



MISSISSIPPI MEDICAL CANNABIS PROGRAM

MISSISSIPPI STATE DEPARTMENT OF HEALTH

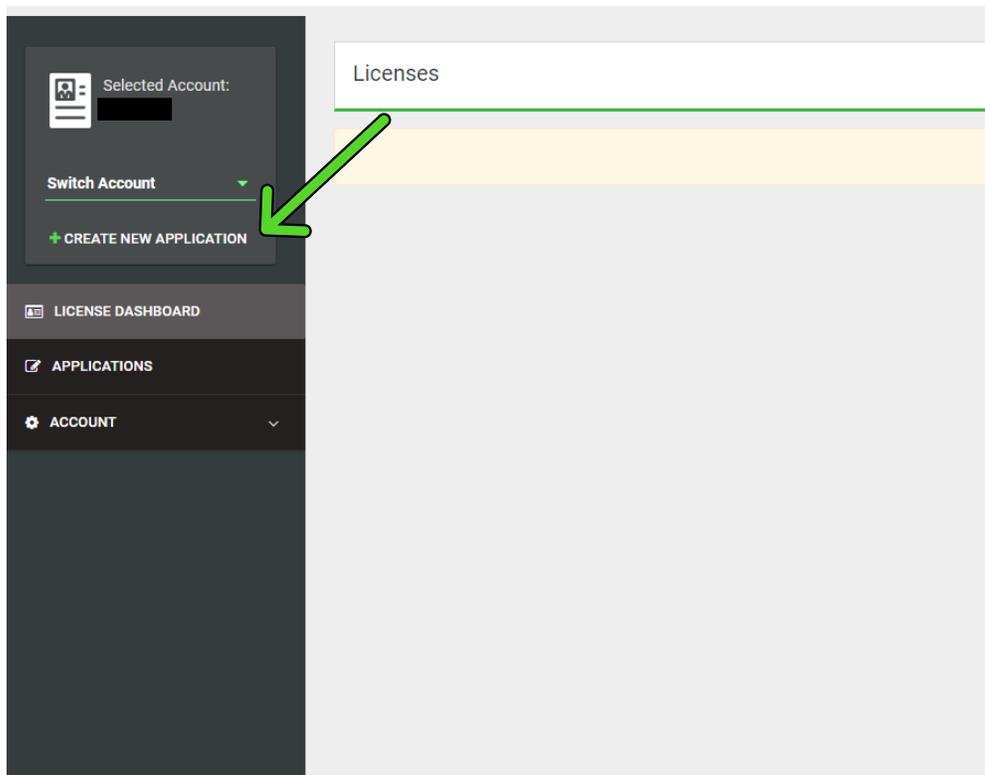
Update or Renewal ... that is the question.

What is a Business License Update?

An “Update” is a function to send us new or changed information regarding your business. This can be a change of primary contact, change of phone number, change of email address, an updated site plan or other related documents that may have changed since you were licensed.

Steps for a Business Update:

- 1) Login to the portal
- 2) Choose Create New Application

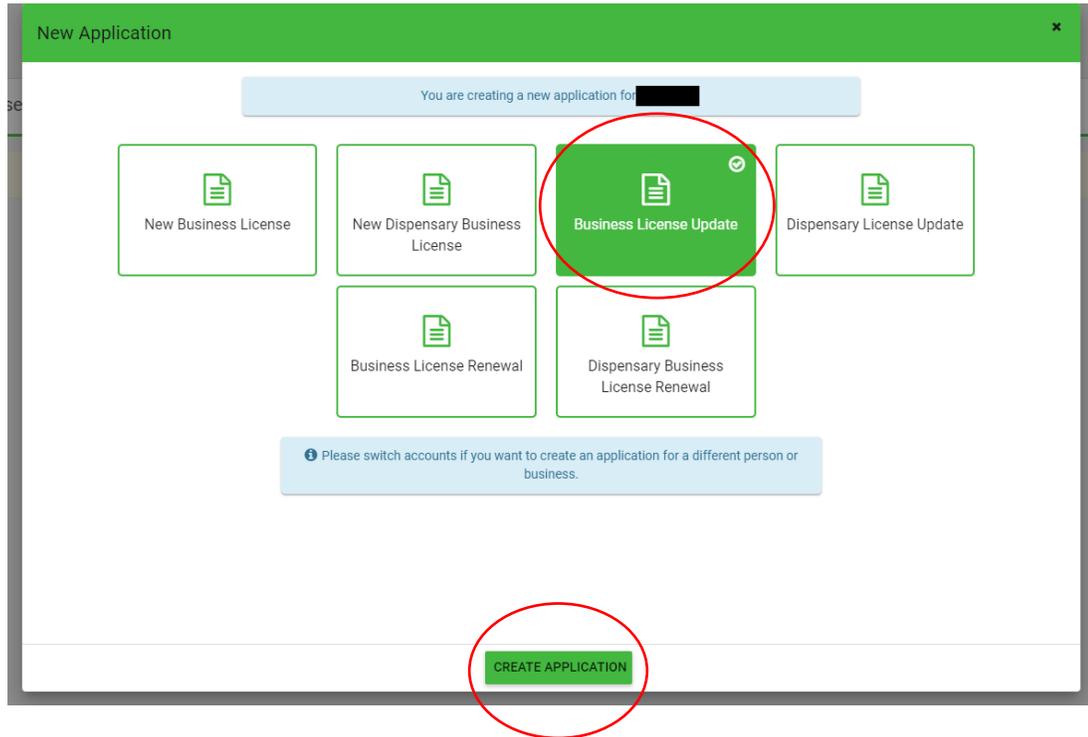




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3) Choose Business License Update and Create Application





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4) First choose your License Number from the Dropdown and then Choose the items that you want to update by choosing “Yes” and then Save

Please select the applicable license number from the drop down. Please note: If your license has been deactivated or is expired, it may not appear in the drop down.

License Number *

If your license does not display, please contact the MSDH Medical Cannabis Program at 601-206-1540. If the entity holds more than one license, each license must be updated separately.

Do you want to update your business name, business type or trade name? No

Do you want to update the business email address, phone number or website? No

Do you have a change to your location information? No

Do you have a change to your mailing address? No

Do you want to change your primary contact person? ⓘ No

Do you want to add or remove someone with an economic interest in ownership? ⓘ No

Do you want to update a standard operating procedure document? ⓘ No

Do you want to submit an updated document? ⓘ No

5) Complete each tab and Review and Submit at the end.



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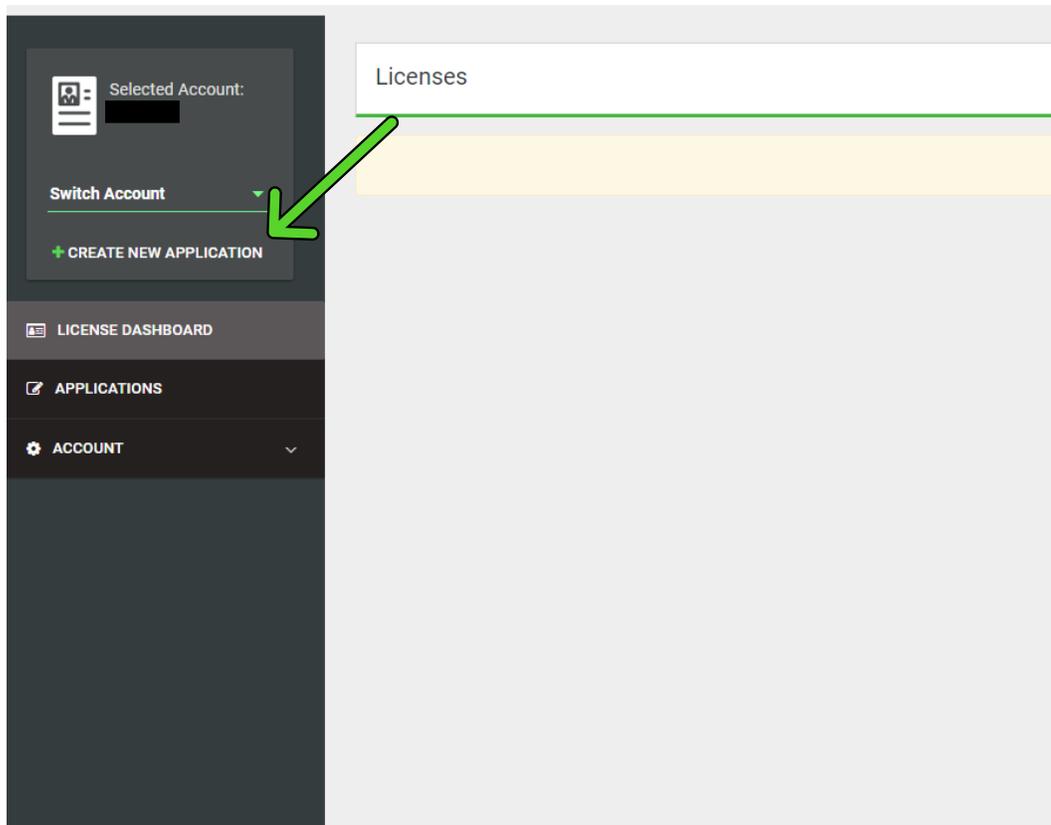
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What is a Business License Renewal?

A Business License Renewal is the process to renew your “**annual**” license. It is only needed at the time of your annual renewal.

Steps for a Business License Renewal:

- 1) **Login to the portal**
- 2) **Choose Create New Application**





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3) Choose Business License Renewal and Create Application

A screenshot of a web application interface titled "New Application". At the top, there is a green header bar with the text "New Application" and a close button (X). Below the header, a light blue box contains the text "You are creating a new application for [REDACTED]". The main content area displays six application options, each with a document icon and a title: "New Business License", "New Dispensary Business License", "Business License Update", "Dispensary License Update", "Business License Renewal", and "Dispensary Business License Renewal". The "Business License Renewal" option is highlighted with a red circle. Below these options, a light blue box contains a message: "Please switch accounts if you want to create an application for a different person or business." At the bottom of the interface, a green button labeled "CREATE APPLICATION" is also circled in red.

4) Choose your License Number and continue with the application.

5) Review and Submit.