



OHIO MEDICAL MARIJUANA CONTROL PROGRAM

eLicensing Self-Service Portal User Manual – Employee Management



Ohio Department of Commerce Medical Marijuana Control Program



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Introduction

This section of the user manual contains the essential information for the user to make full use of the eLicensing self-service portal employee management module. This manual includes a step-by-step walkthrough for system access and use, as well as a true depiction of the user experience based on the current state of the system. Future iterations of this document will be provided to all licensees and posted on the Medical Marijuana Control Programs website.

Getting Started with eLicensing

The eLicensing self-service portal is a tool that is used to manage a license, manage employees, and submit payments to the Ohio Department of Commerce Medical Marijuana Control Program for licensees who have been awarded a license to cultivate, process, or conduct testing for the Medical Marijuana community in Ohio. In order to begin using the eLicensing self-service portal as a licensee, the account holder will need to contact the Medical Marijuana Control Program to set up all current and future users for the business, as well as identify what privileges those users may have. The user access request form should be provided to the Medical Marijuana Control Program to establish and manage those users who will either need or no longer need access to the business account information through the eLicensing self-service portal. The user access request form should be submitted to mmcp@com.state.oh.us with a subject line including the business name and the phrase 'user access request'.

Once a user has been established by the department, an email will be sent to the users email address with instructions on how to proceed. An example of that email is included below for reference.

From: Ohio Department of Commerce <noreply-elicense@com.ohio.gov>
Date: Monday, May 21, 2018
Subject: Welcome to the Ohio Medical Marijuana Control Program's Licensing System
To: "co.mmer.cep9@gmail.com" <co.mmer.cep9@gmail.com>

Hello Test:

Thank you for registering with the Ohio Medical Marijuana Control Program's Licensing System!

The Licensing System will allow you to manage your account with the Medical Marijuana Control Program.

To activate your account and get started, please go to <https://elicense.com.ohio.gov/MMCP/login?c=bKqI2eGmouG5ZklobWmMokDZ%2Fik0E%2Fkthu4l%2Fg6T1AQ2lvp9KRPEhk%2FC2V3lNsXSbnxijl3GlpifYGHW1peoTupJqgAJR7fE2xbppKBekvxoFZV3x7WOb6s8DAha6EdKZE6MT30kdMuGOyyjFTQDS>

Your username is: co.mmer.cep9@gmail.com

Please bookmark the Licensing address for future use: <https://elicense.com.ohio.gov>

Please contact me at (614) 466-3636 or email mmcp@com.state.oh.us if you have any questions.

Sincerely,

Mark Nye
Licensing Administrator
Medical Marijuana Control Program

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.

Upon selecting the hyperlink to activate the account, the user will be prompted to create a password for their account. To ensure the user account is secure, the new password will need to meet the minimum qualifications of 10 characters made



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up of at least 1 letter, 1 number, and 1 special character. If the entered password does not meet the minimum qualifications, the system will prompt the user to re-enter a qualifying password until one is established.

The screenshot shows a web form titled "Change Your Password" with the Medical Marijuana Control Program logo at the top. The form instructs the user to "Enter a new password for damion.smith@com.ohio.gov. Your password must have at least:" followed by four radio button options: "10 characters", "1 letter", "1 number", and "1 special character" (which is selected and has an information icon). Below these are two text input fields labeled "* New Password" and "* Confirm New Password". A "Change Password" button is at the bottom, and a note states "Password was last changed on 5/22/2018 1:23 PM."

Please note that each user may be prompted to reset their password periodically due to the standard system security policies.

After a qualifying password has been established, the user will be directed to the eLicensing self-service portal home screen where the user will have the ability to manage active facility licenses, employee licenses, and pay any outstanding fees to the Medical Marijuana Control Program.

The screenshot shows the "Ohio.gov Department of Commerce Medical Marijuana Control Program" home screen. It features a navigation bar with links for Home, Licenses, Manage Employees, and Manage Payments. The main content area includes a "Calendar" section for "Today 5/17/2018" showing no events, and a "My Tasks" section showing no open tasks. A calendar widget for May 2018 is on the right. The footer contains links for Commerce Home, Press Room, Privacy Statement, Public Records, Disclaimer, and Employment, along with a copyright notice for 2018.



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Logging in to the Portal

To log in to the eLicensing self-service portal, a user must enter the username and password established at registration. The eLicensing self-service portal can be found at the following URL: <https://elicense.com.ohio.gov/s/customlogin>.

The user will be directed to the following login page:

Ohio.gov | Department of Commerce

Medical Marijuana Control Program

Search

HOME CREATE ACCOUNT LICENSE SEARCH FILE A COMPLAINT LOGIN

Login

Please Login

- Medical Marijuana Control Program Online services offered by the Department of Commerce require login for security reasons.
- If you are an existing user, please enter your user name and password to Log in. Username is your email address.

New Users

- If you are a new user, Please Click [Create Account now](#).

Username

Password

LOGIN

[Forgot your password?](#)

If an invalid username and password combination is entered, the user will be prompted to check the entry to ensure that the username and password are entered correctly. The user will have the opportunity to try to login up to 5 times. If the user is unable to successfully login after 5 attempts, the user will be locked out for a period of 15 minutes.

Medical Marijuana Control Program

Please check your username and password. If you still can't log in, contact your MMCP Customer Community administrator.

Username

commerce9@gmail.com

Password

123456789

Log In

☐ Remember me

[Forgot Your Password?](#)

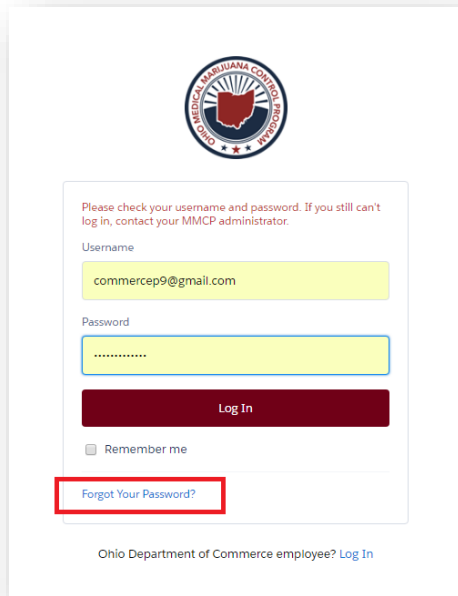
Ohio Department of Commerce employee? [Log In](#)



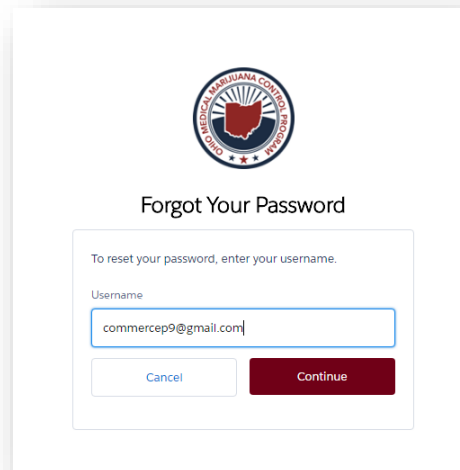
Ohio Department of Commerce Medical Marijuana Control Program



If the user selects the **Forgot Your Password?** link, the user will be directed to another page where the user will be prompted to enter a username.

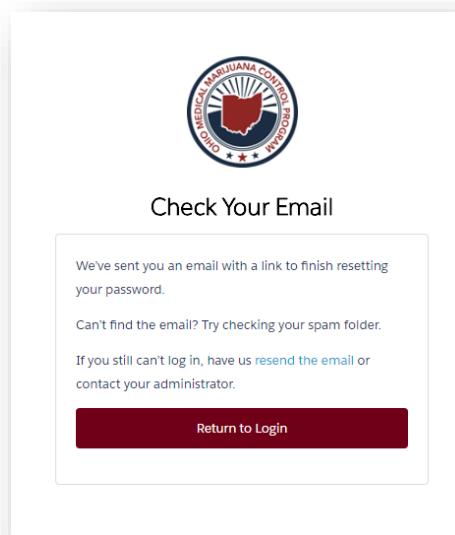


The login page features the Medical Marijuana Control Program logo at the top. Below it, a message reads: "Please check your username and password. If you still can't log in, contact your MMCP administrator." The form includes a "Username" field with the text "commerce9@gmail.com", a "Password" field with masked characters, and a "Log In" button. A "Remember me" checkbox is located below the password field. A red box highlights the "Forgot Your Password?" link at the bottom left. At the very bottom, a link for "Ohio Department of Commerce employee? Log In" is visible.



The "Forgot Your Password" page displays the program logo and the title "Forgot Your Password". The instruction "To reset your password, enter your username." is followed by a "Username" field containing "commerce9@gmail.com". At the bottom, there are two buttons: "Cancel" and "Continue".

Upon selecting the Continue button, an email will be sent to the entered username with instructions on how to reset the associated account password. If the user has had 5 incorrect attempts to login and selects the **Forgot Your Password?** link, the user will receive an email stating that the user will be unable to login until the 15 lock-out period has expired.



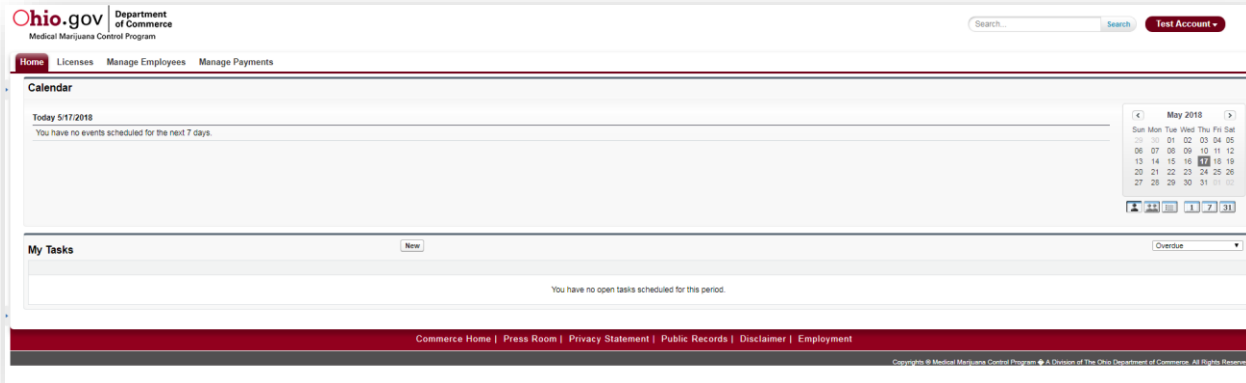
The "Check Your Email" page shows the program logo and the title "Check Your Email". The main text states: "We've sent you an email with a link to finish resetting your password." Below this, it says: "Can't find the email? Try checking your spam folder." and "If you still can't log in, have us [resend the email](#) or contact your administrator." A "Return to Login" button is positioned at the bottom.



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Upon successfully logging into the eLicensing self-service portal, the user will be directed to the account **HOME** page where the user will have access to manage active facility licenses, employee licenses, and pay any outstanding fees to the Medical Marijuana Control Program.



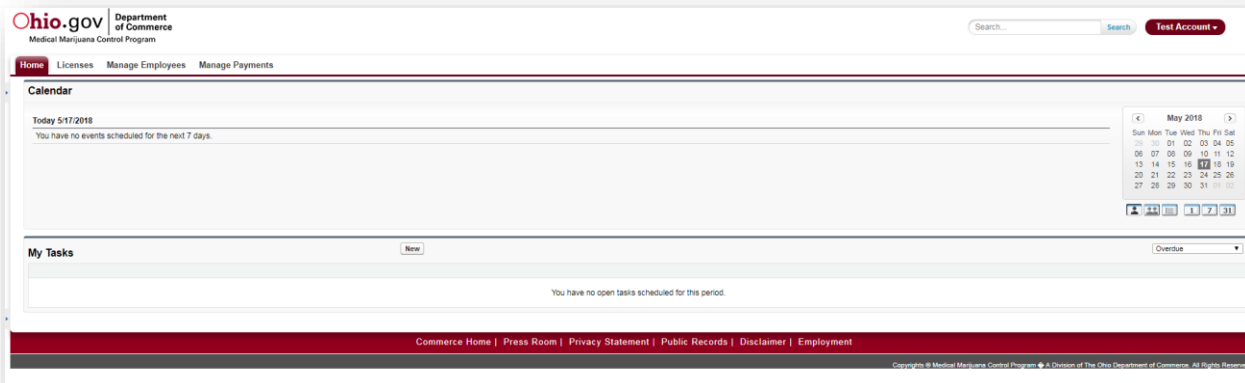


Ohio Department of Commerce Medical Marijuana Control Program



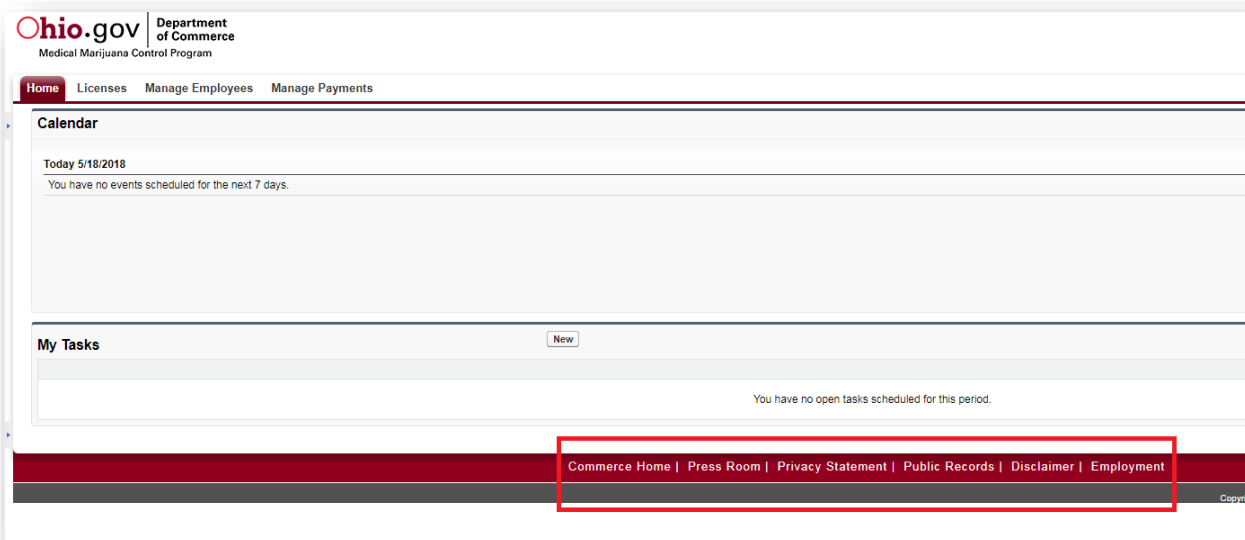
Navigating the eLicensing Self-Service Portal

The **HOME** page of the eLicensing self-service portal serves multiple purposes. The user will have the ability to create and manage events associated to the business, as well as create and manage tasks for the business account.



The user will also have the ability to search topics from within the portal. This feature is integrated with the search.ohio.gov search engine which will display results related to the various government agencies found within the Ohio Department of Commerce.

In addition, the user will have access to quick links to various resources found within the Ohio Department of Commerce such as the privacy statement, disclaimer, public records requests, and employment opportunities.





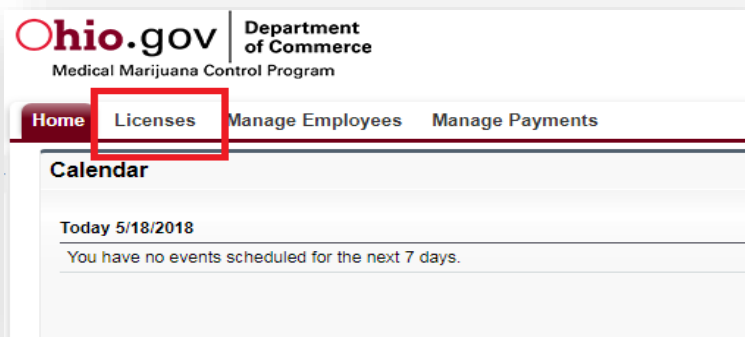
Ohio Department of Commerce Medical Marijuana Control Program



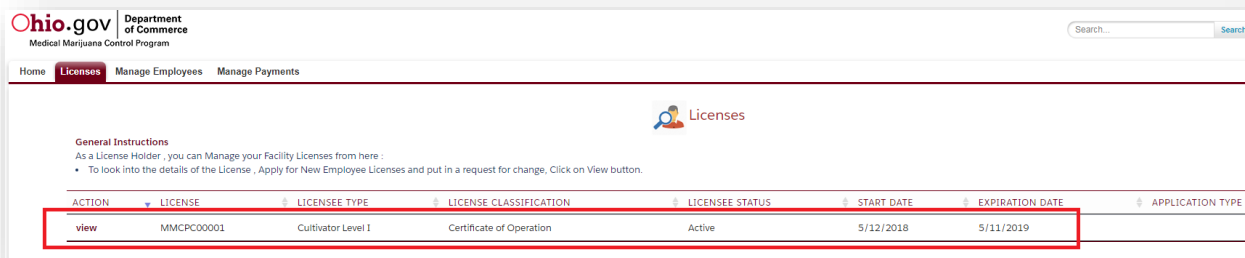
The eLicensing self-service portal features 3 interconnected modules; the **Licenses** Module, the **Manage Employees** Module, and the **Manage Payments** Module. These modules can be accessed by selecting one of the tabs located in the upper left portion of the eLicensing self-service portal.



The **Licenses** Module features a display where the user can view high level information of all inactive and active facility licenses that have been awarded to the associated business.



The user will see the issued license number, the type of license, the classification of the license, the status of the license, and the license start and expiration dates. The detailed view of each facility license has been addressed on page 13 of this manual.

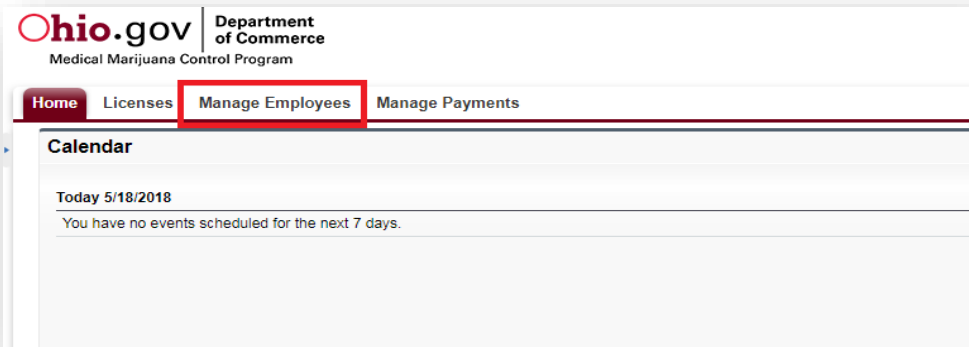




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The **Manage Employees** Module features a display where the user can view high level information of all inactive and active employee licenses that have been awarded to the associated employees of the business.



The user will see the issued facility license number, the issued employee license, the employees first and last name, the assigned employee type, the status of the employee license, and the license start and expiration dates. The detailed view of each employee license has been addressed on page 26 of this manual.

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Inactive	5/18/2018	5/18/2018
view	MMCP00001	MMCP00003	Employee Four	Test	Type 2	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive	5/11/2018	5/11/2018
view	MMCP00001	MMCP00001	Employee Two	Test	Type 1 Key	Active	5/11/2018	5/10/2020

The **Manage Payments** Module features a display where the user can view high level information of all outstanding fees, receipts of previous payments, and previously paid invoices associated to the business account for all facility licenses.



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Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Calendar

Today 5/18/2018
You have no events scheduled for the next 7 days.

My Tasks [New](#)

The user will see the various details throughout the payments module. This module has been subdivided into three sections. The first section, Outstanding Fees, lists all fees and fines by the invoice number for the associated business account. This section is the starting point for making payments to the Ohio Department of Commerce. The details on how to pay for an outstanding fee or fine has been addressed on page 38 of this manual.

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Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
<input type="checkbox"/> 1-0000155	\$10.00	5/18/2018

FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
<input type="checkbox"/> 1-0000154	\$100.00	5/18/2018

FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00	5/18/2018


The next section within the **Manage Payments** module is the Receipts section. This section lists all receipts for any previous payments made by the associated business account. The user will see the receipt number, the amount paid, the payment method used when paying any fee or fine, the transaction number, and the date the receipt was created. The detailed view of each receipt has been addressed on page 64 of this manual.



Ohio Department of Commerce Medical Marijuana Control Program



I-0000005		\$100.00		5/11/2018						
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000005	Cultivator	Application Fee	New Employee	Test Employee Four	MMCP00003	\$100.00	\$100.00	5/11/2018

Receipts

Action	Receipt Number	Amount Tendered	Payment Method	Transaction Number	Receipt Created
View	R-0000002	\$100.00	Credit Card	3	5/11/2018

The final section within the **Manage Payments** module is the **Paid Invoices** section. This section lists all invoices that have been paid by the associated business account. The user will see the invoice number, the amount due, and the invoice create date. The user will also be able to see the details of the invoice which include the fee name, facility license number, application ID, facility license type, fee type, application subtype, employee name (if applicable), employee license number (if applicable), fee amount, fee outstanding, and the date the fee was created. The detailed view of each invoice has been addressed on page 62 of this manual.

Paid Invoices										
Action	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
View	I-0000004	\$0.00	5/11/2018							
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000003	Cultivator	Application Fee	New Employee	Test Employee Three	MMCP00002	\$100.00	\$0.00	5/11/2018
View										
I-0000003 \$0.00 5/11/2018										
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$0.00	5/11/2018
View										
I-0000002 \$0.00 5/11/2018										
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000002	Cultivator	Application Fee	New Employee	Test Employee Two	MMCP00001	\$100.00	\$0.00	5/11/2018



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Manage Employees Module

The **Manage Employee** Module is available in order for any business who has active licensed facilities to request the Medical Marijuana Control Program to review and determine whether the proposed employee is eligible to work within the Ohio Medical Marijuana Industry based on rule found in the Ohio Administrative Code Chapter 3796.

In accordance with Ohio Administrative Code Chapter 3796: 5-2-01 (A), employees are defined as ‘Every owner, principal officer, board member, employee, administrator, agent, or other person who may significantly influence or control the activities of a cultivator, processor, or testing laboratory.’

Any active licensed facility is required by the Ohio Administrative Code Chapter 3796 to provide the Ohio Medical Marijuana Control Program with a completed employee application, employee sworn statement, verification that a background check has been conducted (reference 3796: 5-2-02 for details), application fee, and any additional information the program may request. Please note that the Ohio Medical Marijuana Control Program will not process any employee applications that has not been completed as defined in Ohio Administrative Code Chapter 3796: 5-2-01 (A).

The Manage Employee Module also provides the user with a means to update employee information, request employee identification cards that may have been lost or misplaced, as well as communicate with the Ohio Medical Marijuana Control Program when an employee is no longer associated to a facility.



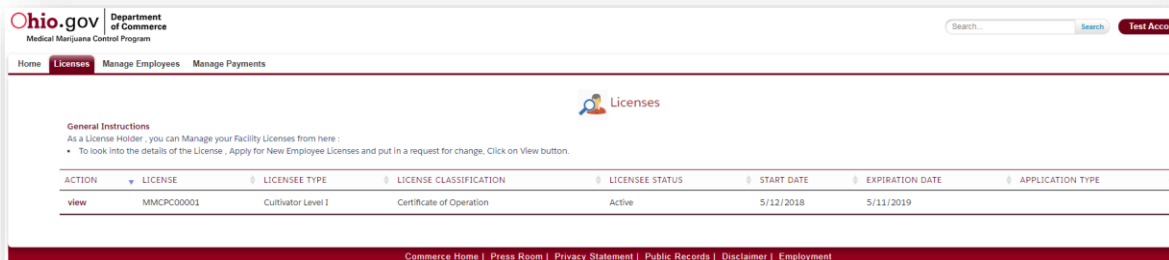
Ohio Department of Commerce Medical Marijuana Control Program



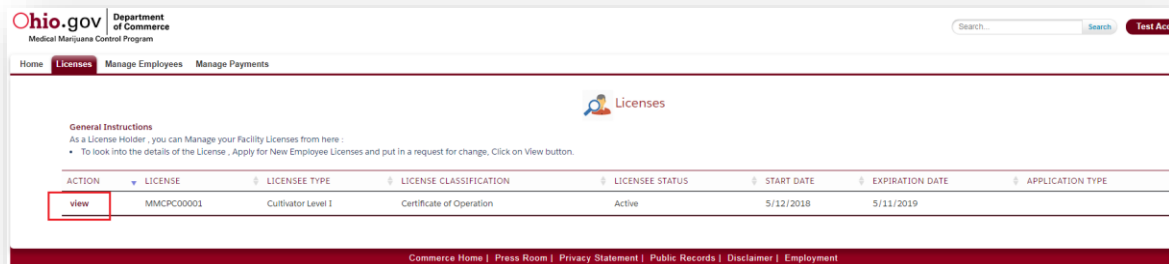
Adding a New Employee

The eLicensing self-service portal provides any active licensed facility with the ability to add new employees to associate to the business account.

To add a new employee to an active licensed facility, the user should navigate to the **Licenses** Module upon successful login.



Once the user has navigated to the **Licenses** Module, select the **View** action for an active facility license.



Upon selecting the **View** action for an active facility license, the license detail will display. The user will see all pertinent information associated to the facility license including license details, addresses, applications, employees, employee licenses, fees, and associated license documents.



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Home | **Licenses** | Manage Employees | Manage Payments

License- MMCP00001

General Instructions

- To Add New Employee Click on Add New Employee Button.
- To request for a change in Location, Plans, Ownership Click on Change Request Button.
- To request for Facility Expansion, Pesticide Approval or Advertisement Approval Click Change Request Button.
- If you have any another question, Contact Us.

[Change Request](#) [Add New Employee](#)

Information

License	MMCP00001	Business Name	TEST_ACCOUNT_CULTIVATOR
License Classification	Certificate of Operation	License Issuance Date	05/12/2018
License Type/Sub Type	Cultivator Level I	License Start Date	05/12/2018
License status	Active	License Expiration Date	05/11/2019
Application ID	A00000000		
Facility Address			

Within the license detail screen, the user will have the ability to Add a New Employee by selecting the **Add New Employee** feature.

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Medical Marijuana Control Program

Home | **Licenses** | Manage Employees | Manage Payments

License- MMCP00001

General Instructions

- To Add New Employee Click on Add New Employee Button.
- To request for a change in Location, Plans, Ownership Click on Change Request Button.
- To request for Facility Expansion, Pesticide Approval or Advertisement Approval Click Change Request Button.
- If you have any another question, Contact Us.

[Change Request](#) [Add New Employee](#)

Information

License	MMCP00001	Business Name	TEST_ACCOUNT_CULTIVATOR
License Classification	Certificate of Operation	License Issuance Date	05/12/2018
License Type/Sub Type	Cultivator Level I	License Start Date	05/12/2018
License status	Active	License Expiration Date	05/11/2019
Application ID	A00000000		
Facility Address			

Please note that if the facility license is inactive, the **Add New Employee** feature will not be available for selection.

Once the user has selected the **Add New Employee** feature, the user will be directed to the *New Employee Application* screen.



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Home Licenses **Manage Employees** Manage Payments

New Employee

General Instructions

- The Employee Application form consists of four components that must be submitted:
- Business Information: All required information around the facility in which the employee is applying must be completed.
- Employee Information: All required information around the employee must be completed.
- Required Documentation: Electronic copies of the required documentation must be uploaded. Please ensure that you are in possession of the five required documents as you will not be able to save this application and return at a later date.
- Attestation: Must be selected in order to proceed with application submission

Business Information

Business Name: TEST_ACCOUNT_CULTIVATOR Business License Number: MMCP00001

FEIN Number: 12-3456789

Employee Information

First Name *
Middle Initial
Last Name *
Date Of Birth * [5/18/2018]
Employee SSN *
Mobile Phone Number
Home Phone Number
Street 1 *
Street 2
City *
State *

The New Employee Application is made up of four components, the **Business Information**, the **Employee Information**, the **Required Documentation** for the employee application, and the **Employee Attestation**.

The **Business Information** component contains the business name, facility license number, and FEIN number of the business account. This component is prepopulated with the facility information that the Ohio Medical Marijuana Control Program has on file for the business.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

New Employee

General Instructions

- The Employee Application form consists of four components that must be submitted:
- Business Information: All required information around the facility in which the employee is applying must be completed.
- Employee Information: All required information around the employee must be completed.
- Required Documentation: Electronic copies of the required documentation must be uploaded. Please ensure that you are in possession of the five required documents as you will not be able to save this application and return at a later date.
- Attestation: Must be selected in order to proceed with application submission

Business Information

Business Name: TEST_ACCOUNT_CULTIVATOR Business License Number: MMCP00001

FEIN Number: 12-3456789

Employee Information

First Name *
Middle Initial
Last Name *
Date Of Birth * [5/18/2018]
Employee SSN *
Mobile Phone Number
Home Phone Number
Street 1 *
Street 2
City *
State *

Please note that if any of the prepopulated business information is incorrect, the user should contact the Ohio Medical Marijuana Control program to update the information accordingly.

The **Employee Information** component contains the identifying information of the employee that is required for the Ohio Medical Marijuana Control Program to process a new employee application. The identifying information encompasses the first name, middle initial, last name, date of birth, social security number, mobile phone number, home phone number,



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street address of the employee, and the email address of the employee. The user is also required to define the employee type of the proposed employee.

Employee Information	
First Name *	Mobile Phone Number
Middle Initial	Home Phone Number
Last Name *	Street 1 *
Date Of Birth *	Street 2
Employee SSN *	City *
Employee Type *	State *
Email *	Zip Code *

In accordance with the Ohio Administrative Code Chapter 3796: 5-2-01 (H), the employee types are defined as:

- Type 1 ‘an owner, administrator, or individual that has control and management over the day-to-day activities that significantly impact the operations of the cultivator, processor, or testing laboratory.’
- Type 1 Key ‘an owner, administrator, or individual that has control and management over the day-to-day activities that significantly impact the operations of the cultivator, processor, or testing laboratory. A key employee shall be responsible for all activities at the facility and will serve as the point of contact for the facility with the department.’
- Type 2 ‘a board member, officer, employee, or agent permitted to enter the production and non-production areas of the facility designated in the facility plans and specifications submitted by a cultivator, processor, or testing laboratory under rule 3796:2-1-02 of the Administrative Code.’

Please note that (1) a facility license may only have 3 Type 1 Key designations. If a proposed employee is designated as a Type 1 Key and the facility license has 3 active Type 1 Key designations, the user will not have the ability to submit the **New Employee Application**. (2) Any employee designated as a Type 2 employee is not permitted to access any areas within the facility that contain the vault, security equipment, or other equipment related to the facility’s surveillance operations.

The **Required Documentation** component contains the documentation that the Ohio Medical Marijuana Control Program will need in order to properly evaluate and process a proposed employee submitted by a facility. The user is required to submit electronic copies of the proposed employee’s driver’s license, social security card, headshot photo, verification of address, and the employee sworn statement. The requirements for each of the required document are defined in Ohio Administrative Code Chapter 3796: 5-2-01 (A).



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Required Documentation *

Pursuant to 3796: 5-2-01 (A), the following documentation is required in order for the Ohio Medical Marijuana Control Program to process an employee application and be completed in its entirety with all three signatures and uploaded to accompany the employee application for processing.

Driver's License/State Issued Id	<input type="button" value="Choose File"/> No file chosen
Social Security Card	<input type="button" value="Choose File"/> No file chosen
Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution)	<input type="button" value="Choose File"/> No file chosen
Verification Of Address	<input type="button" value="Choose File"/> No file chosen
Sworn Employee Statement	<input type="button" value="Choose File"/> No file chosen

To upload the required documentation, the user will have the ability to select the **Choose File** feature.

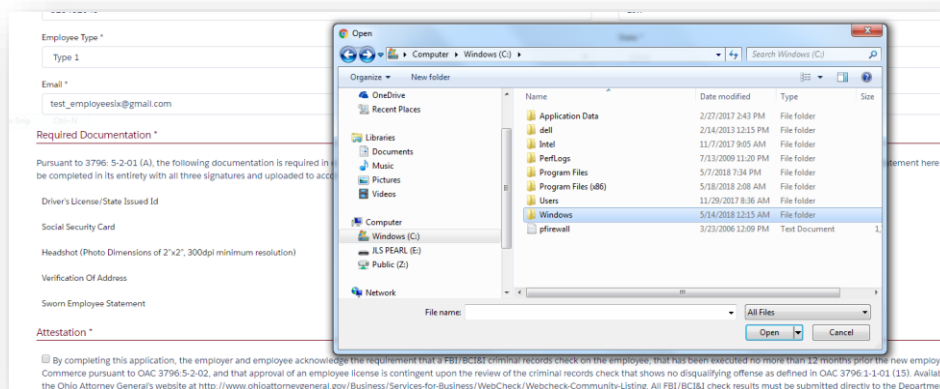
Required Documentation *

Pursuant to 3796: 5-2-01 (A), the following documentation is required in order for the Ohio Medical Marijuana Control Program to process an employee application and be completed in its entirety with all three signatures and uploaded to accompany the employee application for processing.

Driver's License/State Issued Id	<input type="button" value="Choose File"/> No file chosen
Social Security Card	<input type="button" value="Choose File"/> No file chosen
Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution)	<input type="button" value="Choose File"/> No file chosen
Verification Of Address	<input type="button" value="Choose File"/> No file chosen
Sworn Employee Statement	<input type="button" value="Choose File"/> No file chosen

Attestation *

Upon selecting the **Choose File** feature, the user will be prompted with the file explorer feature available on the user's device.





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Once a file has been selected, the associated file name will be visible within the **Required Documentation** component to the right of the **Choose File** feature.

Required Documentation *

Pursuant to 3796:5-2-01 (A), the following documentation is required in order for the Ohio Medical Marijuana Control Program to process an employee application. Please download the New Employee Sworn Statement here: [SWORN STATEMENT](#). The Sworn Statement must be completed in its entirety with all three signatures and uploaded to accompany the employee application for processing.

Driver's License/State Issued Id	<input type="button" value="Choose File"/> No file chosen	(View) DL_1.jpg
Social Security Card	<input type="button" value="Choose File"/> No file chosen	(View) ssn1.jpg
Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution)	<input type="button" value="Choose File"/> No file chosen	(View) pic_3.jpg
Verification Of Address	<input type="button" value="Choose File"/> No file chosen	(View) bill2.jpg
Sworn Employee Statement	<input type="button" value="Choose File"/> No file chosen	(View) Sworn Statement.docx

Please note that the Employee Sworn Statement is available for download by either selecting the **Sworn Statement Document** hyperlink or by navigating to the following URL:
https://www.com.ohio.gov/documents/mmcp_EmployeeSwornStatement.pdf.

The **Attestation** component indicates confirmation from the user that both the employer and employee acknowledge the requirement of a background check to be considered for an employee license. The **Attestation** includes directions to the user on where to find a list of available vendors to perform the background check, as well as instructions on where the vendor should direct the completed background check results to ensure delivery to the Ohio Medical Marijuana Control Program. The **Attestation** must be selected in order for the **New Employee Application** to be submitted for review.

Attestation *

☒ By completing this application, the employer and employee acknowledge the requirement that a FBI/BCI&I criminal record check be performed on the employee by a vendor approved by the Ohio Department of Commerce pursuant to OAC 3796:5-2-02, and that approval of an employee license is contingent upon the review of the criminal record by the Ohio Attorney General's website at <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>.

Once all 4 components of the **New Employee Application** have been completed, the user will have the ability to select the **Submit** feature.

[http://www.com.ohio.gov/documents/mmcp_EmployeeSwornStatement.pdf](#) s/Services-for-Business/WebCheck/Webcheck-Community-Listing. All FBI/BCI&I check results must be submitted to the Ohio Attorney General's website at <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>.

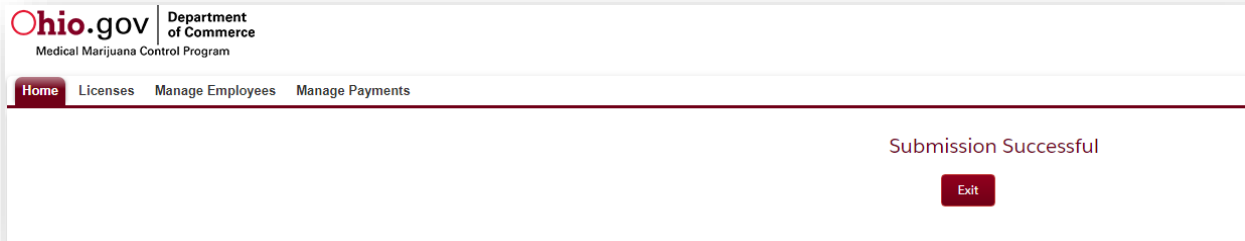
[Commerce Home](#) | [Press Room](#) | [Privacy Statement](#) | [Public Records](#) | [Disclaimer](#) | [Employment](#)



Ohio Department of Commerce Medical Marijuana Control Program

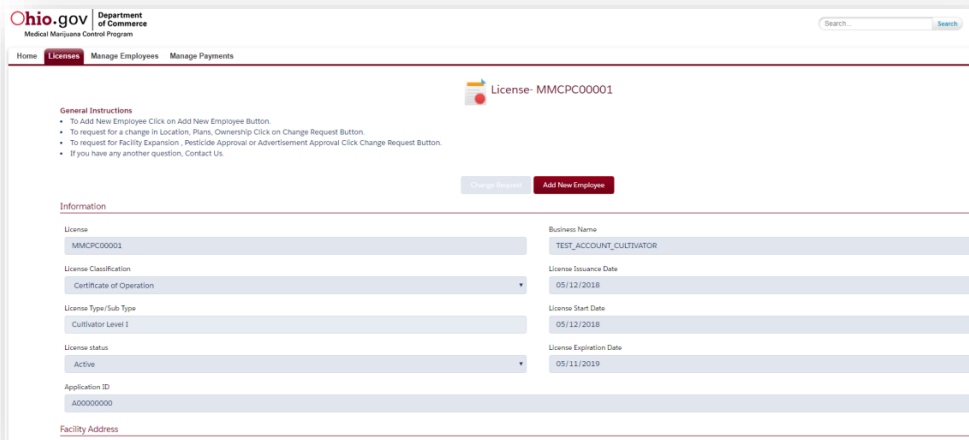


Upon successful submission of the *New Employee Application*, the user will be prompted with a submission successful message.



Please note that once the *New Employee Application* has been submitted, the user will not have the ability to edit the application.

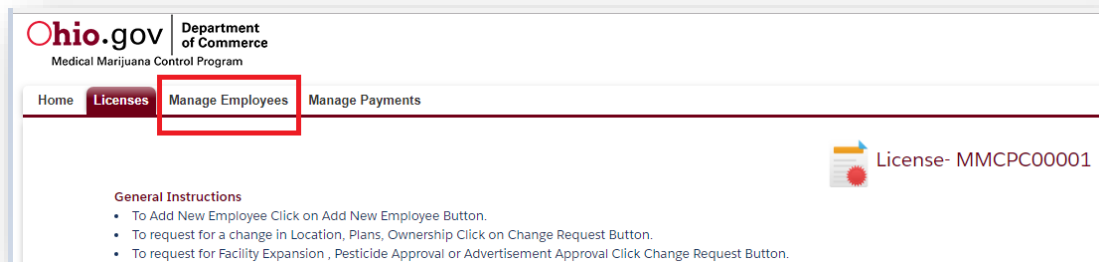
If the user selects the **Exit** feature, the user will be redirected to the facility license detail screen.



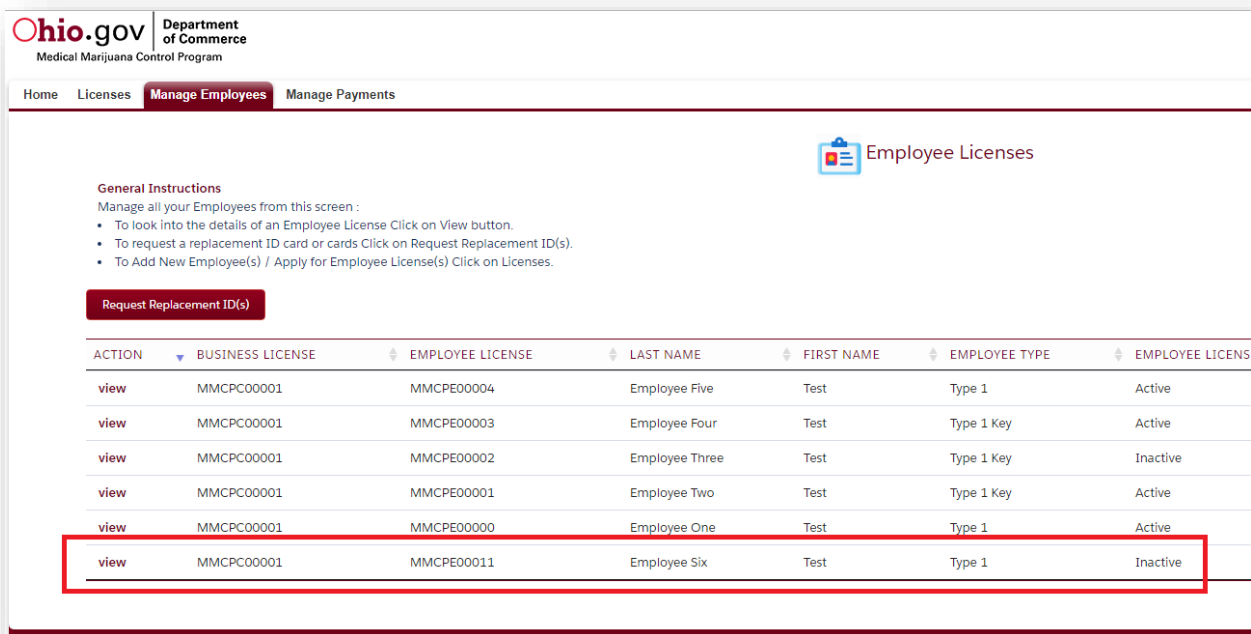
The user can verify the successful submission of a *New Employee Application* by navigating to the **Manage Employee** Module.



Ohio Department of Commerce Medical Marijuana Control Program



Once in the **Manage Employee** Module, the user can view the pending employee license submission by locating the employee record in the **Employee Licenses** list. The user will see the associated facility license number, the associated employee license number, the last name of the employee, the first name of the employee, the selected employee type associated to the employee record, the employee license status, the employee license start date, and the employee license expiration dates. The detailed view of each employee license has been addressed on page 26 of this manual.



Please note that any New Employee Applications will display an Inactive employee license status until the Ohio Medical Marijuana Control Program has processed the application. Also note that the New Employee Application will only be reviewed and processed once the application fee has been paid and the background check has been submitted according to the Ohio Administrative Code Chapter 3796: 5-2-02. The details on how to pay for a New Employee Application fee has been addressed on page 38 of this manual.



Ohio Department of Commerce Medical Marijuana Control Program



Updating an Employee

The eLicensing self-service portal provides any active licensed facility with the ability to update employee demographic information associated to an employee who possesses an active employee license with the Ohio Medical Marijuana Control Program.

To update information within the employee demographics, the user should navigate to the **Manage Employees** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active	5/18/2018	5/17/2020
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive	5/11/2018	5/11/2018
view	MMCP00001	MMCP00001	Employee Two	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00000	Employee One	Test	Type 1	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00011	Employee Six	Test	Type 1	Inactive		

Commerce Home | Press Room | Privacy Statement | Public Records | Disclaimer | Employment

Once the user has navigated to the **Manage Employee** Module, select the **View** action for an active employee license.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive

Upon selecting the **View** action for an active employee license, the employee license detail will display. The user will see all pertinent information associated to the employee license details.



Ohio Department of Commerce Medical Marijuana Control Program



Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00003

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Information

Employee License	Employee
MMCPE00003	EMP 0000003
First Name	Business License
Test	MMCP000001
Middle Initial	License Issuance Date
H.	05/11/2018
Last Name	License Start Date
Employee Four	05/11/2018
Employee License Status	License Expiration Date
Active	05/10/2020
Employee Type	
Type 2	

☐ Please select the checkbox to confirm that the original employee identification card would be returned to the Department of Commerce within fifteen calendar days of the employee's termination or completion of services.

[Notes And Attachments](#)

Within the employee license detail, the user can select the **Employee** number hyperlink to open the employee record.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00003

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Information

Employee License	Employee
MMCPE00003	EMP 0000003
First Name	Business License
Test	MMCP000001
Middle Initial	License Issuance Date
H.	05/11/2018

Upon selecting the **Employee** number hyperlink, the user will have the ability to view the employee's personal information such as the employee's first name, last name, address, phone numbers, and email address.



Ohio Department of Commerce Medical Marijuana Control Program



Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee - EMP 0000003

General Instructions

- If you want to Update the Employee Information, Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Edit

Information

Employee Number	EMP 0000003	Mobile Phone Number	(789) 023-4456
First Name	Test	Home Phone Number	6143893759
Middle Initial	H.	Email	tracy@yahoo.com
Last Name	Employee Four	Application ID	A00000014
Date of Birth	11/20/1976 [5/23/2018]		

Employee Address

Street 1	1765 Dublinshire St.	Street 2	678 st.
City		State	

Within the employee detail screen, the user will have the ability to modify the employee demographic information by selecting the **Edit** feature.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee - EMP 0000003

General Instructions

- If you want to Update the Employee Information, Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Edit

Information

Employee Number	EMP 0000003	Mobile Phone Number	(789) 023-4456
First Name	Test	Home Phone Number	6143893759
Middle Initial	H.	Email	tracy@yahoo.com

Once the user has selected the **Edit** feature, the user will be directed to the editable version of the employee detail screen. The critical data elements of the employee record are prepopulated and cannot be modified. The user will have the ability modify the employee's email address, home address, mobile phone number, home phone number, and 4 of the required documentation items previously submitted during the *New Employee Application* process.



Ohio Department of Commerce Medical Marijuana Control Program



Please note that if any of the prepopulated employee information is incorrect, the user should contact the Ohio Medical Marijuana Control program to update the information accordingly.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Edit Employee

Employee Number: EMP 0000003

First Name: Test

Middle Initial: H.

Last Name: Employee Four

Date Of Birth: 11/20/1976 [5/23/2018]

Email *: tracy@yahoo.com

Mobile Phone Number: (789) 023-4456

Home Phone Number: 6143893759

Street 1 *: 1765 Dublinshire St.

Street 2: 678 st.

City *: Dublin

State *: Ohio

Zip Code *: 43017

Required Documentation

Please note that if the employee license associated to the employee number selected is inactive, the **Edit** feature will not be available for selection.

Once the user has finished updating the employee demographic details, the user can select the **Submit** feature to complete the update employee process.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Edit Employee

Employee Number: EMP 0000003

First Name: Test

Middle Initial: H.

Last Name: Employee Four

Date Of Birth: 11/20/1976 [5/23/2018]

Email *: tracy@yahoo.com

Mobile Phone Number: (789) 023-4456

Home Phone Number: 6143893759

Street 1 *: 1765 Dublinshire St.

Street 2: 678 st.

City *: Dublin

State *: Ohio

Zip Code *: 43017

Required Documentation

Driver's License/State Issued Id: Choose File No file chosen

Social Security Card: Choose File No file chosen

Headshot (Photo Dimensions of 2"x2", 300dpi minimum resolution): Choose File No file chosen

Verification Of Address: Choose File No file chosen

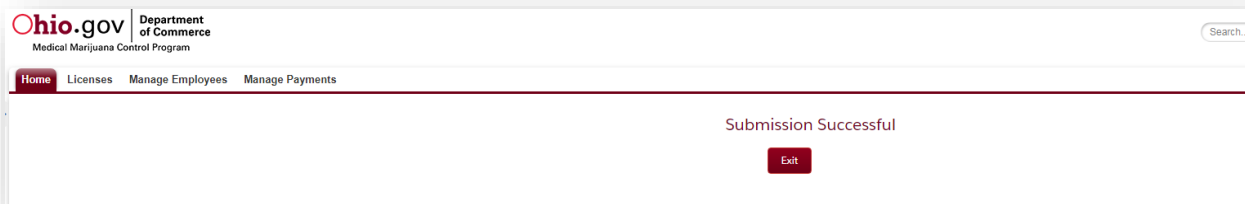
Submit Cancel



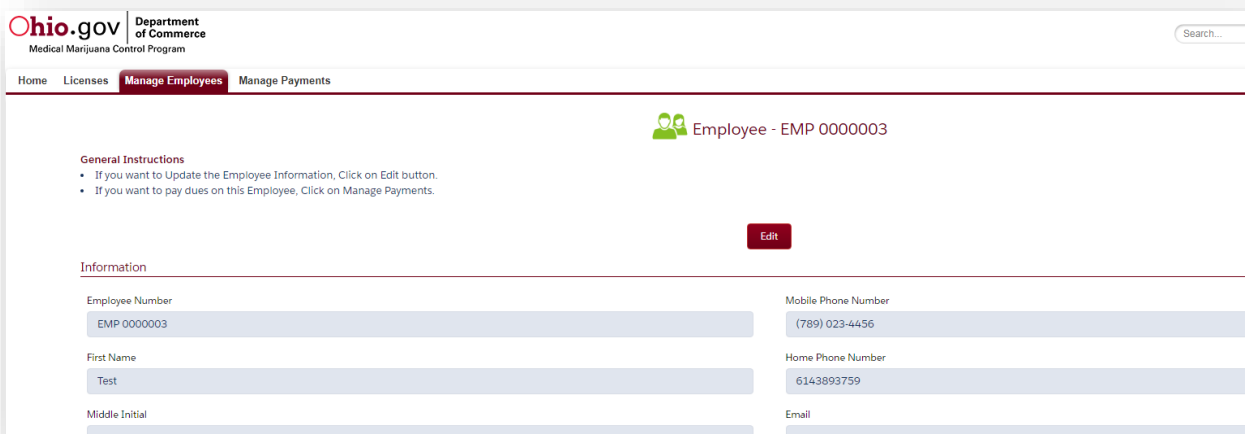
Ohio Department of Commerce Medical Marijuana Control Program



Upon selection of the **Submit** feature, the user will be prompted with a submission successful message.



If the user selects the **Exit** feature, the user will be redirected to the uneditable version of the employee details screen where any field updates will be displayed.





Ohio Department of Commerce Medical Marijuana Control Program



Updating an Employee License

The eLicensing self-service portal provides any active licensed facility with the ability to update license detail information associated to an employee who possesses an active employee license with the Ohio Medical Marijuana Control Program.

To update information within the employee license, the user should navigate to the **Manage Employees** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :
• To look into the details of an Employee License Click on View button.
• To request a replacement ID card or cards Click on Request Replacement ID(s).
• To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active	5/18/2018	5/17/2020
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive	5/11/2018	5/11/2018
view	MMCP00001	MMCP00001	Employee Two	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00000	Employee One	Test	Type 1	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00011	Employee Six	Test	Type 1	Inactive		

Commerce Home | Press Room | Privacy Statement | Public Records | Disclaimer | Employment

Once the user has navigated to the **Manage Employee** Module, select the **View** action for an active employee license.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :
• To look into the details of an Employee License Click on View button.
• To request a replacement ID card or cards Click on Request Replacement ID(s).
• To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive

Upon selecting the **View** action for an active employee license, the employee license detail will display. The user will see all pertinent information associated to the employee license details.



Ohio Department of Commerce Medical Marijuana Control Program



Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00004

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Edit

Information

Employee License	MMCPE00004	Employee	EMP 0000004
First Name	Test	Business License	MMCP000001
Middle Initial	N	License Issuance Date	05/18/2018
Last Name	Employee Five	License Start Date	05/18/2018
Employee License Status	Active	License Expiration Date	05/17/2020
Employee Type	Type 1		

Within the license detail screen, the user will have the ability to modify the employee license by selecting the **Edit** feature.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00004

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

Edit

Information

Employee License	MMCPE00004	Employee	EMP 0000004
First Name	Test	Business License	MMCP000001

Please note that if the employee license is inactive, the **Edit** feature will not be available for selection.



Ohio Department of Commerce Medical Marijuana Control Program



Once the user has selected the **Edit** feature, the user will be directed to the editable version of the employee license screen. The critical data elements of the employee license record are prepopulated and cannot be modified. The user will have the ability to modify only the employee type and employee license status of the selected employee license.

Please note that if any of the prepopulated employee license information is incorrect, the user should contact the Ohio Medical Marijuana Control program to update the information accordingly.

Upon selection of the employee license status field, the user will have the ability to update the employee license from active to inactive.

Information

Employee License: MMCPED0004

First Name: Test

Middle Initial: N

Last Name: Employee Five

Employee License Status: Active (dropdown menu open showing Active, Inactive, Type 1)

Employee: EMP 00000

Business License: MMCPED0004

License Issuance Date: 05/18/2018

License Start Date: 05/18/2018

License Expiration Date: 05/17/2020

Please select the checkbox to confirm that the original employee identification card would be returned to the Department of Commerce within fifteen calendar days.

Please note that if the user updates the employee license status to inactive, the employee license will no longer be valid indicating that the employee is no longer employed with the associated facility. The detailed steps to inactivating an employee license have been addressed on page 30 of this manual.

If the user selects the employee type field, the user will have the ability to modify the employee type designation assigned to the associated employee.

Last Name: Employee Four

Employee License Status: Active

License Start Date: 05/11/2018

License Expiration Date: 05/10/2020

Employee Type: Type 1 (dropdown menu open showing Type 1, Type 1 key, Type 2, Notes And Attachments)

Notes And Attachments

ACTIONS TITLE CREATED DATE LAST MODIFIED DATE

No records to display



Ohio Department of Commerce Medical Marijuana Control Program

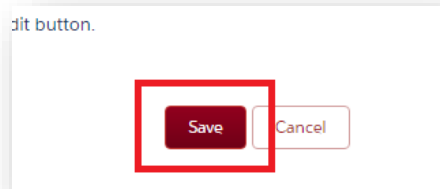


In accordance with the Ohio Administrative Code Chapter 3796: 5-2-01 (H), the employee types are defined as:

- Type 1 ‘an owner, administrator, or individual that has control and management over the day-to-day activities that significantly impact the operations of the cultivator, processor, or testing laboratory.’
- Type 1 Key ‘an owner, administrator, or individual that has control and management over the day-to-day activities that significantly impact the operations of the cultivator, processor, or testing laboratory. A key employee shall be responsible for all activities at the facility and will serve as the point of contact for the facility with the department.’
- Type 2 ‘a board member, officer, employee, or agent permitted to enter the production and non-production areas of the facility designated in the facility plans and specifications submitted by a cultivator, processor, or testing laboratory under rule 3796:2-1-02 of the Administrative Code.’

Please note that (1) a facility license may only have 3 Type 1 Key designations. If a proposed employee is designated as a Type 1 Key and the facility license has 3 active Type 1 Key designations, the user will not have the ability to submit the **New Employee Application**. (2) Any employee designated as a Type 2 employee is not permitted to access any areas within the facility that contain the vault, security equipment, or other equipment related to the facility’s surveillance operations.

Once the user has finished updating the employee license, the user can select the **Save** feature to complete the update employee license process.



Upon selection of the **Save** feature, the user will be redirected to the Manage Employees main license screen where the user can validate the update was successful by locating the employee license record in the list.

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCPED0004	Employee Five	Test	Type 1	Inactive	5/18/2018	5/18/2018
view	MMCP00001	MMCPED0003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020



Ohio Department of Commerce Medical Marijuana Control Program



Inactivating an Employee License

The eLicensing self-service portal provides any active licensed facility with the ability to inactivate an employee license associated to an employee who possesses an active employee license with the Ohio Medical Marijuana Control Program.

To inactivate an employee license, the user should navigate to the **Manage Employees** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active	5/18/2018	5/17/2020
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive	5/11/2018	5/11/2018
view	MMCP00001	MMCP00001	Employee Two	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00000	Employee One	Test	Type 1	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCP00011	Employee Six	Test	Type 1	Inactive		

Commerce Home | Press Room | Privacy Statement | Public Records | Disclaimer | Employment

Once the user has navigated to the **Manage Employee** Module, select the **View** action for an active employee license.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Active
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active
view	MMCP00001	MMCP00002	Employee Three	Test	Type 1 Key	Inactive

Upon selecting the **View** action for an active employee license, the employee license detail will display. The user will see all pertinent information associated to the employee license details.



Ohio Department of Commerce Medical Marijuana Control Program



Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00004

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

[Edit](#)

Information

Employee License	MMCPE00004	Employee	EMP 0000004
First Name	Test	Business License	MMCP00001
Middle Initial	N	License Issuance Date	05/18/2018
Last Name	Employee Five	License Start Date	05/18/2018
Employee License Status	Active	License Expiration Date	05/17/2020
Employee Type	Type 1		

Within the license detail screen, the user will have the ability to modify the employee license by selecting the **Edit** feature.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses **Manage Employees** Manage Payments

Employee License- MMCPE00004

General Instructions

- If you want to Change the Employee Type or Inactivate the employee License Click on Edit button.
- If you want to pay dues on this Employee, Click on Manage Payments.

[Edit](#)

Information

Employee License	MMCPE00004	Employee	EMP 0000004
First Name	Test	Business License	MMCP00001

Please note that if the employee license is inactive, the **Edit** feature will not be available for selection.



Ohio Department of Commerce Medical Marijuana Control Program



Once the user has selected the **Edit** feature, the user will be directed to the editable version of the employee license screen. The critical data elements of the employee license record are prepopulated and cannot be modified. The user will have the ability to modify only the employee type and employee license status of the selected employee license.

Please note that if any of the prepopulated employee license information is incorrect, the user should contact the Ohio Medical Marijuana Control program to update the information accordingly.

Upon selection of the employee license status field, the user will have the ability to update the employee license from active to inactive.

The screenshot shows a web form titled "Information" with a "Save" button and a "Cancel" button. The form contains several fields: "Employee License" (MMCPED0004), "First Name" (Test), "Middle Initial" (N), "Last Name" (Employee Five), and "Employee License Status". The "Employee License Status" dropdown menu is open, showing options: "Active", "Inactive", and "Type 1". The "Inactive" option is highlighted in blue. Below the form, there is a checkbox labeled "Please select the checkbox to confirm that the original employee identification card would be returned to the Department of Commerce within fifteen calendar days of the employee's termination or completion of services."

Please note that if the user updates the employee license status to inactive, the employee license will no longer be valid indicating that the employee is no longer employed with the associated facility.

If the user has selected an inactive employee license status, the user will be required to confirm that the original employee identification card issued to the employee will be returned to the Ohio Department of Commerce within 15 calendar days of the employee's inactivation or completion of services in accordance to the Ohio Administrative Code Chapter 3796: 5-2-01 (F).

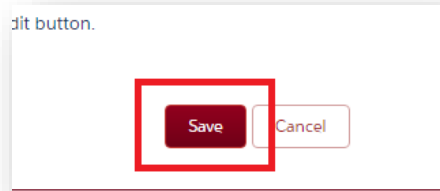
The screenshot shows a web form titled "Employee License- MMCPED0003" with a "Save" button and a "Cancel" button. The form contains several fields: "Employee License" (MMCPED0003), "First Name" (Test), "Middle Initial" (H), "Last Name" (Employee Four), "Employee License Status" (Active), "Employee Type" (Type 2), "Employee" (EMP 000003), "Business License" (MMCPED0001), "License Issuance Date" (05/11/2018), "License Start Date" (05/11/2018), and "License Expiration Date" (05/10/2020). Below the form, there is a checkbox labeled "Please select the checkbox to confirm that the original employee identification card would be returned to the Department of Commerce within fifteen calendar days of the employee's termination or completion of services."



Ohio Department of Commerce Medical Marijuana Control Program



Once the user has finished updating the employee license, the user can select the **Save** feature to complete the deactivate employee license process.



Upon selection of the **Save** feature, the user will be redirected to the Manage Employees main license screen where the user can validate the update was successful by locating the employee license record in the list.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen.

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCP00004	Employee Five	Test	Type 1	Inactive	5/18/2018	5/18/2018
view	MMCP00001	MMCP00003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020

Please note that once an employee license has been inactivated, the **New Employee Application** process must be completed in order for the employee to work within the facility in the future.



Ohio Department of Commerce Medical Marijuana Control Program



Request a Replacement Employee ID Card

The eLicensing self-service portal provides any active licensed facility with the ability to request a replacement identification card for an employee who possesses an active employee license with the Ohio Medical Marijuana Control Program for any circumstances resulting from misplacement or loss of an original identification card.

To request a replacement ID for an employee, the user should navigate to the **Manage Employees** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | **Manage Employees** | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START DATE	EXPIRATION DATE
view	MMCP00001	MMCE00004	Employee Five	Test	Type 1	Active	5/18/2018	5/17/2020
view	MMCP00001	MMCE00003	Employee Four	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCE00002	Employee Three	Test	Type 1 Key	Inactive	5/11/2018	5/11/2018
view	MMCP00001	MMCE00001	Employee Two	Test	Type 1 Key	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCE00000	Employee One	Test	Type 1	Active	5/11/2018	5/10/2020
view	MMCP00001	MMCE00011	Employee Six	Test	Type 1	Inactive		

Commerce Home | Press Room | Privacy Statement | Public Records | Disclaimer | Employment

Once the user has navigated to the **Manage Employee** Module, select the **Request Replacement ID(s)** feature.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | **Manage Employees** | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE
view	MMCP00001	MMCE00004	Employee Five	Test	Type 1
view	MMCP00001	MMCE00003	Employee Four	Test	Type 1 Key



Ohio Department of Commerce Medical Marijuana Control Program



Upon selection of the **Request Replacement ID(s)** feature, the user will be directed to a list view containing employee license records for all associated employees who possess an active employee license with the Ohio Medical Marijuana Control Program.

EMPLOYEE LICENSE	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME
MMCP00000	Test	Employee One
MMCP00004	Test	Employee Five
MMCP00001	Test	Employee Two
MMCP00003	Test	Employee Four

Within the **Request Replacement ID(s)** feature, the user can select either one or many employee licenses to request replacement ids by selecting the checkbox adjacent to the employee license number.

EMPLOYEE LICENSE	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME
<input checked="" type="checkbox"/> MMCP00000	Test	Employee One
<input type="checkbox"/> MMCP00001	Test	Employee Two
<input type="checkbox"/> MMCP00003	Test	Employee Four

Once the user has selected one or many employee licenses, the user can select the **Next** feature to continue with the replacement id request.



Ohio Department of Commerce Medical Marijuana Control Program



EMPLOYEE LICENSE	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME
<input type="checkbox"/> MMCP00000	Test	Employee One
<input type="checkbox"/> MMCP00001	Test	Employee Two
<input type="checkbox"/> MMCP00003	Test	Employee Four

Upon selecting the **Next** feature, the user will be directed to a new list view containing all the employee licenses selected within the **Request Replacement ID(s)** screen. Within the list view, the user will see the employee license number, the employee first name, the employee last name, and a reason for replacement field to enter why a replacement id is being requested for the employee license selected.

EMPLOYEE LICENSE	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME	REASON FOR REPLACEMENT *
<input checked="" type="checkbox"/> MMCP00001	Test	Employee Two	Employee lost card...

Once the user has entered a reason for replacement for each employee license select, the user can select the **Save** feature to complete the **Request Replacement ID** process.

EMPLOYEE LICENSE	EMPLOYEE FIRST NAME	EMPLOYEE LAST NAME	REASON FOR REPLACEMENT *
<input checked="" type="checkbox"/> MMCP00000	Test	Employee One	



Ohio Department of Commerce Medical Marijuana Control Program



Upon selection of the **Save** feature, the user will be redirected to the **Manage Employees** main license screen where the user can validate the update was successful by locating the employee license record in the list.

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Medical Marijuana Control Program

Home | Licenses | Manage Employees | Manage Payments

Employee Licenses

General Instructions
Manage all your Employees from this screen :

- To look into the details of an Employee License Click on View button.
- To request a replacement ID card or cards Click on Request Replacement ID(s).
- To Add New Employee(s) / Apply for Employee License(s) Click on Licenses.

Request Replacement ID(s)

ACTION	BUSINESS LICENSE	EMPLOYEE LICENSE	LAST NAME	FIRST NAME	EMPLOYEE TYPE	EMPLOYEE LICENSE STATUS	START
view	MMCP000001	MMCP000004	Employee Five	Test	Type 1	Active	5/18/
view	MMCP000001	MMCP000003	Employee Four	Test	Type 1 Key	Active	5/11/
view	MMCP000001	MMCP000002	Employee Three	Test	Type 1 Key	Inactive	5/11/
view	MMCP000001	MMCP000001	Employee Two	Test	Type 1 Key	Active	5/11/
view	MMCP000001	MMCP000000	Employee One	Test	Type 1	Active	5/11/
view	MMCP000001	MMCP000011	Employee Six	Test	Type 1	Inactive	

Please note that the replacement id request will only be reviewed and processed once the replacement id fee has been paid by the business. The details on how to pay for a replacement identification card fee has been addressed on page 38 of this manual.



Ohio Department of Commerce Medical Marijuana Control Program



Manage Payments Module

The **Manage Payments** Module is available in order for any business who has active licensed facilities to view all outstanding fees, fines levied on the business, previously paid invoices, and copies of receipts for previously paid invoices.

The fees incurred by the business will include those for facility applications, facility licenses, employee licenses, and any additional request made to the Ohio Medical Marijuana Control Program that causes an impact on either a facility or employee license. Any fines levied on the business will be done so in accordance with the Ohio Administrative Code Chapter 3796.

The Manage Payments Module also allows businesses to pay fees and fines to the Ohio Department of Commerce in one of two forms; Pay by Mail or Pay Online. The Pay Now option allows the user to pay their invoices by credit card using the CBOSS payment system. The pay by mail option allows the user to print an invoice and either mail the payment to the Ohio Department of Commerce or pay in person at the Ohio Department of Commerce offices.



Ohio Department of Commerce Medical Marijuana Control Program



Making an Online Credit Card Payment

The eLicensing self-service portal provides any active licensed facility with the ability to make a payment for any outstanding fees incurred by the business or fines levied on the business by the Ohio Medical Marijuana Control Program for any circumstance deemed necessary in accordance with the Ohio Administrative Code Chapter 3796.

To make an online credit card payment for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	5/18/2018

The **Manage Payments** Module is subdivided into three sections. The first section on the **Manage Payments** Module is the **Outstanding Fees** section. This section lists all application fees, licensing fees, fines, and any additional request fees incurred by the business in order by the assigned invoice number.

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Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	
<input type="checkbox"/> I-0000010	\$10.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP000004	\$10.00	\$10.00	
<input type="checkbox"/> I-0000008	\$100.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP000004	\$100.00	\$100.00	
<input type="checkbox"/> I-0000007	\$180,000.00	5/11/2018								



Ohio Department of Commerce Medical Marijuana Control Program



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Outstanding Fees section which will be updated with the amount due for the selected invoices.

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00

Pay Now

Pay By Mail

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING

The user will also have the ability to select the method in which the outstanding invoices will be paid; by mail or online.

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00

Pay Now

Pay By Mail

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED					
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE



Ohio Department of Commerce Medical Marijuana Control Program



If the **Pay Now** feature is selected, the user will be provided a prompt stating that the eLicensing self-service portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system, CBOSS.

The screenshot shows a web browser window with a URL bar containing "hoppingCart_SLDs?sfmc.tabName=01rt000000406K". The page has a navigation bar with links: "eb Home", "Login | Community", "Agile AX", "P Commu", "Prod Login Salesforce", and "Proc". A modal dialog box is displayed in the center, titled "elicense.com.ohio.gov says". The message inside the dialog reads: "You are about to be redirected the CBOSS Online Payment Processing Site. Click OK to Continue to CBOSS. Click the Cancel button to return to the Make Payments page." There are two buttons at the bottom of the dialog: "OK" (blue) and "Cancel" (white). Below the dialog, there are two buttons: "Pay Now" (red) and "Pay By Mail" (red). Below these buttons is a table with two columns: "AMOUNT DUE" and "INVOICE CREATED". The table contains one row with the values "\$10.00" and "5/18/2018". At the bottom of the page, there is a table with columns: "APP", "APPLICATION ID", "LICENSE TYPE", "FEE TYPE", "APPLICATION SUBTYPE", "EMPLOYEE NAME", and "EMPLOYEE LICENSE".

If the user selects the **OK** feature, the eLicensing self-service portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check.

The screenshot shows the "Select Payment Method" screen of the CBOSS payment processing site. The header features the "Ohio.gov" logo and the "Department of Commerce" text. Below the header is a banner image showing a wooden structure. The main heading is "Ohio Department of Commerce – Division of Administration". The section "Select Payment Method" includes the instruction "Please select a payment method." and two radio button options: "Credit Card" (selected) and "Electronic Check". Below this is a section titled "If you have any questions, please contact:" followed by the contact information for the Ohio Department of Commerce – Division of Administration: "6606 Tusling Road, PO Box 4009, Reynoldsburg OH 43068-9009", "(614) 644-2622 OR 1-800-523-3581 (Ohio only)", and "(614) 644-3145 (FAX)". A "Technical Support" section follows, with the instruction "If you need technical support for this online payment processing application, please send an email to webdic@com.state.oh.us." The footer includes the copyright notice "© CBOSS, INC."

Upon selecting the credit card payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The Enter Payment Information screen of CBOSS will display to the user the high level details of the invoices selected for payment, the total amount of those invoices, and will require the user to enter the standard payment information such as the credit card number and associated details, as well as enter the associated billing information.



Ohio Department of Commerce Medical Marijuana Control Program



The high level details of the invoice include the invoice number, the invoice amount, and the total of all invoices.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Enter Payment Information
Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
For assistance locating the card security code, please select the following:
[Locate Card Security Code](#)

Total
\$120.00

Quantity	Description	Price	Total
1	Invoice I-0000155	\$10.00	\$10.00
1	Invoice I-0000010	\$10.00	\$10.00
1	Invoice I-0000008	\$100.00	\$100.00

* Credit Card Number * Credit Card Type

* Expiration Month * Expiration Year

* Card Security Code

The user will be required to enter the credit card number, credit card type, expiration month and year, and credit card security code.

* Credit Card Number * Credit Card Type

* Expiration Month * Expiration Year

* Card Security Code

To complete the payment information, the user will also be required to enter the billing information associated to the payment.



Ohio Department of Commerce Medical Marijuana Control Program



A screenshot of a web form for the CBOSS payment processing site. The form is titled with a blue header bar. It contains two columns of input fields. The left column includes: First Name, Last Business Name, Address Line 1, City, Zip/Postal Code, and Email. The right column includes: Middle Name, Phone, Address Line 2, State/Province/Region, and Country. A 'Continue' button is located at the bottom right of the form.

Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the **Continue** feature to complete the online payment process.


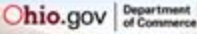
A screenshot of the same web form as above, but with a red rectangular box highlighting the 'Continue' button at the bottom right.

Selection of the **Continue** feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment.



Ohio Department of Commerce Medical Marijuana Control Program





Ohio Department of Commerce – Division of Administration

Confirm Payment Information

Please confirm that your credit card payment and billing information below is correct.

Total

\$210.00

Quantity	Description	Price	Total
1	Invoice:1-0000155	\$10.00	\$10.00
1	Invoice:1-0000154	\$100.00	\$100.00
1	Invoice:1-0000008	\$100.00	\$100.00

First Name

* Last/Business Name

Test_Account_Cultivator

* Address Line 1

77 S High St.

* City

Columbus

* Zip/Postal Code

43215

Email

Back

Middle Name

* Phone

(740) 824-7490

Address Line 2

23rd Floor

* State/Province/Region

OH

Country

United States

Confirm

If the user selects the **Confirm** feature, the payment will be processed and finalized. Once the payment has been finalized within the CBOSS payment processing site, the user will be redirected to the eLicensing self-service portal **Manage Payments** Module where the user can validate completion of payment by locating the paid invoice in the [Paid Invoices](#) section. The details on [Paid Invoices](#) section has been addressed on page 61 of this manual.



Ohio Department of Commerce Medical Marijuana Control Program



Paid Invoices										
Action	INVOICE NUMBER			AMOUNT DUE			INVOICE CREATED			
View	I-0000155			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$0.00
										FEE CREATED
										5/18/2018
View	I-0000010			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
										FEE CREATED
										5/18/2018
View	I-0000008			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP00004	\$100.00	\$0.00
										FEE CREATED
										5/18/2018
View	I-0000001			\$0.00			5/11/2018			

If the **Back** feature is selected, the user will be redirected to the CBOSS payment processing sites payment screen to make any updates necessary to the payment information before continuing with the payment process.



Ohio Department of Commerce Medical Marijuana Control Program



Making an Online Electronic Check Payment

The eLicensing self-service portal provides any active licensed facility with the ability to make a payment for any outstanding fees incurred by the business or fines levied on the business by the Ohio Medical Marijuana Control Program for any circumstance deemed necessary in accordance with the Ohio Administrative Code Chapter 3796.

To make an online electronic check payment for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home | Licenses | Manage Employees | **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	5/18/2018

The **Manage Payments** Module is subdivided into three sections. The first section on the **Manage Payments** Module is the **Outstanding Fees** section. This section lists all application fees, licensing fees, fines, and any additional request fees incurred by the business in order by the assigned invoice number.

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Medical Marijuana Control Program

Home | Licenses | Manage Employees | **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	5/18/2018
<input type="checkbox"/> I-0000010	\$10.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP000004	\$10.00	\$10.00	5/11/2018
<input type="checkbox"/> I-0000008	\$100.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP000004	\$100.00	\$100.00	5/11/2018
<input type="checkbox"/> I-0000007	\$180,000.00	5/11/2018								



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Within the Outstanding Fees area, the user will have the ability to select the invoices in which they wish to pay by selecting the checkbox to the left of the invoice number. The user may select one or multiple open invoices to be included in one payment transaction.

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00

Pay Now

Pay By Mail

☐

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP00004	\$100.00	\$100.00
<input type="checkbox"/>	I-0000007	\$180,000.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST

To select all outstanding invoices for payment, the user can simply select the checkbox at the top of the Outstanding Fees section and the system will automatically select each invoice listed.

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 1809320.00

Pay Now

Pay By Mail

☒

Outstanding Fees


<input checked="" type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP00004	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000007	\$180,000.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	Cultivator Level I License Fee	MMCP00001		Cultivator	License Fee	Initial Application			\$180,000.00	\$180,000.00
<input checked="" type="checkbox"/>	I-0000005	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTST
	New Employee Application Fee	MMCP00001	A00000005	Cultivator	Application Fee	New Employee	Test Employee Four	MMCP00003	\$100.00	\$100.00



Ohio Department of Commerce Medical Marijuana Control Program



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Outstanding Fees section which will be updated with the amount due for the selected invoices.

 Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00


Pay Now

Pay By Mail

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING

The user will also have the ability to select the method in which the outstanding invoices will be paid; by mail or online.

 Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00

Pay Now

Pay By Mail

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING



Ohio Department of Commerce Medical Marijuana Control Program



If the **Pay Now** feature is selected, the user will be provided a prompt stating that the eLicensing self-service portal will be redirecting the user to the Ohio Department of Commerce Online Payment Processing system, CBOSS.

hoppingCart_SLDs?sfmc.tabName=01rt000000406K

Home Login | Community Agile AX

elicense.com.ohio.gov says

You are about to be redirected the CBOSS Online Payment Processing Site. Click OK to Continue to CBOSS. Click the Cancel button to return to the Make Payments page.

OK Cancel

Pay Now Pay By Mail

AMOUNT DUE	INVOICE CREATED
\$10.00	5/18/2018

APP ID APPLICATION ID LICENSE TYPE FEE TYPE APPLICATION SUBTYPE EMPLOYEE NAME EMPLOYEE LICENSE

If the user selects the **OK** feature, the eLicensing self-service portal will redirect the user to the Select Payment Method screen of the CBOSS payment processing site where the user can select to pay using a credit card or electronic check.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Select Payment Method

Please select a payment method.

☐ Credit Card

☐ Electronic Check

If you have any questions, please contact:

Ohio Department of Commerce – Division of Administration
6606 Tusling Road, PO Box 4009
Reynoldsburg OH 43068-9009
(614) 644-2622 OR 1-800-523-3581 (Ohio only)
(614) 644-3145 (FAX)

Technical Support

If you need technical support for this online payment processing application, please send an email to webdic@com.state.oh.us.

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Upon selecting the electronic check payment method, the user will proceed to the Enter Payment Information screen of CBOSS. The Enter Payment Information screen of CBOSS will display to the user the high level details of the invoices selected for payment, the total amount of those invoices, and will require the user to enter the standard payment information such as the bank account number and associated details, as well as enter the associated billing information.



Ohio Department of Commerce Medical Marijuana Control Program



The high level details of the invoice include the invoice number, the invoice amount, and the total of all invoices.

Ohio.gov | Department of Commerce

Ohio Department of Commerce – Division of Administration

Enter Payment Information

Please enter your electronic check payment and billing information below. All of the fields marked with an asterisk are required.

Your checking account number **should not** include the 4 digit check number that usually appears on your check either before or after the checking account number. For assistance locating the checking account information, please select the following:

☐ Locate Checking Account Information

Total

\$180,320.00

Quantity	Description	Price	Total
1	Invoice J-0000155	\$10.00	\$10.00
1	Invoice J-0000154	\$100.00	\$100.00
1	Invoice J-0000010	\$10.00	\$10.00
1	Invoice J-0000008	\$100.00	\$100.00
1	Invoice J-0000007	\$180,000.00	\$180,000.00
1	Invoice J-0000005	\$100.00	\$100.00

* Bank Routing Number * Confirm Routing Number

* Bank Account Number * Confirm Account Number

* Bank Account Type

The user will be required to enter the bank routing number, bank account number, and select the bank account type

* Bank Routing Number * Confirm Routing Number

* Bank Account Number * Confirm Account Number

* Bank Account Type

To complete the payment information, the user will also be required enter the billing information associated to the payment.



Ohio Department of Commerce Medical Marijuana Control Program



First Name

Last Name

* Last/Business Name

* Address Line 1

* City

* Zip/Postal Code

Email

Middle Name

* Phone

Address Line 2

* State/Province/Region

Country

Please note that if any of the prepopulated business account information is incorrect, the user should contact the Ohio Medical Marijuana Control program to update the information accordingly.

Once the user has entered all required payment information in the CBOSS payment processing site, the user can select the **Continue** feature to complete the online payment process.

First Name

Last Name

* Last/Business Name

* Address Line 1

* City

* Zip/Postal Code

Email

Middle Name

* Phone

Address Line 2

* State/Province/Region

Country

Selection of the **Continue** feature will notify the system to authenticate the payment information entered by the user is valid. If the payment information entered passes the validation check, the user will be presented with a confirmation screen where the user will be required to confirm the transaction to finalize the payment.



Ohio Department of Commerce Medical Marijuana Control Program





Ohio Department of Commerce – Division of Administration

Confirm Payment Information

Please confirm that your electronic check payment and billing information below is correct.

Total:
\$180,320.00

Quantity	Description	Price	Total
1	Invoice-3-0000153	\$10.00	\$10.00
1	Invoice-3-0000154	\$100.00	\$100.00
1	Invoice-3-0000010	\$10.00	\$10.00
1	Invoice-3-0000008	\$100.00	\$100.00
1	Invoice-3-0000007	\$180,000.00	\$180,000.00
1	Invoice-3-0000005	\$100.00	\$100.00

* Bank Routing Number
044000037

* Confirm Routing Number
044000037

* Bank Account Number
2134567898

* Confirm Account Number
2134567898

* Bank Account Type
Checking

First Name

Middle Name

* Last/Business Name
Testing

* Phone
6146694157

* Address Line 1
880 Maple Hill Lane

* Address Line 2

* City
Westerville

* State/Province/Region
OH

* Zip/Postal Code
43081

Country

Email
ronboerter@gmail.com

Back

Confirm

If the user selects the **Confirm** feature, the payment will be processed and finalized. Once the payment has been finalized within the CBOSS payment processing site, the user will be redirected to the eLicensing self-service portal **Manage Payments** Module where the user can validate completion of payment by locating the paid invoice in the Paid Invoices section. The details on Paid Invoices section has been addressed on page 61 of this manual.



Ohio Department of Commerce Medical Marijuana Control Program



Paid Invoices										
Action	INVOICE NUMBER			AMOUNT DUE			INVOICE CREATED			
View	I-0000155			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$0.00
										FEE CREATED
										5/18/2018
View	I-0000010			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
										FEE CREATED
										5/18/2018
View	I-0000008			\$0.00			5/11/2018			
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP00004	\$100.00	\$0.00
										FEE CREATED
										5/18/2018
View	I-0000001			\$0.00			5/11/2018			

If the **Back** feature is selected, the user will be redirected to the CBOSS payment processing sites payment screen to make any updates necessary to the payment information before continuing with the payment process.



Ohio Department of Commerce Medical Marijuana Control Program



Making a Payment by Mail

The eLicensing self-service portal provides any active licensed facility with the ability to make a payment for any outstanding fees incurred by the business or fines levied on the business by the Ohio Medical Marijuana Control Program for any circumstance deemed necessary in accordance with the Ohio Administrative Code Chapter 3796.

To make a payment by mail for an outstanding fee or fine, the user should navigate to the **Manage Payments** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	5/18/2018

The **Manage Payments** Module is subdivided into three sections. The first section on the **Manage Payments** Module is the **Outstanding Fees** section. This section lists all application fees, licensing fees, fines, and any additional request fees incurred by the business in order by the assigned invoice number.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Make Payments

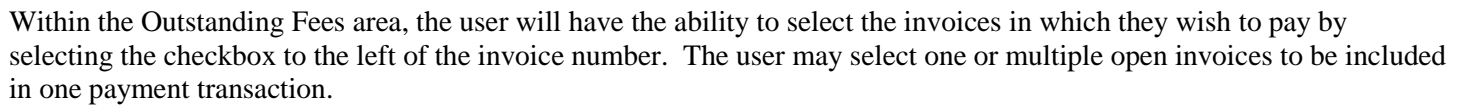
General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED								
<input type="checkbox"/> I-0000155	\$10.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00	5/18/2018
<input type="checkbox"/> I-0000154	\$100.00	5/18/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP000011	\$100.00	\$100.00	5/18/2018
<input type="checkbox"/> I-0000010	\$10.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP000004	\$10.00	\$10.00	5/11/2018
<input type="checkbox"/> I-0000008	\$100.00	5/11/2018								
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000007	Cultivator	Application Fee	New Employee	Test Employee Five	MMCP000004	\$100.00	\$100.00	5/11/2018
<input type="checkbox"/> I-0000007	\$180,000.00	5/11/2018								



To select all outstanding invoices for payment, the user can simply select the checkbox at the top of the Outstanding Fees section and the system will automatically select each invoice listed.


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Ohio Department of Commerce Medical Marijuana Control Program



Once one or multiple invoices have been selected for payment, the user will have the ability to view the **Total Value of Selected Invoices** field located at the top of the Outstanding Fees section which will be updated with the amount due for the selected invoices.

 Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00


Pay Now

Pay By Mail

Outstanding Fees

<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED							
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001	\$10.00	\$10.00
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011	\$100.00	\$100.00
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004	\$10.00	\$10.00
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018							
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING

The user will also have the ability to select the method in which the outstanding invoices will be paid; by mail or online.

 Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 120.00

Pay Now

Pay By Mail

Outstanding Fees


<input type="checkbox"/>	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED					
<input checked="" type="checkbox"/>	I-0000155	\$10.00	5/18/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCP00001
<input type="checkbox"/>	I-0000154	\$100.00	5/18/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCP00011
<input checked="" type="checkbox"/>	I-0000010	\$10.00	5/11/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
	Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Five	MMCP00004
<input checked="" type="checkbox"/>	I-0000008	\$100.00	5/11/2018					
	FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE



Ohio Department of Commerce Medical Marijuana Control Program



If the **Pay By Mail** feature is selected, a new window will open containing a PDF version of the invoice containing all fees that have been selected to be paid.



Department of Commerce
Medical Marijuana Control Program

JOHN R. KASICH, Governor
JACQUELINE T. WILLIAMS, Director

Invoice

TEST_ACCOUNT_CULTIVATOR Date 05/22/2018
Total Due \$220.00

77 South High Street
Columbus, OH, 43215

Invoice Number: I-0000155

FEES

LICENSE #	LICENSE TYPE	APPLICATION SUBTYPE	FEE TYPE	EMPLOYEE NAME	EMPLOYEE LICENSE #	FEE	FEE OUTSTANDING	DATE CREATED
MMCP00001	Cultivator	Replacement ID Card	Application Fee	Test Employee Two	MMCPE00001	\$10.00	\$10.00	05/18/2018

Invoice Number: I-0000154

FEES

LICENSE #	LICENSE TYPE	APPLICATION SUBTYPE	FEE TYPE	EMPLOYEE NAME	EMPLOYEE LICENSE #	FEE	FEE OUTSTANDING	DATE CREATED
MMCP00001	Cultivator	New Employee	Application Fee	Test Employee Six	MMCPE00011	\$100.00	\$100.00	05/18/2018

Invoice Number: I-0000010

FEES

LICENSE #	LICENSE TYPE	APPLICATION SUBTYPE	FEE TYPE	EMPLOYEE NAME	EMPLOYEE LICENSE #	FEE	FEE OUTSTANDING	DATE CREATED
MMCP00001	Cultivator	Replacement ID Card	Application Fee	Test Employee Five	MMCPE00004	\$10.00	\$10.00	05/11/2018

Invoice Number: I-0000008

FEES

Please note that the **Pay by Mail** feature provides the user with several additional methods for paying their fees to the Ohio Department of Commerce. Fees may only be paid with cash or by check for the **Pay by Mail** option. Any outstanding fee may also be paid for in person at the Ohio Department of Commerce Tussing Road location.

Each invoice selected on the **Make Payments** screen will be listed sequentially on the generated invoice document.

Please note that the generated invoice document must be printed and included with the payment method information for all **Pay by Mail** or in person payment options in order for the Ohio Department of Commerce to process and apply the payment properly.

Cash Payments by Mail:

If the user chooses to pay for an outstanding invoice by mail with cash, a representative from the business must perform the following actions:



Ohio Department of Commerce Medical Marijuana Control Program



Print off the generated invoice and mail the invoice with the cash payment to the Ohio Department of Commerce. Please address all mail payments to:

**Ohio Department of Commerce
ATTN: Medical Marijuana Control Program Fiscal Department
6606 Tussing Road
Reynoldsburg, Ohio 43068**

Please note that the Ohio Department of Commerce discourages payments in cash by mail and will not responsible for lost or missing funds.

Cash Payments in Person:

If the user chooses to pay for an outstanding invoice in person with cash, a representative from the business must perform the following actions:

Print off the generated invoice and travel to the Ohio Department of Commerce with the invoice and cash payment in hand. The Ohio Department of Commerce is located at:

**6606 Tussing Road
Reynoldsburg, Ohio 43068**

Present the invoice along with the cash payment in person to the Ohio Department of Commerce representative who will complete the payment process and provide the payee with proof of payment.

Check Payments by Mail:

If the user chooses to pay for an outstanding invoice by mail with a check, a representative from the business must perform the following actions:

Print off the generated invoice and mail the invoice with the check payment to the Ohio Department of Commerce. Please address all mail payments to:

**Ohio Department of Commerce
ATTN: Medical Marijuana Control Program Fiscal Department
6606 Tussing Road
Reynoldsburg, Ohio 43068**

Please note that the Ohio Department of Commerce will not responsible for lost or missing funds.

Check Payments in Person:

If the user chooses to pay for an outstanding invoice in person with a check, a representative from the business must perform the following actions:

Print off the generated invoice and travel to the Ohio Department of Commerce with the invoice and check payment in hand. The Ohio Department of Commerce is located at:



Ohio Department of Commerce Medical Marijuana Control Program



**6606 Tussing Road
Reynoldsburg, Ohio 43068**

Present the invoice along with the check payment in person to the Ohio Department of Commerce representative who will complete the payment process and provide the payee with proof of payment.

Credit Card Payments in Person:

If the user chooses to pay for an outstanding invoice in person with a credit card, a representative from the business must perform the following actions:

Print off the generated invoice and travel to the Ohio Department of Commerce with the invoice and credit card in hand. The Ohio Department of Commerce is located at:

**6606 Tussing Road
Reynoldsburg, Ohio 43068**

Present the invoice along with the credit card in person to the Ohio Department of Commerce representative who will complete the payment process and provide the payee with proof of payment.



Ohio Department of Commerce Medical Marijuana Control Program



Viewing a Paid Invoice

The eLicensing self-service portal provides any active or inactive licensed facility with the ability to view a previously paid invoice for any fees incurred by the business or fines levied on the business by the Ohio Medical Marijuana Control Program for any circumstance deemed necessary in accordance with the Ohio Administrative Code Chapter 3796.

To view a previously paid invoice, the user should navigate to the **Manage Payments** Module upon successful login.

Ohio.gov | Department of Commerce
Medical Marijuana Control Program

Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0000155	\$100.00	5/18/2018
FEE NAME	LICENSE NUMBER	APPLICATION ID
Employee Replacement ID Fee	MMCP00001	Cultivator
FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME
Application Fee	Replacement ID Card	Test Employee Two
EMPLOYEE LICENSE	FEE	FEE OUTSTANDING
MMCP00001	\$100.00	\$100.00
FEE CREATED		5/18/2018

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0000154	\$100.00	5/18/2018
FEE NAME	LICENSE NUMBER	APPLICATION ID
New Employee Application Fee	MMCP00001	A00000150
LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE
Cultivator	Application Fee	New Employee
EMPLOYEE NAME	EMPLOYEE LICENSE	FEE
Test Employee Six	MMCP00011	\$100.00
FEE OUTSTANDING	FEE CREATED	
\$100.00	5/18/2018	

The **Manage Payments** Module is subdivided into three sections. The final section within the **Manage Payments** module is the **Paid Invoices** section. This section lists all invoices that have been paid by the associated business account. The user will see the invoice number, the amount due, and the invoice create date. The user will also be able to see the details of the invoice which include the fee name, facility license number, application ID, facility license type, fee type, application subtype, employee name (if applicable), employee license number (if applicable), fee amount, fee outstanding, and the date the fee was created.

Paid Invoices

Action	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
View	I-0000004	\$0.00	5/11/2018
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE
New Employee Application Fee	MMCP00001	A00000003	Cultivator
FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
Application Fee	New Employee	Test Employee Three	MMCP00002
FEE	FEE OUTSTANDING	FEE CREATED	
\$100.00	\$0.00	5/11/2018	

Action	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
View	I-0000003	\$0.00	5/11/2018
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE
Employee Replacement ID Fee	MMCP00001		Cultivator
FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
Application Fee	Replacement ID Card	Test Employee Two	MMCP00001
FEE	FEE OUTSTANDING	FEE CREATED	
\$10.00	\$0.00	5/11/2018	


Action	INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
View	I-0000002	\$0.00	5/11/2018
FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE
FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE
FEE	FEE OUTSTANDING	FEE CREATED	

Within the **Paid Invoices** area, the user will have the ability to view a paid by selecting the **View** action.



Ohio Department of Commerce Medical Marijuana Control Program



 **Paid Invoices**

Action	INVOICE NUMBER
View	I-0000014

FEE NAME	LICENSE NUMBER	APPLICATION I
New Employee Application Fee	MMCPP00001	A00000011


View I-0000013

FEE NAME	LICENSE NUMBER	APPLICATION I
New Employee Application Fee	MMCPP00001	A00000010

Upon selecting the **View** action for a paid invoice, the invoice detail will display. The user will see all pertinent information associated to the paid invoice including the invoice status, invoice date, invoice amount, the associated receipt number (if applicable), and transaction number (if applicable).

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Home Licenses Manage Employees Manage Payments

 Invoice - I-0000182

Cancel

Invoice Details

Status	Paid	Invoice Date	05/18/2018
Invoice Amount	120.00	Due Date	06/18/2018
Total Payments	120.00	Creator	Test Account
Balance Due	0.00	Transaction Number	
Receipt Number	R-0000182		

6 of 1

Please note that the receipt number and transaction number fields will only display a value if the invoice was paid using the Ohio Department of Commerce CBOSS payment processing site.



Ohio Department of Commerce Medical Marijuana Control Program



Viewing a Receipt for a Paid Invoice

The eLicensing self-service portal provides any active or inactive licensed facility with the ability to view the receipt document for a previously paid invoice for any fees incurred by the business or fines levied on the business by the Ohio Medical Marijuana Control Program for any circumstance deemed necessary in accordance with the Ohio Administrative Code Chapter 3796.

To view the receipt document for a previously paid invoice, the user should navigate to the **Manage Payments** Module upon successful login.

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Search... Search Test Account

Home Licenses Manage Employees **Manage Payments**

Make Payments

General Instructions

- Select Invoice(s) to pay.
- Click on Pay Now button to make an online payment.
- Click on Pay by Mail to Print the Invoice.

Total Value of Selected Invoices : \$ 0.00

Outstanding Fees

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0000155	\$10.00	5/18/2018

FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
Employee Replacement ID Fee	MMCP00001		Cultivator	Application Fee	Replacement ID Card	Test Employee Two	MMCPED0001	\$10.00	\$10.00	5/18/2018

INVOICE NUMBER	AMOUNT DUE	INVOICE CREATED
I-0000154	\$100.00	5/18/2018

FEE NAME	LICENSE NUMBER	APPLICATION ID	LICENSE TYPE	FEE TYPE	APPLICATION SUBTYPE	EMPLOYEE NAME	EMPLOYEE LICENSE	FEE	FEE OUTSTANDING	FEE CREATED
New Employee Application Fee	MMCP00001	A00000150	Cultivator	Application Fee	New Employee	Test Employee Six	MMCPED0011	\$100.00	\$100.00	5/18/2018

The **Manage Payments** Module is subdivided into three sections. The second section within the **Manage Payments** module is the Receipts section. This section lists all receipts for any previous payments made by the associated business account. The user will see the receipt number, the amount paid, the payment method used when paying any fee or fine, the transaction number, and the date the receipt was created.

Receipts

Action	Receipt Number	Amount Tendered	Payment Method	Transaction Number	Receipt Created
View	R-0000002	\$100.00	Credit Card	3	5/11/2018

Within the Receipts area, the user will have the ability to view a receipt document for a paid invoice by selecting the **View** action.



Ohio Department of Commerce Medical Marijuana Control Program



Receipts		
Action	Receipt Number	Amount Tendered
View	R-0000002	\$100.00

Upon selecting the **View** action for a receipt, the receipt detail will display. The user will see all pertinent information associated to the receipt including the receipt number, receipt amount, payment amount, and transaction number.

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Medical Marijuana Control Program

Search...

[Home](#) [Licenses](#) [Manage Employees](#) [Manage Payments](#)

Receipt - R-0000182

Cancel

Receipt Details

Number

R-0000182

Amount

120.00

Payment Method

Credit Card

Transaction Number

3

Cancel

Invoices

Number	Application ID	License Name	Employee Name	Status	Invoice Amount	Total Payments	Balance Due	Transaction Number
I-0000155		MMCP00001	Test Employee Two	Paid	10.00	10.00	0.00	1
I-0000010		MMCP00001	Test Employee Five	Paid	10.00	10.00	0.00	2
I-0000008		MMCP00001	Test Employee Five	Paid	100.00	100.00	0.00	3

The receipt detail screen will also provide the user with information around the fees included on the invoice associated to the receipt and access to the receipt document.



Ohio Department of Commerce Medical Marijuana Control Program



Receipt Details

Number	R-0000002	Amount	100.00
Payment Method	Credit Card	Transaction Number	3

[Cancel](#)

Invoices

Number	Application ID	License Name	Employee Name	Status	Invoice Amount	Total Payments	Balance Due	Transaction Number
I-0000001	A0000001	MMCP00001	Test Employee One	Paid	100.00	100.00	0.00	3

Fee Payments

Number	Application ID	License Name	Invoice Number	Fee Type	Fee Amount	Payment Amount	Fee Current Amount Outstanding	Transaction Number
0000002	A0000001	MMCP00001	I-0000001	Application Fee	100.00	100.00	0.00	3

Notes and Attachments

Actions	FILE NAME	LAST MODIFIED DATE
View	MMCP_Receipt_20180511.pdf	5/11/2018 2:55 PM
View	MMCP_Receipt_20180511.pdf	5/11/2018 11:41 AM
View	MMCP_Receipt_20180511.pdf	5/11/2018 12:24 PM

Within the Notes and Attachments area on the receipts detail screen, if the user selects the View action, a new window will open containing a PDF version of the receipt containing all fees that are associated to the paid invoice.

 **Medical Marijuana Control Program**
77 South High Street • 23rd Floor
Columbus, OH 43215-6120

PAYMENT RECEIPT

Receipt No: R-0000002

Payment Method: Credit Card

Paid By: Test Account **Paid To: Treasurer, State**

DESCRIPTION	LICENSE	AMOUNT
Application Fee	MMCP00001	\$ 100.00

TOTAL: \$100.00

DATE: 05/11/2018

Please note that if the invoice was not paid using the Ohio Department of Commerce CBOSS payment processing site, a receipt detail record and receipt document will not be available to the user.



Ohio Department of Commerce Medical Marijuana Control Program



Questions or Comments?

If you have any questions or comments, please contact the Ohio Department of Commerce Medical Marijuana Control Program using one of the following methods of communication:

By Email:

mmcp@com.state.oh.us

By Phone:

+1-614-466-3636

By Mail:

The Ohio Department of Commerce
ATTN: MMCP
77 South High St, 23rd Floor
Columbus, OH 43215