Step By Step Instruction Guide for Completing the Hemp Wholesaler License Application. Notes for instruction/direction are included in the following pages in red.



# Log in

Please register and log in.

Users are encouraged to use an updated web browser (Edge, Chrome, Safari, Firefox, etc.) when accessing this site to ensure support for legacy and modern websites and apps.

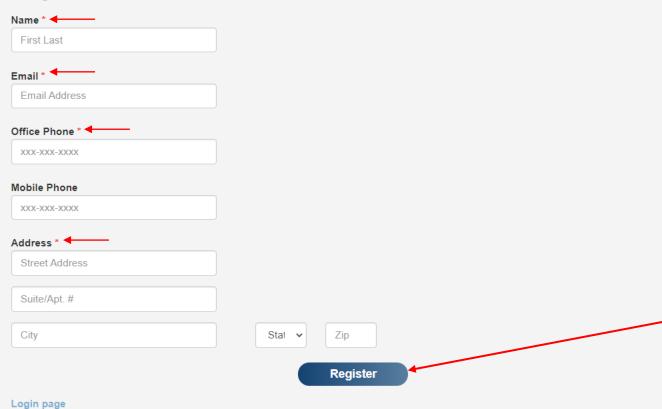
Email *	
Password	
	The Password field is required.
	□ Remember me? *
	Log in
Register as a new user	
Forgot your password?	

Please contact the Georgia Department of Agriculture with any questions.

This is the landing page for the new hemp licensing software. For new applicants, click "Register as a new user" on the home page. For renewals, click "Forgot your password?" since we have already set an account up for you.

## **Georgia Department of Agriculture**

# Register



The items with a red asterisk (indicated by a red arrow) are required. Click on the "Register" button after providing the information. An email will be sent to you to complete the registration process.

Please contact the Georgia Department of Agriculture with any questions.

Notifications

Welcome to the GDA Hemp Program application system.

Clic Apply to begin a new application.

Please contact the Georgia Department of Agriculture with any questions.

After you login, the licensing home page will appear as seen here. To begin a new application, click on either of the Apply links highlighted in the red circles to begin the application.

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## Welcome to the GDA Hemp Program application system.

## Click **Apply** to begin a new application.

Please contact the Georgia Department of Agriculture with any questions.

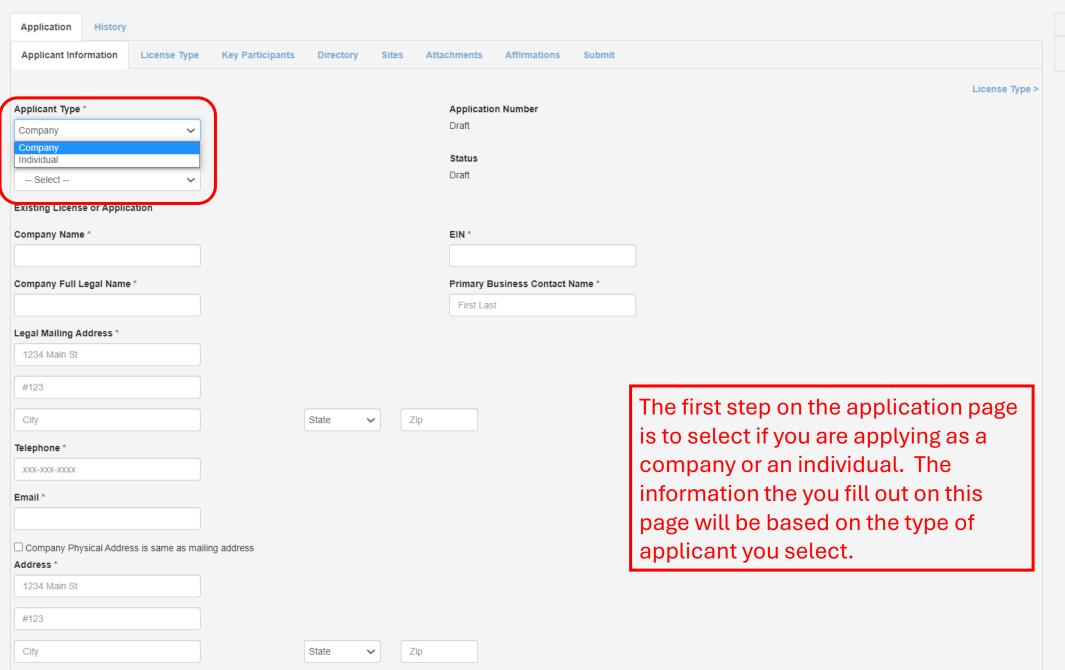
### Notifications



License Renewal Due: 13\_2012

If you are renewing a license, your home-page will have a notification in the top right of the screen highlighted by the red box. Click on the "License Renewal Due" link to access the renewal application. Once in the renewal application, please review all the tabs and associated information prior to submitting the renewal. You can make changes to the renewal application such as adding/removing key participants, adding/removing grow sites, adding/removing storage sites, etc. to the application if needed. Be sure to review all attachments included in the renewal application. If an attachment is outdated or incorrect, please remove it and upload the proper attachment. You can use the rest of this application guide to assist you.

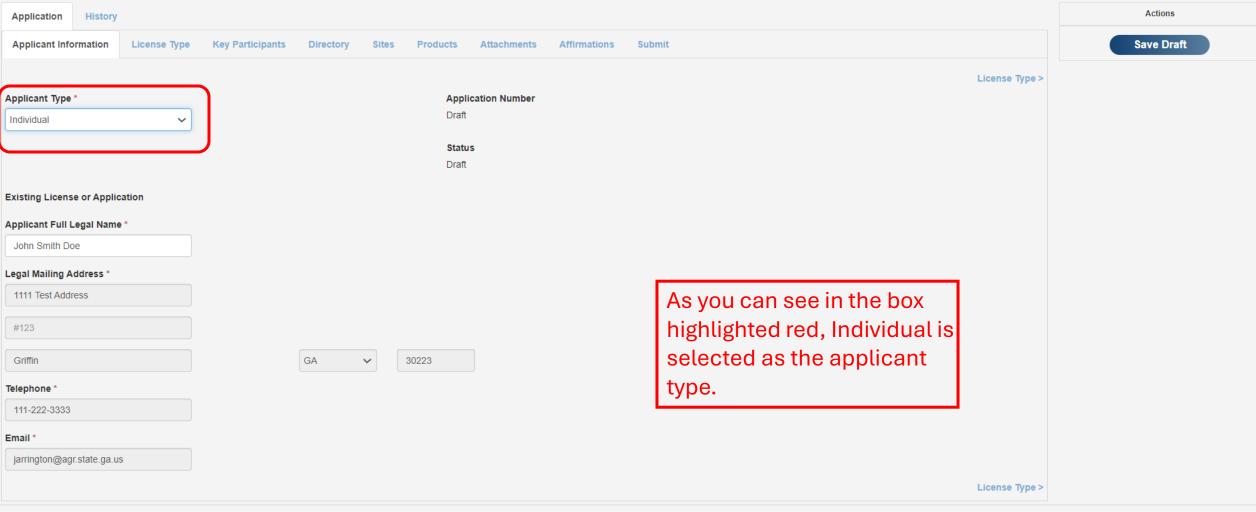
## **New Application**



Actions

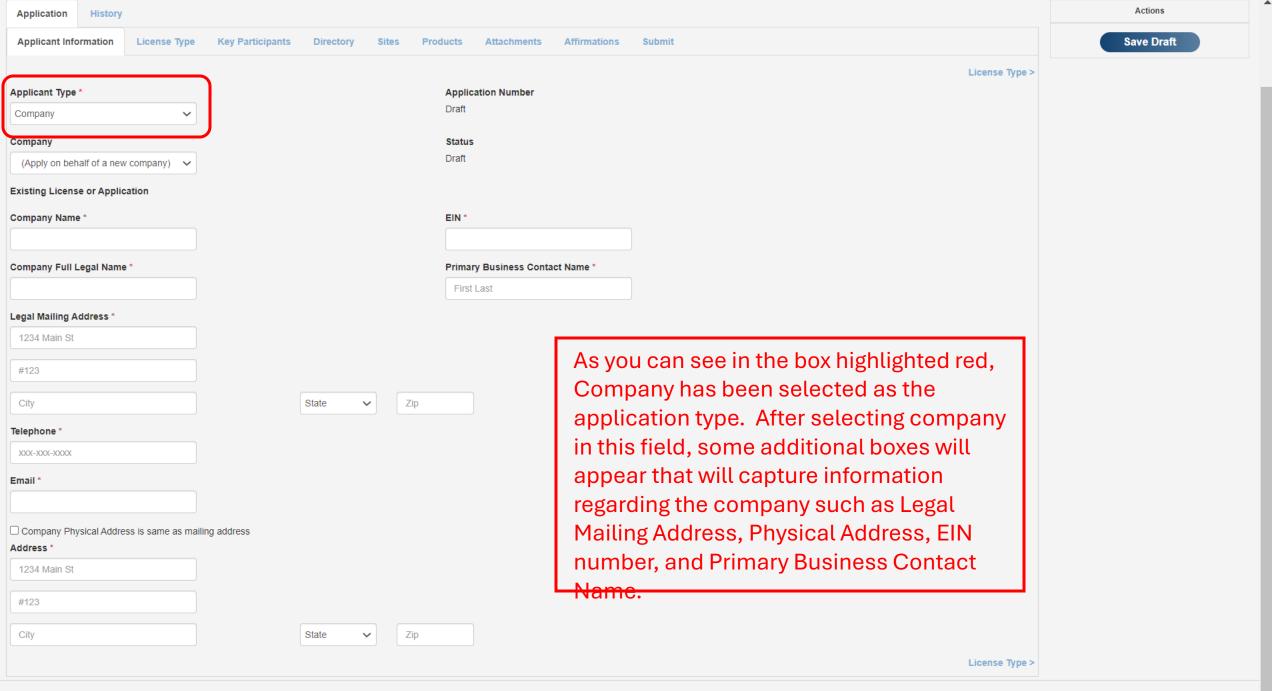
Save Draft

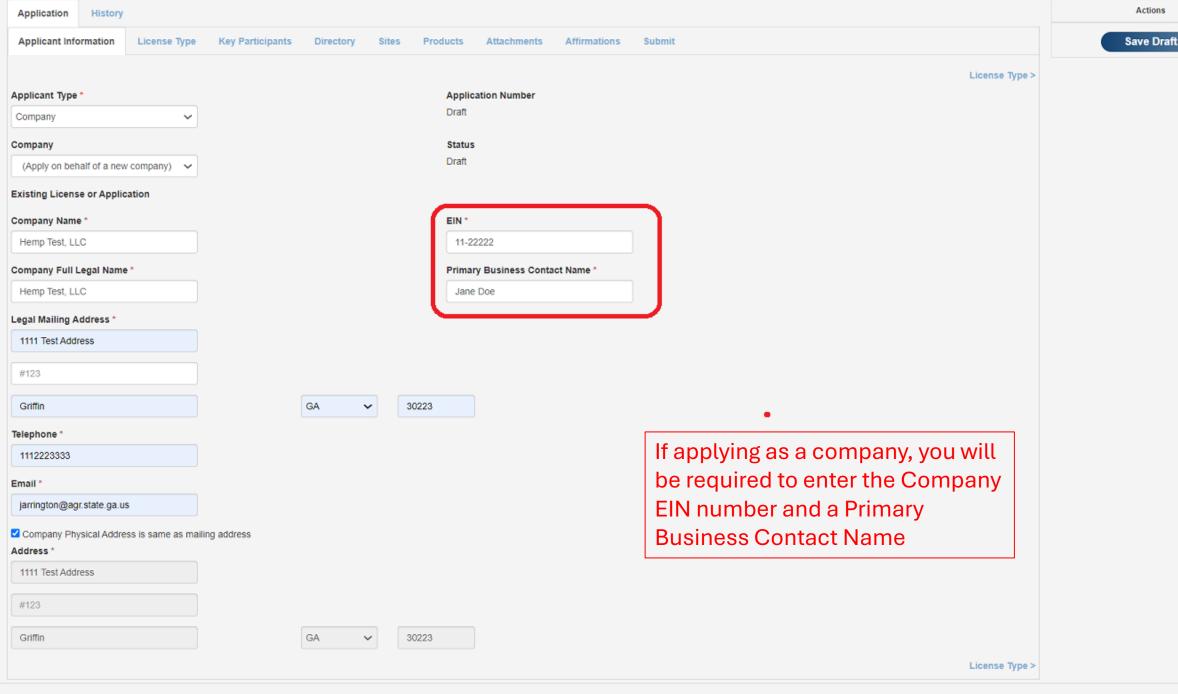
## Application History



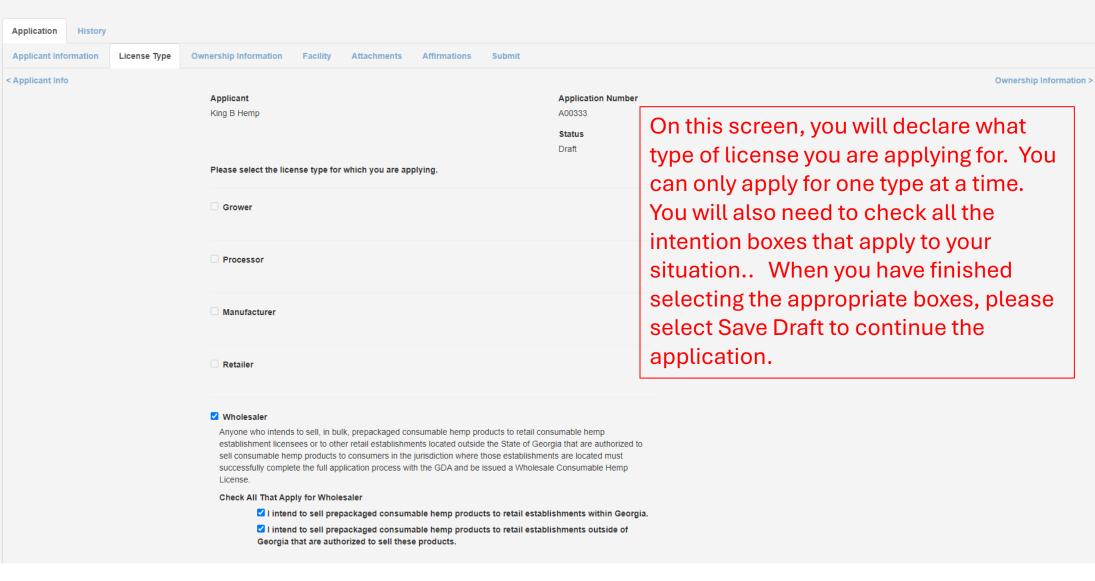
**Sampling and Disposal** 

Please contact the Georgia Department of Agriculture with any questions.

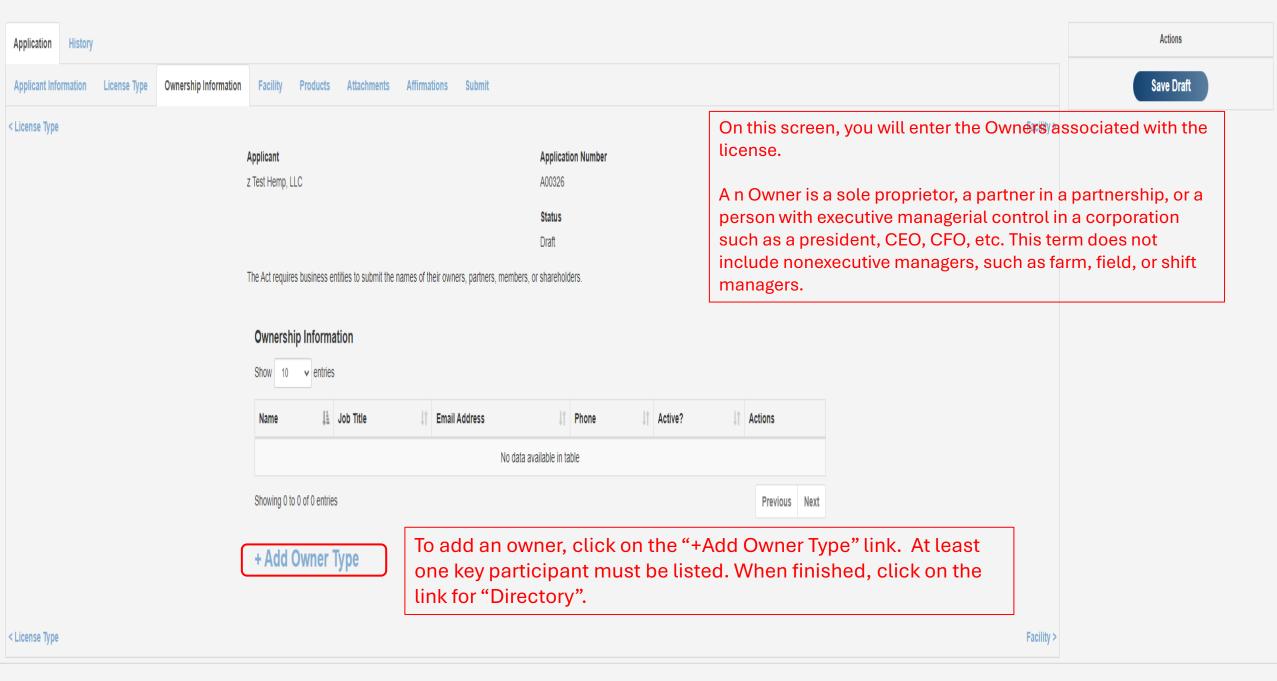




## License Application: A00333 Wholesaler



Actions
Save Draft



Actions

Save Draft

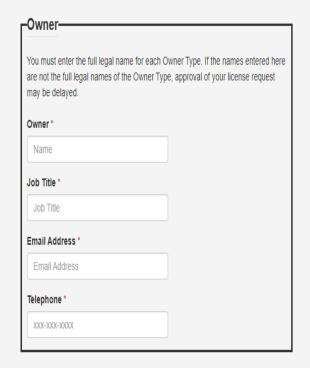
< License Type Facility >

 Applicant
 Application Number

 z Test Hemp, LLC
 A00326

 Status
 Draft

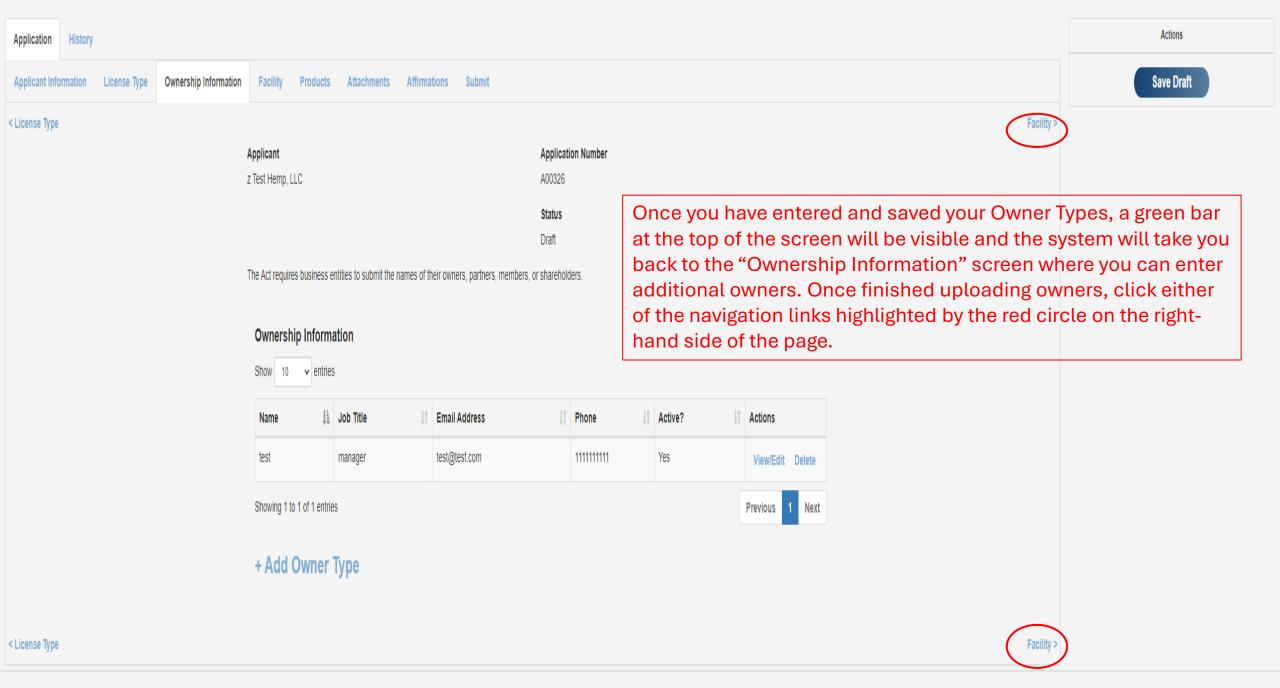
The Act requires business entities to submit the names of their owners, partners, members, or shareholders.



After clicking on the "+ Add Owner Types link", the box to the left will appear. Fill out this box for each key participant and click on the Save button. If you have multiple key participants, you will have to click on "+ Add Owner Types" for each one and fill out the appropriate information.

Save

Cancel



Applicant z Test Hemp, LLC

Application Number A00313

Status

Draft

Georgia Wholesale Consumable Hemp License applicants must provide information on the wholesale site property. This license is for a single location.

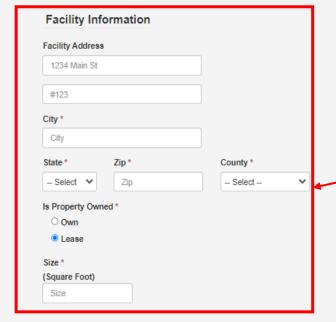
Wholesale Site Property: Wholesale consumable hemp licensees without a physical location within the state and that only sell to Georgia retail consumable hemp establishment licensees, must provide the location (street address) in the applicant's home jurisdiction from which they wholesale consumable hemp products to Georgia retail consumable hemp establishment licensees.

I attest that I have read the preceding information and that I agree to each of the following:

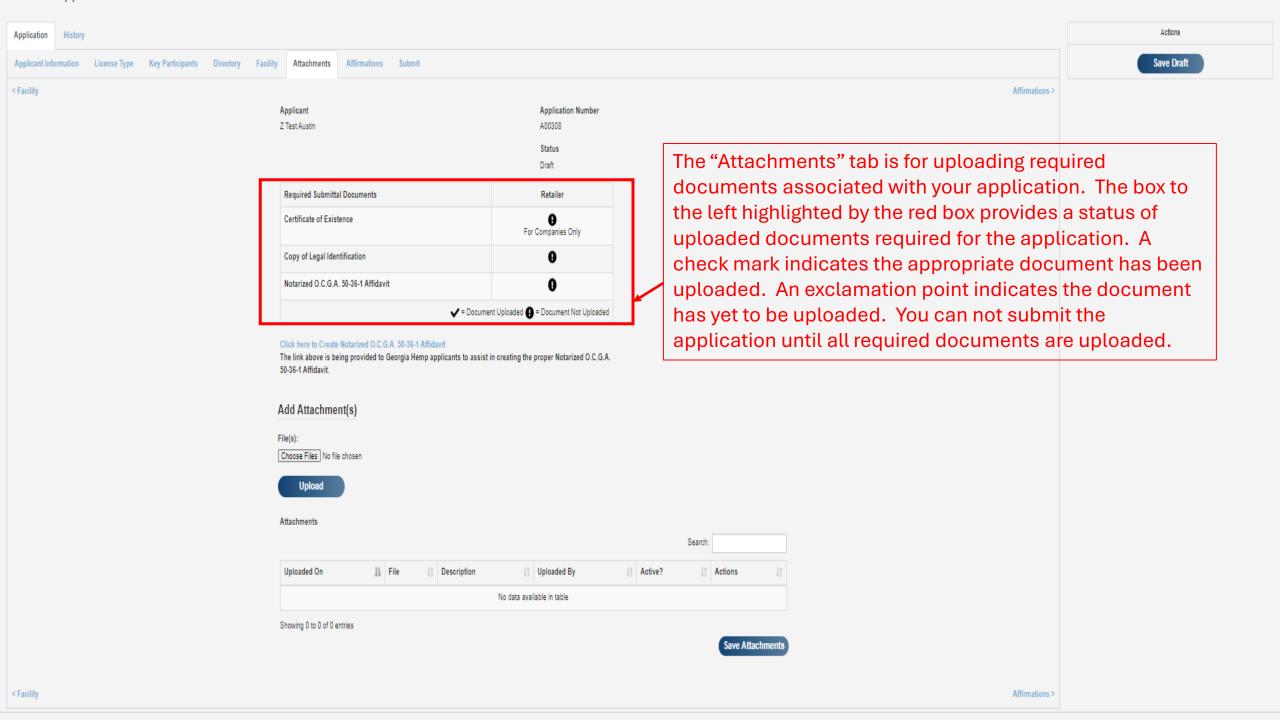
- This license is for a single location. A separate license must be obtained for each additional location where wholesale activities will occur.
- Any person desiring to sell, offer for sale, or otherwise distribute prepackaged consumable hemp products to Georgia retail consumable hemp establishment licensees, or any person in Georgia desiring to sell prepackaged consumable hemp products to retail establishments located outside of Georgia that are authorized to sell consumable hemp products to consumers in the jurisdiction where such establishments are located, must first obtain a wholesale consumable hemp license issued by the Department.
- No licensee may transfer a wholesale consumable hemp license between locations.
- I attest that I have legal permission to store and wholesale consumable hemp products on the property listed on my application, including a deed to the property or a lease or rental agreement for its use, in the same legal name as my license. I understand that I may be subject to local zoning or other ordinances, and manufacturing hemp products at the property listed on my application will not violate either.
- I have read and acknowledge the consumable hemp product wholesaler license general requirements in GA. Comp. R. & Regs. r. 40-32-4-.02(4)

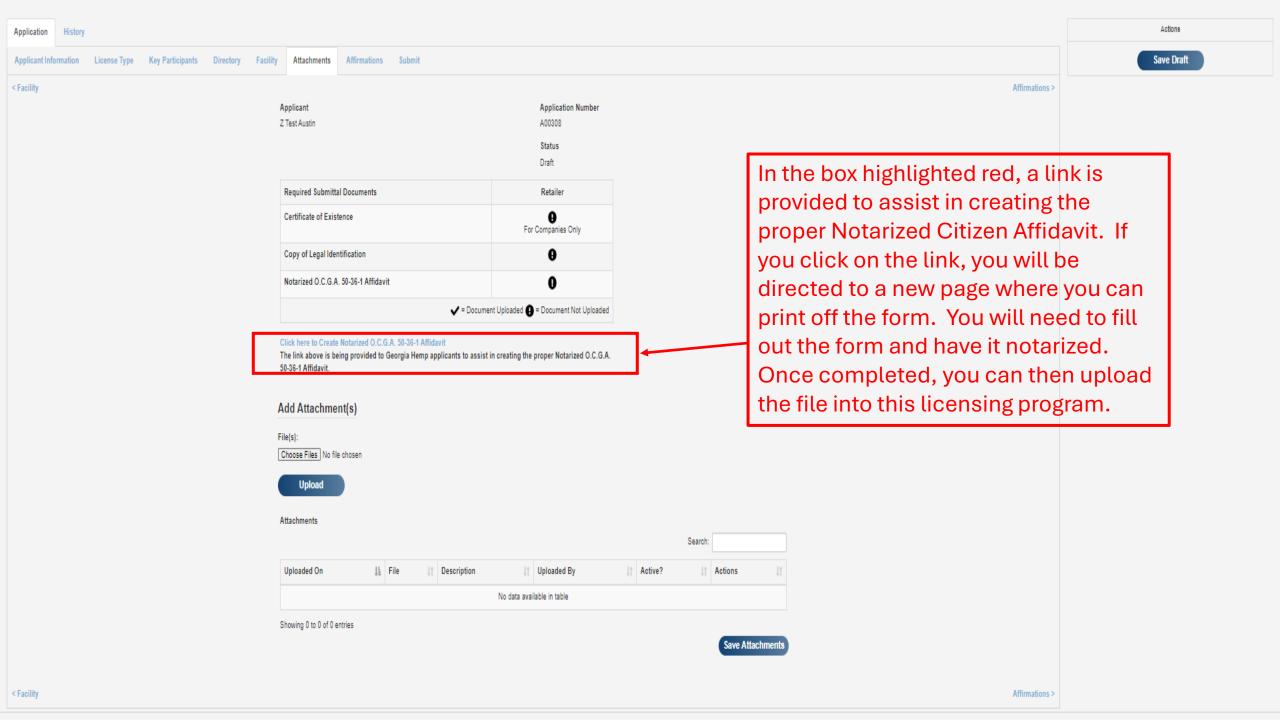
3. When you have all the information entered, navigate to the "Attachments" screen

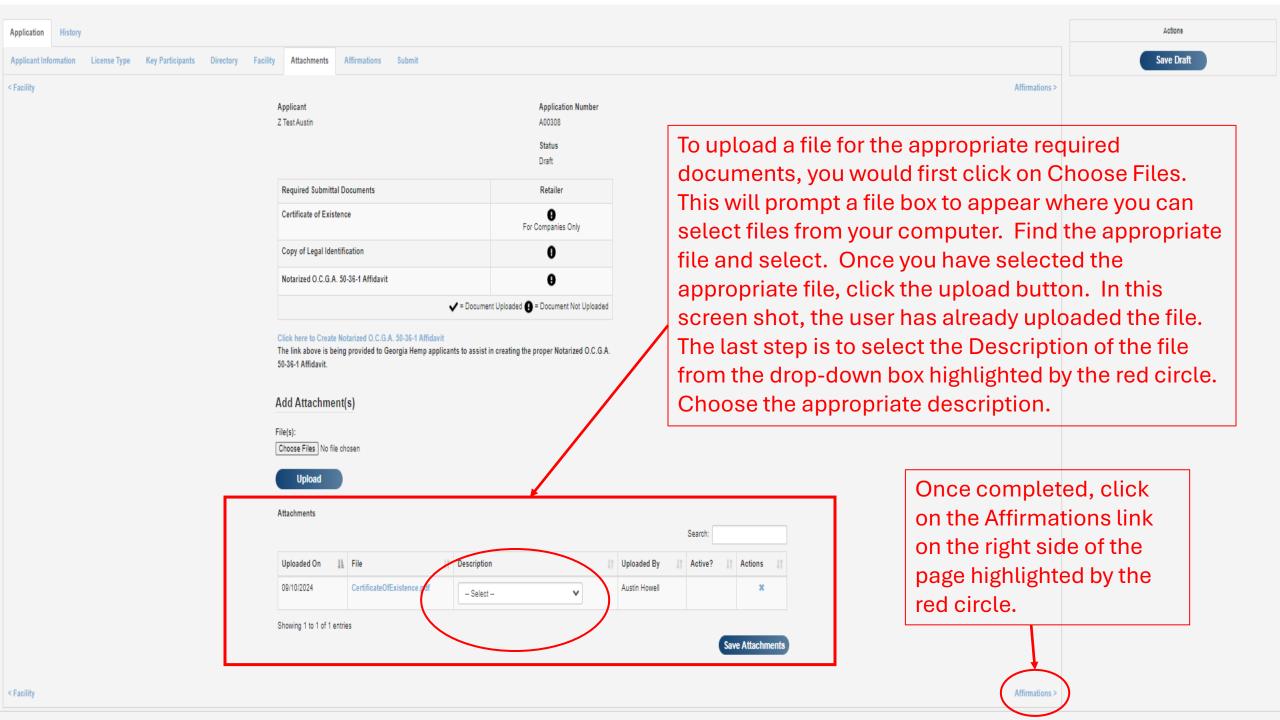
1. Once on the "Facility" page, please read over the information provided and check the attestation boxes highlighted by the red box.



2. Be sure to fill out the facility address, size (in square feet), and whether you own or are leasing the property.







< Attachments

Applicant Information License Type Key Participants Directory Facility Attachments Affirmations

Save Draft

Submit >

Application Number Applicant z Test Hemp, LLC A00313 Status

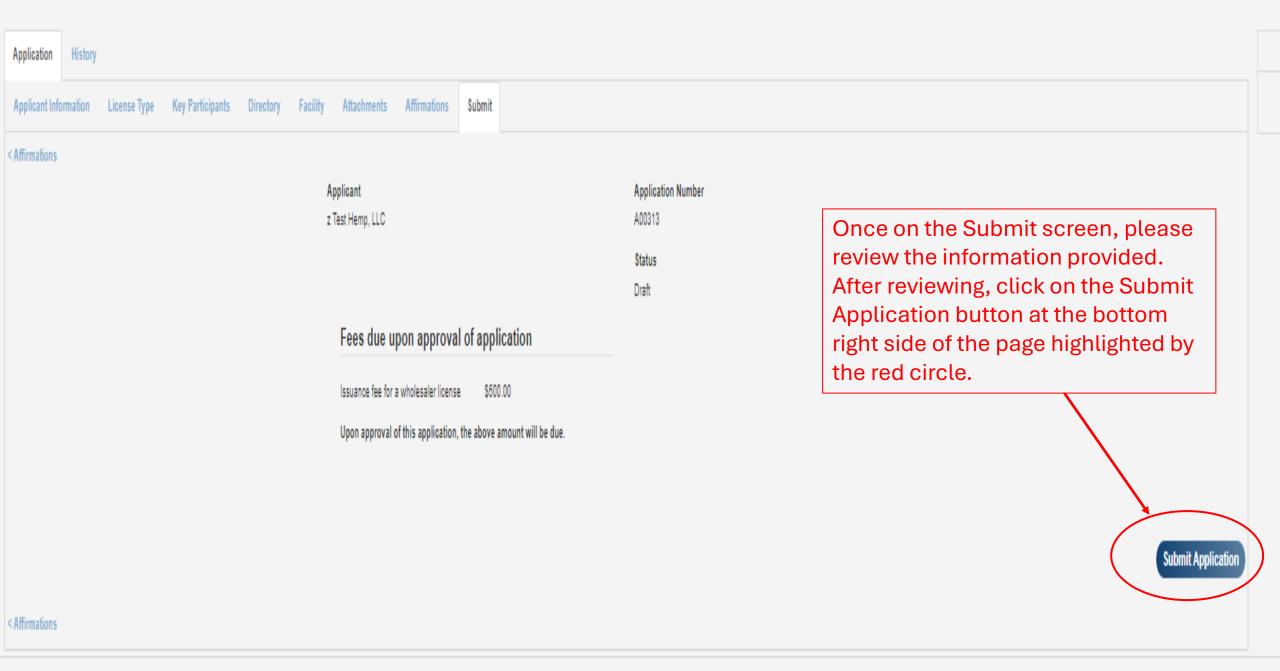
Draft

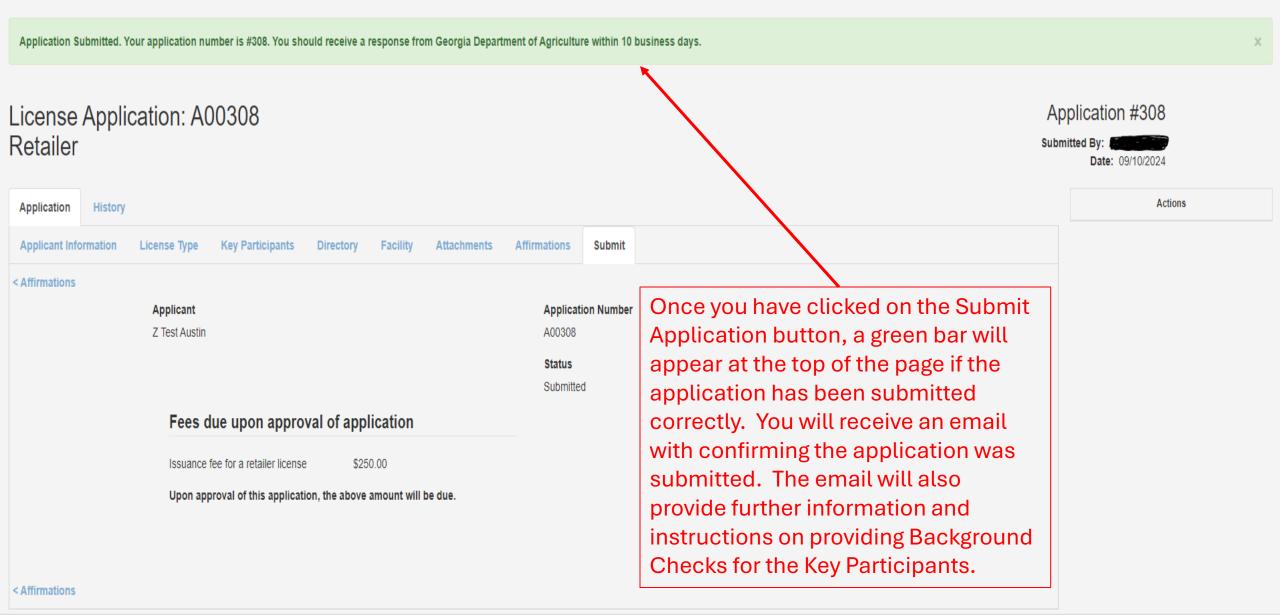
#### HEMP WHOLESALER LICENSE APPLICATION GUIDELINES

- . The Georgia Department of Agriculture (GDA) administers the Georgia Hemp Farming Act as authorized by O.C.G.A § 2-23-1 et seq.
- · This Wholesale Consumable Hemp License Application is designed to provide sufficient instructions for completion by any individual who would be prepared to participate in the Georgia Hemp Program. The application includes a broad understanding of the program, but applicants should read the Georgia Hemp Farming Act (O.C.G.A. § 2-23-1 et seq.) and the Hemp Wholesaler Rules.
- · Please make sure to fully review all application materials and Hemp Wholesaler Rules prior to contacting hemp program staff with questions. GDA is not in a position to offer direct consultation on completing a Wholesale Consumable Hemp License application or to educate individuals about the sale or distribution of hemp products.
- · Anyone who intends to sell consumable hemp products in bulk in the State of Georgia must successfully complete the full application process with the GDA and be issued a Wholesale Consumable Hemp License prior to selling any consumable hemp products in bulk.
- A Wholesale Consumable Hemp License does not allow the Licensee to process or grow hemp nor sell at retail. Appropriate licenses must be obtained separately for these activities.
- Wholesaler License renewal fees must be submitted by December 1 of the current year. Licenses will expire on December 31 of the current year if renewal fees are not submitted in a timely manner.
- . The Annual Wholesale Consumable Hemp License fee is \$500.00 annually.
- . Any person who materially falsifies any information contained in an application for a Wholesale Consumable Hemp License will be ineligible to receive a Wholesale Consumable Hemp License or otherwise participate in the Georgia Hemp Program.
- · All costs associated with the wholesale of consumable hemp products are the responsibility of the Licensee.
- · A Wholesale Consumable Hemp License only gives you the ability to sell prepackaged consumable hemp products in bulk. As a reminder, "consumable hemp product" means a hemp product intended to be ingested. absorbed, or inhaled by humans or animals with a total THC concentration of not more than 0.3 percent.
- . Failure to comply with the Georgia Hemp Farming Act or its Rules may result in enforcement action, including, but not limited to, corrective action plans, suspension from the program, referral to the Attorney General's office, and
- ☐ Check here to indicate you have read and agree to the terms of the licensing agreement
- . I have read and understand the Wholesale Consumable Hemp License Terms and Conditions of the Rules of the Georgia Department of Agriculture concerning Hemp Growers and Processors (Chapter 40-32-5-.02), and I agree to abide by all of these terms and conditions.
- Check here to indicate you have read and agree to the terms of the licensing agreement
- . I hereby consent and agree to allow representatives of the Department, the Georgia Bureau of Investigation, and other affected state and local law enforcement agencies to enter all premises where hemp products are being stored or handled for the purpose of conducting physical inspections and ensuring compliance with the requirements of the Georgia Hemp Farming Act and its Rules.
- Check here to indicate you have read and agree to the terms of the licensing agreement
- . I understand that by providing inaccurate or false information, my application may be rejected or the Wholesale Consumable Hemp License may be revoked.
- Check here to indicate you have read and agree to the terms of the licensing agreement

The last tab is the Affirmation tab. Please read through the information and select the check boxes at the end.

> The check boxes for the affirmations are highlighted by the red box. Once completed, click on the Submit Link highlighted by the circle on the right side of the page.





Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.



### **Georgia Department of Agriculture**

Thank you for submitting an application for a Georgia Hemp License or Registration. Your application is currently under review by program staff to ensure it is complete. We will reach out if additional information is needed or to guide you through the next steps in the licensing process.

Please do not submit payment, provide additional documentation, or complete any other requirements until requested. If you are applying for a Grower or Processor license, if required, you will receive instructions regarding the criminal background report – please wait for these instructions before starting the process.

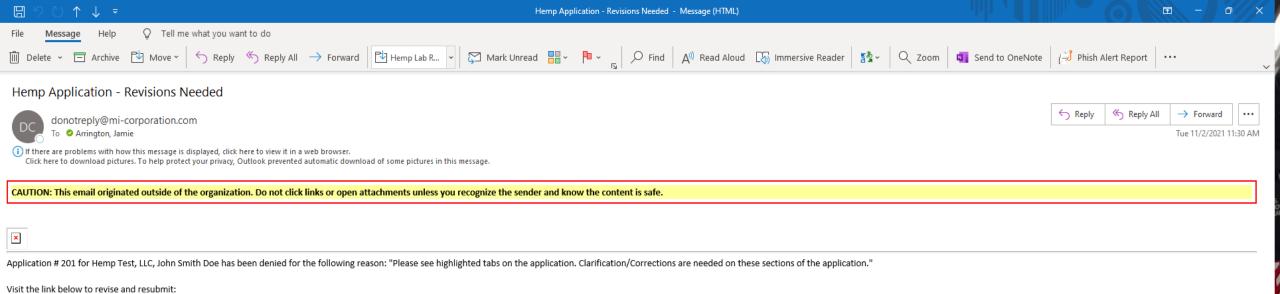
Once your application is approved for further processing, you will receive an email with instructions on how to complete the licensing process. Payment will only be requested after your application is approved and ready for licensing.

Thank you. Georgia Department of Agriculture.

Application # 313 submitted by John Doe on behalf of z Test Hemp, LLC has been received.

Georgia Department of Agriculture 19 M.L.K. Jr Dr SW Atlanta, GA 30334

Once you have clicked on the Submit Application button, you will receive a confirmation email from <a href="mailto:donotreply@mi-corporation.com">donotreply@mi-corporation.com</a> telling you we have received your application .

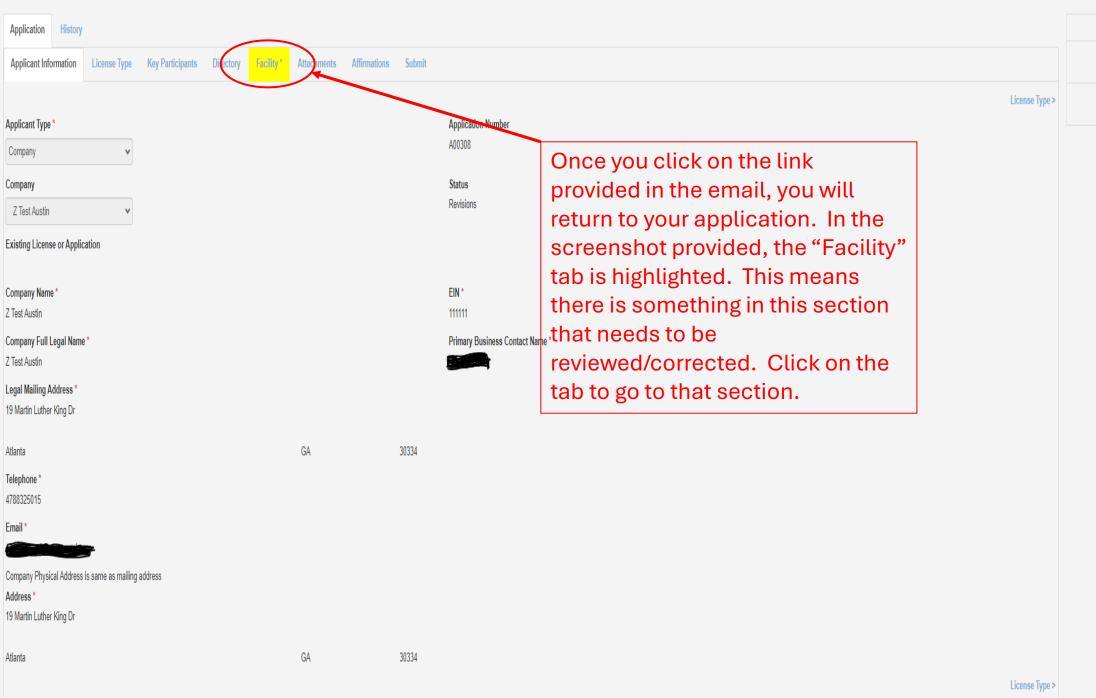


https://gaag.micorp.io/hempdev/Application/Index?programId=10&permitApplicationNumber=201

Georgia Department of Agriculture 19 M.L.K. Jr Dr SW

After submitting your application, if Atlanta, GA 30334 program staff find errors/details on the

application that need correcting, program staff will push back the application for you to review and make corrections. You will receive an email similar to the screenshot seen here. Click the link in the email to return to your application to make corrections.



Save Draft
Withdraw Application

City \*
test

State \*

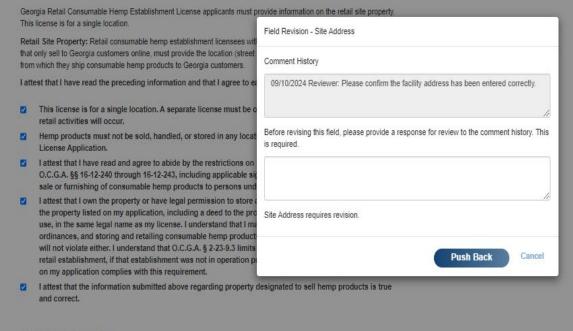
Own

Zip \*

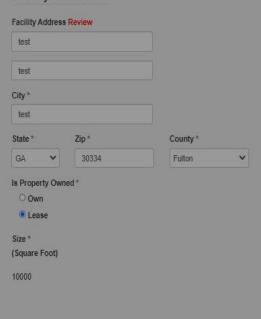
30334

County \*

Fulton

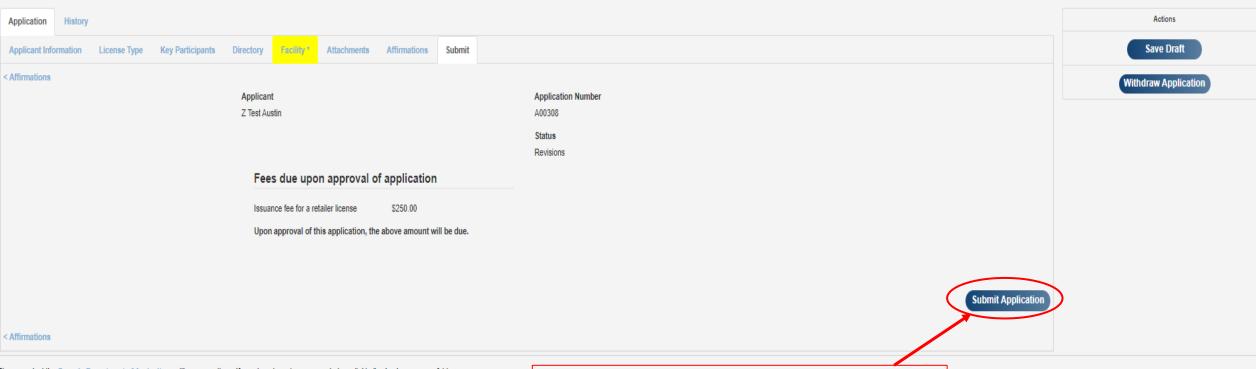


#### **Facility Information**



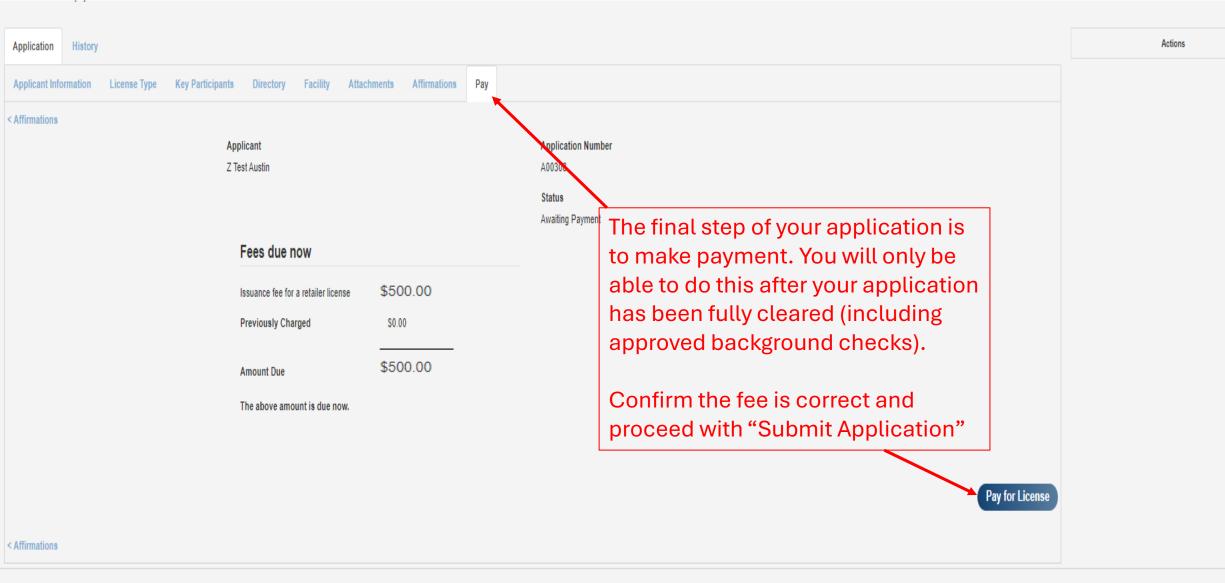
In this screenshot, the applicant clicked on the Review Link in the previous "Facility" screen. The comment box to the left appears in which program staff have noted the issue with the site. The issue at hand is the applicant entered the Facility Address incorrectly. The applicant must clarify/correct the facility address.

Attachment

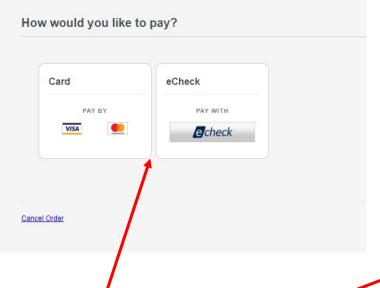


Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.

Once all corrections have been made to each highlighted tab, go to the Submit tab and submit the application for re-review.

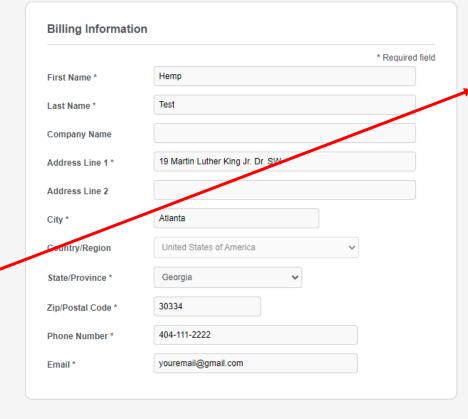


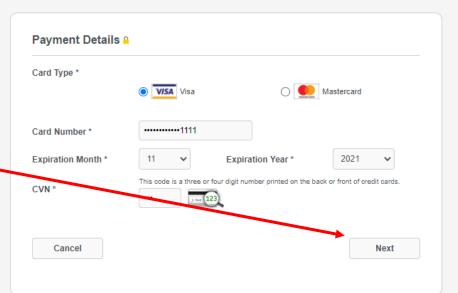
Please contact the Georgia Department of Agriculture with any questions. If you do not receive an expected email, kindly check your spam folder.

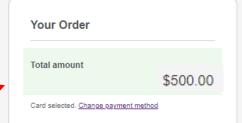


Choose your payment method then enter your billing and payment info on the next screen. Double-check your fee total amount.

When ready, click Next.







Confirm your payment info and click Pay. After submitting payment, you will receive an email receipt from CyberSource (our payment processor). If the payment was successful, you will then receive the final approval email with a copy of your license. Please save and print your license for record keeping purposes.

