Step By Step Instruction Guide for Completing the Hemp Grower License Application. Notes for instruction/direction are included in the following pages in red.
This is the landing page for the new hemp licensing software. For new applicants, click “Register as a new user” on the home page. For renewals, click “Forgot your password?” since we have already set an account up for you.
The items with a red asterisk (indicated by a red arrow) are required. Click on the “Register” button after providing the information. An email will be sent to you to complete the registration process.
After you login, the licensing home page will appear as seen here. To begin a new application, click on either of the Apply links highlighted in the red circles to begin the application.
Welcome to the GDA Hemp Program application system.

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

Please contact the [Georgia Department of Agriculture](#) with any questions.

If you are renewing a license, your home-page will have a notification in the top right of the screen highlighted by the red box. Click on the “License Renewal Due” link to access the renewal application. Once in the renewal application, please review all the tabs and associated information prior to submitting the renewal. You can make changes to the renewal application such as adding/removing key participants, adding/removing grow sites, adding/removing storage sites, etc. to the application if needed. Be sure to review all attachments included in the renewal application. If an attachment is outdated or incorrect, please remove it and upload the proper attachment. You can use the rest of this application guide to assist you.
You can use the tabs highlighted in the red box at the top of the application to open various pages of the application. You can also save the application at any point by clicking on the Save Draft tab highlighted by the red box at the top right of the screen.
The first step on the application page is to select if you are applying as a company or an individual. The information you fill out on this page will be based on the type of applicant you select.
As you can see in the box highlighted red, Individual is selected as the applicant type.
As you can see in the box highlighted red, Company has been selected as the application type. After selecting company in this field, some additional boxes will appear that will capture information regarding the company such as Legal Mailing Address, Physical Address, EIN number, and Primary Business Contact Name.
If applying as a company, you will be required to enter the Company EIN number and a Primary Business Contact Name.
Once you have completed the Application Information, click on either of the License Type links in the upper or lower right-hand side of the screen highlighted here by the two red boxes to proceed to the next section.
On this screen, you will declare what type of license you are applying for. You can not check that you are applying as both a Grower and a Processor. You will also need to check all the intention boxes that apply to your situation. If you are intending to apply as a Grower and a Processor, you will have to submit separate applications for this. When you have finished selecting the appropriate boxes, please select the Key Participants link in the upper right or lower right portion of the screen.
On this screen, you will enter the key participants associated with the license.

A key participant is a sole proprietor, a partner in a partnership, or a person with executive managerial control in a corporation such as a president, CEO, CFO, etc. This term does not include nonexecutive managers, such as farm, field, or shift managers.

To add a key participant, click on the “+Add Key Participant” link. At least one key participant must be listed. When finished, click on the link for “Directory”.

Please contact the Georgia Department of Agriculture with any questions.
After clicking on the + Key Participants link, the box to the left will appear. Fill out this box for each key participant and click on the Save button. If you have multiple key participants, you will have to click on + Add Key Participant for each one and fill out the appropriate information.
Once you have entered and saved the key participant, a green bar at the top of the screen will be visible and the system will take you back to the Key Participants Screen where you can enter additional key participants. Once finished uploading Key Participants, click either of the Directory Links highlighted by the red circle on the right-hand side of the page.
On this screen, you have the option of choosing to be included in a Georgia Department of Agriculture directory that may be published on our website. If you would like for your license contact information to be shared on the Georgia Department of Agriculture website, select Option 1 Not Confidential and complete the appropriate boxes or if you would prefer your information remain confidential, select Option 2 Confidential. Once finished, click on the Sites link at the top or bottom on the right-hand side of the screen highlighted here by the red circle to continue.
Once on the sites page, please read over the information provided and check the attestation boxes highlighted by the red box. To add a grow site, click on the + Add Site link highlighted by the red circle below.
After clicking the “+ Add Sites” link, the box to the left will appear that must be completed for the grow site.
First, you will need to select the Site Purpose from the drop-down box. Since this is a grower application, the Site Purpose can be either a Grow Site (where plants will be grown) or a Storage Site (where hemp will be stored, handled, or dried).
Next, you will need to select the Site Activity. The two options are a “Field” grow site or a “Covered Growing Facility” grow site. A “Covered Growing Facility” is a greenhouse, building or other structure identified by a licensee as a grow site and not used for residential purposes.
Next, you will need to select if you own or lease the grow site highlighted by the red circle. You will also need to provide a legal description for the grow site. You will need to choose how you would like to provide the legal description indicated by the highlighted red box. You can choose to upload the legal description as an attachment or enter the legal description manually by typing the description in the box provided.
In this screenshot, the applicant chose Enter Text from the drop-down box highlighted by the red circle for the Legal Description. To the right of the drop-down box is a box, highlighted by the red box, designated for entering the text of the legal description. You will need to type the legal description text in this box.
In this screenshot the applicant chose Attach File from the drop-down box highlighted in red. You will need to upload the attachment on the Attachments tab.
The next step is to enter the GPS coordinates and address for the site. You can either manually enter the coordinates and address or use a new feature that may make the process easier. If you are entering the GPS coordinates in manually, they must be in decimal degree format with 6 decimal places included. In this new system, you have the ability to use the map to zoom into your exact location and click on the exact point where you would like for the GPS coordinates and address to be recorded. As you scroll over the map, a message will appear "Use ctrl + scroll to zoom the map" as you can see in the image to the left. In order to zoom you will need to place your pointer arrow over the image. You will then need to click and hold the control button on your keyboard while at the same time use the scroll wheel on your computer mouse to zoom in or zoom out. As you will see in the next slide, it allows you to zoom in really close on your property.
In this image, the user zoomed in on the map using the control key + the scroll wheel on the mouse to zoom in on the exact location of the grow site. Once zoomed in, the user clicked on the image using the left mouse button to select the front door of the covered growing facility. Once the user clicked on the image, the GPS coordinates (latitude and longitude) and location address were populated automatically in the site address below the aerial photo indicated by the highlighted red box. Please make sure to check the address is correct. You also have the option to manually enter the GPS coordinates and Site Address if you desire. Please note GPS coordinates must be in Decimal Degree format with six decimal places.
Applicants are required to provide an aerial map or photograph that clearly shows the boundary of each site.

To assist applicants this optional tool can be used to help you create an aerial map or photograph if you do not already have one.

If using the tool click the link “Create Annotated Aerial Image” and follow the instructions. You will then save and upload the PDF as an attachment later in the “Attachments” section.

The next page will detail how to use this tool.
**Step 1:** Locate your site locations.

Enter an address as a starting point.

Use your mouse to zoom in and pan (click and drag)

**Step 2:** Draw the outline of your sites.

Click the “Draw” tool.
Continued Step 2: Draw the outline of your sites.

Choose the “Polygon” and pick a color (optional)

Next, begin drawing the polygon to outline your site. With your mouse a single click sets a corner. Continue to make corner to make your outline. Double-click to complete.
Continued Step 2:
Draw the outline of your sites.

Add a label to your drawn outline by clicking the “Text” icon. Type in your desired text.

Click on the map to place the text.

If you need to start over you can clear the text and polygon.
Step 3: Save your map as a PDF

After drawing and labeling your site(s) click the “Print” icon to save a PDF. Enter a title and click “Print”.

Lastly click to open and save your PDF. Return to your application to attach.

*IMPORTANT – your site(s) must be centered in the map. If your PDF is cutting off your sites, try resizing your browser window and pan the map (click and hold with mouse) to ensure your site is centered.
You will need to enter the size of the grow site in the box highlighted with the red circle. Because “Covered Growing Facility” was chosen in the drop-down box for Site Activity, you will need to enter the Square Footage of the Covered Growing Facility grow site. If “Field” had been chosen in the drop-down box for Site Activity, you would enter the acreage for the Field grow site. After entering the size of the grow site, click the save button at the bottom of the screen.
Once you have entered and saved the grow site, a green bar at the top of the screen will be visible and the system will take you back to the Sites Screen where you can enter additional grow sites. Once finished uploading your grow sites, click either of the Attachments Links on the right-hand side of the page.
The Attachments tab is for uploading required documents associated with your application. The box to the left highlighted by the red box provides a status of uploaded documents required for the application. A check mark indicates the appropriate document has been uploaded. An exclamation point indicates the document has yet to be uploaded. You can not submit the application until all required documents are uploaded.

<table>
<thead>
<tr>
<th>Required Submittal Documents</th>
<th>Grower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Existence</td>
<td>✔</td>
</tr>
<tr>
<td>Legal Description</td>
<td>✔</td>
</tr>
<tr>
<td>Annotated Aerial Map</td>
<td>✔</td>
</tr>
<tr>
<td>Surety Bond</td>
<td>✔</td>
</tr>
<tr>
<td>Copy of Legal Identification</td>
<td>✔</td>
</tr>
<tr>
<td>Notarised Citizenship Affidavit</td>
<td>✔</td>
</tr>
</tbody>
</table>

A check mark indicates the appropriate document has been uploaded. An exclamation point indicates the document has yet to be uploaded. You can not submit the application until all required documents are uploaded.
In the box highlighted red, a link is provided to assist in creating the proper Notarized Citizen Affidavit. If you click on the link, you will be directed to a new page where you can print off the form. You will need to fill out the form and have it notarized. Once completed, you can then upload the file into this licensing program.
To upload a file for the appropriate required documents, you would first click on Choose Files. This will prompt a file box to appear where you can select files from your computer. Find the appropriate file and select. Once you have selected the appropriate file, click the upload button. In this screenshot, the user has already uploaded the file. The last step is to select the Description of the file from the drop-down box highlighted by the red circle. Choose the appropriate description.

Once completed, click on the Affirmations link on the right side of the page highlighted by the red circle.
The last tab is the Affirmation tab. Please read through the information and select the check boxes at the end.
The check boxes for the affirmations are highlighted by the red box. Once completed, click on the Submit Link highlighted by the circle on the right side of the page.
Once on the Submit screen, please review the information provided. After reviewing, click on the Submit Application button at the bottom right side of the page highlighted by the red circle.
Once you have clicked on the Submit Application button, a green bar will appear at the top of the page if the application has been submitted correctly. You will receive an email with confirming the application was submitted. The email will also provide further information and instructions on providing Background Checks for the Key Participants.
After submitting your application, if program staff find errors/details on the application that need correcting, program staff will push back the application for you to review and make corrections. You will receive an email similar to the screenshot seen here. Click the link in the email to return to your application to make corrections.
Once you click on the link provided in the email, you will return to your application. In the screenshot provided, the Key Participants, Sites, and Attachments tabs are highlighted. This means there is something in these sections that needs to be reviewed/corrected. Click on each tab to go to that section.
In this screenshot, the applicant selected the Sites tab to review the issue noted by program staff. As you can see the Field 1 site is highlighted. This means program staff have noted an issue with this site. Click on View/Edit highlighted by the red circle below to view the site and make changes.
In this screenshot, the applicant clicked on the View/Edit of the Field Grow Site that was highlighted in the previous screen. On this page, there is a red Review Link beside the Site Address which means program staff have noted there is an issue with the site address. Click on Review which is highlighted by the red circle.
In this screenshot, the applicant clicked on the Review Link in the previous site screen. The comment box to the left appears in which program staff have noted the issue with the site. The issue at hand is the applicant indicated on the application the site was a field grow site, but the address/GPS coordinates listed is for a residential house. The applicant must clarify/correct the location of the grow site.
Once changes have been made to the site to correct the address and GPS coordinates, click Save at the bottom of the screen highlighted by the red circle. Once all corrections have been made to each highlighted tab, go to the Submit tab and submit the application for re-review.
The final step of your application is to make payment. You will only be able to do this after your application has been fully cleared (including approved background checks).

Confirm the fee is correct and proceed with “Submit Application”
Choose your payment method then enter your billing and payment info on the next screen. Double-check your fee total amount.

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