

**Division of Cannabis Regulation**

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Originally Announced May 28, 2024

Revised/Redlined June 27, 2024

## Major Changes Coming Soon Online Licensing Portal Access & Product Registration Improvements

### Cannabis Businesses Will Receive Access to An Online Licensing Portal

In ~~June and~~ July 2024 cannabis business establishments licensed by the Illinois Department of Agriculture (“licensees”) will begin receiving access to an online licensing portal where details such as account users, email contacts, mailing addresses, and certain license information can be viewed and maintained. Additional functionality will be introduced in stages. Primary email contacts on file with the Department will have access to login and see their account-level details as well as license copies and associated organizational information. After gaining access to the portal, the most critical initial step for licensees is to review their details for accuracy and completeness. It is imperative that contact emails and account users be reviewed and updated immediately to ensure the most appropriate individuals have the access they need and so contacts will receive future communications that will be sent from the Department. Note that the online transition requires previously assigned license numbers (“legacy” license numbers) be updated. See the Department’s public list of licenses found [here](#) for details regarding cannabis business entities and their associated license numbers.

### Online Product Registrations & Updates Go Live in ~~July~~ **August** 2024 (Paper Product Registrations Will End)

The first major process to go live is online product registrations, slated for ~~July 16, 2024~~ **August 6, 2024**. At that time cultivation centers, craft growers, and infusers will have the ability to submit online product registration applications, upload all required documentation, and submit payment electronically. There will also be new functionality introduced to allow for product registration deactivations and *limited* product registration updates. Paper product registrations and paper checks will discontinue. The last day to mail a paper product registration application is ~~July 8, 2024~~ **August 2, 2024**. Registration requests postmarked after ~~July 8, 2024~~ **August 2, 2024**, will be rejected, and returned to the requestor. Paper registration applications received by mail and determined to be incomplete will be rejected and returned as well. This cutover plan is necessary so the Department can assess and process the final paper requests received in good order before preparing details to be added to the online portal.

### All Previously Registered Product Registrations Will Continue to Be Migrated Through ~~July &~~ **August**

Previously registered products, also known as “legacy” registrations, are still being migrated into the online portal. Details being migrated include the product name, product category, if the original registration indicated that product was infused (“Yes” or “No”), and the date the product was registered with the Department. Some of the data is nearly a decade old and will require careful review. Products registered through March 31, 2024, will have already been migrated by the time product registrations go live in July. A final data migration for legacy products ~~will take place after going live to capture products~~ registered April 1, 2024, ~~through July 15, 2024~~ and after using the paper process will take place after going live online.

### Cannabis Businesses Will Be Required to Clean Up & Deactivate Inactive Products

Licensees will need to review their product registration records as soon as they login to determine if any of the legacy products migrated into the portal are no longer being produced. Those inactive products will require immediate deactivation. Furthermore, the product registrations that remain active must have current labeling and packaging images

uploaded using the product registration update process. More details about the deactivation and update processes will be provided at a later date.

### Product Registration Updates Will Be Required to Use New Packaging and/or Labeling

Product registration updates have not been an available option previously. Beginning in July the Department will begin **requiring making** requests to update labeling and/or packaging **available** as a no-cost feature. Product name changes will not be allowed. Product ingredients originally indicated at registration cannot be changed. **Beginning in January 2025, when submitting** update requests **will be required in order to use new labeling and/or packaging for previously registered products.** New labeling and/or packaging cannot be utilized until your organization has received notice from the Department that the registration update has been completed. Product labeling and packaging is required at time of registration, and beginning in ~~July 2024~~ **January 2025** any new packaging or labeling intended for use will require a product registration update. Packaging uploads should include images of the vessel/package that holds the product and all images that will be visible on the packaging made available for sale. Label uploads should include images of identifying labels, the content list, concentrating/extracting details (if applicable), and all required warnings.

### Incomplete Product Registrations Will Be Deactivated Effective January 2025

Effective January 1, 2025, all products listed for your organization in the online portal as having been registered with the Department must be accompanied with required uploads present or they will risk being deemed incomplete and deactivated. This includes all current packaging and labeling for a given product. Any products found without the required labeling and packaging images uploaded to the portal will be found non-compliant beginning January 2025. Once deactivated, licensees will be required to re-register the product online which will require a \$100 fee per product. Deactivated products cannot be manifested which can cause major business disruptions. It is in your best interest to start preparing now.

### What Steps Should Cannabis Business Establishments Take to Prepare for The Online Transition?

- ☑ Prepare a list of active products so your organization is ready to compare it with the list that will be available in the portal. You will need to be prepared to deactivate anything that is no longer being produced once your organization has established access in July.
- ☑ From the list of active products that you prepared, identify the latest labeling and packaging used for each product to determine if the labeling and packaging images were provided at time of initial registration. If they have not been previously provided to the Department, prepare to provide those images by utilizing the product registration update process starting in ~~July~~ **August**.
- ☑ After gaining access to the portal, review your details for accuracy and completeness. Contact emails and account users require serious consideration to ensure the most appropriate individuals have the access they need and so contacts will receive future communications that may be sent from the Department.
- ☑ Understand that if the steps identified in this communication are not fulfilled before January 2025, your organization may have incomplete product registrations deactivated and/or may be found non-compliant.
- ☑ Continue monitoring your email and visit the Division of Cannabis Regulation's [What's Coming Next](#) page to subscribe for more updates from the Department which might include details about new services or training opportunities to help you navigate the new environment.

Questions should be directed to [AGR.CannabisProdRegs@illinois.gov](mailto:AGR.CannabisProdRegs@illinois.gov).



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**Illinois Department of Agriculture**

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