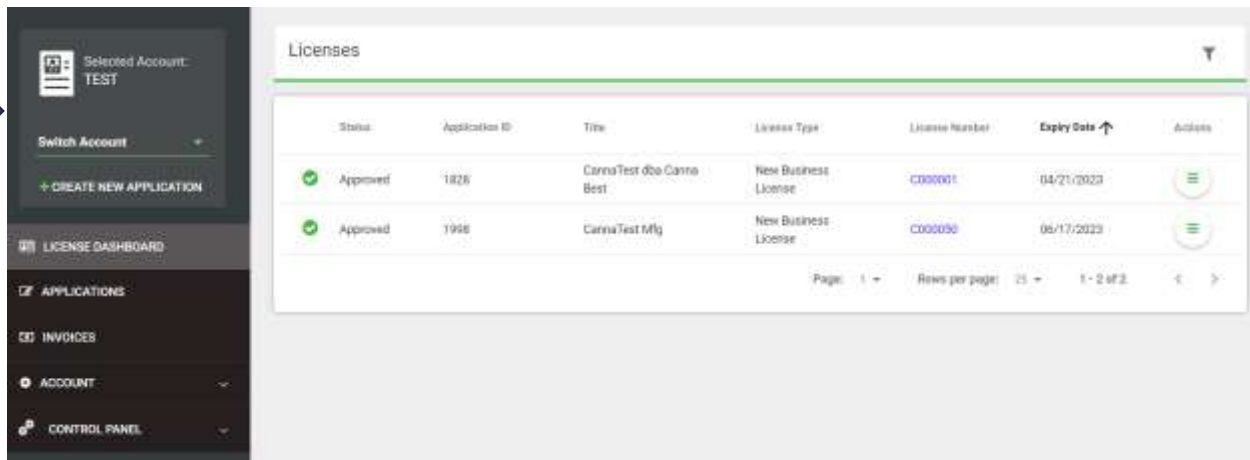


## Instructions for Renewal Application

Login to your account to create and submit a renewal application on your existing license (s). Ensure all your account information is updated in the licensing portal prior to beginning the renewal process.

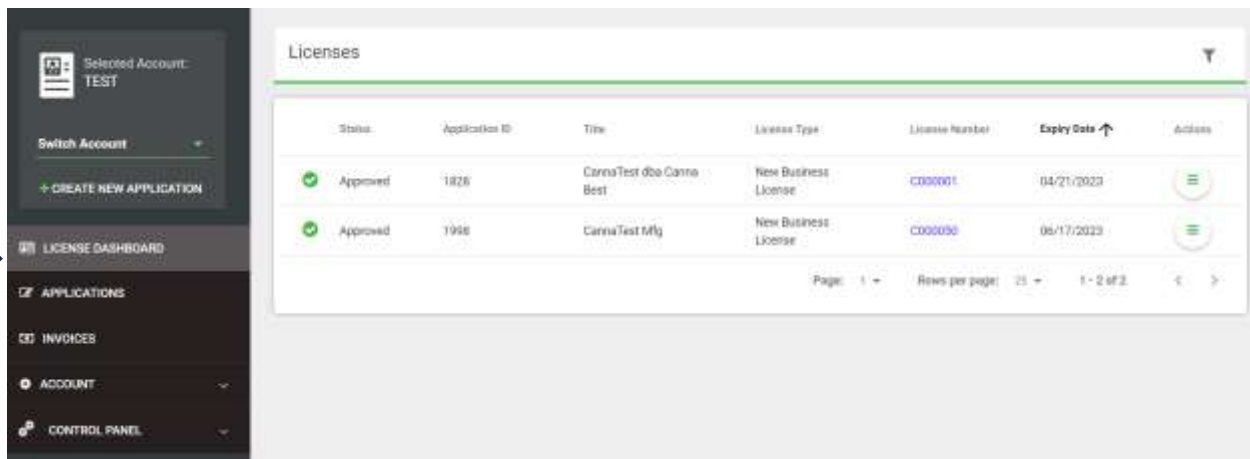


The screenshot shows the 'Licenses' dashboard. The sidebar on the left contains a 'Selected Account: TEST' section with a 'Switch Account' button and a '+ CREATE NEW APPLICATION' button. Below this are navigation links for 'LICENSE DASHBOARD', 'APPLICATIONS', 'INVOICES', 'ACCOUNT', and 'CONTROL PANEL'. The main content area displays a table of licenses with the following data:

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
Approved	1826	CannaTest dba Canna Best	New Business License	C000001	04/21/2023	[Menu]
Approved	1958	CannaTest Mfg	New Business License	C000030	06/17/2023	[Menu]

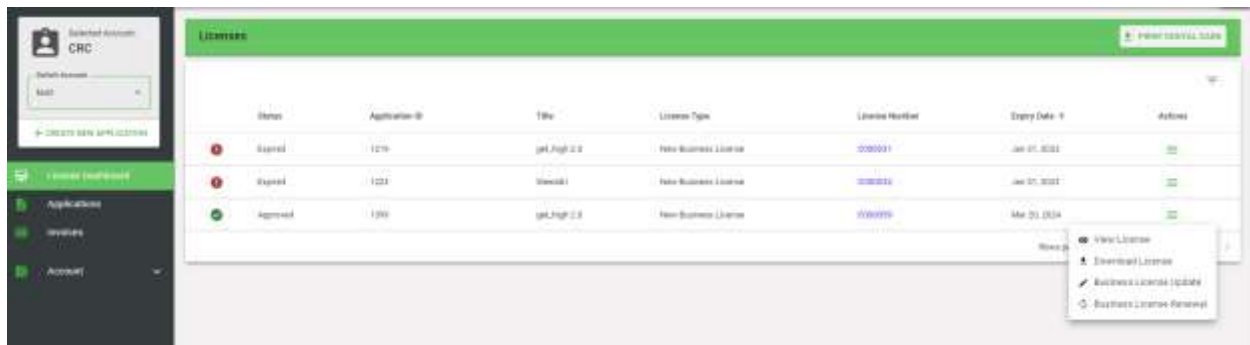
At the bottom of the table, there is a pagination control showing 'Page: 1', 'Rows per page: 25', and '1 - 2 of 2'.

To begin your renewal application from your *License Dashboard*, go to the far right under “Actions” and click on the three lines for the license you are renewing.



This screenshot is identical to the previous one, but a red arrow points to the 'Actions' column for the first license row, indicating where to click to start the renewal process.

Select “*Business License Renewal*.”

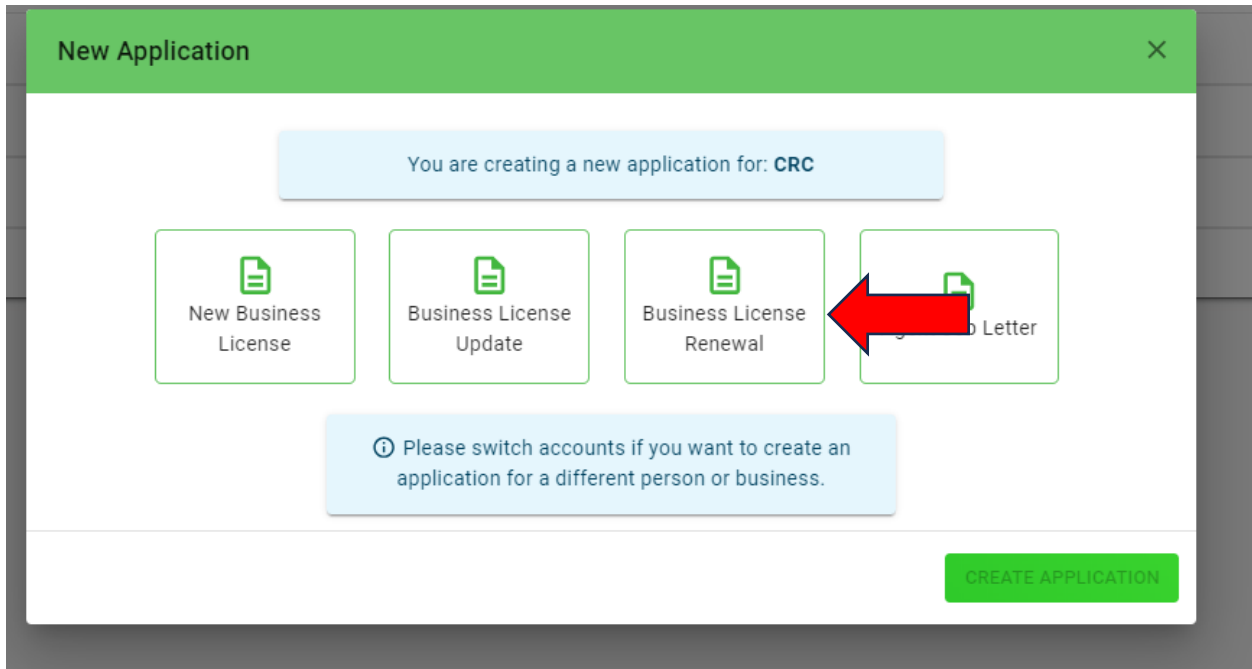


This screenshot shows the 'Licenses' dashboard for a different account, 'CRC'. The sidebar on the left has a 'Selected Account: CRC' section with a 'Switch Account' button and a '+ CREATE NEW APPLICATION' button. The main content area displays a table of licenses with the following data:

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
Expired	1276	get High 2.2	New Business License	0000011	Jan 01, 2021	[Menu]
Expired	1231	Wesell 1	New Business License	0000015	Jan 01, 2021	[Menu]
Approved	1399	get High 2.2	New Business License	0000019	Mar 21, 2024	[Menu]

A red arrow points to the 'Business License Renewal' option in the actions menu for the third license row.

Click on “Business License Renewal.”

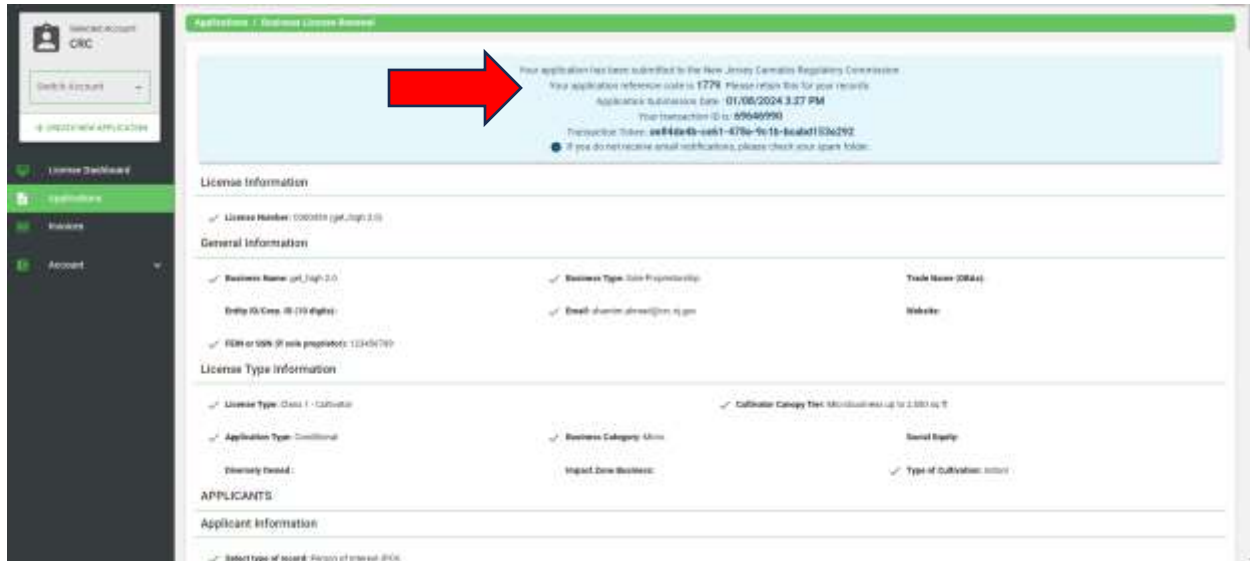


You are now in your renewal application. If a field cannot be edited, it is because that information cannot be changed or amended during the renewal process. Documents can be uploaded under corresponding tabs. If there is not a corresponding tab for the renewal document(s) you wish to submit, the document(s) can be uploaded under the “Other Documents” tab.

Please save your changes on each screen and move through your application updating any changes and uploading any necessary and required documents.

When complete, submit the renewal application and the NJ-CRC will review your request. If additional information is needed, the application will be returned to you in the portal to cure. The *Primary Point of Contact* will be notified. Please make sure this information is up to date. Additionally, renewal fees will be charged upon submission.

Upon successful submission, you will see the following screen which includes your *Renewal Application ID #*:



If you have any questions, please contact your assigned Field Monitor or email [CRC.Licensing@crc.nj.gov](mailto:CRC.Licensing@crc.nj.gov)

Technical support questions about the portal should be directed to <https://appengine.egov.com/apps/nj/crc/licensinghelp>