



CAMP USER GUIDE

Customer Portal

Liquor Licensing



TABLE OF CONTENTS

Overview	3
User Online Access Codes for Existing Licensees/Applicants	3
Getting Started	
Set Up Email Account to Use In CAMP	4
Apply for a User Account in CAMP	4
Liquor Licensing Home Screen	9
Navigation Menu	
Search Function	10
Contact Us	11
Payments	12
Refund Policy	18
User Profile	19
Dashboard	19
Applying for a License	20
Getting Started	21
How to Apply for Endorsements	21
Use Existing Licensee or Create a New One	23
Initial Questions	24
Setting Up Licensee of Record and Business Structure	25
Authorized Representative	29
Premises	32
Questions	33
Documents	33
Finish	35
License Dashboard	
Actions Required	36
Licenses	37
Issued Licenses	37
Applications	39
Amend (Change) a License or Submit Notifications	40
Add/Remove Endorsements	44
Renewing a License	46
System Notifications	51
FAQ	52



OVERVIEW

The Cannabis Alcohol Management Program (CAMP) is where liquor licensees must submit their liquor license applications and requests to make changes or amend their already issued liquor licenses.

CAMP will allow you to submit applications, renew your license(s), request to amend your current license(s), pay fees online using a credit card or ACH checking or savings account, and view your license(s) and licensee information all in one place.

This guide covers the specifics of liquor licensing functionality of CAMP. It will discuss how to create an account in CAMP, associate your current license(s) from OLCC's legacy licensing system into CAMP, submit an application, renew your license, request amendments to your license, how to review your licenses and pending applications, and answer some FAQ's.

This guide does not address specific rule requirements and does not supersede or modify any OLCC administrative rule or law. See the OLCC website for more information regarding OLCC administrative rule requirements.

If you have questions, email OLCC.AlcoholLicensing@olcc.oregon.gov or call 503-872-5217.

EXISTING LICENSEES IN OLCC'S LEGACY LICENSING SYSTEM – USER ONLINE ACCESS CODES

1. Any licensee in OLCC's legacy licensing system prior to the implementation of CAMP will receive an **ONLINE ACCESS CODE** via mail and email prior to the launch of CAMP. If you do not have your online access code prior to launch, please contact OLCC.AlcoholLicensing@olcc.oregon.gov or 503-872-5217 to receive your access code. This code will be needed on August 12, 2024, to associate your accounts from the current OLCC licensing system into CAMP.
2. If you receive multiple Online Access Codes in separate letters, you will need to determine whether you received multiple letters because you represent multiple *licensees*, or whether you received the letters because the OLCC had duplicate information for you in our records. You will **not** receive a code for each license you hold—the code links the profile you create to a *Licensee (Licensee of Record)*. If you hold three licenses under the same legal entity, you should only receive one Online Access Code. The new system will automatically link all licenses once the licensee is identified.
 - If you hold multiple licenses, the Online Access Code will identify the *licensee (licensee of record)* for your online account(s). If you received multiple Online Access Codes for the licenses you hold or are affiliated with, create one user account and enter all the Online Access Codes as described below, one at a time, to your user account. The system will associate all the related licenses with the same *user*.
 - If you are an *Authorized Representative* who represents multiple licensees, you will need to set up your own unique user profile in CAMP. You can assist the OLCC with setting up the new system by encouraging the licensee(s) you represent to complete their own profiles in CAMP. Once they set up their account, they can add you as an *Authorized Representative* for the license(s) they hold. They will need to submit an amendment request to add you as an Authorized Representative.



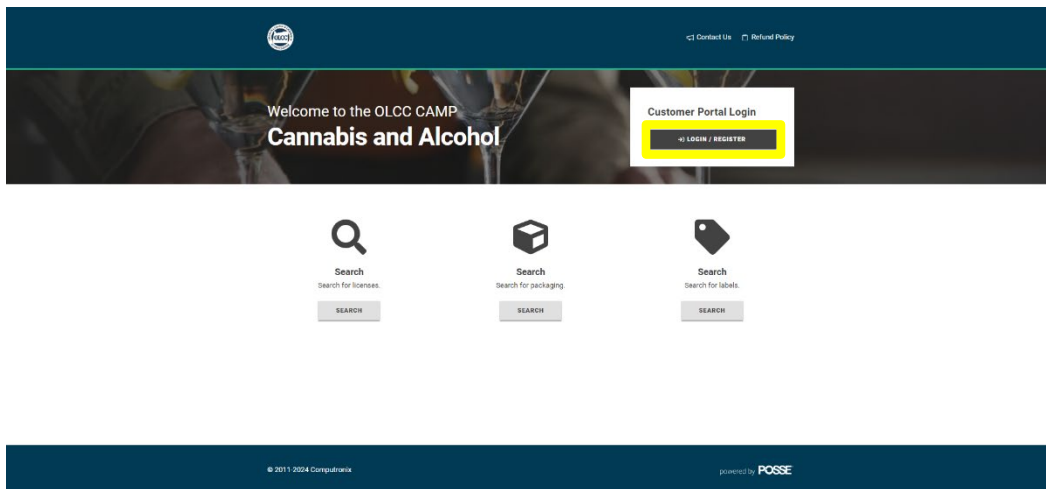
You do not need to enter all the Online Access Codes at one time. You can sign on and enter codes at any time.

SET UP AN EMAIL ACCOUNT TO USE IN CAMP – GETTING STARTED

1. To access the new system, you will need to create a customer profile in CAMP using an existing or new email through Google, Microsoft, or Apple ID, or an ID that you create to interact with the OLCC. Using Google, Microsoft, or Apple IDs is called “third-party authentication” and can help protect your information security. It is advisable to set up a “business” email for your user account if you have not done so already. If you will be setting up a user account as an *Authorized Representative* you can use your personal email address.
2. If you need to create a new Google, Microsoft, or Apple account, follow these steps:
 - To create a new Google account, go to <https://www.google.com/account/about/> and click the line to “Create an account”.
 - To create a new Microsoft account, go to <https://account.microsoft.com/account/> and click the link to “Create account”.
 - To create a new Apple account, go to <https://appleid.apple.com/account>.

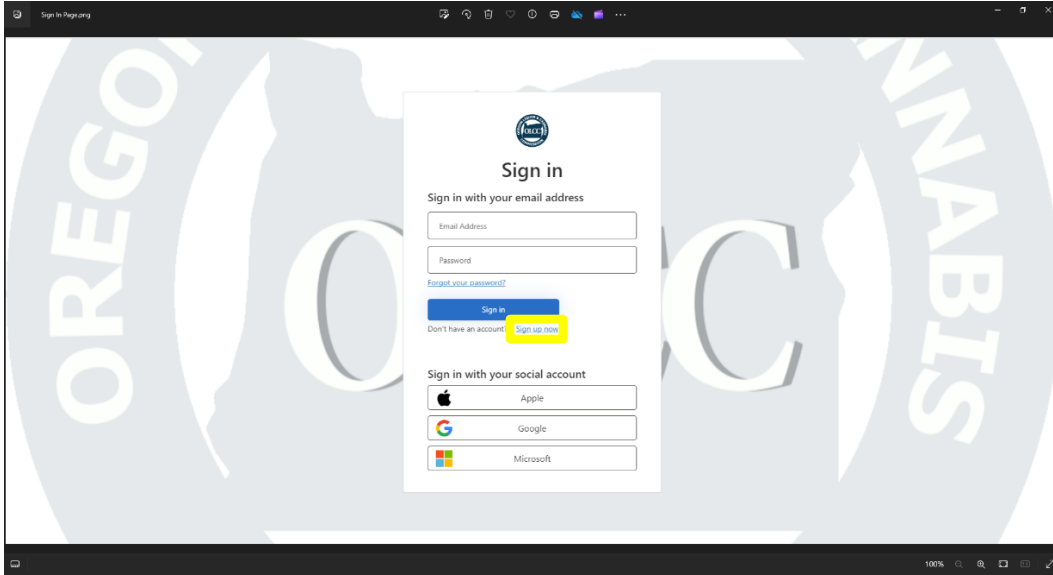
APPLY FOR A USER ACCOUNT – GETTING STARTED

1. Log on to the CAMP Customer Portal: <https://CAMP.OLCC.online>
2. Click on the “Login/Register” link:

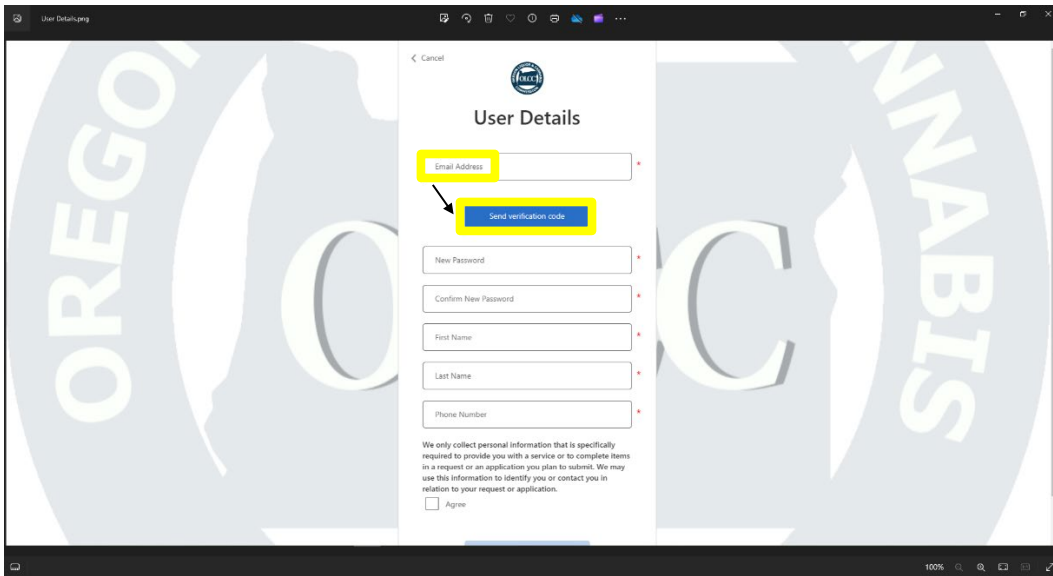




3. Click on the "Sign up now" link on this page.



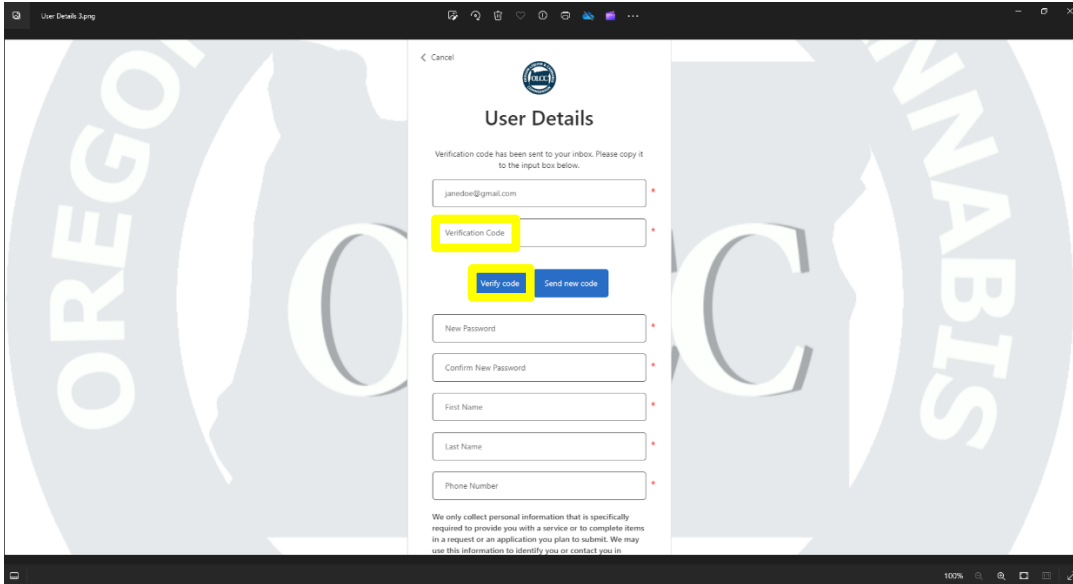
4. Type in the email address you generated for your CAMP account in the "Email Address" field and then click on "Send verification code".



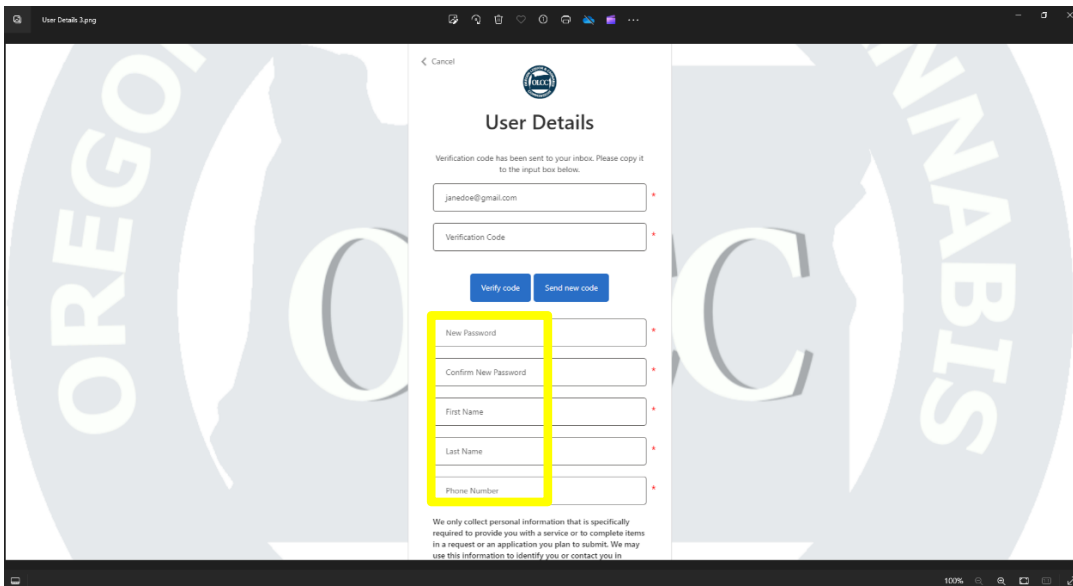


- 5. A verification code will be sent to your email account. Sign into your email account to obtain the verification code and enter it in the "Verification Code" field. Click on verify code.

Note: You will need to verify your code prior to typing in your password. The fields will be blocked until your code is validated.

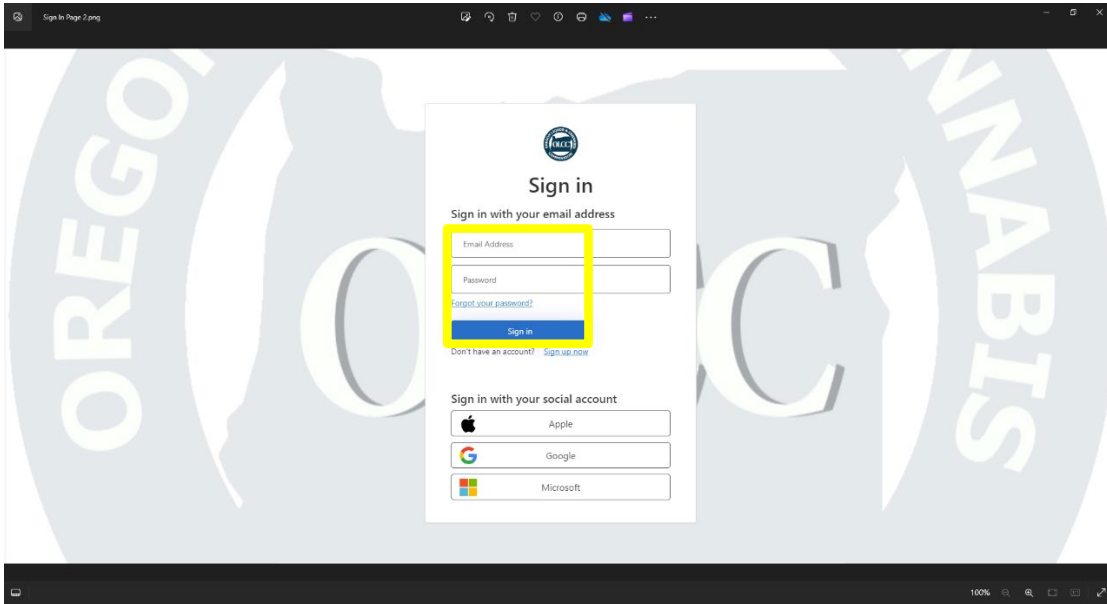


- 6. When the code has been validated, enter the New Password, Confirm New Password, First Name, Last Name, and Phone Number, keeping in mind the name and phone number should be that of a licensee not an Authorized Representative. At the bottom of the screen, read the attestation statement, click on the "Agree" box and click on "Create".

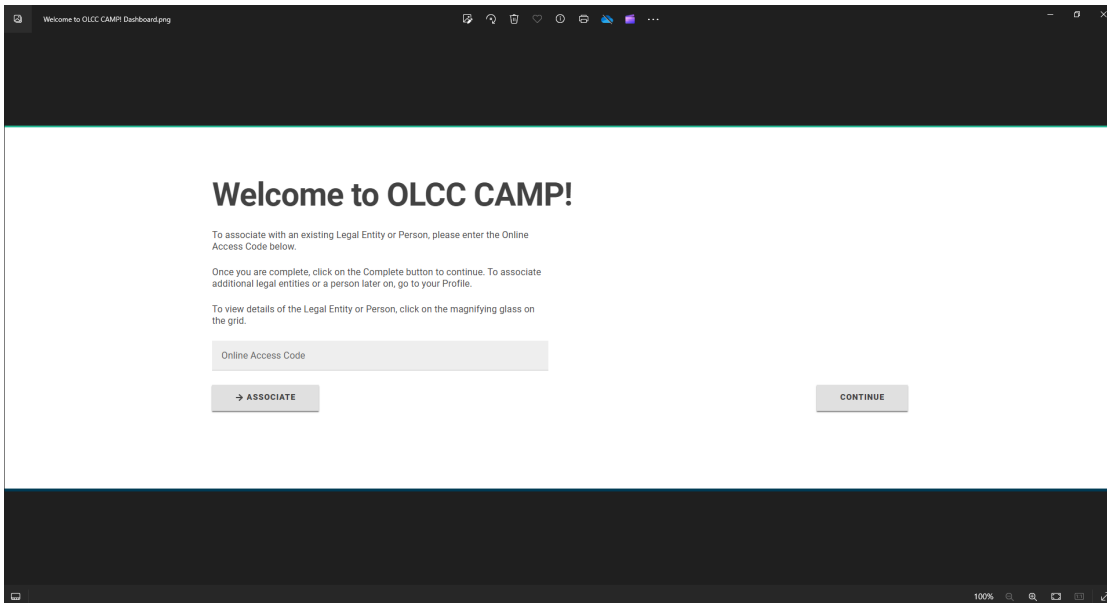




- 7. When your account has been created, from the Sign In page, enter your email address and your password and click "Sign in".

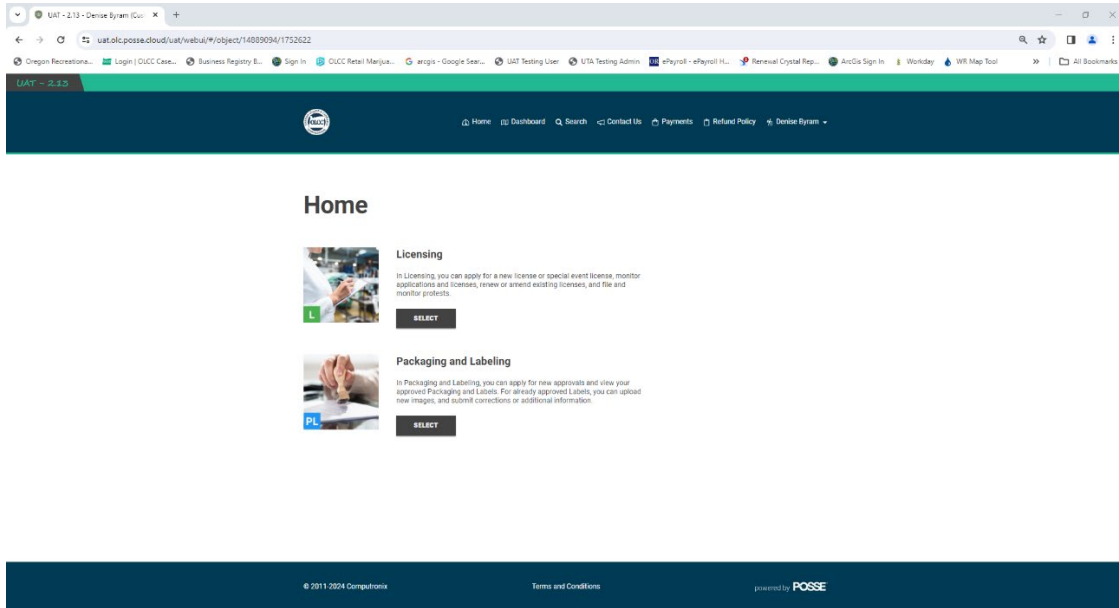


- 8. Licensees and Applicants that received the user **Online Access Code** outlined above, type your code in the provided box and click on "Associate". If you are a new applicant or an Authorized Representative, click on the "Continue" button.

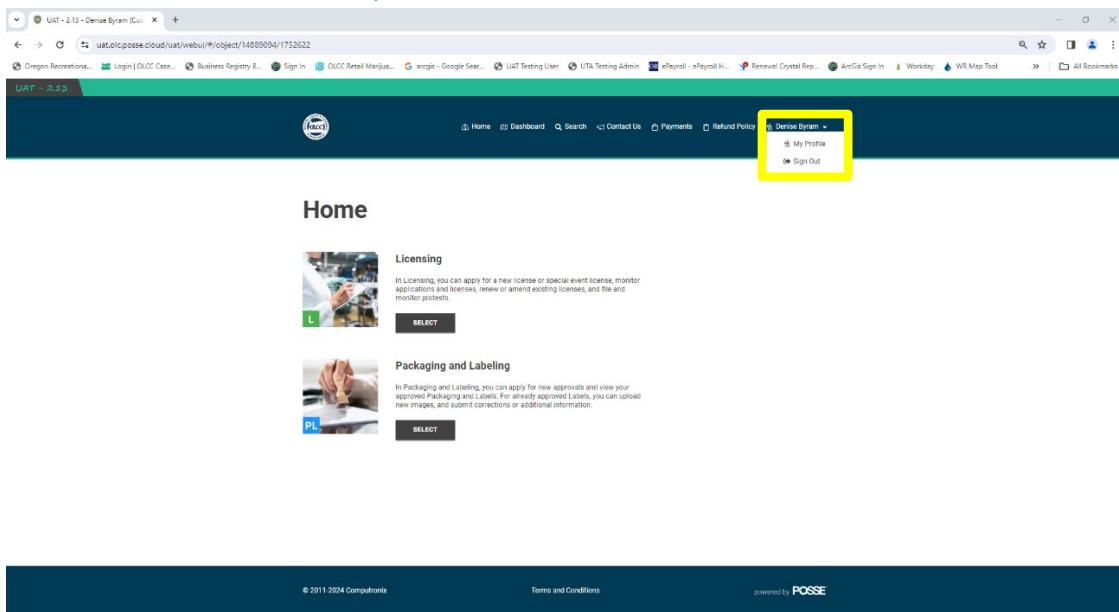




9. You will be directed to your "Home" screen.

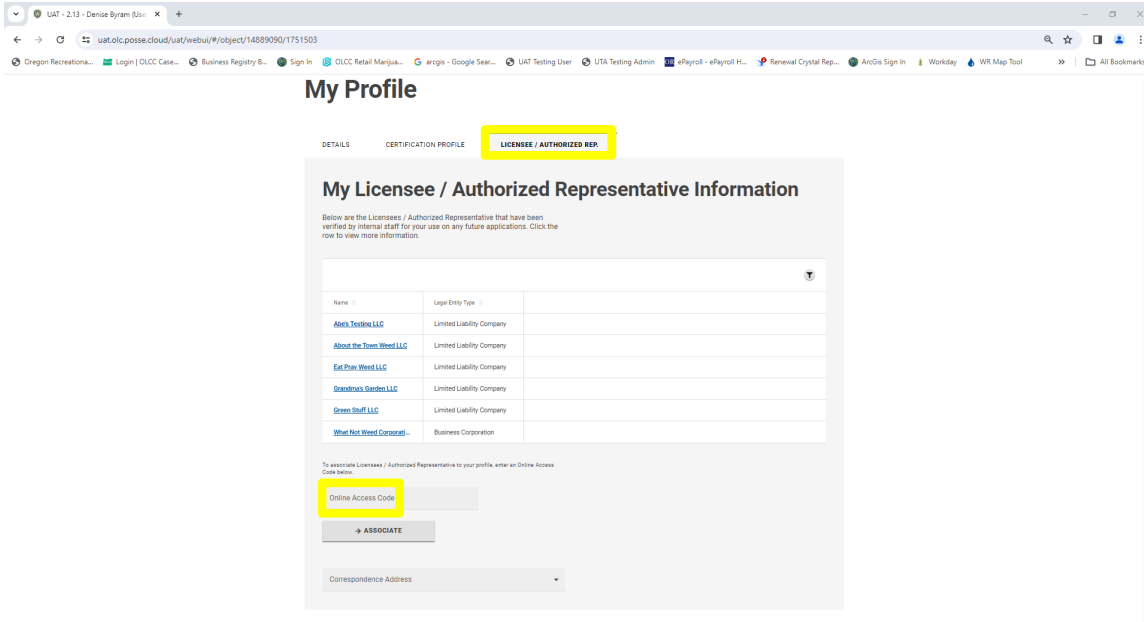


10. If you received multiple **Online Access Codes** and need to associate those businesses to your user account, you will need to click on your username at the top right-hand corner of the screen and select "My Profile".



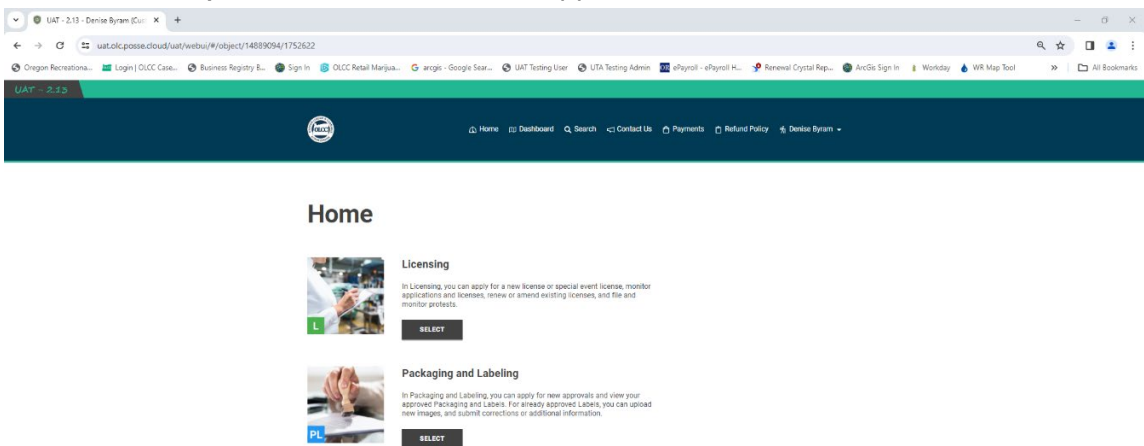


11. On your "My Profile" screen you will select the "Licensee/Authorized Rep" tab. There is a "Online Access Code" box where you can type in your other Online Access Codes and click on "Associate" to associate them to your username. The accounts should then be listed in your Licensee/Authorized Representative table as outlined below.



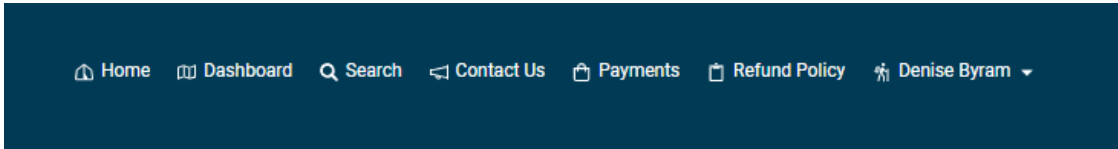
LIQUOR LICENSING HOME SCREEN

1. The **Home** screen is the landing spot once you log onto the CAMP system. It currently has three separate areas a licensee will be working from. The navigation menu at the top of the screen, the licensing section, and the packaging and labeling section (marijuana licensees ONLY). The Home screen will appear as it is seen below.





- 2. At the top of your **CAMP** screen, you will find the navigation menu. We will discuss the functionality of each of these menus below.



- 3. The "Licensing" section allows you to apply for a new license, monitor applications and licenses, renew or amend existing licenses.



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.



- 4. The "Packaging and Labeling" section allows you to apply for new packaging and labeling approvals and view your approved Packaging and Labels and applies **only to recreational marijuana licensees**. Please see the *Packaging and Labeling Guide on this functionality*.



Packaging and Labeling

In Packaging and Labeling, you can apply for new approvals and view your approved Packaging and Labels. For already approved Labels, you can upload new images, and submit corrections or additional information.

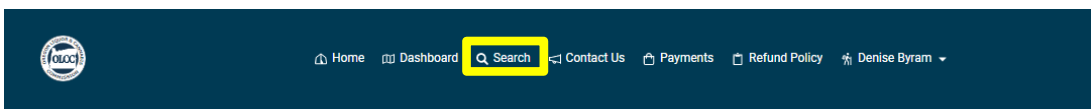


NAVIGATION MENU

Search Function

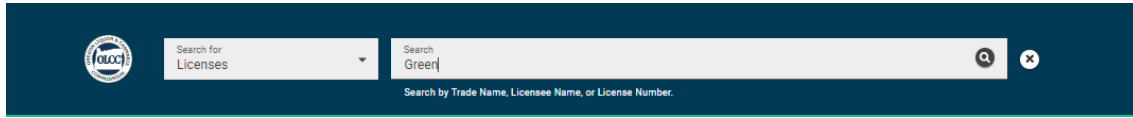
The Search function allows a user to search OLCC's licensing data bank for anyone who holds a license in the recreational marijuana program or liquor program. A search can be done by Trade Name, Licensee Name or License number.

- 1. Click on the "Search" function.

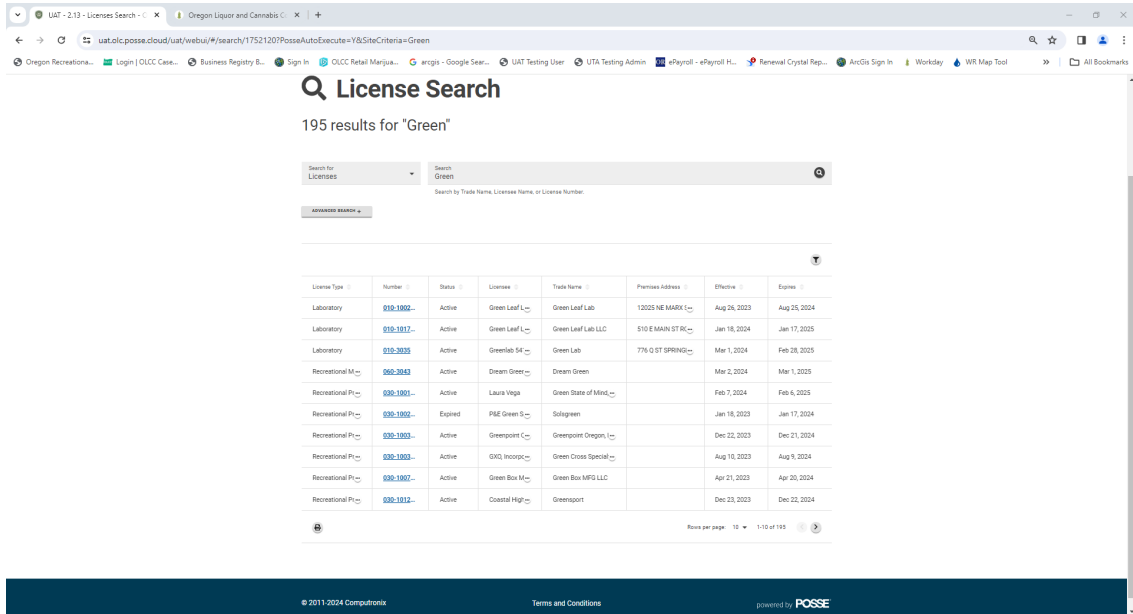




2. Enter a Trade Name, Licensee Name, or License Number in the "Search" box and click on the magnifying glass. You can enter a partial name as well and conduct a Search.



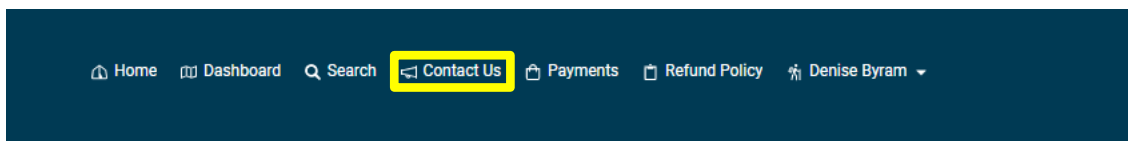
3. The results of your search will appear. For those license types that are "protected" from releasing their premises location, those addresses will not display on this search.



CONTACT US

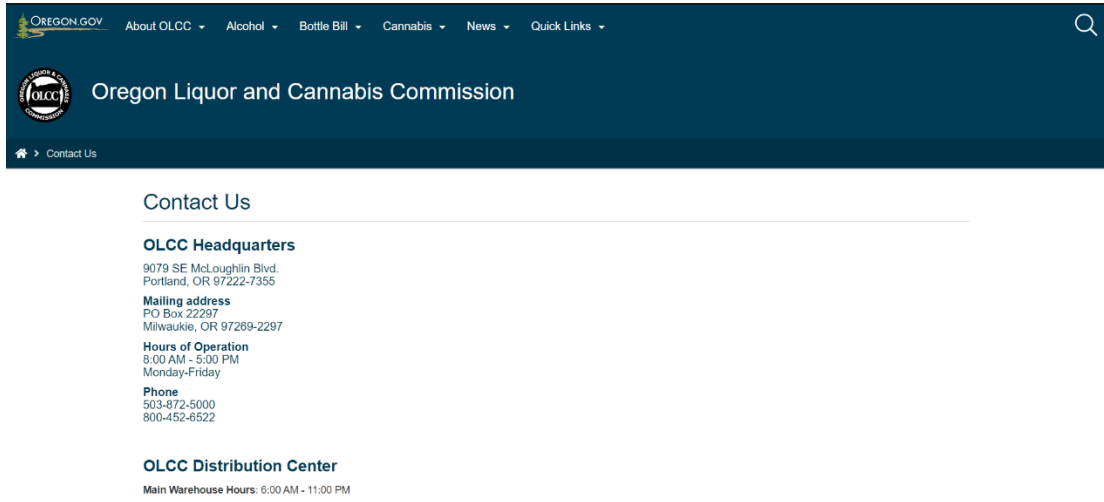
The **Contact Us** function provides the user the ability to locate contact information for the Oregon Liquor and Cannabis Commission (OLCC) by directing them to the OLCC's Contact Us section of our website. This screen not only provides contact information for our headquarters in Portland, but also our regional offices as well.

1. Click on the "Contact Us" icon on the menu.





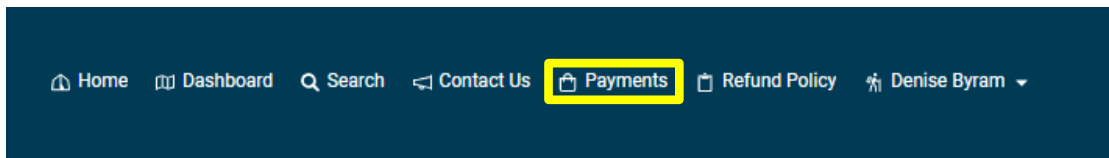
- The system will direct you to the OLCC’s Contact Us section of our website where a licensee can find the contact information they are looking for.



PAYMENTS

The **Payments** section will show all outstanding payments due by the licensee as well as a recent payment history. From this screen a user can pay all the fees at once or pick and choose which fees to pay now and/or to pay later.

- Click on the **Payments** menu.



- There are three sections that will be displayed on this screen, **Payments**, **Outstanding Fees and Recent Payment History**.

Payments

Total Amount Due: \$12,485.00

Pay All Outstanding Fees and Penalties

Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

PAY ALL

Select Fees and Penalties to Pay

Pay for a portion of outstanding fees and penalties by selecting the legal entities or activities for which you want to pay.

SELECT FEES



Outstanding Fees

File Number	Pay For	Activity	Status	Description	Fee Date	Amount Due (\$)
10350	About the Town V	New Application	Approved	Recreational	Mar 4, 2024	2,750.00
10367	About the Town V	Renewal Application	Approved	License 050	Mar 4, 2024	5,000.00
10561	Green Stuff LLC	New Application	Distribute	Recreational	Mar 5, 2024	3,750.00
10570	Green Stuff LLC	New Application	Distribute	Recreational	Mar 6, 2024	60.00
10624	Green Stuff LLC	New Application	Distribute	Recreational	Mar 5, 2024	750.00
10825	Green Stuff LLC	Renewal Application	Initial Pay	License 050	Mar 7, 2024	150.00
Subtotal (\$):						12,460.00

Rows per page: 10 1-6 of 6

Invoice Number	Pay For	Invoice Date	Amount Due (\$)
INV-000008	About the Town Weed LLC	Mar 6, 2024	25.00
Subtotal (\$):			25.00

Rows per page: 10 1-1 of 1

Total amount due: \$12,485.00

Recent Payment History

Payment Date	Receipt Number	File Number(s)	Payer	Method	Amount (\$)
Mar 8, 2024	R373	10861	Green Stuff LLC	Credit Card	1,000.00
Mar 8, 2024	R371	10860	Green Stuff LLC	Credit Card	1,400.00
Mar 8, 2024	R370	10854	Green Stuff LLC	Credit Card	1,000.00
Mar 8, 2024	R367	10854	Green Stuff LLC	Credit Card	250.00
Mar 8, 2024	R366	10837	Green Stuff LLC	Credit Card	5,150.00

[SEE FULL HISTORY](#)

- The **Payments** section shows the total amount due by the licensee and provides an option to pay the fees all at once or to select which fees to pay at the moment.

Payments

Total Amount Due: \$12,485.00

Pay All Outstanding Fees and Penalties

Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

[PAY ALL](#)

Select Fees and Penalties to Pay

Pay for a portion of outstanding fees and penalties by selecting the legal entities or activities for which you want to pay.

[SELECT FEES](#)




- 4. To choose which fees to pay, click on **Select Fees**. On the next screen, click the magnifying glass in the **Name** field.

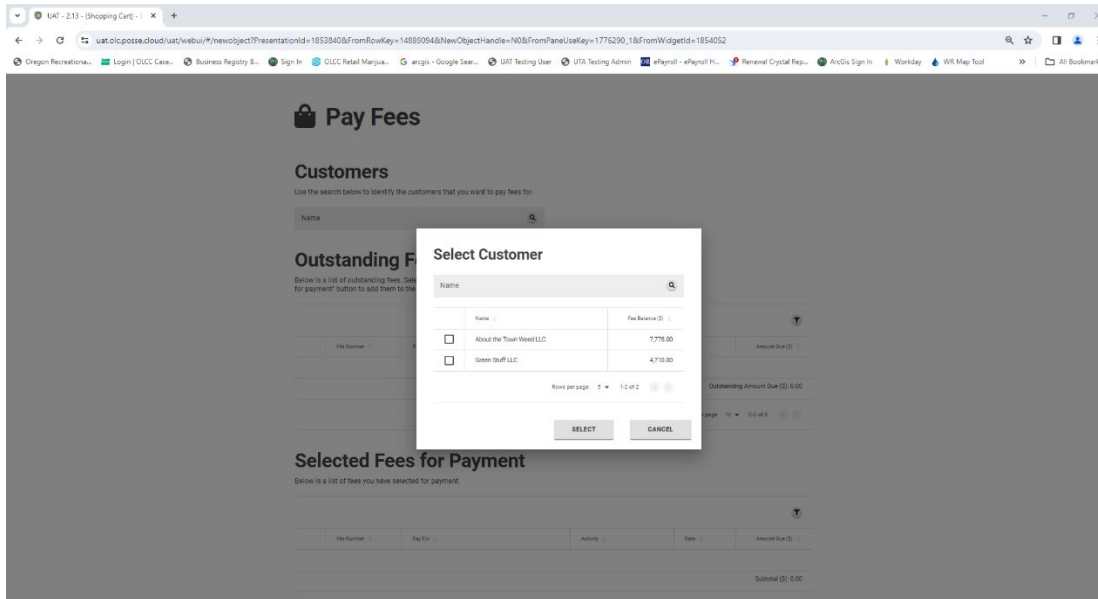
Pay Fees

Customers

Use the search below to identify the customers that you want to pay fees for.

Name 

- 5. You can select the customer (licensee) for which an outstanding fee is due.



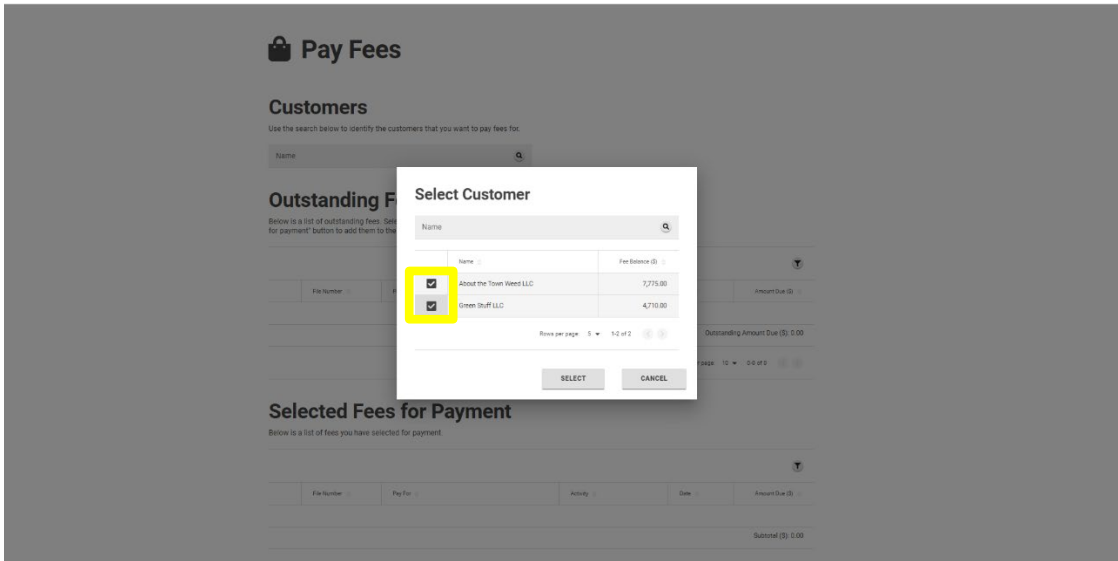
The screenshot shows the 'Pay Fees' interface with a 'Select Customer' modal window open. The modal window contains a search bar and a table of customers with checkboxes for selection.

Name	Fee Balance (\$)
<input type="checkbox"/> About the Town Weed LLC	5778.00
<input type="checkbox"/> Green Stuff LLC	4710.00

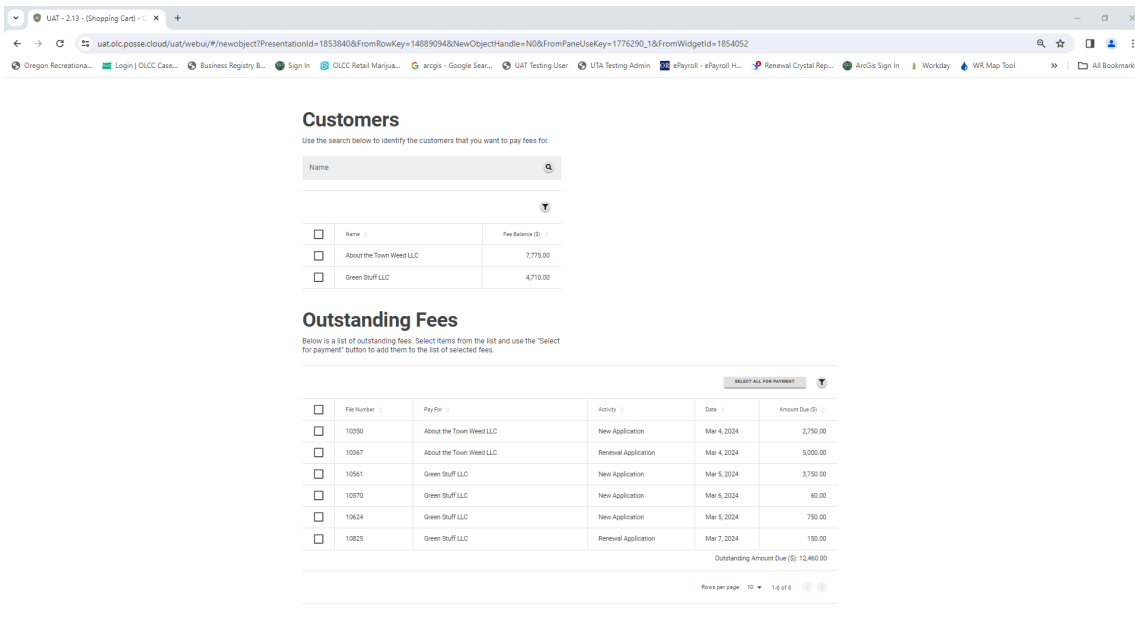
Below the table, there are 'SELECT' and 'CANCEL' buttons. The background interface shows 'Outstanding Fees' and 'Selected Fees for Payment' sections.



- 6. Make your selection by clicking on the box to the left of the licensee's name and click on **Submit**.



- 7. The outstanding fees box will show which licensees have outstanding fees, the amount owed and what the fees are associated with.





- 8. To select which fees to pay, select the box on the left of each fee line and click on the **Select For Payment** box.

Outstanding Fees

Below is a list of outstanding fees. Select items from the list and use the "Select for payment" button to add them to the list of selected fees.

2 selected						SELECT FOR PAYMENT
<input type="checkbox"/>	File Number	Pay For	Activity	Date	Amount Due (\$)	
<input type="checkbox"/>	10350	About the Town Weed LLC	New Application	Mar 4, 2024	2,750.00	
<input checked="" type="checkbox"/>	10367	About the Town Weed LLC	Renewal Application	Mar 4, 2024	5,000.00	
<input type="checkbox"/>	10561	Green Stuff LLC	New Application	Mar 5, 2024	3,750.00	
<input checked="" type="checkbox"/>	10570	Green Stuff LLC	New Application	Mar 6, 2024	60.00	
<input type="checkbox"/>	10624	Green Stuff LLC	New Application	Mar 5, 2024	750.00	
<input type="checkbox"/>	10825	Green Stuff LLC	Renewal Application	Mar 7, 2024	150.00	

Outstanding Amount Due (\$): 12,460.00

Rows per page: 10 1-6 of 6

- 9. The fees selected will be moved to the **Selected Fees for Payments** menu. Click on the box on the left side of the associated fees and click the green **Pay** button at the bottom of the screen.

Selected Fees for Payment

Below is a list of fees you have selected for payment.

<input checked="" type="checkbox"/>	File Number	Pay For	Activity	Date	Amount Due (\$)
<input checked="" type="checkbox"/>	10367	About the Town Weed LLC	Renewal Application	Mar 4, 2024	5,000.00
<input checked="" type="checkbox"/>	10570	Green Stuff LLC	New Application	Mar 6, 2024	60.00

Subtotal (\$): 5,060.00

Invoice	File Number	Invoice Date	Amount Due (\$)
INV-000008	N/A	Mar 6, 2024	25.00

Subtotal (\$): 25.00

Total amount due (\$): 5,085.00

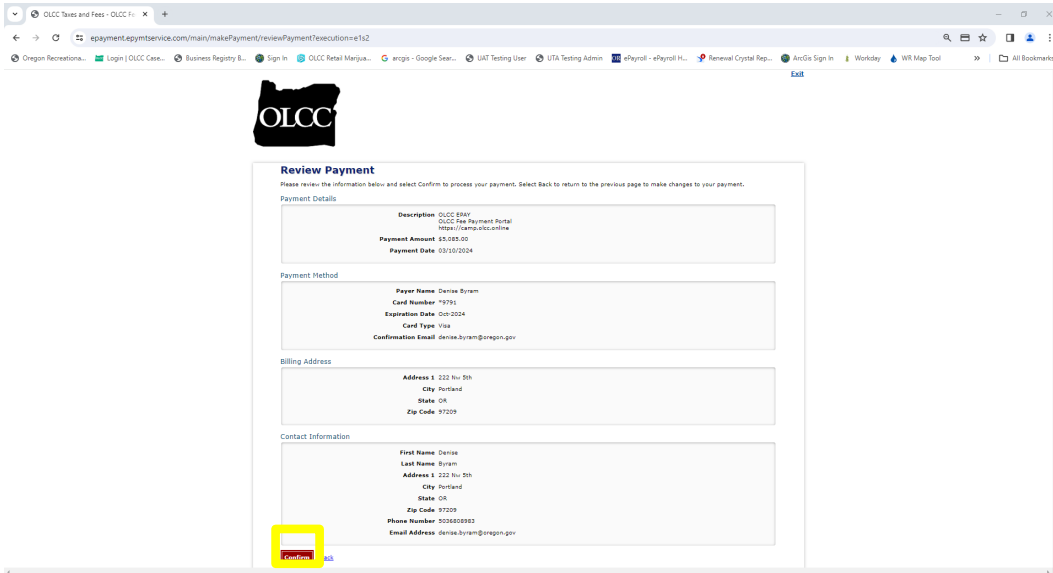
CANCEL
PAY

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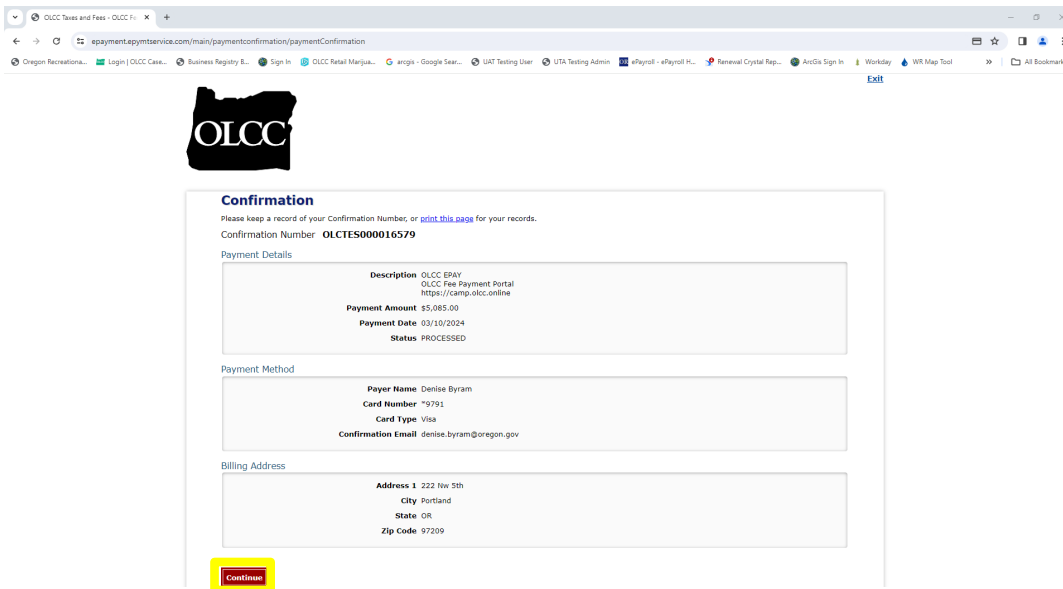
- 10. The payment portal will open and show the total amount of fees to be paid. Complete the **Contact Information** and **Payment Method** sections by choosing if paying with a checking/savings account or credit/debit card. Once all information is entered, click the **Continue** button.



11. When a payment has been submitted a **Review Payments** screen is displayed. Review information for accuracy and select **Confirm** at the bottom of the screen.

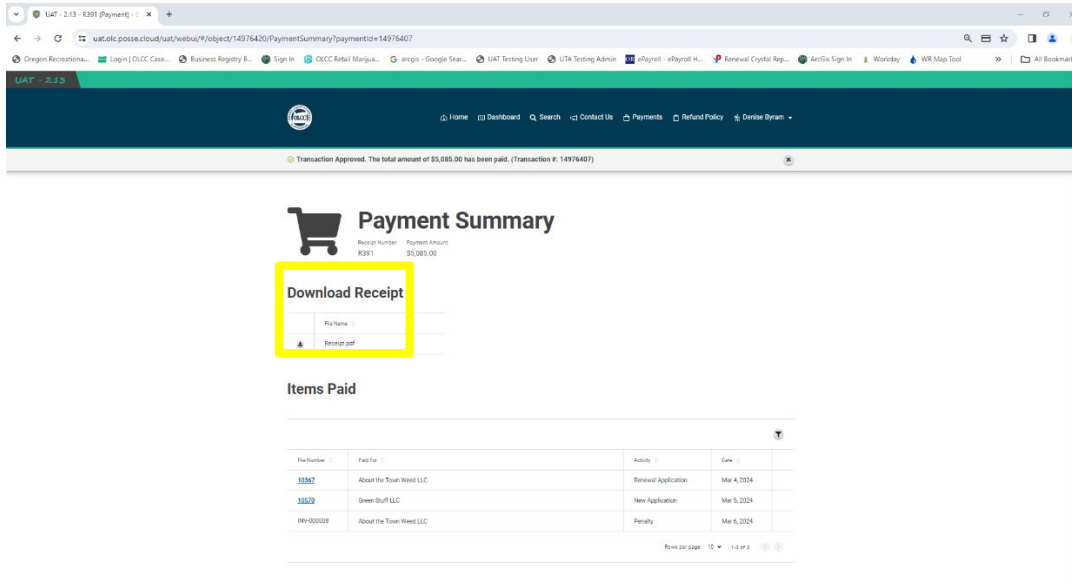


12. A **Confirmation** page with a confirmation number is displayed. Click on **Continue** at the bottom of the screen.

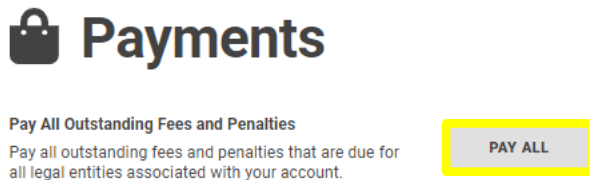




13. The **Payment Summary** page in CAMP is displayed showing the items paid for and provides for the ability to print a copy of the payment receipt by clicking the download icon next to the **Receipt.pdf** document.



14. To pay all outstanding fees at once, click on the **Pay All** button.

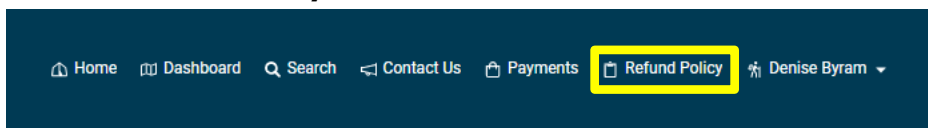


15. The payment portal process will open as outlined above in steps 12-15.

Refund Policy

The **Refund Policy** outlines the current OLCC refund policy and when refunds will be granted.

1. Click on **Refund Policy**.



2. You are directed to the OLCC refund policy.

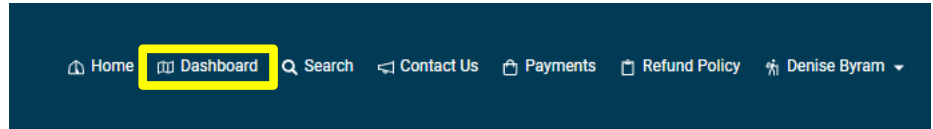


User Profile

Under the **User Profile** section, a user can update the user’s contact phone number and associate people to their profile.

Dashboard

A user can access their license dashboard by either selecting **Dashboard** from the navigation menu at the top of the screen or by selecting the **Licensing** button on the **Home** screen. Both will take the user to the same location.



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

SELECT

From the **License Dashboard** users can submit applications, renewals, amend their current license(s), view pending applications, and view when OLCC has sent an item back to them for additional information. The following sections will outline each of these functions.



APPLYING FOR A LICENSE

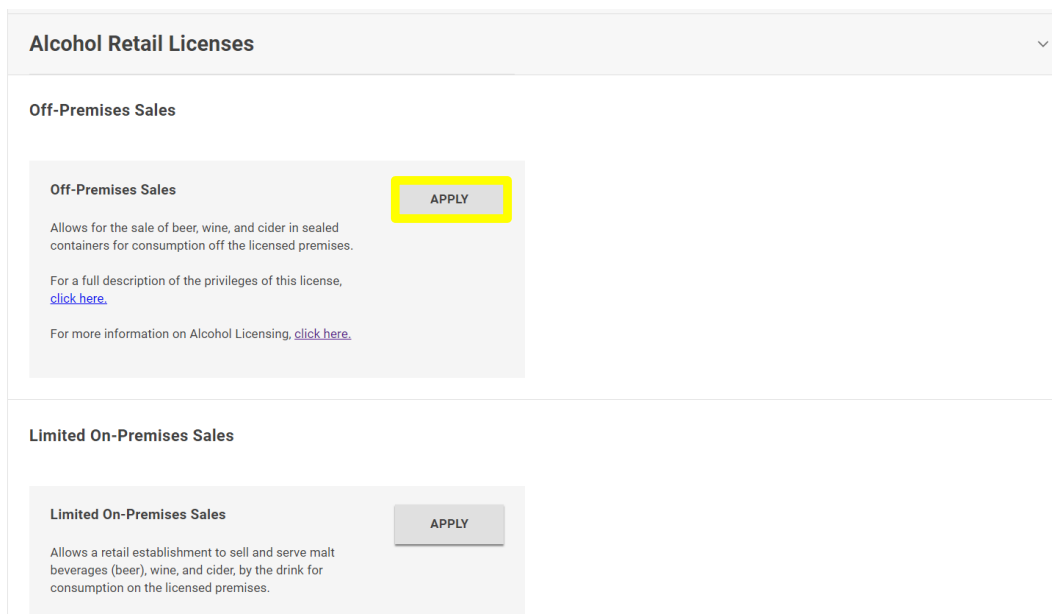
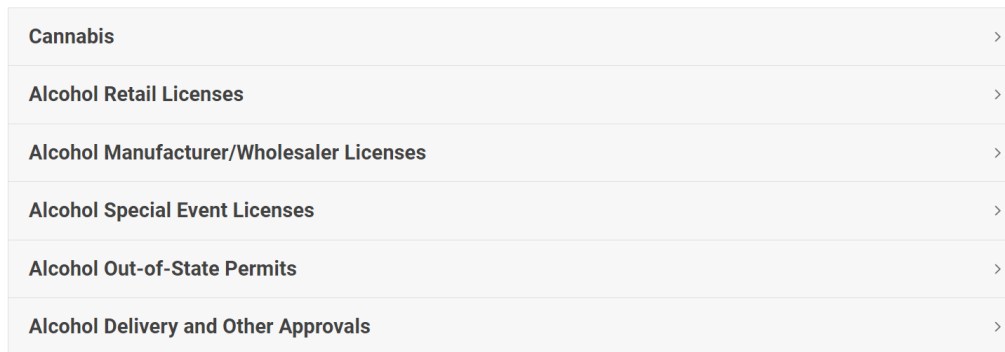
Apply for a License Type

1. From the **License Dashboard** select *Apply for License* under the *Select an Action* section:

Select an Action



2. On the **Apply for a License** page, click the > icon on the right side of the menu to expand a section of license types. Locate the type of license you are applying for and click the **Apply** button.





APPLY FOR A LICENSE Getting Started Page

Prior to getting started, please be aware that at the bottom of each screen in the application process, there will be a green circle with a disk (save) icon and a red trash can icon. You can save your information on each page by clicking on the disk icon. Periodically saving your work throughout the process will ensure you don't lose your progress if you accidentally get logged out or lose your internet connection. As a warning, however, if you click on the red trash can icon, it will delete your entire application, not just the information you entered on that page.



1. The **Getting Started** page appears and outlines the type of license applied for, a description of what can be done under the license type selected, and an acknowledgement to why OLCC collects the information on an application with an **I agree** checkbox. Select the checkbox next to the statement.

Getting Started

Please provide information about the license you are applying for.

Off-Premises Sales License

Allows for the sale of beer, wine, and cider in sealed containers for consumption off the licensed premises.

APPLY for this license if your business will be:

- Selling sealed bottles, cans, or growlers of beer, wine, and/or cider to-go

DO NOT apply for this license if your business will be:

- Selling alcohol by the drink for consumption on the licensed premises
- Selling distilled spirits
- Manufacturing any kind of alcohol
- Distributing any kind of alcohol

Common business types that apply for this license include:

- Grocery stores and convenience stores

For a full description of the privileges of this license, please view the linked privilege document under this license on the Apply for a License page.

We only collect personal information that is specifically required to provide you with a service or to complete items in a request or an application you plan to submit. We may use this information to identify you or contact you in relation to your request or application.

 I agree

2. The **Endorsement(s)** section provides additional endorsements that can be applied to the designated license type.

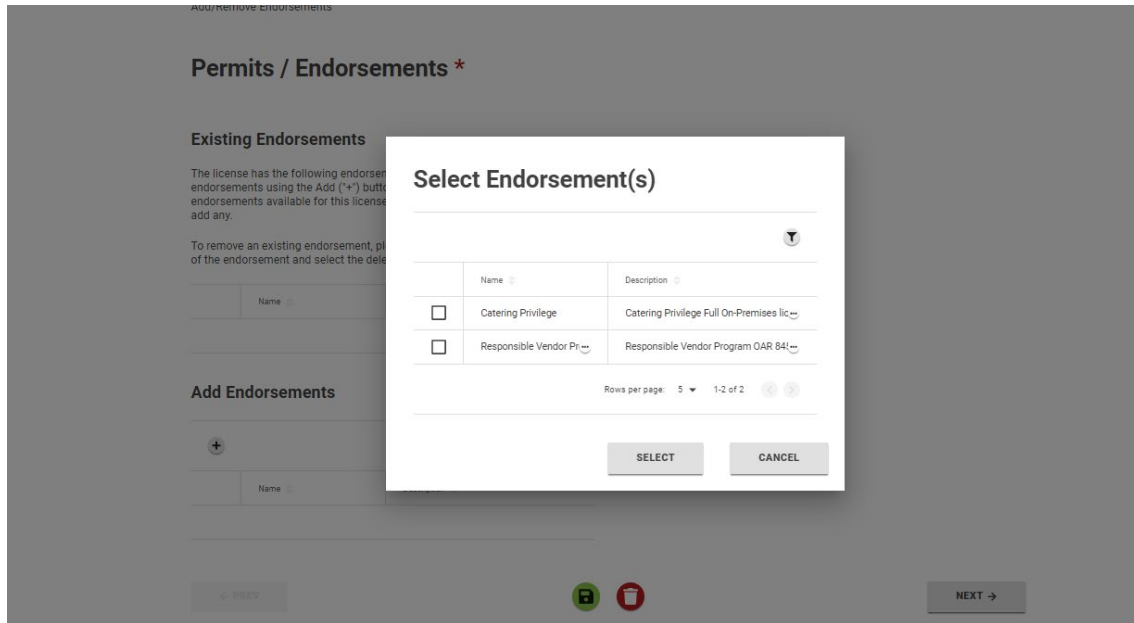


Endorsement(s)

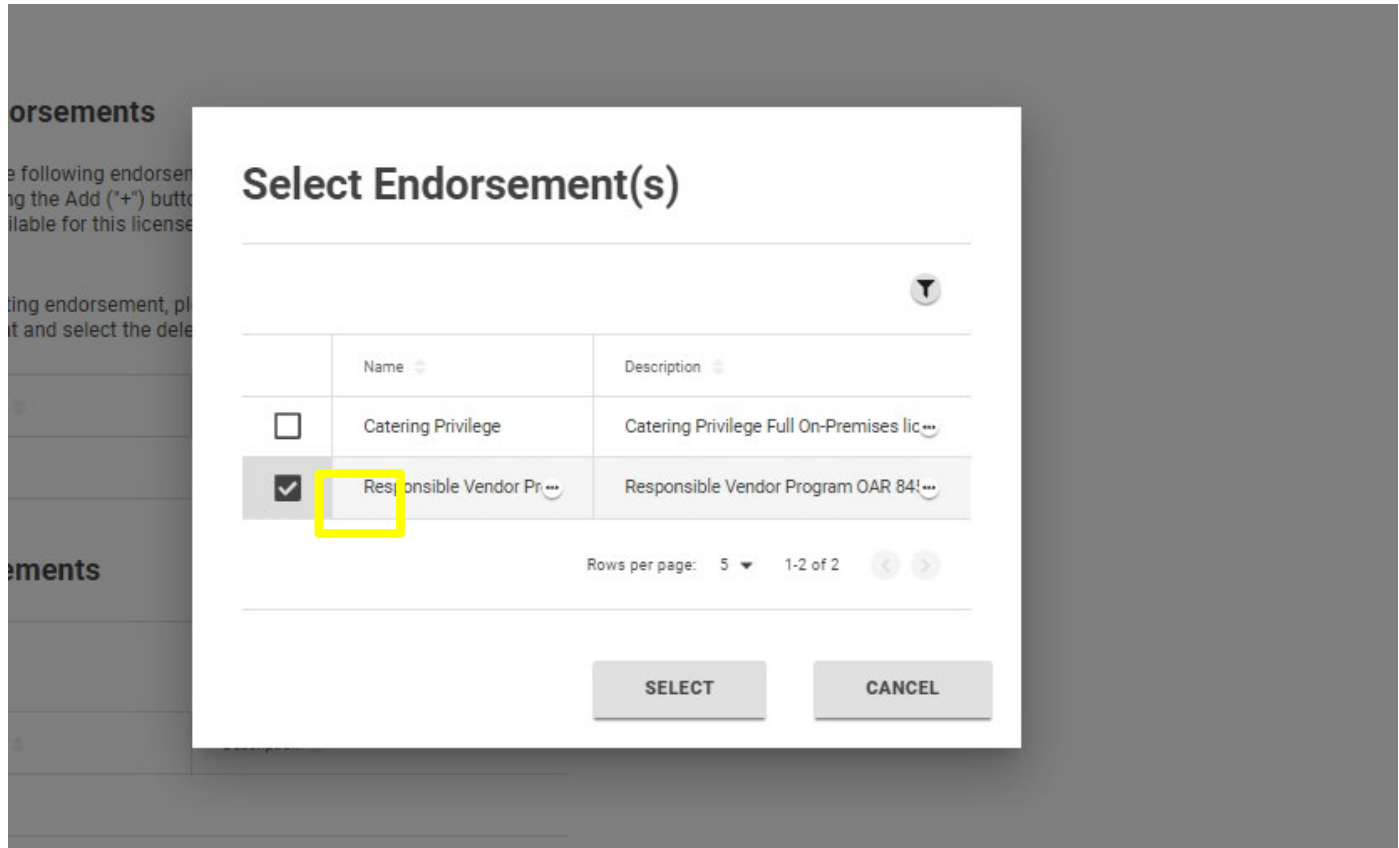
Click the '+' icon to add endorsements below as needed.

+
Name Description

- 3. To apply for additional endorsements, click on the "+" on the left-hand side of the table to expand the allowable endorsements for the license type. A **Select Endorsement(s)** screen will appear.



- 4. Place a check mark in the box to the left of the desired endorsement(s) to add it to the application and click on **Select**.



- 5. Indicate if the license being applied for will be done so under an existing licensee name or a new legal entity. If applying for a license under an existing licensee, choose Existing and an additional field will pop up so you may select which licensee is applying for the license. Click on the "+" to search for the existing licensee.

Use Existing Licensee *

Existing New

Use existing licensee information from a previous application or enter new information?

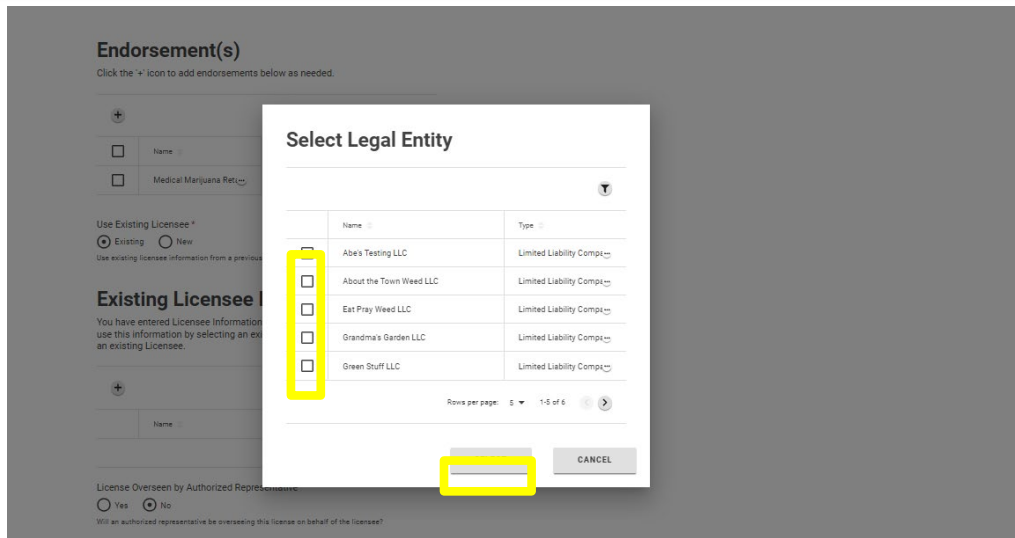
Existing Licensee Information

You have entered Licensee Information on a previous application and may re-use this information by selecting an existing Licensee. Click the '+' icon to add an existing Licensee.

+

Name	Type
------	------

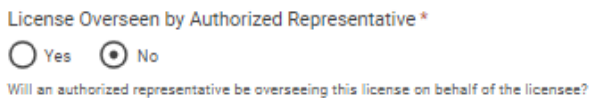
A list of licensees will appear. Check the box on the left of the legal entity that is applying for the license and hit **Select**.



- 6. If applying for a license under a new licensee, select the **New** button under the *Use Existing Licensee*.



- 7. If the license will be overseen by an Authorized Representative mark **Yes** to *License Overseen by Authorized Representative*. If there is no Authorized Representative mark **No**. At this stage of the application only one Authorized Representative can be added. Once your application has been approved and fully processed you can submit an Amendment Application to add additional Authorized Representatives.



APPLY FOR A LICENSE

Initial Questions

- 1. Complete the questions in the **Initial Questions** section. Once all questions have been answered click on the **Next** button. A red asterisk (*) indicates required questions.



Initial Questions

Step 2 of 8

Before submitting this application, please answer the following questions:

CLEAR ANSWERS

Recreational Retailer

Recreational Retailer Initial Questions (0/4 Questions Completed) ▾

Are you purchasing an existing marijuana business? □

Yes No

If you are purchasing an existing marijuana business, please provide the license number of the marijuana business you are purchasing. *

Response _____

Will all applicants be at least 21 years of age by the time the license is issued? *

Yes No

You are required to have an approved Land Use Compatibility Statement (LUCS) by your local governing body prior to your license being issued. Have you obtained an approved LUCS? *

Yes No

← PREV



NEXT →



APPLY FOR A LICENSE

Licensee – If “New” licensee was selected on Getting Started page.

1. On the **Licensee** page in the *Licensee Type* drop-down menu, select the type of legal entity that will be applying for the license. This will be your licensee of record. **If applying for a license where multiple individuals or legal entities will be licensees of record, select the “Multiple Individuals/Entities”.** This function will also be used if someone has a 20% or higher ownership or profit-sharing stake from the business but is not part of the legal entity that holds the license. They will need to be a co-applicant on the license.

2. Provide the Legal Entity name applying for the license, the SOS Business Registry Number, BIN & FEIN (if available), and the incorporation date under the **Details** section.

Details



- 3. If there are multiple individuals or legal entities listed as co-applicants on the license, under the **Details** section, list each individual or legal entity in the **Legal Names** and **SOS Business Registry Number** fields and separate them with a comma.

Licensee

Please list the person or entity applying for this license.

Licensee Type *
Multiple Individuals/Entities

Please use this Legal Entity type if you have multiple Applicants that are NOT a formal Partnership, members of a Limited Liability Company, or Corporation. You will need to enter a single point of contact for this application and include information for each Applicant in the Corporate Structure section at the bottom of this page.

Please list the Legal Names of all individuals and entities applying for this license.

Details

Legal Names *
ABC LLC, DEF Inc

Enter all Legal names of individuals and/or entities.

SOS Business Registry Number *
1212124-12, 1251517-99

Oregon Secretary of State Registry Number

BIN

The Business ID number (BIN) is a unique, identifying number assigned at the state level when registering a business in Oregon.

FEIN

Federal Employer Identification Number. A nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing.

Incorporation Date
Feb 12, 2024



4. Provide the **Mailing** and **Physical Addresses** for the legal entity(s) that will hold the liquor license. If the physical address is the same as the mailing address, click the "Same as mailing address" box. If represented by a law firm, provide the law firm's correspondence address in the **Legal Correspondence Address** field.

Addresses

The correspondence address is where all legal documentation will be sent. This may be your primary office location or your lawyer's office. Please include street address, city, state, and ZIP code.

Mailing Address *

Legal Correspondence Address

Same as mailing address

Physical Address

5. Provide the **Contact Information** for applicant/licensee. The contact information in this box should be for the legal entity that holds the license and someone for whom the OLCC should contact concerning licensing issues. This should not be an Authorized Representative. If the contact information is the same as for the user who is filling out the application, click "Use my information" and the required fields will be auto-populated.

Contact Information for Applicant / Licensee

Use my information

Contact Name *

Name of person to whom communication should be addressed

Contact Phone *

Phone number of the contact person

Alternate Phone

Alternate phone number of the contact person

Fax

Fax number of the contact person

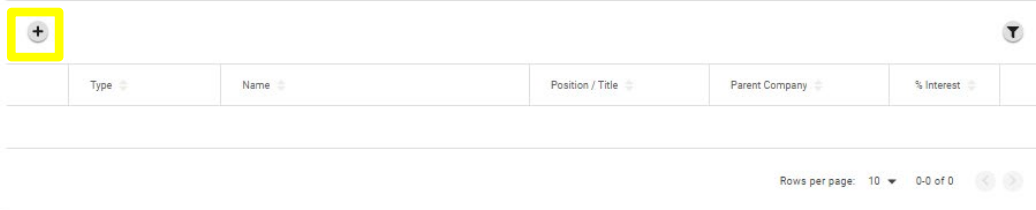
Email *

Email address of the contact person



- 6. The **Business Structure and Interested Parties** section should list all individuals or legal entities that make up the business structure of the legal entity applying for the liquor license. This should include all individuals and legal entities that make up not only the licensee of record but any nested or holding entities.

To build the business structure, start with the individuals and legal entities that make up the licensee of record until all parties are identified. Then build the business structures of any nested legal entities, identifying all individuals and legal entities. This will allow OLCC to determine if an individual or legal entity rises to the level of an applicant. To add a business structure to the system, click on the "+" button in the Business Structure and Interested Parties grid.



- 7. Using the Entity/Interested Party window, select the type of entity, then fill in the individual name or legal entity name, the position or title they hold, the parent company they are associated with, the interest they hold in the legal entity, contact name, phone number and email address. If entering an individual, the contact phone number and email address **MUST** be that of the individual, as this is where OLCC will email their Individual History form. If the individual rises to the level of an applicant, they are required to submit an Individual History form and have a background check done. Once all required fields have been completed click **OK**.



- 8. The business structure grid will start to look like the following. Once the business structure has been submitted listing all interested parties and legal entities, click on the **Next** button.

<input type="checkbox"/>	Type	Name	Position / Title	Parent Company	% Interest	
<input type="checkbox"/>	Individual	Marcia Abrams	Member	Whose Who LLC	100	
<input type="checkbox"/>	Limited Liability C...	Whose Who LLC	Stockholder	Which Weed Do They G...	75	
<input type="checkbox"/>	Individual	Doug Diamonds	President, Secretary, St...	Which Weed Did They C...	25	

APPLY FOR A LICENSE

Authorized Representative- If Authorized Representative was selected on Getting Started Page

- 1. If a licensee will be using an Authorized Representative to oversee the license, they can be identified in this section.

Authorized Representative

Step 4 of 8

Please indicate whether or not an Authorized Representative will be overseeing this license on behalf of the Licensee. An Authorized Representative is an authorized person for the license to preform renewals, apply for amendments and applications, and add endorsements.

Authorized Representative Type *

I am the Authorized Representative for this License

← PREV



NEXT →

- 2. The Authorized Representative Type should be identified. If a Law or Consulting Firm will be representing a licensee, they can do so under a legal entity, or as individuals.

Authorized Representative

Step 4 of 8

Please indicate whether or not an Authorized Representative will be overseeing this license on behalf of the Licensee. An Authorized Representative is an authorized person for the license to preform renewals, apply for amendments and applications, and add endorsements.

Authorized Representative Type *

- (No selection)
- Business Corporation
- Individual
- Limited Liability Company
- Limited Liability Partnership
- Limited Partnership
- Sole Proprietorship



NEXT →



Complete the Authorized Representative’s First & Last Name under the **Details** section, the **Demographic Questions, Contact Information and Address** in the appropriate sections. Only those fields identified with a red “*” are required fields. Once all the information has been completed click on **Next**.

Authorized Representative Type *
Individual

An individual applying for a license in their legal name.

I am the Authorized Representative for this License

Use my information

Details

First Name *
Bailey

First name of the individual

Middle Name

Middle name of the individual

Last Name *
Jones

Last name of the individual

Birth Date

Birth date of the individual

SOS Business Registry Number

Oregon Secretary of State Business Registry Number

BIN

The Business ID number (BIN) is a unique, identifying number assigned at the state level when registering a business in Oregon.

FEIN

Federal Employer Identification Number. A nine-digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing.

Does the individual have a Social Security Number (SSN)?

Yes No

Social Security Numbers are issued by the United State Social Security Administration.



Demographic Questions

Gender Marker Designation *
 M F X Choose not to disclose
Gender marker designation of the individual

Ethnicity *
 American Indian or Alaskan Native
 Asian
 Black or African American
 Hispanic, Latino or Spanish Origin
 I choose not to disclose
 Multi - Ethnic
 Native Hawaiian or Pacific Islander
 Other
 White
Ethnicity designation of the individual

Spouse
Name of this individual's spouse

Contact Information

Contact Phone *
(503) 999-1121
Phone number of the contact person

Alternate Phone
Alternate phone number of the contact person

Fax
Fax number of the individual

Email Address *
Email address of the individual

Addresses

The correspondence address is where all legal documentation will be sent. This may be your primary office location or your lawyer's office. Please include street address, city, state, and ZIP code.

Mailing Address *
PO Box 2222
Maupin, OR 97103
Mailing address for this individual

Legal Correspondence Address
Legal Correspondence address of the authorized representative

Same as mailing address

Physical Address
Physical address of the individual

← PREV



NEXT →



APPLY FOR A LICENSE

Premises

- 3. The **Premises** tab will capture the information for the actual premises. Complete the Premises section to include the Trade Name, Premises Type, Operator (Facility Manager), County the premises will be in, and the physical address of the proposed premises.

Premises

Please enter some information about the premises to be licensed as part of this application.

Be sure to save your progress by clicking the green disk icon at the bottom of the page.

Trade Name *
Mark's Mini Mart
The name of your business that your customers will see and know you as

Premises Type
Grocery/Convenience Store

Operator
Mark Martinson
Name of the person operating the premises

County *
Clackamas
The county that the premises is in

Physical Address *
504 Smith St
Sandy, OR 97055

Same as physical address

Mailing Address
Same as physical address

- 4. The **Contact Information** section should list the contact information for the premises. This is the person OLCC would contact if they need to inquire about the licensed premises itself. Once the information has been completed click on **Next**.

Contact Information

Use my information

Contact Name *
Name of the person to whom communication should be addressed

Contact Phone *
Phone number of the premises

Alternate Phone
Alternate phone number

Fax
Fax number of the premises contact

Email *
Email address at which to contact the premises

← PREV



NEXT →



APPLY FOR A LICENSE

Questions

- Complete the questions in this section as they pertain to the proposed premises in addition to any of the questions relating to endorsements that have been applied for. Once all questions have been completed click on **Next**.

Off-Premises Sales

Premises (0/7 Questions Completed) ▾

Does this premises have a current liquor license? *

Yes No

Does this premises have any current recreational marijuana licenses or other recreational marijuana license applications pending? If yes please provide license/application number. *

Yes No

Does at least one applicant listed in the Licensee section or the Business Structure section have the legal right to occupy and control the real physical property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document? *

Yes No

Is everyone that has an ownership interest in the business listed in the Licensee section or Business Structure section, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311? *

Yes No

Do you acknowledge responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including the common areas (if applicable)? *

APPLY FOR A LICENSE

Documents

- This section will capture where to upload the documents required to apply for a license. Any documents that are required to be submitted with the application will have a checkmark to the left of the document in the Required column of the **Attachment Types** table under the Documents section.

Sample forms have been provided to the right of the documents to provide the actual form needed, or guidance on what should be submitted. Please be aware that if you submit a document as a place holder your application will be returned to you as incomplete, and you will be required to submit the required documents prior to it being assigned to OLCC staff to process.



Documents

Step 6 of 7

The following documents can be included in your application. Use the "Upload File" button below to begin attaching your documents. Only certain documents are required for submission, and some will be required before approval. See the "Required" column for documents that are marked as required for submission.

Be sure to save your progress by clicking the green disk icon at the bottom of the page.

Attachment Types

Required	Attachment Type	Description	Sample Form
✓	Business Information Form	Operating Information for the business. Please download, complete, and submit the Business Inf...	
	Floor Plan - Liquor	Any business with On-Premises Consumption must submit a Floor Plan that shows the entire lic...	
✓	Local Government Recommendation	Local Government Recommendation - Per OAR 845-005-0304(3), for a new license issued under (...)	
	Other		

- To upload documents, under the upload section click on the "+" or drag and drop into the Drag & Drop area. Files can be dropped one at a time or as a group.

Upload

Click the "+" icon to add documents.

+

Drag & drop Files to upload

Once the documents have been uploaded and each document has a solid green line underneath it, identify what type of document the upload is associated with by selecting the drop-down arrow under the **Type**. Once you have identified all document uploads, click the **Next** button. If a required document is missing, the system will give an error message.

Upload

Click the "+" icon to add documents.

+

Drag & drop Files to upload

	Type	File Name	Description
<input type="checkbox"/>	▼	APPLICATION FORM_BIF 2.1.23.pdf New	Edit

(No selection)

- Business Information Form
- Floor Plan - Liquor
- Local Government Recommendation (LGR)
- Other

← PrevNEXT →



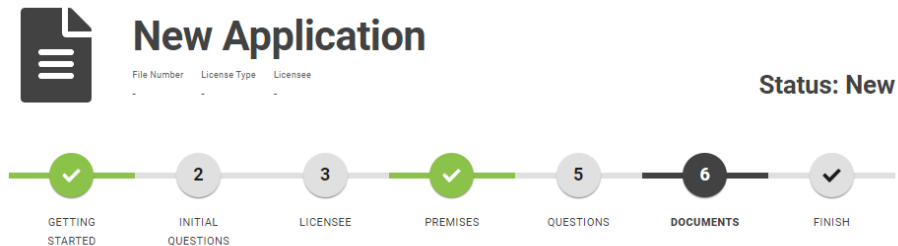
3. The Document Upload section should look like this;

Upload
Click the '+' icon to add documents.

+
Drag & drop Files to upload

<input type="checkbox"/>	Type	File Name	Description
<input type="checkbox"/>	Business Information Form	APPLICATION FORM_BIF 2.1.23.pdf	

Prior to completing the application, if all required steps have not been completed, an error message will appear at the bottom right-hand corner of the screen indicating where information is still needed. There is also a status bar under the **New Application** header. Any of the circles appearing green are complete, whereas any that still need to be completed will appear grey or black. To finish a step, click on the numbered circle and determine what is needed to complete that step.



APPLY FOR A LICENSE

Finish

- The final step of completing an application is the **Finish** step. This page provides an Application Summary of the file number (the number provided to OLLC to track the application), type of license applied for, Licensee, if an Authorized Representative was identified, the Trade Name, and premises address. **Please note:** if you missed a required response or document the system will not allow you to proceed through the **Finish** step until the error is resolved.

Application Summary

Please review the information below prior to submitting this application.

Details

File Number	License Type	Licensee	Authorized Representative Name
16787	Off-Premises Sales	Mark's Mini Mart LLC	-
Premises Name Mark's Mini Mart		Premises Physical Address 504 Smith St Sandy, OR 97055	

- To submit the application, the checkbox under the **Declaration** must be checked. Once this box is checked, the option to **SUBMIT** is available. If the application is not being submitted at that moment, click the green save button at the bottom of the screen. If the



application is ready to be submitted, click **SUBMIT**.

Declaration

By checking this box, I affirm that all information submitted is true and correct to the best of my knowledge.

I have reviewed all information submitted as part of the application including, but not limited to, information regarding business operation, residence information, and financial involvement in the business. All information submitted is true and correct to the best of my knowledge.

Data Use Agreement

By signing below, Licensee acknowledges that the Oregon Liquor and Cannabis Commission (OLCC) owns all data entered into the Cannabis and Alcohol Management Program (CAMP) and has full rights to its use and dissemination, subject to existing law and current OLCC rules. Except for information exempt under Oregon law, information collected from Licensee, including through CAMP, is subject to Oregon Public Records Law, including ORS 192.410 to 192.505 and the provisions for the custody and maintenance of public records, ORS 192.005 to 192.170.

I affirm that all my answers are true and complete. I also understand that OLCC may deny my renewal application if my answers are found to be incorrect.

By submitting this license application, you acknowledge the entered data to be accurate.

← PREV



LICENSE DASHBOARD

Actions Required

The **Actions Required** portion of the license dashboard highlights any outstanding items or tasks a licensee may need to perform for any of their licenses or applications in one place. This section will notify the user of outstanding fees, renewal applications that are due, or if an application is assigned to an OLCC staff member and they have sent a request for additional information. To determine the action required, click on the blue number that is underlined in the **Number** column. This will take you to the task that needs to be performed. As tasks are completed, they should disappear from the Actions Required section.

Dashboard

ACTIONS REQUIRED | LICENSES | COMMENTS

Actions Required

Licenses and license applications that require your attention.

Filter by: All actions required

Type	Number	License Type	Premises	Action Required	Activity Date
New Application	16787	Off-Premises Sales	Mark's Mini Mart	Provide Information	Jun 6, 2024

Rows per page: 10 | 1-1 of 1



Licenses

The **Licenses** tab has two components: the **Issued Licenses** section, and the **Applications** section. The **Issued Licenses** section will display all issued licenses the user is affiliated with. For licenses that will be migrated to CAMP from the OLCC’s legacy licensing system, the license number will remain the original six-digit license number. For those licenses that will be applied for in CAMP, the new license will consist of an alphabetic prefix as well as a numeric license number.

Dashboard

ACTIONS REQUIRED **LICENSES** COMMENTS

Licenses

View your licenses here.

Issued Licenses

Filter by All licenses

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Full On-Premises Sales - (C)	372335	[REDACTED]	[REDACTED]	Oct 1, 2023	Sep 30, 2024	Active
Certificate of Approval CE	301568	[REDACTED]	[REDACTED]	Jan 1, 2020	Dec 31, 2024	Active

Rows per page: 10 1-2 of 2

The **Issued Licenses** section has a filter that automatically defaults to “Issued in the last 30 days”. To change the filter, click on the downward arrow icon next to the “Filter By” and a drop-down menu will appear. This will allow the user to filter by Issued in the last 30 days, Issued in the last 90 days, Expiring in the next 90 days, and All Licenses. Click on the appropriate filter.

Dashboard

ACTIONS REQUIRED **LICENSES** COMMENTS

Licenses

View your licenses here.

Issued Licenses

Filter by Issued in the last 30 days

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Recreational Wholesaler	060-3103	Green Stuff LLC	Green Stuff	Mar 29, 2024		
Recreational Producer	020-3293	Green Stuff LLC	Green Stuff 9	Mar 9, 2024		
Recreational Retailer	050-3290	Green Stuff LLC	Green Stuff Crazy	Mar 9, 2024	Mar 09, 2024	Active

- Issued in the last 30 days
- Issued in the last 90 days
- Expiring in the next 90 days
- All licenses



The system also allows the user to independently search the Issued Licenses by clicking the funnel icon to the right of the "Filter by" section and typing in the search criteria. Searches can be done for license types, partial license numbers, licensee names, or premises information.

Dashboard

ACTIONS REQUIRED | **LICENSES** | COMMENTS

Licenses
View your licenses here.

Issued Licenses

Filter [] X

By clicking on the blue underlined license number, the License Record will open. It is from this screen that a licensee can apply to amend their license, add/remove an endorsement, or renew their license. Additionally, this screen displays the license number, license status, the endorsements they are approved for and the information as it pertains to the licensed premises.



License

License # LQ-OPS-384191 License Type Off-Premises Sales Licensee Mark's Mini Mart LLC

Status: Active

License Activities

Amend License

Submit an application to amend this license.

AMEND

Renew License

Submit an application to renew this license.

RENEW

Endorsements

Submit an application to add or remove endorsements for this license.

ADD / REMOVE

DETAILS

Summary

License #	License Type	Effective Date	Expiration Date
LQ-OPS-384191	Off-Premises Sales	Jun 6, 2024	Jun 30, 2024

Licensee	Licensee Type	Issue Date	Inactive Date
Mark's Mini Mart LLC	Limited Liability Company	Jun 6, 2024	-

Premises

Trade Name	Type	Operator Name	Operator Type
Mark's Mini Mart	Grocery/Convenience Store	-	-

Contact Name	Primary Phone Number	Secondary Phone Number	Email Address
Heidi Anderson	(971) 930-0781	-	heidi.anderson@oregon.gov

Physical Address	Mailing Address
40025 DAVIS ST SANDY OR 97055-8378	-

The second component of the **Licenses** dashboard consists of **Applications**. The **PAGE 39 | 52**



Applications section houses all submitted applications for new licenses and renewals in addition to any request to amend a license. This section also provides an update to licensees of where their applications are in the process. That is shown under the "Status" section below. Applications will live in this section indefinitely, even after approval or denial.

Applications

Filter Mark

Type	File Number	License Type	Premises	Status	Activity Date
New Application	16787	Off-Premises Sales	Mark's Mini Mart	Approved	Jun 6, 2024

Rows per page: 10 1-1 of 1

If a licensee needs to obtain the documents they submitted with an application, they can find those documents stored in the **Applications** section and not under the **Issued Licenses** section. To locate the documents, a licensee will need to search for the File Number associated with the application in question and click on the blue File number for that application. When the Application window opens, the licensee can go to the "Documents" tab to locate the documents that were approved for this application.

New Application

File Number: 16787 License Type: Off-Premises Sales Licensee: Mark's Mini Mart LLC

Status: Approved

Application Activities

Outstanding Fees
Pay fees that are due on the application. **PAY**

Re-Open Application
Re-open an application that has been added to the payment list. **RE-OPEN**

Provide Additional Information
Review additional information that is required for the application. **REVIEW**

DETAILS QUESTIONS **DOCUMENTS**

Documents

Type	Description	
Business Information Form		
Local Government Recommendation (LGR)		

Rows per page: 10 1-2 of 2



AMEND (CHANGE) A LICENSE OR SUBMIT NOTIFICATIONS

To amend an issued license or submit a required notification to the OLCC, licensees/authorized representatives will need to submit the request through CAMP. Many of the paper forms that were once required to be submitted through email to OLCC can now be submitted through CAMP.

1. To amend a license or submit a required notification, go to the **Dashboard** of CAMP and select the *Licenses* tab.

Dashboard

ACTIONS REQUIRED | **LICENSES** | COMMENTS

Licenses
View your licenses here.

Issued Licenses

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Off-Premises Sales	LQ-OPS-3...	Mark's Mini Mart LLC	Mark's Mini Mart	Jun 6, 2024	Jun 30, 2024	Active

Filter mark

Rows per page: 10 1-1 of 1

2. Navigate to **Issued Licenses** section and click on the blue underlined **License #** for the desired license. This should land the user on the License page for the selected license.

License

License # LQ-OPS-384191 License Type Off-Premises Sales Licensee Mark's Mini Mart LLC **Status: Active**

License Activities

Amend License
Submit an application to amend this license. **AMEND**

Renew License
Submit an application to renew this license. **RENEW**

Endorsements
Submit an application to add or remove endorsements for this license. **ADD / REMOVE**

DETAILS

Summary

License # LQ-OPS-384191	License Type Off-Premises Sales	Effective Date Jun 6, 2024	Expiration Date Jun 30, 2024
Licensee Mark's Mini Mart LLC	Licensee Type Limited Liability Company	Issue Date Jun 6, 2024	Inactive Date -

Premises



- Click on the **Amend** button. The **Amendment** page loads.

Amendment
File Number Amendment Type

Status: New

Getting Started

This application allows you to submit amendments and updated information for the license shown below.

We only collect personal information that is specifically required to provide you with a service or to complete items in a request or an application you plan to submit. We may use this information to identify you or contact you in relation to your request or application.

I agree

License Details

License # LQ-OPS-384191	License Type to Amend Off-Premises Sales	Licensee Mark's Mini Mart LLC	Authorized Representative -
Premises Mark's Mini Mart	Premises Address 40025 DAVIS ST SANDY OR 97055-8378		

Amendment Details

Amendment Type *

< PREV [Progress Indicator] NEXT >

- The user will need to click the "I agree" button and use the drop-down menu under **Amendment Details** to select what action they are needing to submit. Once the amendment type has been selected, click the **Next** button.

The user is navigated to the Amendment page and, just like applying for a license, the system will walk the user through the different required steps to submit the amendment. When all steps have been completed the status bar should have all green circles at the top. Use the **Next** button to navigate through each step.



Amendment

File Number: - Amendment Type: Change Premises Trade Name or Contact Information

Status: New



Initial Questions

Step 2 of 4

Before submitting this application, please answer the following questions. Be sure to save your progress by clicking the green disk icon at the bottom of the page.

CLEAR ANSWERS

Off-Premises Sales

Change Information- Premises (0/1 Questions Completed) ▾

What are you changing?
 1) Change Premises contact name- List the new contact name.
 2) Change Premises phone number- List the new phone number.
 3) Change email address for the premises - What is the new email address?

- When all steps have been completed and the amendment is submitted, the user will receive notification that the amendment has been submitted and the status will show *In Review*. If at any time the amendment needs to be withdrawn, the user can withdraw the request by clicking on the red "Withdraw" button at the bottom of the Amendment page.



Amendment

File Number: 16797 Amendment Type: Change Premises Trade Name or Contact Information

Status: In Review

Amendment Activities

Outstanding Fees

Pay fees that are due on the amendment application.

PAY ?

Re-Open Application

Re-open an amendment application that has been added to the payment list.

RE-OPEN ?

Provide Additional Information

Review additional information that is required for the application.

REVIEW ?

DETAILS	QUESTIONS	DOCUMENTS
Summary		
License # LQ-OPS-384191	License Type Off-Premises Sales	Submitted Date Jun 6, 2024
		Completed Date -
Licensee Mark's Mini Mart LLC	Licensee Type Limited Liability Company	Authorized Representative -
		Premises Mark's Mini Mart

WITHDRAW



ADDING/REMOVING ENDORSEMENTS

Licenses can add or remove endorsements in CAMP. From the Licensing Dashboard, select the license number you wish to add or remove endorsements for.

Licenses
View your licenses here.

Issued Licenses

License Type	License #	Licensee	Premises/Address	Effective	Expires	Status
Off-Premises Sales	LQ-OPS-3...	Mark's Mini Mart L...	MARK'S MOBILE BAR	Jul 10, 2024	Dec 31, 20...	Active

Filter by All licenses

From the License Activities screen select the ADD/REMOVE button in the Endorsements section.

License Activities

Amend License
Submit an application to amend this license. **AMEND**

Renew License
Submit an application to renew this license. **RENEW**

Endorsements
Submit an application to add or remove endorsements for this license. **ADD / REMOVE**

DETAILS

Review and agree to the disclosure on the Getting Started page. From the drop down menu to Add or Remove Endorsement.

Amendment Details

Select an Amendment type:

Amendment Type *
Add/Remove Endorsement

Add/Remove Endorsements

Any existing endorsements on this license will show on the Existing Endorsements table. Select the endorsement you wish to remove if applicable. To add a new endorsement click the + icon and select the endorsement(s) you wish to add.



Existing Endorsements

The license has the following endorsement(s). To add more endorsements, click the Add (+) button. To remove an existing endorsement, click the Remove (-) button. To view all available endorsements for this license, click the View All button.

To remove an existing endorsement, click the Remove (-) button of the endorsement and select the delete option.

Add Endorsements

Select Endorsement(s)

	Name	Description
<input type="checkbox"/>	Off-Premises Tasting P...	Off-Premises Sales License Allows fo...
<input type="checkbox"/>	Responsible Vendor Pr...	Responsible Vendor Program OAR 84!

Rows per page: 5 1-2 of 2

SELECT **CANCEL**

Complete the application by answering any required questions and uploading any required documents. Submit the completed application on the Finish screen.

RENEWING A LICENSE

Licensees are notified 75 days prior to their license expiration date that it is time to renew their license. In CAMP, a licensee will receive an **Actions Required** notification on their Licensing Dashboard that a license is due for renewal, as well as a notification email. As shown below an Action Required to renew the license appears.

Select an Action

APPLY FOR LICENSE **CREATE A COMMENT**

Dashboard

ACTIONS REQUIRED **LICENSES** **COMMENTS**

Actions Required
Licenses and license applications that require your attention.

Filter by: All actions required

Type	Number	License Type	Premises	Action Required	Activity Date
License	050-3296	Recreational Retailer	Green Stuff 25	Renew License	Mar 11, 2024

1. Licensee will click on the blue underlined license number located in the **number** column. When it is selected, the license record for that license will open displaying a **Renew** button. To renew the license, click on the **Renew** button.



License

License # 050-3296 License Type Recreational Retailer Licensee Green Stuff LLC

Status: Active

License Activities

Amend License

Submit an application to amend this license.

AMEND

Renew License

Submit an application to renew this license.

RENEW

Endorsements

Submit an application to add or remove endorsements for this license.

ADD / REMOVE

DETAILS

Summary

License #	License Type	Effective Date	Expiration Date
050-3296	Recreational Retailer	Mar 12, 2023	Mar 11, 2024

- On the **Getting Started** page, it shows the license information on the license in question of needing renewed. Click on the **Next** button.



Renewal

File Number - License # 050-3296 Premises Green Stuff 25

Status: New

Getting Started

You have selected to renew the following license:

License Details

License # 050-3296	License Type Recreational Retailer	Licensee Green Stuff LLC	Authorized Representative Name -
Effective Mar 12, 2023	Expires Mar 11, 2024	Status Active	Premises Name Green Stuff 25
Local Government -			

Endorsements

Name

Marijuana Home Delivery

Medical Marijuana Retailer

← PREV



NEXT →



- 3. The user is directed to the **Questions** screen. Complete the required questions and click the **Next** button.



Questions

Step 2 of 4

Before submitting this application, please answer the following questions:

CLEAR ANSWERS

Recreational Retailer

Recreational Retailer (4/4 Questions Completed) ▾

In the past year has any member of the business or person with a financial interest been arrested or convicted for any misdemeanor or felony? *

Yes No

In the past year has there been any disciplinary proceeding or licensing enforcement action by another governmental entity? *

Yes No

Have you lost, or do you anticipate losing, legal access to the property your premises is licensed at? *

Yes No

Have you obtained a certificate of tax compliance from the Department of Revenue for all applicants for this license? *

Yes No

Please upload your certificate(s) of tax compliance for all applicants on this license.

← PREV NEXT →

- 4. If there are required documents to upload in conjunction with the renewal, under the **Documents** section, a checkmark will appear next to the required document(s).

Documents

Step 3 of 4

Please upload any required attachments here:

Attachment Types

Required	Attachment Type	Description	Sample Form
	Arrest / Conviction Document	Legal or court documents showing the arrest or conviction of an individual.	
	Disciplinary Proceedings or Licenair	Documentation of a disciplinary proceeding or licensing enforcement from an another state ager	
✓	DOR Certificate of Tax Compliance		



- Upload the required documents by clicking on the “+” in the **Upload** section.

Upload

- When the document(s) upload completely, identify what type of document it is by using the drop-down arrow in the **Type** field.

Upload

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	(No selection)	DOR Certificates.png	

- Click **Next**.

Documents

Step 3 of 4

Please upload any required attachments here:

Attachment Types


Required	Attachment Type	Description	Sample Form
	Arrest / Conviction Document	Legal or court documents showing the arrest or conviction of an individual.	
	Disciplinary Proceedings or Licensing Enforcement	Documentation of a disciplinary proceeding or licensing enforcement from an another state agency.	
✓	DOR Certificate of Tax Compliance		

Upload

<input type="checkbox"/>	Type *	File Name	Description
<input type="checkbox"/>	DOR Certificate of Tax Compliance	DOR Certificates.png	




- 8. The user is directed to the **Finish** page where all renewal fees are identified. Users will need to click on the **Declaration** button which will then allow the user to add the renewal payments to their payment section to pay later by clicking on **Add to Payments** or to **Pay & Submit** the renewal application at that time.



Renewal

File Number: 10927 License #: 050-3296 Premises: Green Stuff 25

Status: New



Renewal Summary

Please review the information below prior to submitting this application.

Details

License # 050-3296	License Type Recreational Retailer	Licensee Green Stuff LLC	Authorized Representative Name -
Premises Name Green Stuff 25		Premises Physical Address 9079 SE MCLOUGHLIN BLVD MILWAUKIE OR 97222-7355	

Fees

<input checked="" type="checkbox"/>	Description	Amount (\$)	Tax (\$)	Total (\$)	Balance (\$)
<input checked="" type="checkbox"/>	Late Fee - Less Than 20 Days Before Expiration	150.00	0.00	150.00	150.00
<input checked="" type="checkbox"/>	Retailer Application Fee	250.00	0.00	250.00	250.00
<input checked="" type="checkbox"/>	Retailer License Fee	4,750.00	0.00	4,750.00	4,750.00
Subtotal (\$): 5,150.00					

Total amount due (\$): 5,150.00

Declaration

I have reviewed all information being submitted as part of my renewal application. All information submitted is true and correct to the best of my knowledge. I understand the OLCC will use the information to check my records, including but not limited to criminal history.

I affirm that my answers are true and complete.

[← PREV](#)





[ADD TO PAYMENTS](#)

[PAY & SUBMIT](#)




- 9. If **Pay & Submit** is selected the system will navigate the user to the payment portal where the licensee can then submit their payment and renewal application to OLCC. Once payment is received, a **Payment Summary** notification is received on the licensee’s dashboard and the renewal has been submitted to OLCC to process.

 **Payment Summary**

Receipt Number	Payment Amount
R297	\$5,150.00

Download Receipt

File Name	
 Receipt.pdf	



Items Paid

File Number	Paid For	Activity	Date
10927	Green Stuff LLC	Renewal Application	Mar 11, 2024

Rows per page: 10 1 of 1

SYSTEM NOTIFICATIONS

When a license application, renewal application or amendment has been submitted or a payment has been made to OLCC from a user account, the system will generate a transaction number associated with that action. It will appear at the top of the user dashboard. The notification will continue to be displayed on the dashboard until they are manually closed by using the circle with “X” in it. If they are not cleared from the user dashboard, they will continue to stack up, preventing the user from seeing the entire screen. Best practice is to delete them as they come in.

 Transaction Approved. The total amount of \$250.00 has been paid and your application has been submitted. (Transaction #: 14976548) 



FAQ

1. **How can I communicate with OLCC about my application?**

The best way is to send an email to OLCC.AlcoholLicensing@olcc.oregon.gov, providing the File Number or your license number and your question.

2. **What does the red Withdraw button mean?**

This button allows you withdraw your application. In most scenarios, you should not use this function. The OLCC must approve this action. Keep in mind that fees are non-refundable. If you have mistakenly created an application, but have not paid for it, you can use the red trash can icon to remove the application from your dashboard.

3. **Where can I find the documents I uploaded with my application or amendment?**

The accepted Documents will appear under your Dashboard -> Licenses -> Applications. Find the associated entry for the application you submitted, and the documents will appear under the Documents tab.

4. **How do I find out where my application or amendment is in the assignment queue?**

You can submit an email to OLCC.AlcoholLicensing@olcc.oregon.gov requesting a status update on where your application is in the queue.