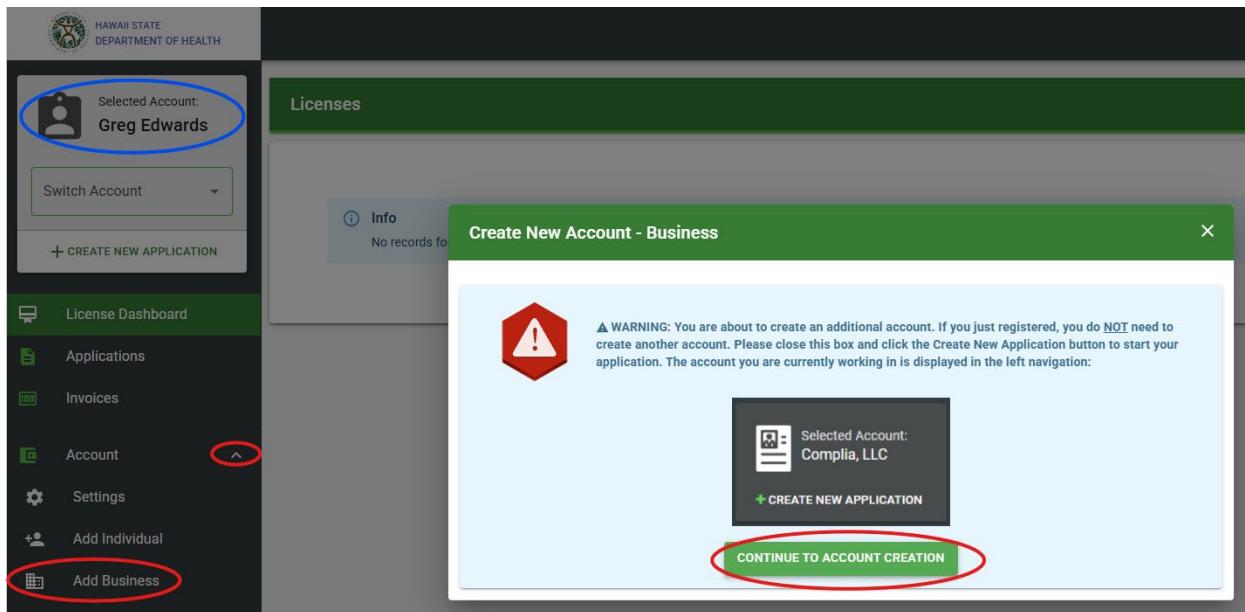
*IMPORTANT: If you forget your password, click the Forgot Password button, provide your email address, and follow the instructions. Multiple login attempts with an incorrect password will lock your account. Please contact technical support at <https://cannabislicensing.zendesk.com/hc/en-us/requests/new>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

3. ADD BUSINESS

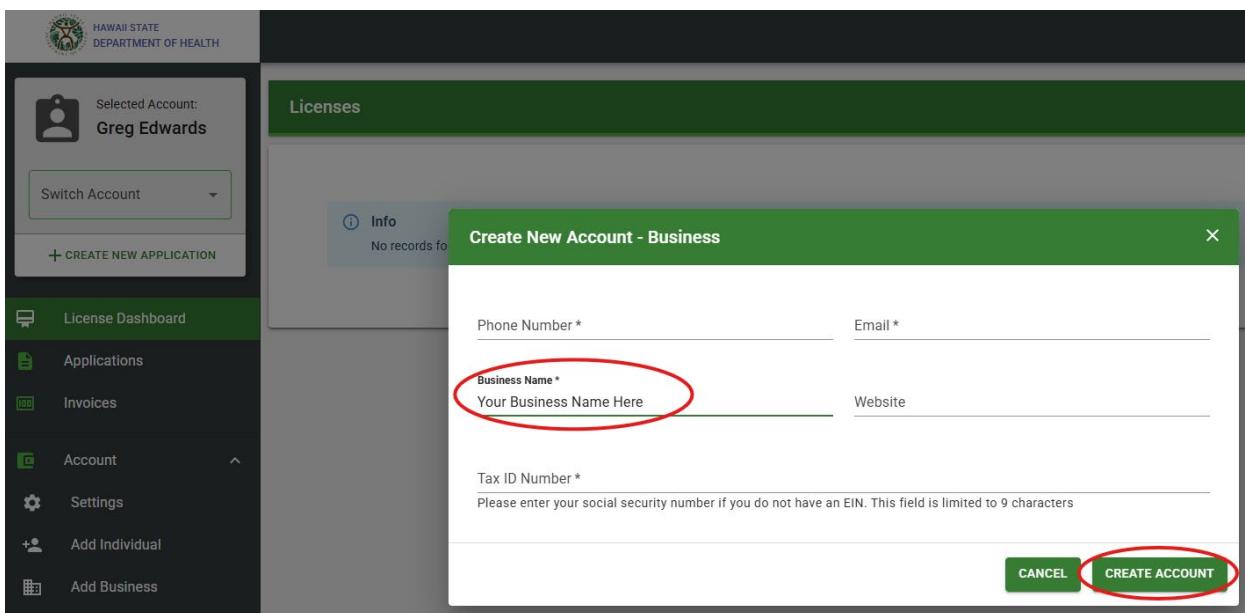
At this point you have successfully logged into your account created using your *name* (see **blue oval**).

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**)



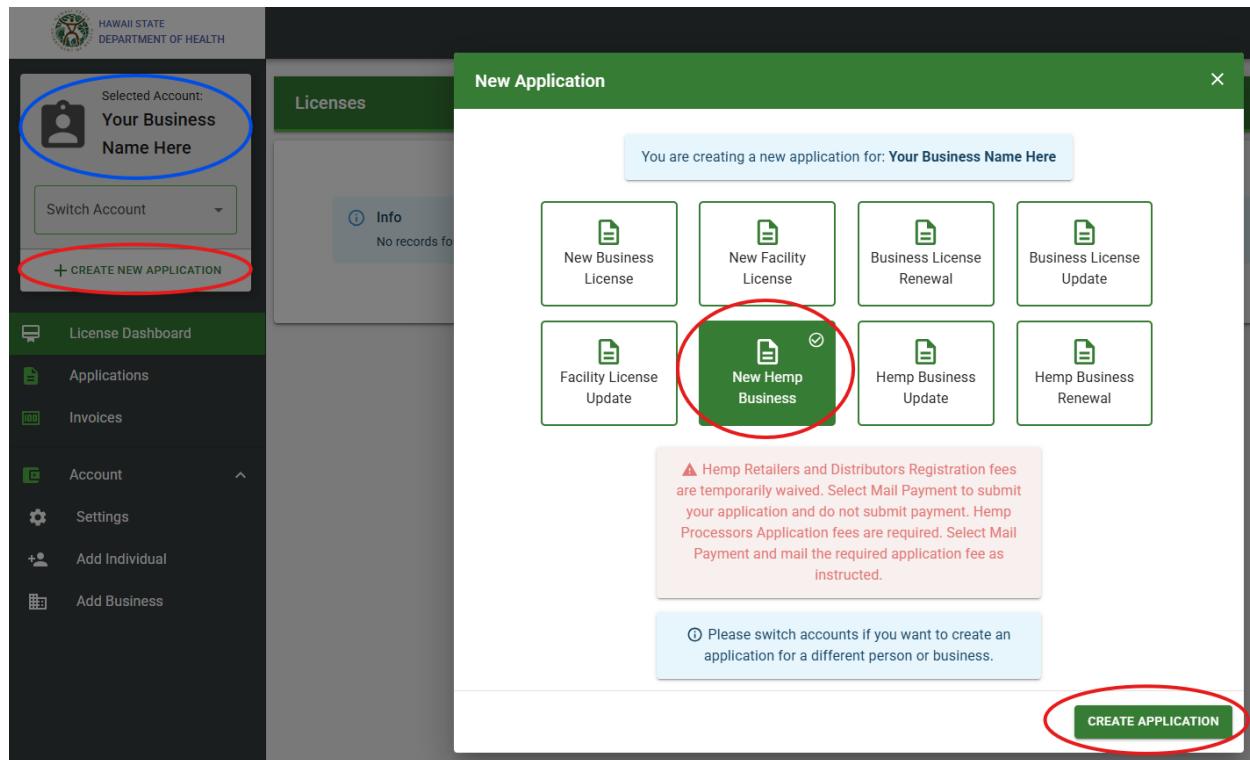
B. Fill out business information requested and select “CREATE ACCOUNT”



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**).

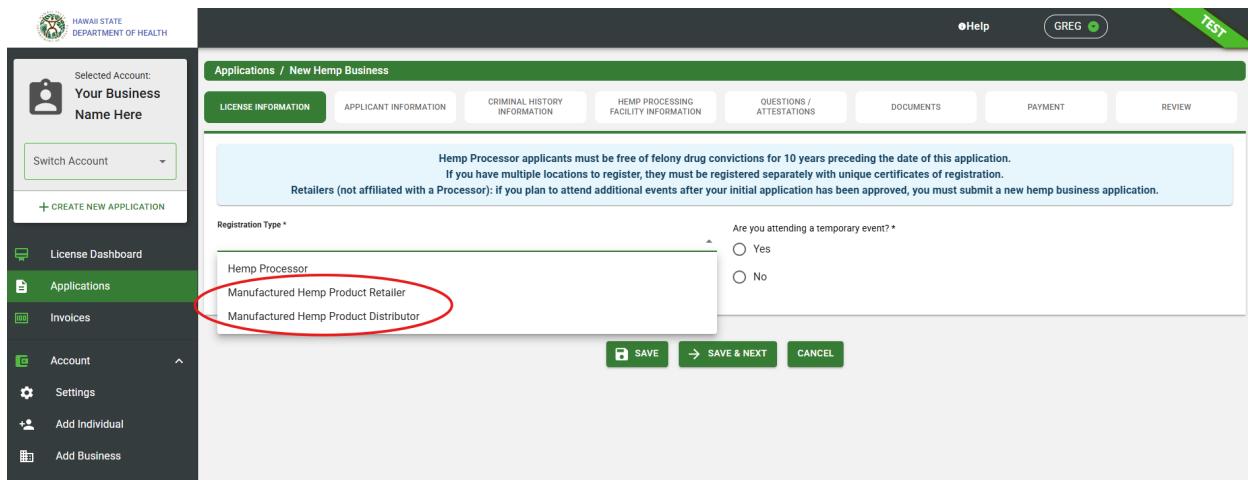


5. SELECT YOUR REGISTRATION TYPE

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.



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 (✓).

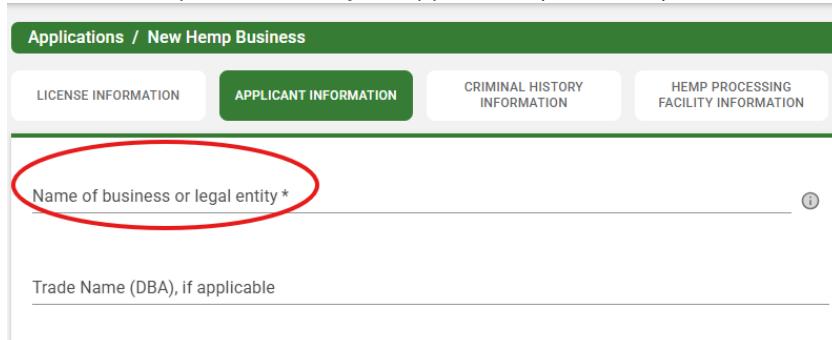
IMPORTANT TIPS

Name of Business or Legal Entity

Applicants are required to submit name of business or legal entity that is registered with Hawaii Department of Commerce and Consumer Affairs – Business Registration (DCCA – BREG).

If we are unable to verify that the name of your business or legal entity is registered in Hawaii, your application will be returned for correction.

ACTION: If you have not registered your business name in Hawaii, please visit DCCA – BREG website (<https://cca.hawaii.gov/breg/>) to register a business name online. Once you have registered your business name with DCCA – BREG, please amend your application (see below).



Applications / New Hemp Business

LICENSE INFORMATION APPLICANT INFORMATION CRIMINAL HISTORY INFORMATION HEMP PROCESSING FACILITY INFORMATION

Name of business or legal entity *

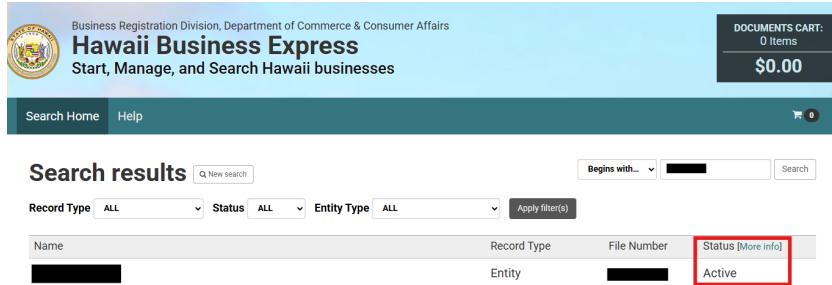
Trade Name (DBA), if applicable

NOTE: Please do not enter your Trade Name (or DBA) as your Business or Legal Entity Name.

IMPORTANT: For businesses that have registered their business name with Hawaii, the status of your Hawaii business name must be listed as “ACTIVE” on DCCA – BREG site.

We will not approve your application if your business name registered in Hawaii does not indicate a status that is “ACTIVE”. Please verify the status of your business name with DCCA – BREG and correct if necessary.

Example of business name status that is “ACTIVE” with DCCA – BREG and would be approved.



Business Registration Division, Department of Commerce & Consumer Affairs
Hawaii Business Express
Start, Manage, and Search Hawaii businesses

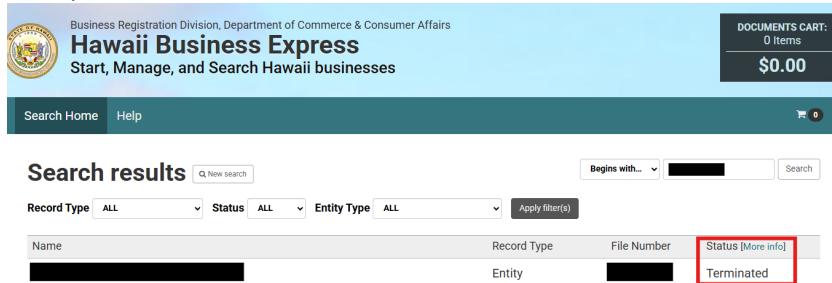
DOCUMENTS CART: 0 Items
\$0.00

Search Home Help

Search results

Name	Record Type	File Number	Status [More info]
[REDACTED]	Entity	[REDACTED]	Active

Example of business name status that is not “ACTIVE”. A “Terminated” status would be an example.



Business Registration Division, Department of Commerce & Consumer Affairs
Hawaii Business Express
Start, Manage, and Search Hawaii businesses

DOCUMENTS CART: 0 Items
\$0.00

Search Home Help

Search results

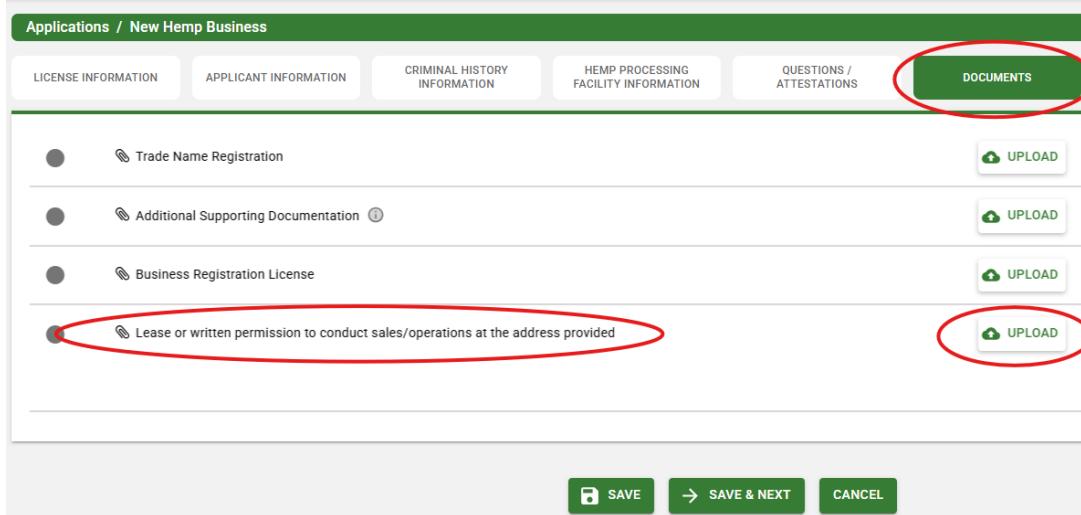
Name	Record Type	File Number	Status [More info]
[REDACTED]	Entity	[REDACTED]	Terminated

Lease or Written Permission to Conduct Sales

Applicants are required to submit evidence that the person applying for registration is either:

- The property owner
- OR
- Has received permission from property owner to operate at the facility address listed on the application.

Review options A & B below and upload document to “**Lease or written permission to conduct sales/operations at the address provided**” under the Documents tab, as shown here.



The screenshot shows a user interface for document submission. At the top, there are tabs for 'LICENSE INFORMATION', 'APPLICANT INFORMATION', 'CRIMINAL HISTORY INFORMATION', 'HEMP PROCESSING FACILITY INFORMATION', 'QUESTIONS / ATTESTATIONS', and 'DOCUMENTS'. The 'DOCUMENTS' tab is highlighted with a red circle. Below these tabs, there are four listed items, each with a circular icon and a 'UPLOAD' button. The fourth item, 'Lease or written permission to conduct sales/operations at the address provided', is circled with a red oval and its 'UPLOAD' button is also circled with a red oval. At the bottom of the interface are 'SAVE', 'SAVE & NEXT', and 'CANCEL' buttons.

OPTION A – For Applicants Operating at Location They Own

If you are the applicant and the property owner of the location where sales of MHP are to occur, then please affirm by uploading a document that includes:

- **Signed statement:** “*I, (applicant name), am applying to sell manufactured hemp products from the location listed on this application and I affirm that I am the owner of said property.*”

OPTION B – For Applicants Operating at Location They Do Not Own

Please submit written permission from owner, lessor, property management company, etc. to sell manufactured hemp products at the location listed on this application.

- Examples of documentation you can submit include a letter, a lease, or a rental agreement, etc., between parties affirming that sales may be conducted at the location listed on the application. **OMCCR may notify the individual or entity identified as the owner, lessor, property management company, etc., that you have submitted this documentation.**
- **IMPORTANT:** Distributors and retailers of manufactured hemp products shall be responsible for complying with all other applicable statutes, regulations, codes, and agreements, including zoning and lease agreements. **OMCCR does not review or approve compliance with other legal or contractual requirements as part of the registration process.**

Operating Out of a Residence

IMPORTANT INFORMATION TO CONSIDER IF CHOOSING TO OPERATE FROM A RESIDENCE

- Manufactured Hemp Product (MHP) distributor and retailer operations shall be separated from any living or sleeping quarters by complete partitioning and shall have no direct opening to any living or sleeping quarters, except through a solid, tight-fitting, and self-closing door. Entrance into the distributor or retailer operational area shall not be through any living or sleeping quarters.
 - This means the manufactured hemp products held for sale must be kept in a space that is accessible via a solid, tight-fitting, and self-closing door and **does not** allow access to the living or sleeping quarters of the residence.
- Distributors and retailers of manufactured hemp products shall be responsible for complying with all other applicable statutes, regulations, codes, and agreements, including zoning and lease agreements.
- OMCCR does not review or approve compliance with other legal or contractual requirements as part of the registration process.

If issued a certificate of registration, OMCCR may inform landlord, appropriate state or county agency of your intent to conduct sales from address listed on your certificate.

OMCCR may delay approval of your application until we can confirm with you that you are aware of, and agree to, the limitations and conditions for operating as MHP distributor or retailer at the location listed on your application.