

Illinois Department of Agriculture Cannabis Licensing-Business Module Public User Guide

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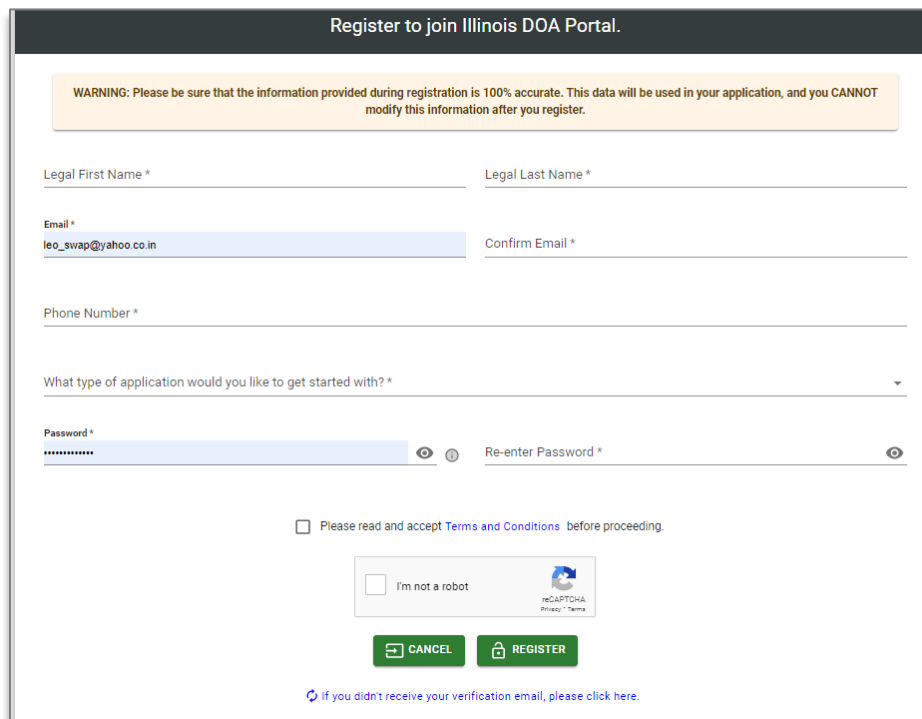
1. IL- DOA WEB PORTAL SOLUTION-TYLER TECHNOLOGIES

1.1 Overview

Tyler's Cannabis Licensing solution is the official web portal for the Illinois Department of Agriculture (IL-DOA). Industry stakeholders can utilize the portal to manage their applications for licenses and agents, as well as update and renew their previously submitted and approved applications.

1.2 Register

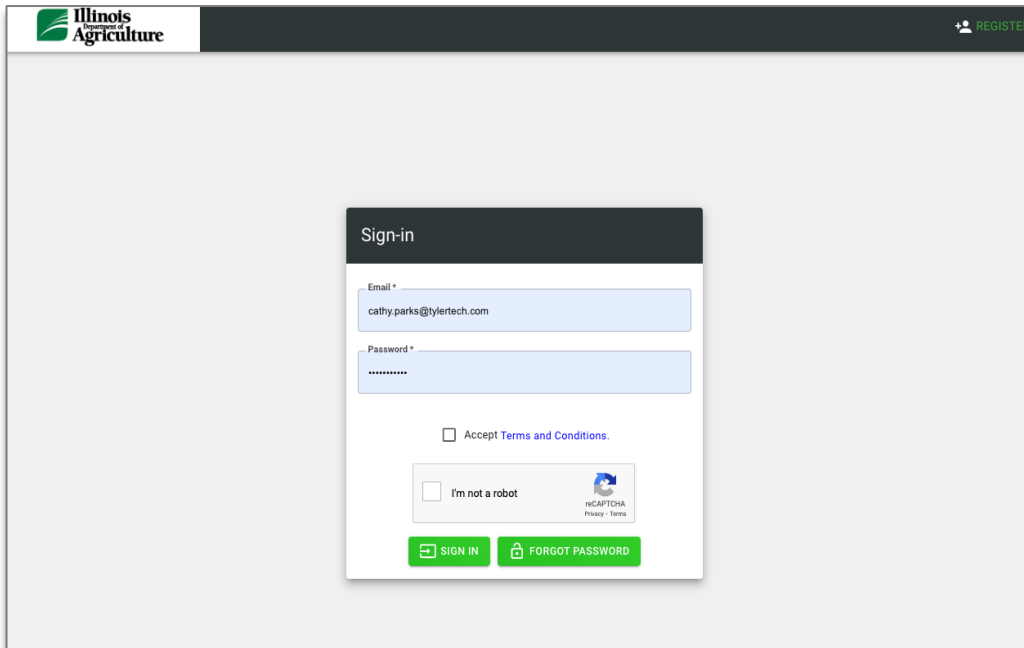
- New users must first register by navigating to the registration page.
<https://il-doa-public.nls.egov.com/register>
- Fill out all the required form fields.
- Be sure to select "Business" for the type of application.
- Read the **terms and conditions**.
- Click "**Register**" once all form fields are complete and you have read the terms and conditions.
- Once the registration information is submitted, confirm your email address by clicking the link sent to your inbox.



The screenshot shows the registration page for the Illinois DOA Portal. The title is "Register to join Illinois DOA Portal." Below the title is a warning box: "WARNING: Please be sure that the information provided during registration is 100% accurate. This data will be used in your application, and you CANNOT modify this information after you register." The form fields include: "Legal First Name *" and "Legal Last Name *" (text input), "Email *" (text input with "leo_swap@yahoo.co.in" entered) and "Confirm Email *" (text input), "Phone Number *" (text input), "What type of application would you like to get started with? *" (dropdown menu), "Password *" (text input with masked characters) and "Re-enter Password *" (text input with masked characters). Below the form fields is a checkbox labeled "Please read and accept Terms and Conditions before proceeding." Below the checkbox is a reCAPTCHA widget with the text "I'm not a robot" and a reCAPTCHA logo. At the bottom are two buttons: "CANCEL" and "REGISTER". Below the buttons is a link: "If you didn't receive your verification email, please click here."

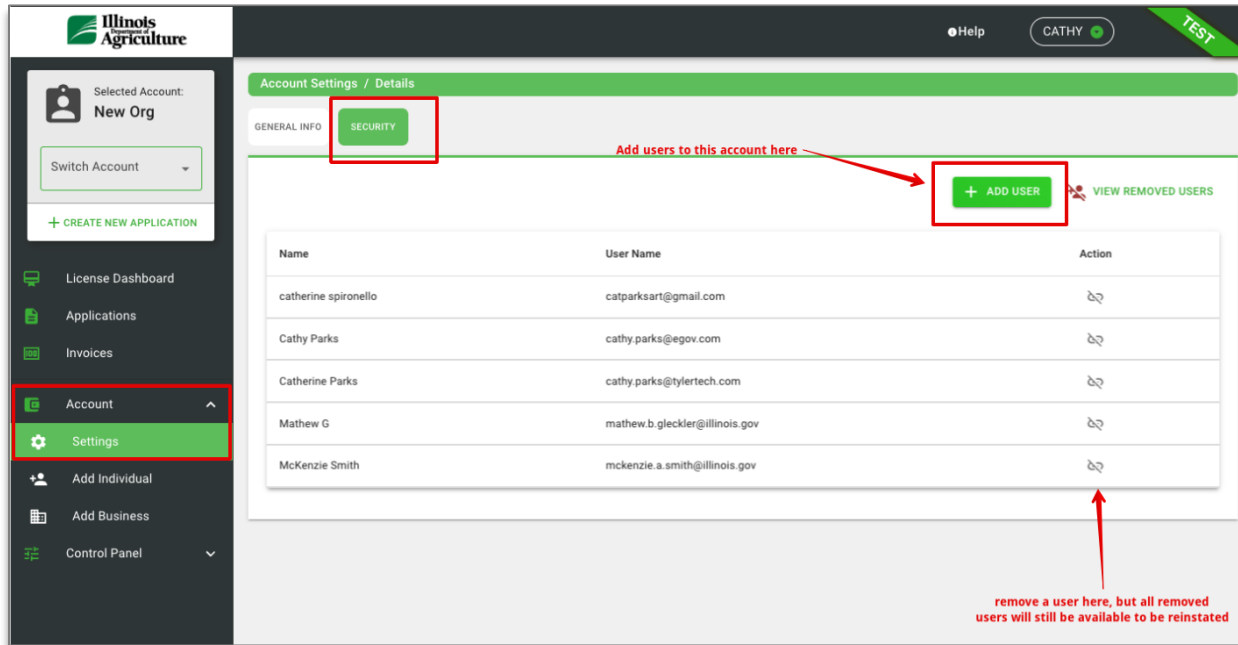
1.3 Log-In

- Sign in to <https://il-doa-public.nls.egov.com/#!/signin>
- Enter the email address for the **Username** and **Password**.
- Check the box to **Accept** the terms and conditions
- Click Sign In once all form fields are complete, and the Terms and Conditions have been accepted.



1.4 Add user

- To add a new user to an existing account, click **Account >> Settings >> Security Tab**.
- Select **Add user** on the right side of the window.



Account Settings / Details

GENERAL INFO SECURITY

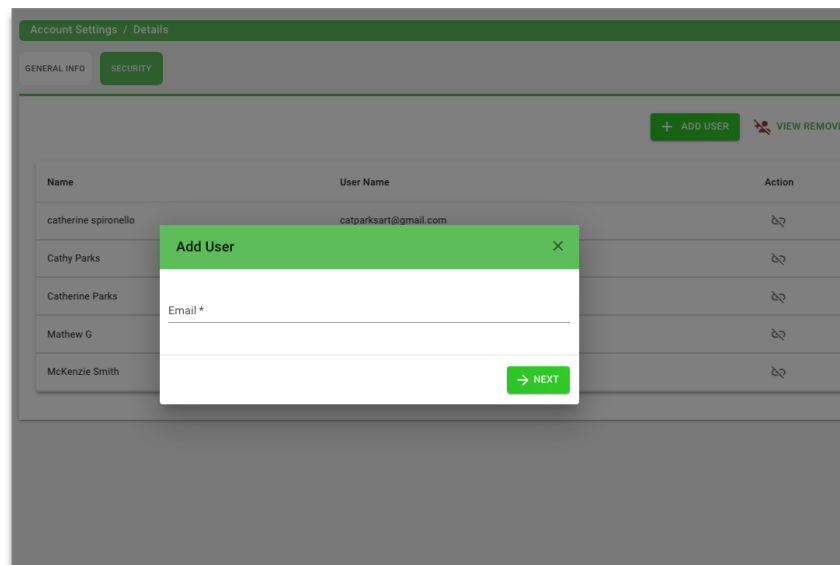
Add users to this account here

+ ADD USER VIEW REMOVED USERS

Name	User Name	Action
catherine spironello	catparksart@gmail.com	
Cathy Parks	cathy.parks@egov.com	
Catherine Parks	cathy.parks@tylertech.com	
Mathew G	mathew.b.gleckler@illinois.gov	
McKenzie Smith	mckenzie.a.smith@illinois.gov	

remove a user here, but all removed users will still be available to be reinstated

- Once you click **Add User**, enter the email address of the user in the new window as shown below.



Account Settings / Details

GENERAL INFO SECURITY

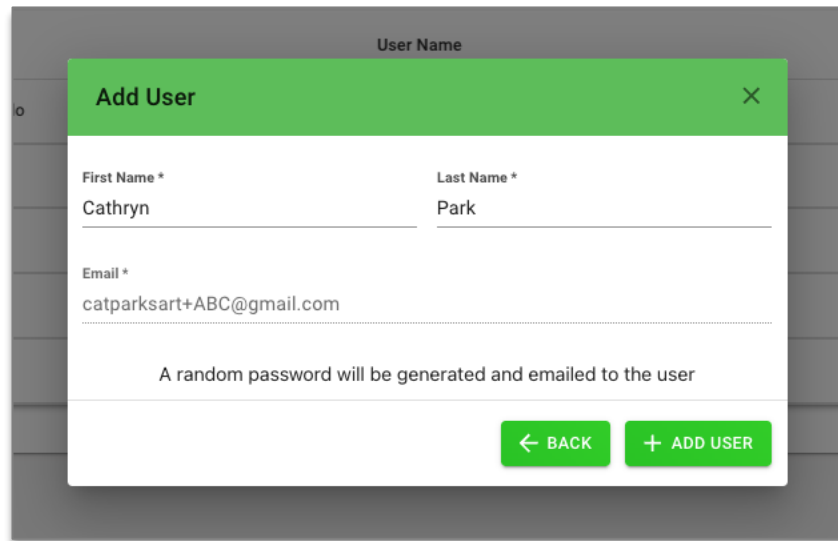
+ ADD USER VIEW REMOVED

Name	User Name	Action
catherine spironello	catparksart@gmail.com	
Cathy Parks		
Catherine Parks		
Mathew G		
McKenzie Smith		

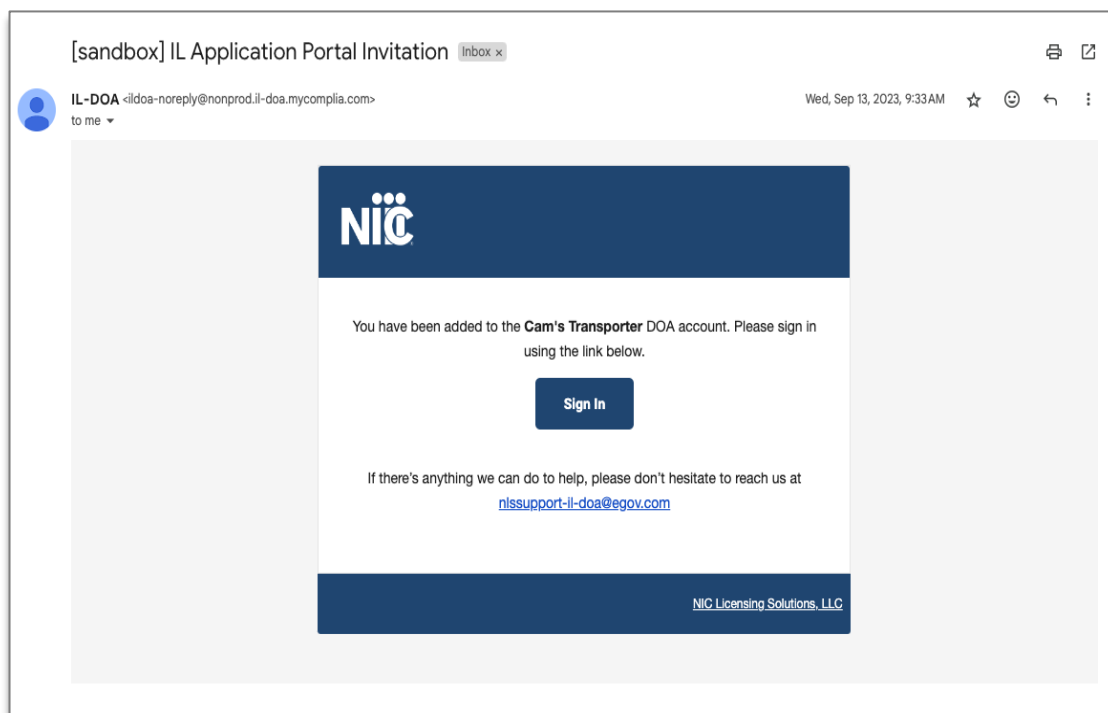
Add User

Email *

NEXT



- Once the email ID gets added, the added user will receive an email as shown below:

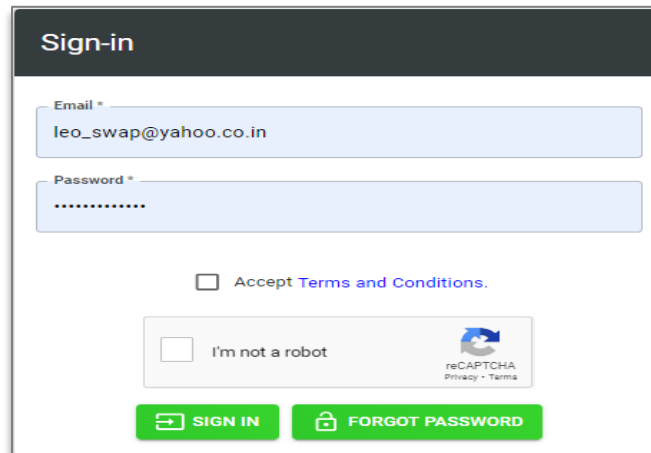


- The added user will have to confirm the email address by clicking the link sent to their inbox, confirming that the user has been added to the business account.

2. PASSWORDS

2.1 Forgot Password

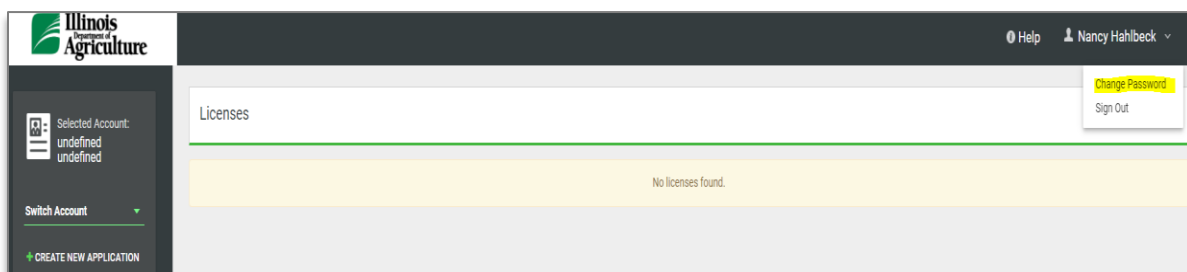
- If you forget your password, simply go to the Sign-In screen, click the **'Forgot Password'** button, and proceed by entering your **'REGISTERED'** email ID on the following screen to request a **'Send reset password'** email.



The image shows a 'Sign-in' form. It has two input fields: 'Email *' with the value 'leo_swap@yahoo.co.in' and 'Password *' with masked characters. Below the fields is a checkbox for 'Accept Terms and Conditions.' and a reCAPTCHA widget with the text 'I'm not a robot'. At the bottom are two green buttons: 'SIGN IN' and 'FORGOT PASSWORD'.

2.2 Change Password

- When you're logged in, clicking on your name in the upper right corner of the window will reveal the **"Change Password"** link.



The image shows a user profile dropdown menu. The menu is open, showing options for 'Change Password' and 'Sign Out'. The background shows a 'Licenses' section with a message 'No licenses found.' and a sidebar with 'Selected Account: undefined' and 'Switch Account'.

- Proceed with the change instructions on the next screen and click **"Change Password"** to continue.

Change Password

Current Password *

Current Password

New Password *

New Password

Re-enter Password *

Re-enter Password

CHANGE PASSWORD

3. SOCIAL EQUITY AND NEW BUSINESS LICENSE

3.1 Overview

Entities interested in seeking a cannabis business license as a social equity applicant should complete two separate applications. First, they must submit a no-cost **Social Equity** application to determine if they qualify. Second, they must complete a **New Business License** application, which requires a non-refundable submission fee.

3.2 Social Equity

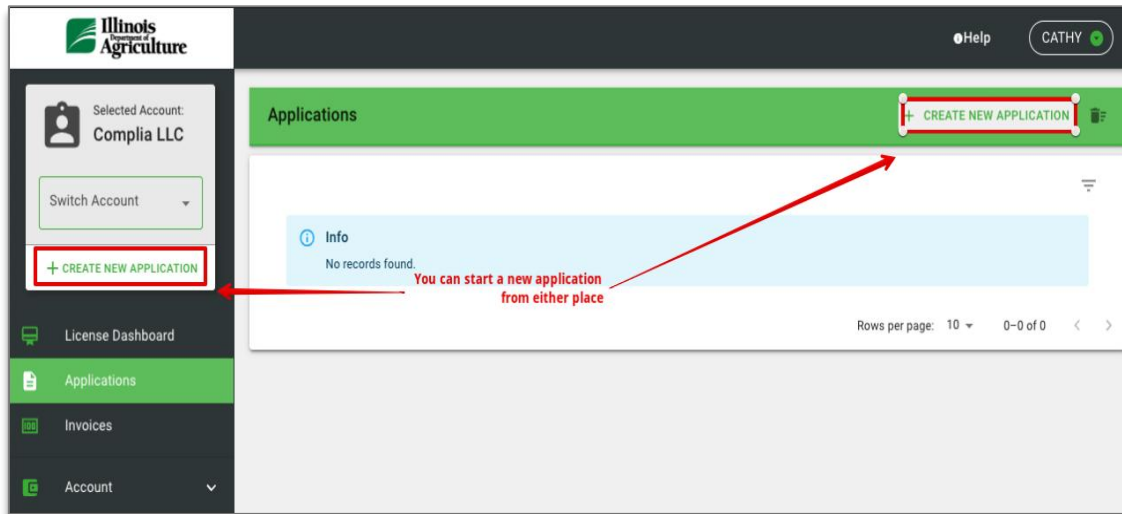
Applicants who do not complete the *Social Equity* application first cannot be considered for social equity status and, consequently, cannot be awarded points associated with such status. **Applicants who do not qualify for social equity status can still apply for a cannabis business license; however, they will not receive the additional points associated with this** status.

3.3 New Business License

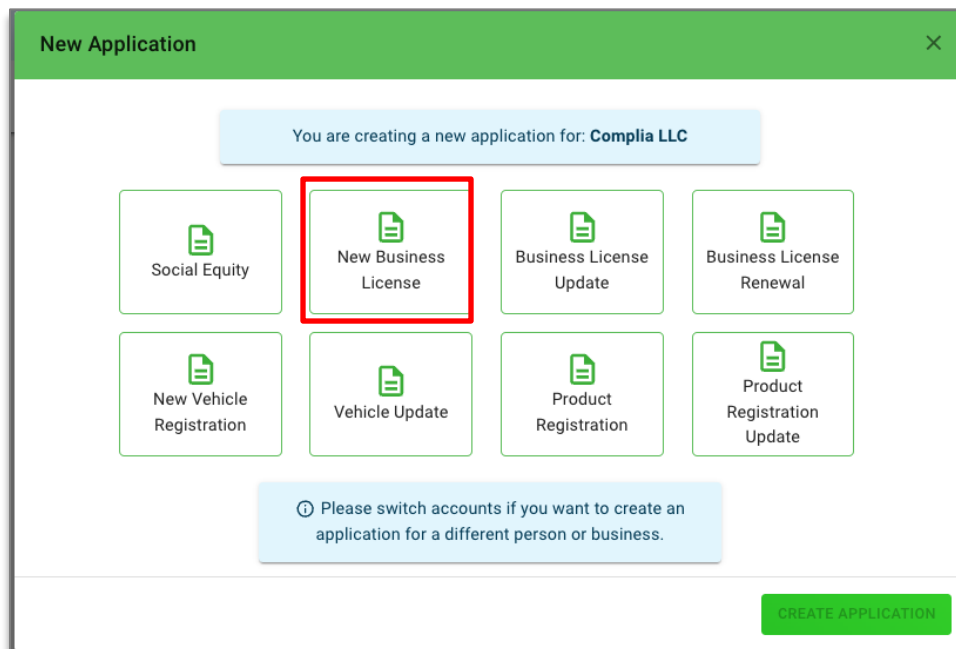
A new application must be submitted to obtain a new business license. Please refer to Section 4 for the new business license (NBL) application submission procedure.

4. SUBMIT A NEW APPLICATION FOR NBL

- To start a new application, click the **Create New Application** button from the menu on the left, or from the top right corner of the page:



- Next, choose the application type you'd like to create. Be sure to verify that you are working in the proper account by verifying the information in the blue box. Click **Create Application** to start the application.



- Once the application is created, please complete all required information. Each application contains required data fields, question responses, and document uploads:

Applications / New Business License

SOCIAL EQUITY INFORMATION GENERAL APPLICANT INFORMATION CANNABIS BUSINESS LOCATION INFORMATION CONTACTS OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS QUESTIONS AND ATTESTATIONS PAYMENTS REVIEW

Do you have an approved Social Equity Application? *

☐ Yes

☐ No

SAVE CANCEL

- You are welcome to save the application and return to it later if you need more time. Simply click **Save** and log off. **This will NOT submit the application.**
- As your application is nearing completion, navigate to the Review tab to verify all required items are completed.
- If you see any **red X's**, you will need to go back to the applicable tab to complete the missing items.

Applications / New Business License

SOCIAL EQUITY INFORMATION GENERAL APPLICANT INFORMATION CANNABIS BUSINESS LOCATION INFORMATION CONTACTS OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS QUESTIONS AND ATTESTATIONS PAYMENTS REVIEW

Please review the application for accuracy and completeness. If you have any items marked with a red X, your application will not be accepted. Please review these items to ensure accuracy. WARNING: Once your application is submitted, it cannot be modified. Please make sure your application is final and complete before submitting.

Social Equity Information

✓ Do you have an approved Social Equity Application?: No

General Applicant Information

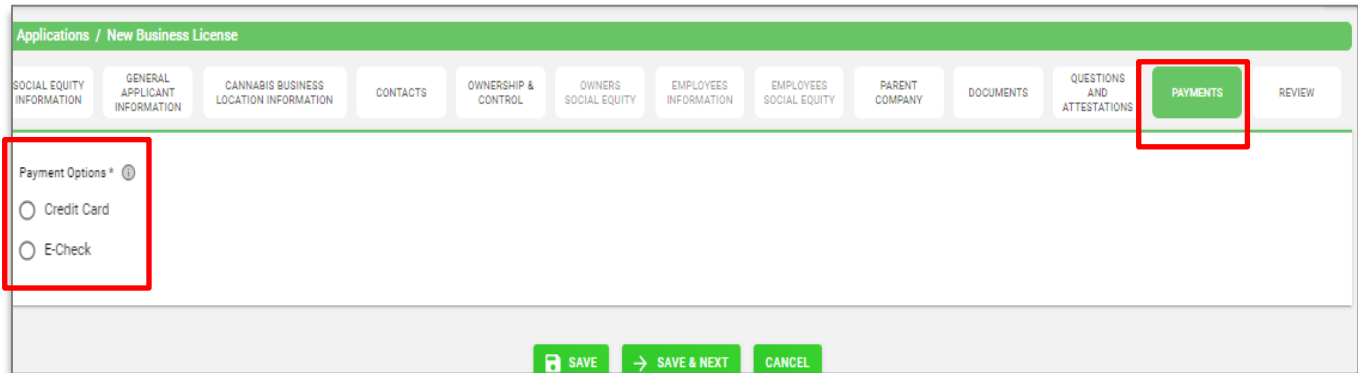
License Information

✗ Business License Name:	Assumed Name (DBAs):	✗ Tax ID - FEIN or SSN (if sole proprietor):
✗ Business License Type:	Business Type:	Phone Number:
Secretary of State File ID:	Are you applying as a Veteran Controlled and Owned Applicant?:	Are you applying as an Illinois Resident Controlled and Owned?:
Legacy License Number:		

- Once your application is submitted, it will be available for review by the Illinois Department of Agriculture. Please check your inbox regularly for updates as your application is reviewed.
- If the agency finds any potential issues with your application, it may be rejected for correction. You will receive an email notification when this occurs. **Rejected applications must be corrected and resubmitted through the portal.**

5. PAYMENT

- Some applications require the payment of fees on submissions, as detailed by the IL DOA rules and regulations. If applicable, users will be redirected to the State of Illinois Third-Party Payer system after applying.
- A new Business License requires a payment of fees on submission.



Applications / New Business License

SOCIAL EQUITY INFORMATION GENERAL APPLICANT INFORMATION CANNABIS BUSINESS LOCATION INFORMATION CONTACTS OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS QUESTIONS AND ATTESTATIONS **PAYMENTS** REVIEW

Payment Options * ⓘ

☐ Credit Card

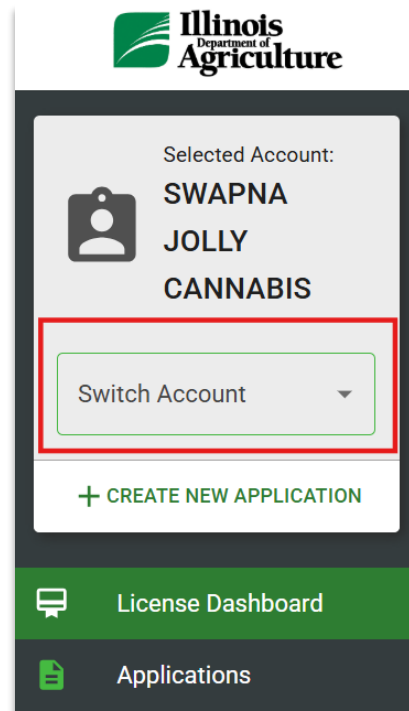
☐ E-Check

SAVE → SAVE & NEXT CANCEL

6. AGENTS ASSOCIATED WITH NEW BUSINESS APPLICATION

6.1 View Associated Agent License List

- New Businesses can see their associated agents in their respective business license dashboards.
- Once you log in, select the business account using the search function.



- The selected account will have the license list in the License dashboard. **Select or click** on the license number of the approved new business application.

Status		Application Type		Name			
Status	Application ID		Name	License Type	License Number	Expiry Date	Actions
✓ Approved	13853		Fox River Garden Transportation LLC	New Business Application	CG00000052	Jun 29, 2026	☰
✓ Approved	13854		FREEK TEST INC	New Business Application	IN00000066	Jun 29, 2025	☰
✓ Approved	13855		Test Cannabis 1	New Business Application	TR00000095	Jun 30, 2025	☰
✓ Approved	13861		Test Doll	New Business Application	IN00000068	Nov 3, 2025	☰

- This will show the list of Agents associated with that business.

Licenses / New Business Application - FREEK TEST INC

Approved

LICENSE NUMBER: IN00000066

EFFECTIVE DATE: 10/31/2024

EXPIRY DATE: 06/29/2025

DATE ISSUED: 10/31/2024 | DATE UPDATED: 06/23/2025

PRINT DIGITAL CARD

SOCIAL EQUITY INFORMATION | GENERAL APPLICANT INFORMATION | CANNABIS BUSINESS LOCATION INFORMATION | CONTACTS | QUESTIONS AND ATTESTATIONS | DOCUMENTS | PAYMENTS


Do you have an approved Social Equity Application?: No

Associated Agent Licenses

License Number	Application ID	Status	Name	Background check date	Expiry Date	Actions
Not Applicable	14475	Forfeited	Sam H	Mar 16, 2025	Not Applicable	
INAC10000020	14800	Deactivated	TOM HANKS	Dec 31, 2024	Jun 29, 2026	
Not Applicable	14803	Submitted	Maria Lopez	May 3, 2025	Not Applicable	
INAG10000027	14804	Approved	Theodia Gillespie	Dec 31, 2024	Jun 23, 2026	
Not Applicable	14929	Submitted	EMMA WATSON	Dec 31, 2024	Not Applicable	

Rows per page: 25 | 1-5 of 5

6.2 Sorting and Filtering

- Use the filter icon  to filter the agents by License number, application ID, status, name, type, or expiry dates.

Licenses / New Business Application - FREEK TEST INC

Approved

LICENSE NUMBER: IN00000066

EFFECTIVE DATE: 10/31/2024

EXPIRY DATE: 06/29/2025

DATE ISSUED: 10/31/2024 | DATE UPDATED: 06/23/2025

PRINT DIGITAL CARD

SOCIAL EQUITY INFORMATION | GENERAL APPLICANT INFORMATION | CANNABIS BUSINESS LOCATION INFORMATION | CONTACTS | QUESTIONS AND ATTESTATIONS | DOCUMENTS | PAYMENTS

Do you have an approved Social Equity Application?: No

Associated Agent Licenses

License Number | Application ID | Status | Name

Expiry Date (start) | Expiry Date (end)


License Number	Application ID	Status	Name	Background check date	Expiry Date	Actions
Not Applicable	14475	Forfeited	Sam H	Mar 16, 2025	Not Applicable	
INAC10000020	14800	Deactivated	TOM HANKS	Dec 31, 2024	Jun 29, 2026	

- Use the "Sort" icon to select the sort order. Choose whether you want to sort in ascending (A to Z, or smallest to largest) or descending (Z to A, or largest to smallest) order.

License Number	Application ID ↑	Status	Name	Background check date	Expiry Date	Actions
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6.3 Download License

- New businesses can download an agent's license by clicking on the **Download License** in the **Actions** tab. Digital licenses can be downloaded only for Approved applications.



Approved

LICENSE NUMBER
IN00000066

EFFECTIVE DATE
10/31/2024

EXPIRY DATE
06/29/2025

DATE ISSUED: 10/31/2024 | DATE UPDATED: 06/23/2025

PRINT DIGITAL CARD

SOCIAL EQUITY INFORMATION

GENERAL APPLICANT INFORMATION

CANNABIS BUSINESS LOCATION INFORMATION

CONTACTS

QUESTIONS AND ATTESTATIONS

DOCUMENTS

PAYMENTS

Do you have an approved Social Equity Application?: No

Associated Agent Licenses

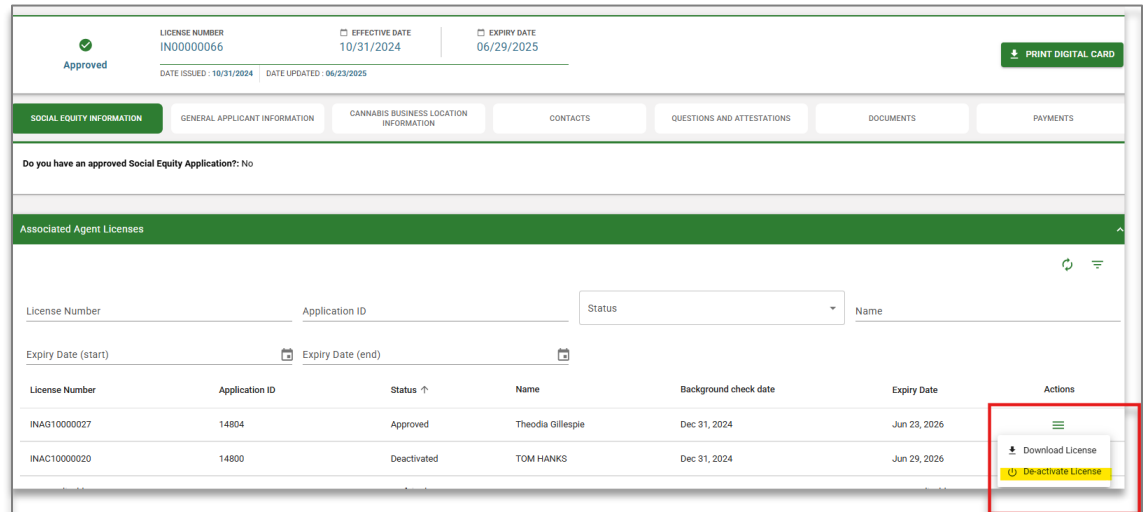
License Number	Application ID	Status	Name	Background check date	Expiry Date	Actions
INAG10000027	14804	Approved	Theodia Gillespie	Dec 31, 2024	Jun 23, 2026	<ul style="list-style-type: none"> Download License De-activate License
INAC10000020	14800	Deactivated	TOM HANKS	Dec 31, 2024	Jun 29, 2026	
Not Applicable	14475	Forfeited	Sam H	Mar 16, 2025	Not Applicable	
Not Applicable	14803	Submitted	Maria Lopez	May 3, 2025	Not Applicable	
Not Applicable	14929	Submitted	EMMA WATSON	Dec 31, 2024	Not Applicable	

Sample Digital license:



6.4 Deactivate License

- New businesses can deactivate an agent's license by clicking on the **Deactivate License** in the **Actions** tab. Licenses can be deactivated only for Approved applications.



Approved

LICENSE NUMBER: IN00000066

EFFECTIVE DATE: 10/31/2024

EXPIRY DATE: 06/29/2025

DATE ISSUED: 10/31/2024

DATE UPDATED: 06/23/2025

PRINT DIGITAL CARD

SOCIAL EQUITY INFORMATION

GENERAL APPLICANT INFORMATION

CANNABIS BUSINESS LOCATION INFORMATION

CONTACTS

QUESTIONS AND ATTESTATIONS

DOCUMENTS

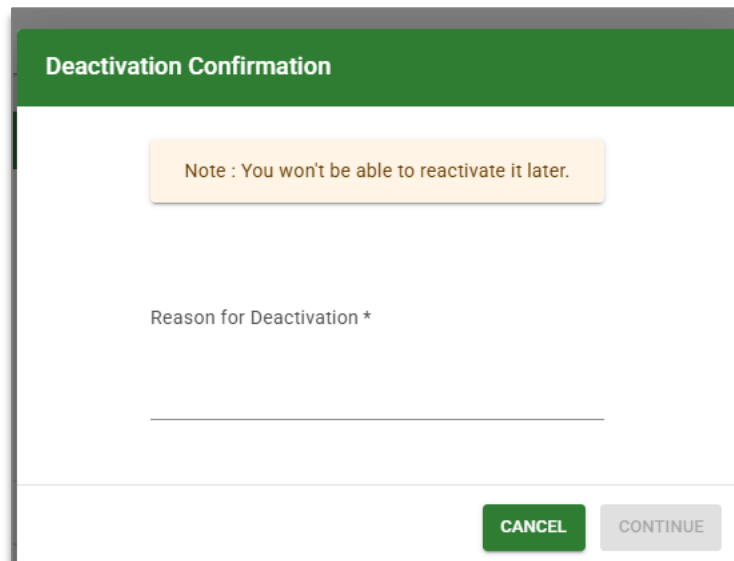
PAYMENTS

Do you have an approved Social Equity Application?: No

Associated Agent Licenses

License Number	Application ID	Status	Name	Background check date	Expiry Date	Actions
INAG10000027	14804	Approved	Theodia Gillespie	Dec 31, 2024	Jun 23, 2026	Download License Deactivate License
INAC10000020	14800	Deactivated	TOM HANKS	Dec 31, 2024	Jun 29, 2026	

- Once you click **"Deactivate License"**, the business must provide a reason for deactivation in the comment box.



Deactivation Confirmation

Note : You won't be able to reactivate it later.

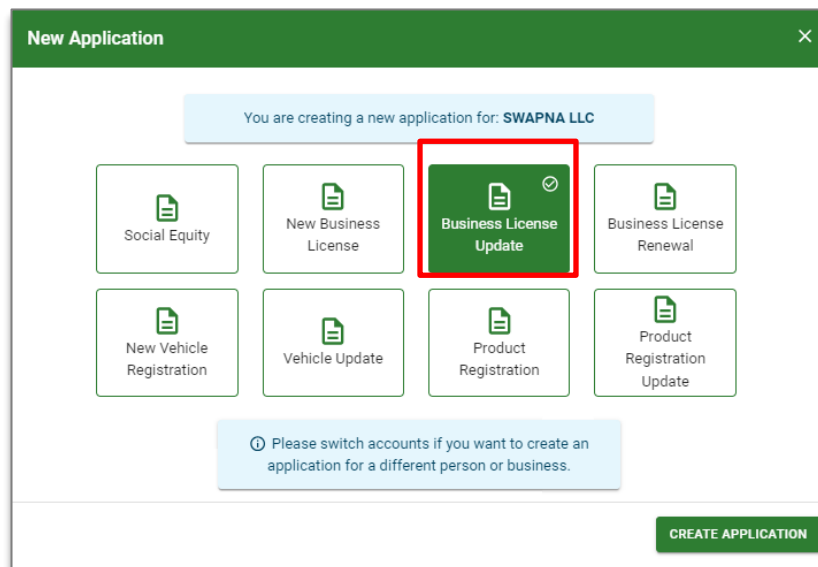
Reason for Deactivation *

CANCEL CONTINUE

- A deactivated agent can be reactivated only upon formal request by the business to the IDOA.

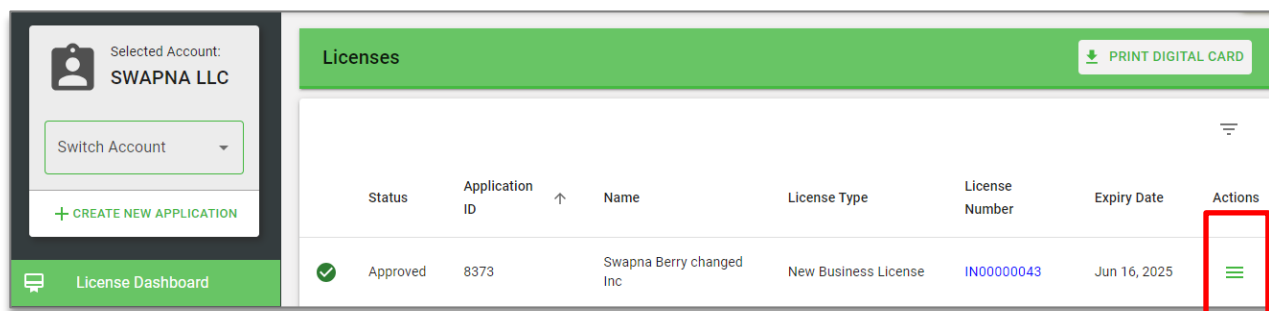
7. UPDATING YOUR RECORDS

- The portal allows users to update or renew their previously submitted and approved applications.
- To update an agent's Registration Identification Card or License, select the appropriate "Update" application. In this case, **select Business license update**. The other 2 Update options available are Vehicle Update and Product Registration Update.
- To renew a business License, select the Business License renewal.



The "New Application" modal window shows a grid of application options for "SWAPNA LLC". The "Business License Update" option is highlighted with a red box. Other options include Social Equity, New Business License, Business License Renewal, New Vehicle Registration, Vehicle Update, Product Registration, and Product Registration Update. A "CREATE APPLICATION" button is at the bottom right.

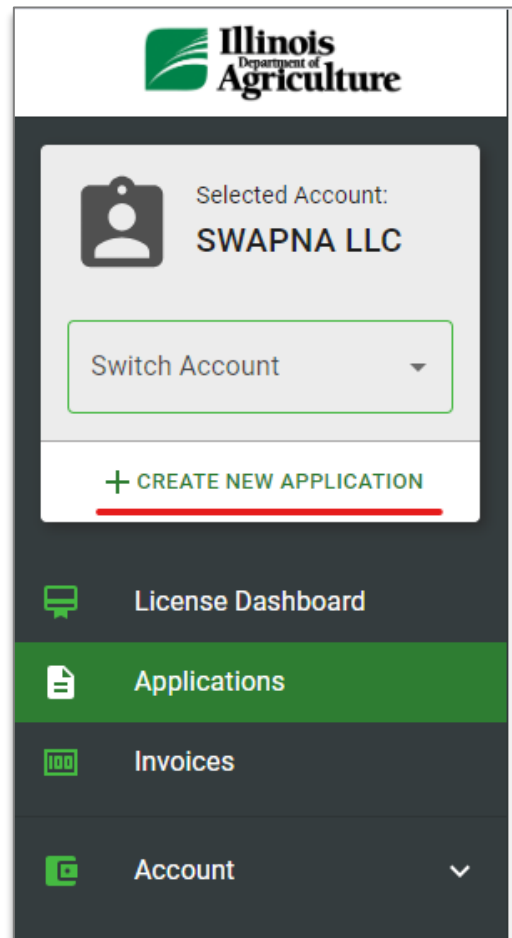
- You may start an update application by clicking on the "actions" icon next to your previously approved application.



The "Licenses" dashboard shows a table of applications. The "Actions" column for the "Approved" application is highlighted with a red box. The dashboard also includes a "Selected Account" section for "SWAPNA LLC" and a "License Dashboard" button.

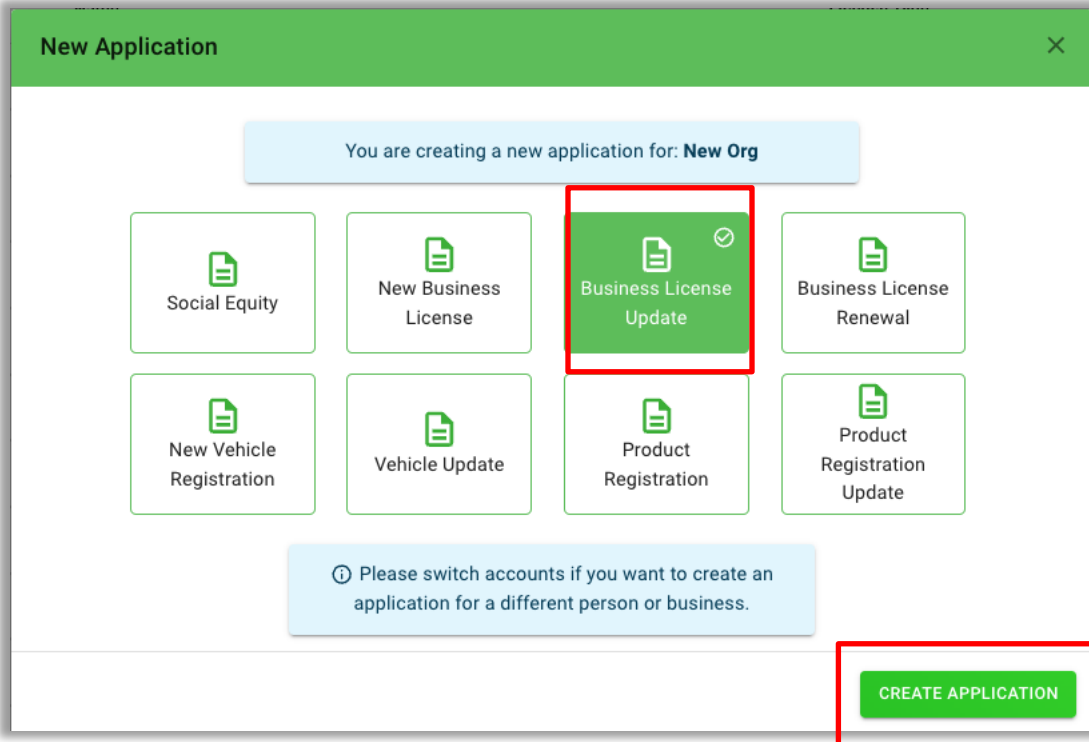
Status	Application ID	Name	License Type	License Number	Expiry Date	Actions
Approved	8373	Swapna Berry changed Inc	New Business License	IN00000043	Jun 16, 2025	[Actions Icon]

- Or you can start by clicking the **"+Create New Application"** icon on the left-hand navigation bar.

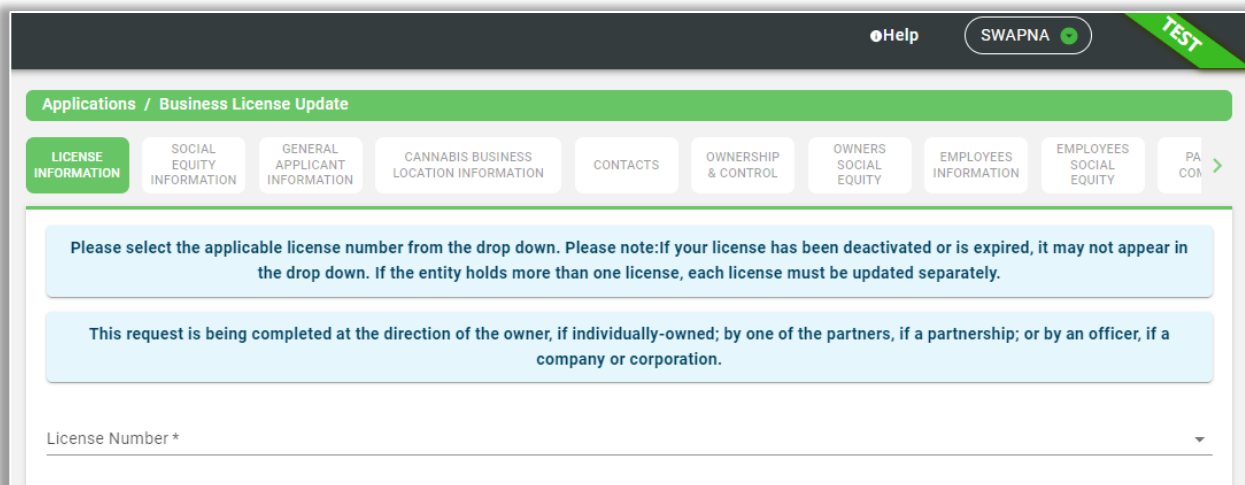


8. BUSINESS LICENSE UPDATE

- Businesses may update their license by selecting the Business License Update option. For any Information that needs to be updated, use a Business License Update Application.
- Select **Business License Update**. Then, click **Create Application** to start the application.

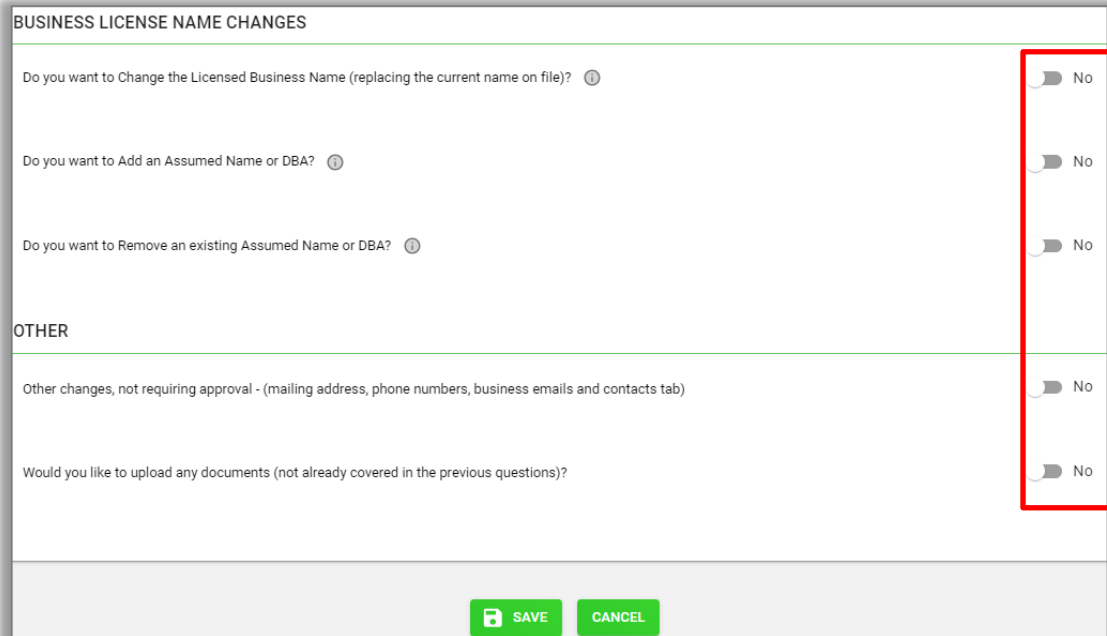


- This action will open a new window, as displayed below. Within this window, in the License Information Tab, choose an active **License Number** from the drop-down menu.

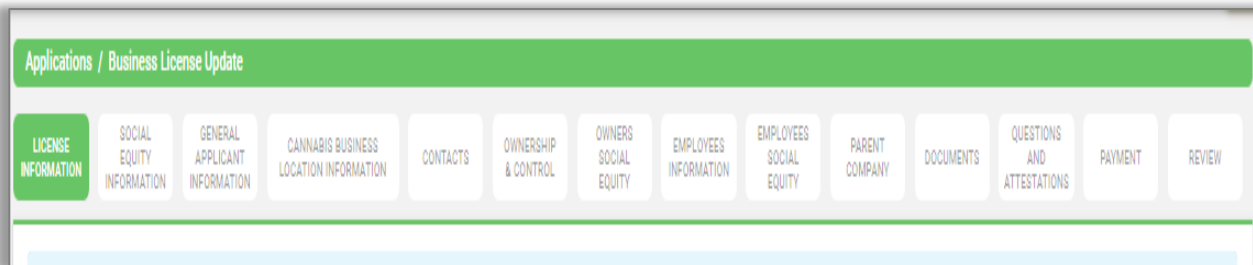


- The first tab on your update application is a set of qualifying questions.

- Answer the questions in the **Business License Name Changes Section** and the **Other** section that are relevant to your Business license update request, using the **yes/no** toggle button. Then Click the **Save** Button.



- Once you save your selections on this tab, the associated information required will display on the subsequent tabs.
- Depending on your selection of questions from the **Business License name change** section and the **Other** section, the relevant tabs open for entering information



- Once you save your selections, you may not change them. **If you need to start the application over, simply delete this application from your dashboard and begin again.**
- Please note that some fields will be greyed out, as they are not editable by the user.

License Information

Business License Name *	Assumed Name (DBAs)	Tax ID - FEIN or SSN (if sole proprietor) *
Swapna Berry changed Inc	KJHGKREJIR	837535185
Business License Type *	Business Type	Phone Number
Infuser	Corporation	(984)698-4391
Secretary of State File ID	Are you applying as a Veteran Controlled or Owned Applicant?	Are you applying as an Illinois Resident Controlled or Owned?
1234567822	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Legacy License Number		
6247267162IN		

SAMPLE OF GREYED OUT SECTION

Tip: Selecting the Update Toggles

- The Update Application form will copy the information from your existing record. You will select which of the questions (toggles) relate to what you want to update.

8.1 Business License Update Scenario explained

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. If the entity holds more than one license, each license must be updated separately.

This request is being completed at the direction of the owner, if individually-owned; by one of the partners, if a partnership; or by an officer, if a company or corporation.

License Number *

BUSINESS LICENSE NAME CHANGES

Do you want to Change the Licensed Business Name (replacing the current name on file)? **Name Changes** ☐ No

Do you want to Add an Assumed Name or DBA? **Adding Name/DBA** ☐ No

Do you want to Remove an existing Assumed Name or DBA? **Removing Name/DBA** ☐ No

OTHER

Other changes, not requiring approval - (mailing address, phone numbers, business emails and contacts tab) **General Changes that are approved** ☐ No

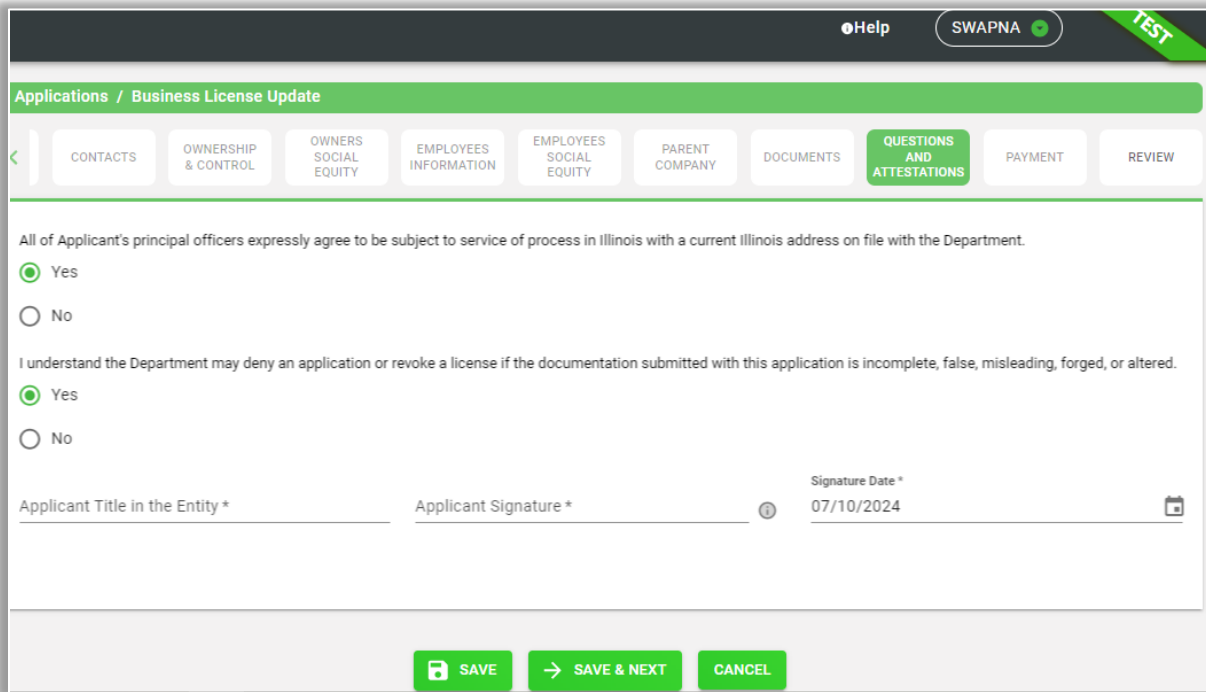
Would you like to upload any documents (not already covered in the previous questions)? **This will give you all the document categories to use as needed, they are all optional.** ☐ No

SAVE **CANCEL**

- Fill out the required form fields and update the account by changing the fields as needed and selecting **Save** or **Save and Next**.

SAVE **→ SAVE & NEXT** **CANCEL**

- In the **Attestations** section, the applicant must respond to all attestation statements.
- Make sure to fill in the Applicant title, Applicant Signature, and Signature Date.



Applications / Business License Update

CONTACTS OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS **QUESTIONS AND ATTESTATIONS** PAYMENT REVIEW

All of Applicant's principal officers expressly agree to be subject to service of process in Illinois with a current Illinois address on file with the Department.

☒ Yes ☐ No

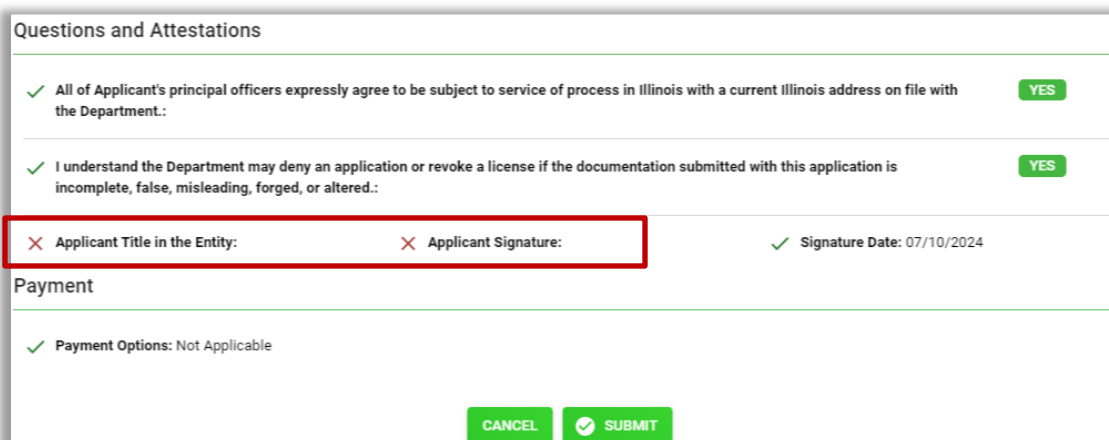
I understand the Department may deny an application or revoke a license if the documentation submitted with this application is incomplete, false, misleading, forged, or altered.

☒ Yes ☐ No

Applicant Title in the Entity * Applicant Signature * Signature Date * 07/10/2024

SAVE SAVE & NEXT CANCEL

- Click on **SAVE** to save this section's data and click on **SAVE & NEXT** to save and advance to the next tab, **REVIEW**.
- In the Review section, verify if all the required fields are completed for each section. Please review the fields in the application for accuracy and completeness.
- In case you come across any **red X marks**, please return to the relevant tab (by clicking on the tab up top or clicking on the Section Header) to address the incomplete item.



Questions and Attestations

✓ All of Applicant's principal officers expressly agree to be subject to service of process in Illinois with a current Illinois address on file with the Department.: YES

✓ I understand the Department may deny an application or revoke a license if the documentation submitted with this application is incomplete, false, misleading, forged, or altered.: YES

✗ Applicant Title in the Entity: ✗ Applicant Signature: ✓ Signature Date: 07/10/2024

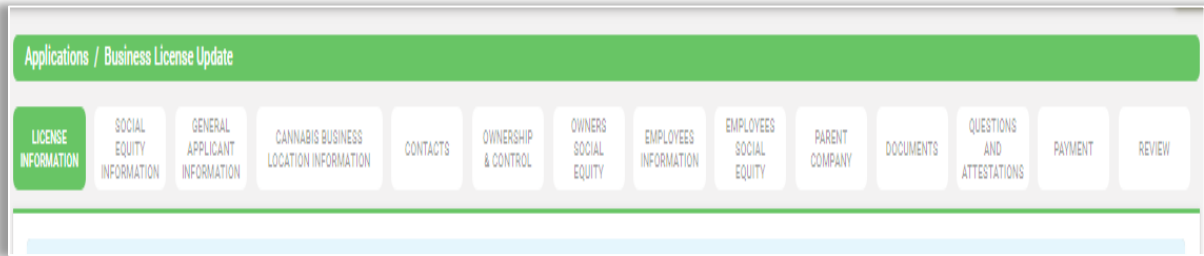
Payment

✓ Payment Options: Not Applicable

CANCEL SUBMIT

8.2 Completing the Application

- Once you've generated the application, please ensure you've provided all the necessary information. Each application comprises mandatory data fields, responses to questions, and document uploads.

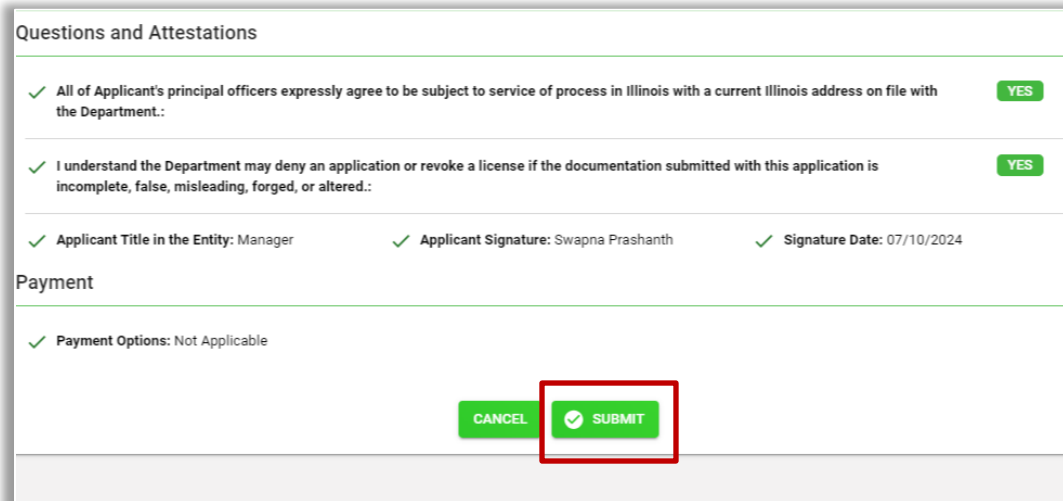


The screenshot shows a progress bar for 'Applications / Business License Update'. It contains 14 steps: LICENSE INFORMATION (highlighted in green), SOCIAL EQUITY INFORMATION, GENERAL APPLICANT INFORMATION, CANNABIS BUSINESS LOCATION INFORMATION, CONTACTS, OWNERSHIP & CONTROL, OWNERS SOCIAL EQUITY, EMPLOYEES INFORMATION, EMPLOYEES SOCIAL EQUITY, PARENT COMPANY, DOCUMENTS, QUESTIONS AND ATTESTATIONS, PAYMENT, and REVIEW.

- Feel free to save the application and revisit it at your convenience if you need additional time to complete the required sections.
- Once your application is submitted, it cannot be modified (unless the IDOA reviewer rejects it). Please make sure your application is final and complete before submitting.

8.3 Submitting the Application

- Click "**Submit**" once the application has been successfully reviewed.



The screenshot shows the 'Questions and Attestations' section. It includes three questions, each with a green checkmark and a 'YES' button:

- ✓ All of Applicant's principal officers expressly agree to be subject to service of process in Illinois with a current Illinois address on file with the Department.: YES
- ✓ I understand the Department may deny an application or revoke a license if the documentation submitted with this application is incomplete, false, misleading, forged, or altered.: YES
- ✓ Applicant Title in the Entity: Manager ✓ Applicant Signature: Swapna Prashanth ✓ Signature Date: 07/10/2024

Below these is the 'Payment' section with a green checkmark and the text 'Payment Options: Not Applicable'.

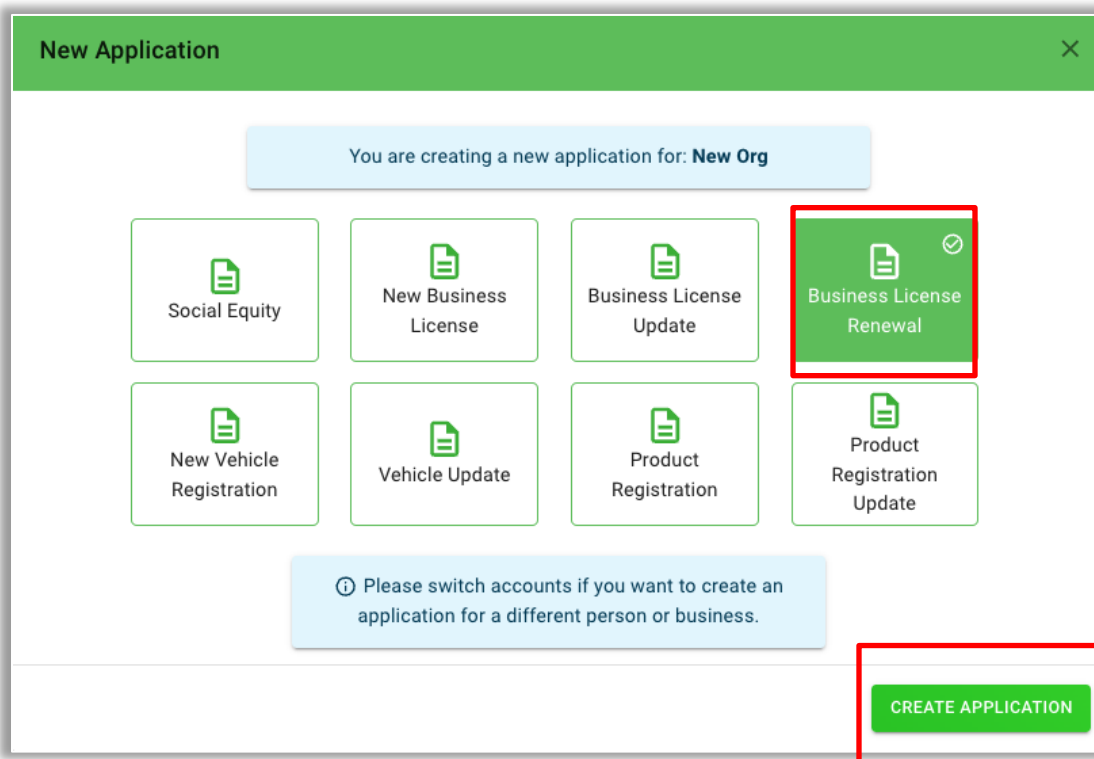
At the bottom, there are two buttons: 'CANCEL' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

- Once your application is submitted, it will be available for review by ILDOA.
- Please be sure to monitor your inbox for updates (such as submitted, rejected, resubmitted, denied) as your application is reviewed.


- If ILDOA finds any potential issues with your application, it may be rejected. You will receive an email notification when this occurs. Rejected applications must be corrected and resubmitted through NLS for further review.
- Continue through the tabs to complete your updated information. Ensure your information is accurate before submitting the application. Be sure to select **"Save"** before exiting to save any progress.

9. BUSINESS LICENSE RENEWAL

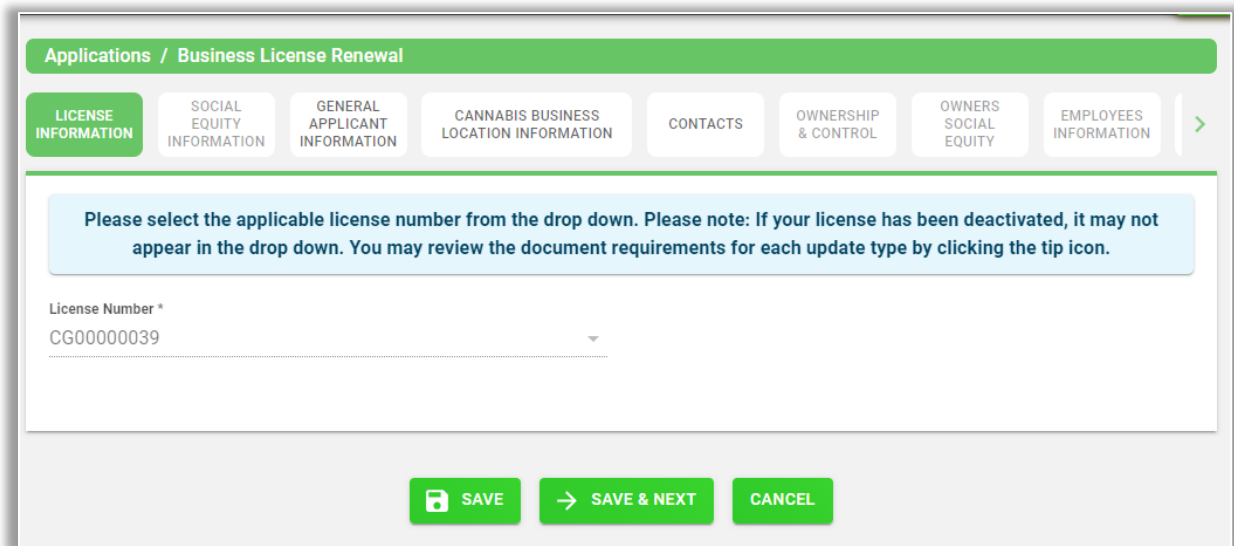
- Businesses may renew their license by selecting the **Business License Renewal option**.
- The Renewal application is to pay and request issuance of your new annual license; information cannot be changed at this time. If you have updates to your business license information, please use the Business License Update option. If you have any questions about this process, reach out to the agency for more guidance.
- To renew a Business License, Select **Business License Renewal** from the new application page. **Then**, click **Create Application** to start the application.



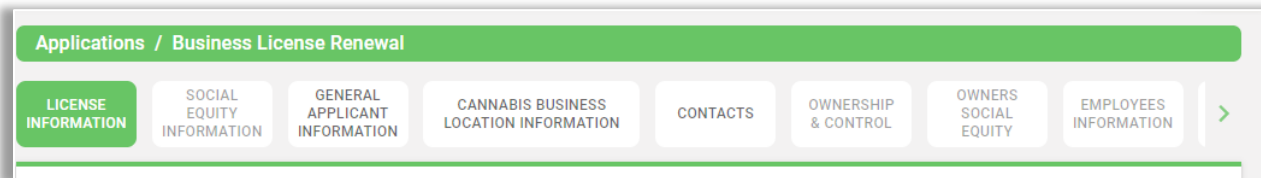
- Or you can renew by accessing your application via the License Dashboard by clicking on the green lines of the “actions” icon:

Licenses						
Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
✓ Approved						

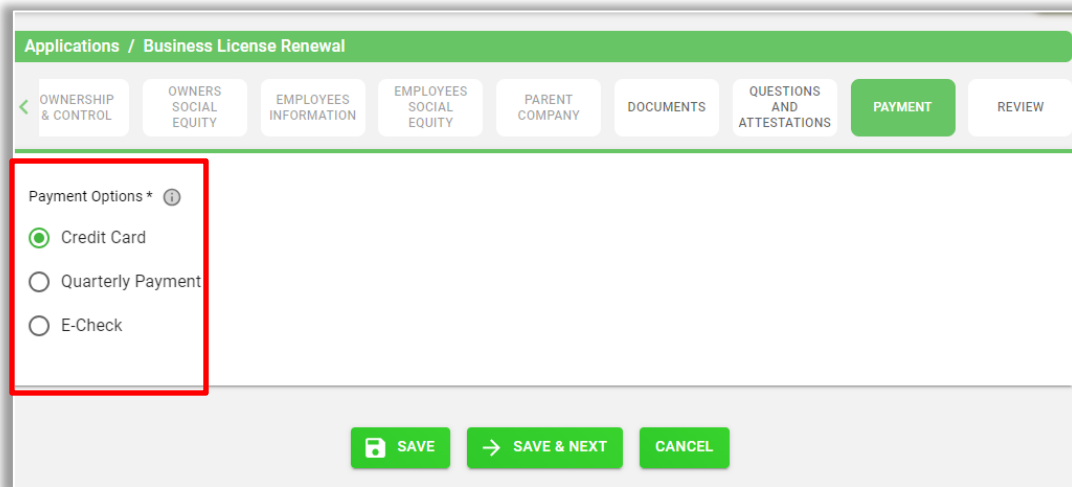
- This action will open a new window, as displayed below. Within this window, in the License Information Tab, choose an active **License Number** from the drop-down menu.



- Continue through the tabs to complete your updated information. Ensure your information is accurate before submitting the application. Be sure to select "Save" before exiting to save any progress.



- Some applications require the payment of fees on submissions, as detailed by the IL DOA rules and regulations. If applicable, users will be redirected to the State of Illinois Third-Party Payer system after submitting the application.
- Business License Renewal requires a payment.



Applications / Business License Renewal

OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS QUESTIONS AND ATTESTATIONS **PAYMENT** REVIEW

Payment Options * ⓘ

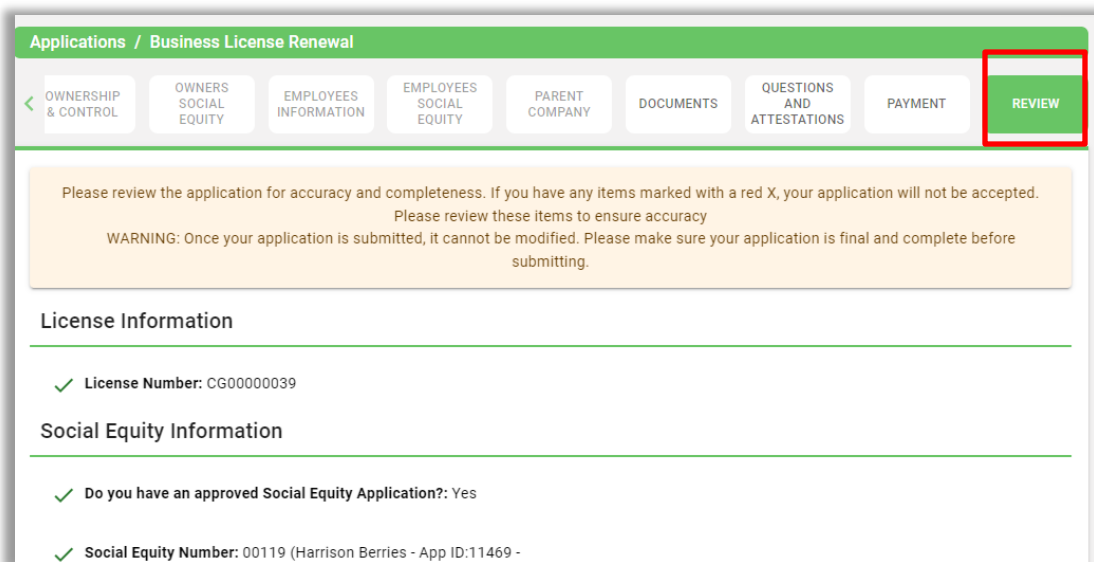
☒ Credit Card

☐ Quarterly Payment

☐ E-Check

SAVE SAVE & NEXT CANCEL

- Review your application carefully to ensure the information on file is accurate.



Applications / Business License Renewal

OWNERSHIP & CONTROL OWNERS SOCIAL EQUITY EMPLOYEES INFORMATION EMPLOYEES SOCIAL EQUITY PARENT COMPANY DOCUMENTS QUESTIONS AND ATTESTATIONS PAYMENT **REVIEW**

Please review the application for accuracy and completeness. If you have any items marked with a red X, your application will not be accepted.
Please review these items to ensure accuracy
WARNING: Once your application is submitted, it cannot be modified. Please make sure your application is final and complete before submitting.

License Information

✓ License Number: CG00000039

Social Equity Information

✓ Do you have an approved Social Equity Application?: Yes

✓ Social Equity Number: 00119 (Harrison Berries - App ID:11469 -

- 6 .In the Review section, verify if all the required fields are completed for each section. Please review the fields in the application for accuracy and completeness.
- 7 In case you come across any **red X marks**, please return to the relevant tab (by clicking on the tab up top or clicking on the Section Header) to address the incomplete item.

Questions and Attestations

✓ All of Applicant's principal officers expressly agree to be subject to service of process in Illinois with a current Illinois address on file with the Department.:

YES

✓ I understand the Department may deny an application or revoke a license if the documentation submitted with this application is incomplete, false, misleading, forged, or altered.:

YES

✓ Applicant Title in the Entity: coo

✓ Applicant Signature: swapna m

✗ Signature Date: 06/25/2024

Payment

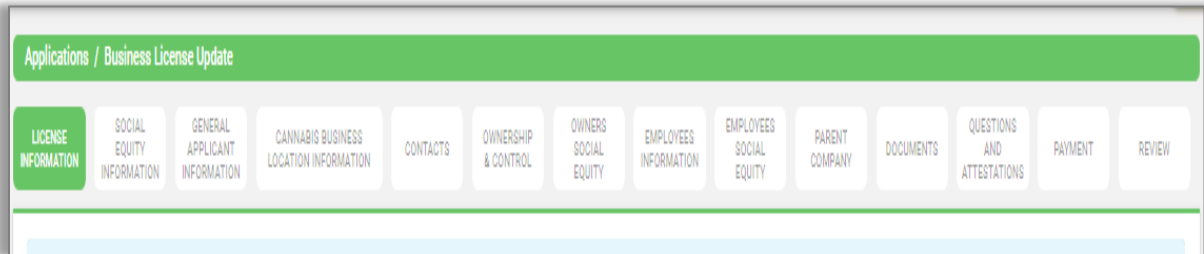
✓ Payment Options: Credit Card

CANCEL

✓ PAY & SUBMIT

9.1 Completing the Application

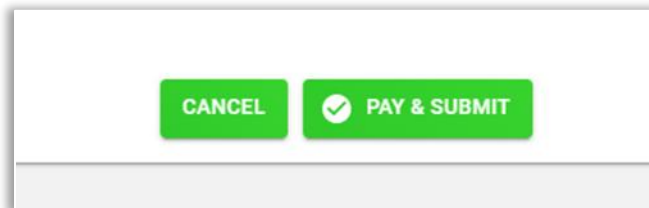
- Once you've generated the application, please ensure you've provided all the necessary information. Each application comprises mandatory data fields, responses to questions, and document uploads.



- Feel free to save the application and revisit it at your convenience if you need additional time to complete the required sections.
- Once your application is submitted, it cannot be modified (unless the IDOA reviewer rejects it). Please make sure your application is final and complete before submitting.

9.2 Submitting the Application

- Click "**Submit**" **once the application has been** successfully reviewed.



- Once your application is paid and submitted, it will be available for review by ILDOA.
- Please be sure to monitor your inbox for updates (such as submitted, rejected, resubmitted, denied) as your application is reviewed.
- If ILDOA finds any potential issues with your application, it may be rejected. You will receive an email notification when this occurs. Rejected applications must be corrected and resubmitted through NLS for further review.

10. SUPPORT

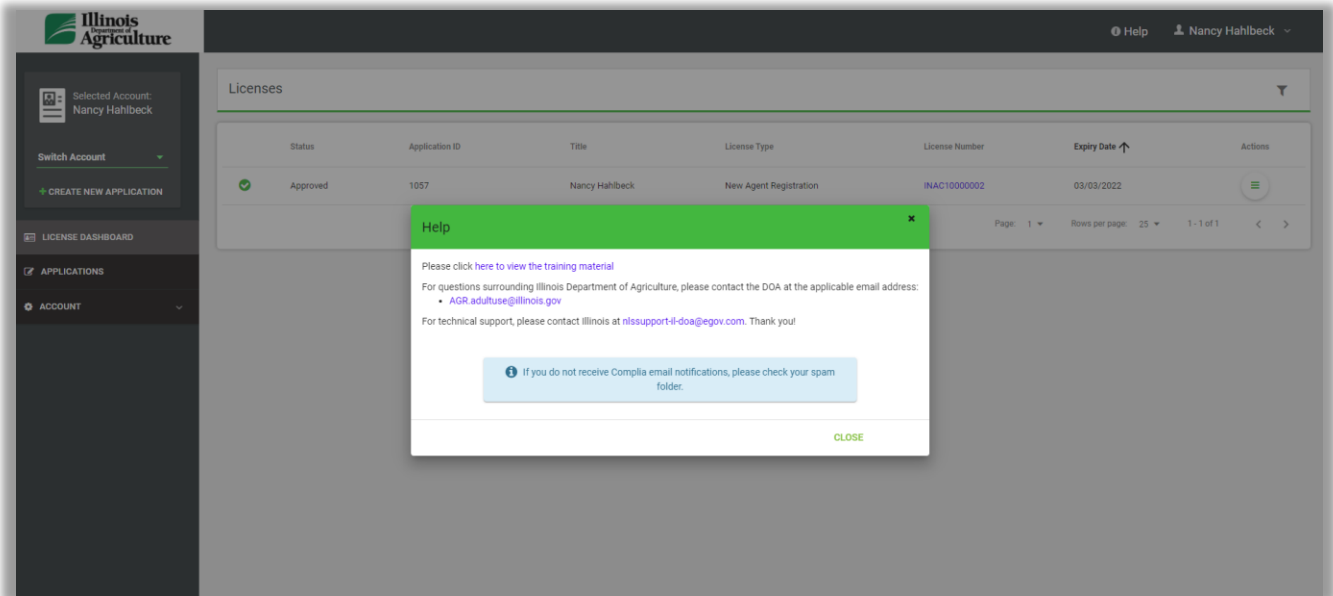
- For all non-technical questions, please get in touch with the Illinois Department of Agriculture.
- For questions regarding application requirements, acceptable documentation, the status of your application, rules, regulations, policy, or other program-specific questions, please contact the Illinois Department of Agriculture directly via email at agr.adultuse@illinois.gov

10.1 Technical Help

- If you have technical support questions or need assistance with logging in or using the portal properly, please contact us at nlssupport-il-doa@tylertech.com for help.
- Please provide your license number or application ID number, your name, and as many details as possible when contacting technical support. When you email support, a support ticket is automatically created with the details of your request.
- Technical support is not able to provide status updates on submitted applications. Please do not contact Technical Support to ask about the status of your application.

10.2 Help Screen and Online User Guides

Help information, contact numbers, emails, and this user guide can be found in the portal. Click on the Help button in the upper right of your screen.



The screenshot shows the 'Licensure' dashboard for user Nancy Hahlbeck. A 'Help' modal is open, displaying the following text:

Please click [here to view the training material](#)

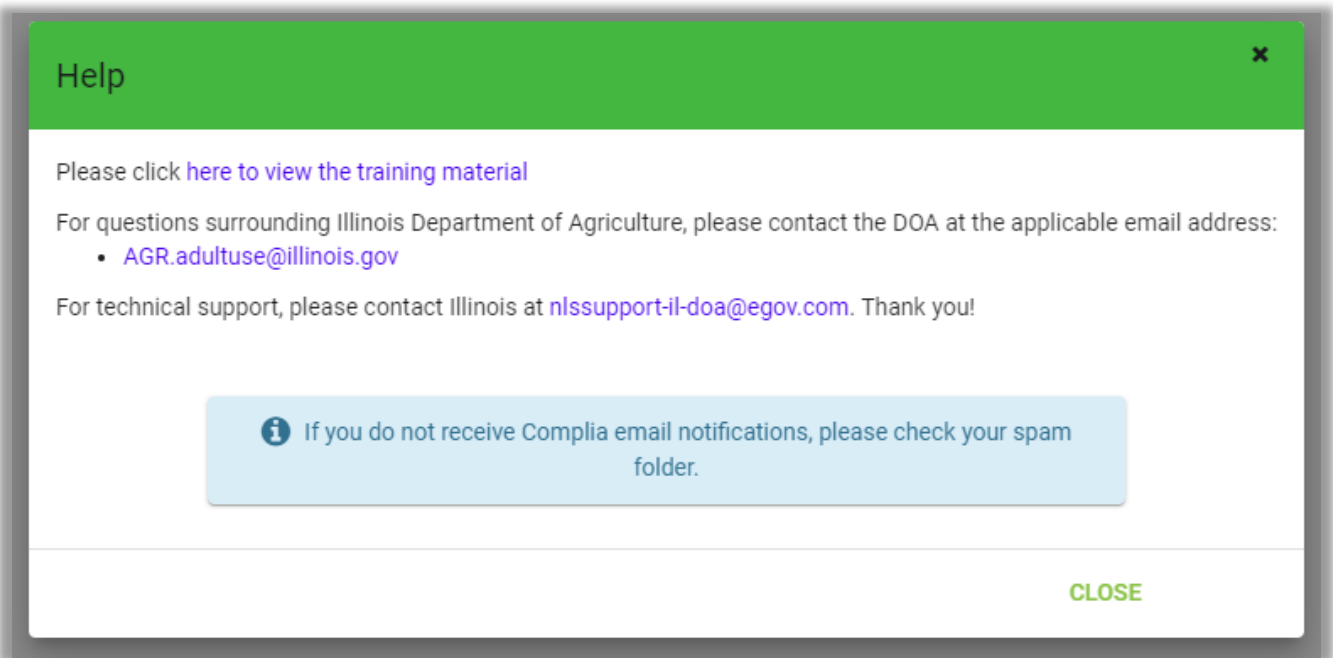
For questions surrounding Illinois Department of Agriculture, please contact the DOA at the applicable email address:

- AGR.adultuse@illinois.gov

For technical support, please contact Illinois at nlssupport-il-doa@egov.com. Thank you!

i If you do not receive Complia email notifications, please check your spam folder.

CLOSE



Help

Please click [here to view the training material](#)

For questions surrounding Illinois Department of Agriculture, please contact the DOA at the applicable email address:

- AGR.adultuse@illinois.gov

For technical support, please contact Illinois at nlssupport-il-doa@egov.com. Thank you!

i If you do not receive Complia email notifications, please check your spam folder.

CLOSE


11 USER TIPS & FAQ'S

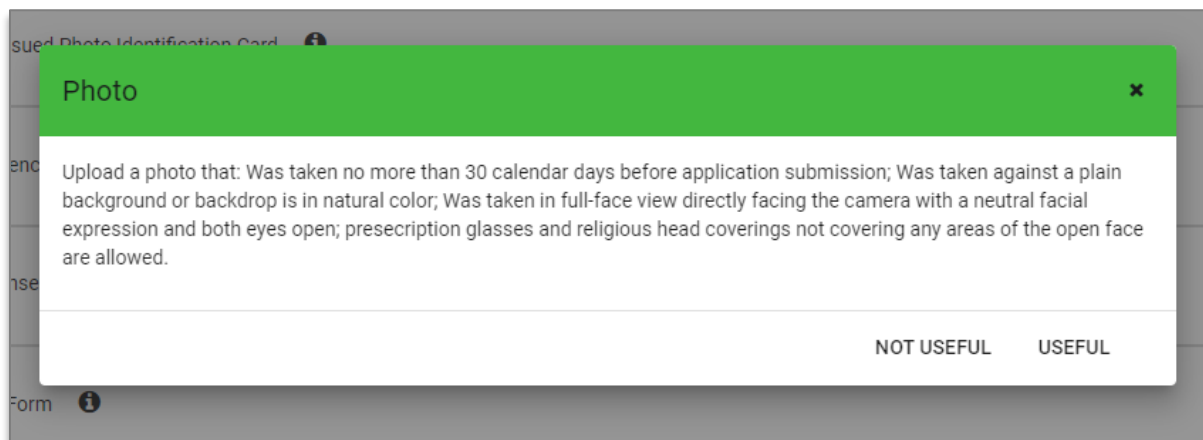
11.1 Legend of Icons in the System

These icons are described here:

	<i>Pro Tips</i>	<i>Useful Information</i>
	<i>Toggle Filter</i>	<i>Search Filters</i>
	<i>Actions</i>	<i>Actions shortcut on Specific Licenses</i>

i. Pro tips

- Pro Tips are found throughout the software, where additional information may be helpful. Some Pro Tips have hyperlinks to download documents.
- When you click on the  icon, a window will open. Here is a sample Pro Tip for a "Photo Upload":




ii. Filters

- The filter will sort the screen for viewing.

Licenses

Status: Approved, Deactivated, Expired Application Type:

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
✓ Approved	1057	Nancy Hahlbeck	New Agent Registration	INAC10000002	03/03/2022	


Page: 1 Rows per page: 25 1 - 1 of 1

iii. Actions

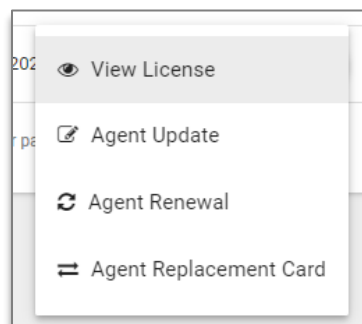
- The Actions button will provide shortcuts to actions on licenses. Each time the actions icon appears, the choices may be different. In this license dashboard, the actions available are to “view license” and license options.

Licenses

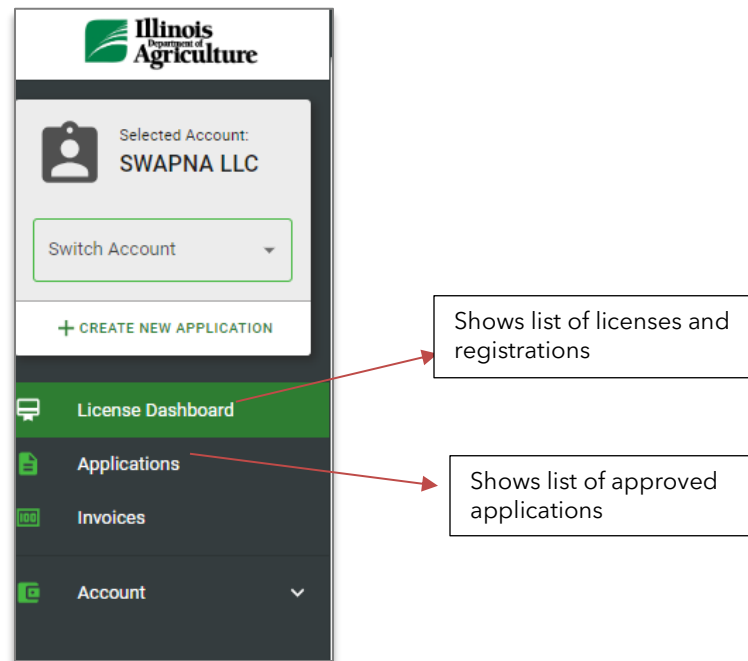
Status: Approved, Deactivated, Expired Application Type:

Status	Application ID	Title	License Type	License Number	Expiry Date ↑	Actions
✓ Approved	1057	Nancy Hahlbeck	New Agent Registration	INAC10000002	03/03/2022	

Page: 1 Rows per page: 25 1 - 1 of 1



11.2 License Dashboard and Application section explained



- License dashboard section only shows the approved applications such as New Business License, New Vehicle Registration, Product registration

Licenses PRINT DIGITAL CARD							
Status	Application ID ↑	Name	License Type	License Number	Expiry Date	Actions	
✓ Approved	8373	Swapna Berry changed Inc	New Business License	IN00000043	Jun 16, 2025	⋮	
⊘ Deactivated	8407	Swapna Berry Inc	New Vehicle Registration	VR000076	May 24, 2025	⋮	
✓ Approved	8486	Gummies	Product Registration	PR0005206	Not Applicable	⋮	
✓ Approved	11471	Swapna Berry test 1	New Business License	IN00000044	Jun 17, 2025	⋮	

- Social Equity and other Approved, Open, Processing, Paid, Submitted, Rejected and Denied Updates for New Business License, New Vehicle registration, Product Registration, Business License Update, Business License renewal, Vehicle Updates shows up in the Applications section.

Applications + CREATE NEW APPLICATION																																																					
<div> <div> <div>Selected Account: SWAPNA LLC</div> <div>Switch Account</div> <div>+ CREATE NEW APPLICATION</div> <div>License Dashboard</div> <div>Applications</div> <div>Invoices</div> <div>Account</div> </div> <div> <table> <tr> <th>Application ID</th><th>Title</th><th>Status</th><th>Application Type</th><th>Submitted Date</th><th>Actions</th></tr> <tr> <td>Not Applicable</td><td>Swapna Berry test 1</td><td>Open</td><td>Business License Update</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Not Applicable</td><td>Open</td><td>Social Equity</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Swapna Berry changed Inc</td><td>Open</td><td>Business License Update</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Swapna Berry Inc</td><td>Open</td><td>Vehicle Update</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Not Applicable</td><td>Open</td><td>New Business License</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Swapna Berry changed Inc</td><td>Open</td><td>Business License Update</td><td>Not Applicable</td><td></td></tr> <tr> <td>Not Applicable</td><td>Gummies</td><td>Open</td><td>Product Registration Update</td><td>Not Applicable</td><td></td></tr> </table> </div> </div>						Application ID	Title	Status	Application Type	Submitted Date	Actions	Not Applicable	Swapna Berry test 1	Open	Business License Update	Not Applicable		Not Applicable	Not Applicable	Open	Social Equity	Not Applicable		Not Applicable	Swapna Berry changed Inc	Open	Business License Update	Not Applicable		Not Applicable	Swapna Berry Inc	Open	Vehicle Update	Not Applicable		Not Applicable	Not Applicable	Open	New Business License	Not Applicable		Not Applicable	Swapna Berry changed Inc	Open	Business License Update	Not Applicable		Not Applicable	Gummies	Open	Product Registration Update	Not Applicable	
Application ID	Title	Status	Application Type	Submitted Date	Actions																																																
Not Applicable	Swapna Berry test 1	Open	Business License Update	Not Applicable																																																	
Not Applicable	Not Applicable	Open	Social Equity	Not Applicable																																																	
Not Applicable	Swapna Berry changed Inc	Open	Business License Update	Not Applicable																																																	
Not Applicable	Swapna Berry Inc	Open	Vehicle Update	Not Applicable																																																	
Not Applicable	Not Applicable	Open	New Business License	Not Applicable																																																	
Not Applicable	Swapna Berry changed Inc	Open	Business License Update	Not Applicable																																																	
Not Applicable	Gummies	Open	Product Registration Update	Not Applicable																																																	

11.3 FAQs -Frequently Asked Questions

- Please refer to the [Business FAQs](#) for any questions related to the New business applications.