



ACCELERATE MINNESOTA

Minnesota Social Equity Verification Request Instructions

Thank you for your interest in joining Accelerate Minnesota. Please complete the following steps to submit your Social Equity Verification request with the MN Office of Cannabis Management by **July 10 at 11:59pm CT**.

Please email contact@accelerateminnnesota.com, or text/call (651) 333-5486 (24/7) for specific questions. Ask for Kaitlin, she can (a) answer questions, (b) create accounts, or (c) enter information for individuals.

1. Copy/Paste the following URL into your browser: <https://aca-prod.accela.com/MDH/Default.aspx>
2. Select "Create an Account" below the Sign-In box.
3. Complete "**Login Information (Step 1 of 2)**"
 - a. Create a username
 - b. Enter your email address
 - c. Create a password
 - d. Re-type your password
 - e. Select a security question
 - f. Type your answer to the security question
 - g. Check "I have read, understand, and agree to the Terms of Service."
 - h. Click Continue
4. Complete "**Individual Contact Details (Step 2 of 2)**"
 - a. Enter Legal First Name & Last Name
 - b. Enter Address Line 1, City, State & Zip
 - c. Enter Email
 - d. Click Submit

Sign In

USERNAME OR EMAIL: *

PASSWORD: *

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

After you've submitted, you should see the following message:



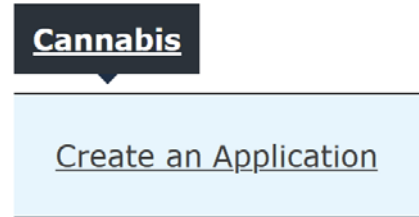
Your account is successfully registered.

5. **IMPORTANT:** Check your internet browser settings and make sure your settings either allow pop-ups or pop-ups specifically from <https://aca-prod.accela.com> before moving on to the next step.



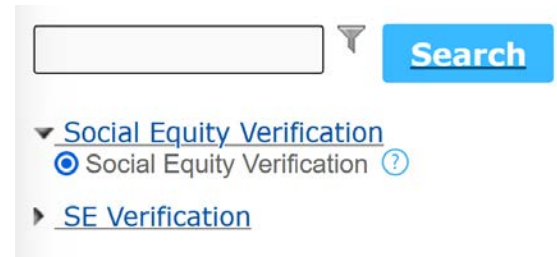
6. Click “Login” in the upper right-hand corner of the home page.
7. Enter your username and password.
 - a. Note: From this point forward, if you’d like to follow along with a video, OCM has provided one here: <https://www.youtube.com/watch?v=PGKuPmIRsSY>. If you do this, please read our notes under Step 11.

8. Once logged in, click “Create an Application” at the top of the screen, which is flagged with ‘Cannabis’



9. Read the General Disclaimer, and then check “I have read and accepted the above terms.”
10. Click “Continue Application”.

11. Select a Record Type.
 - a. There will be 2 Record Types shown: “Social Equity Verification” & “SE Verification”. We have tested out both record types multiple times and have seen identical processes, but to ensure your verification request goes through, we would recommend following this guide through Step 19 for both types (i.e., do it for 1. “Social Equity Verification”, then again for 2. “SE Verification”)



- b. If you do not see any records listed (“No records found.”), try logging out and back in again, then go back to Step 8.

12. After selecting a Record Type, click “Continue Application”.

13. You should now see “**Step 1: Contact Information > Social Equity Applicant**”. Under “Applicant”, click “Select from Account”.

Applicant


You only need to submit one time per applicant.

Select from Account

Add New



14. Once you've clicked on "Select from Account" a window will pop up with your previously entered contact information. At the bottom of this window, you will see a field to enter your date of birth. Enter your "Birth Date" and click "Continue."
15. The popup window from the previous step should disappear and you will see the following message at the top of the screen:

 **Contact added successfully.**
16. Below the "**Social Equity Defined**" section, you should see "**SOCIAL EQUITY ACKNOWLEDGEMENT**". Check "I am interested in being verified as a social equity applicant. I acknowledge that being verified as a social equity applicant does not guarantee a license."
17. Under "**CANNABIS LICENSE TYPE**", select "Cannabis Microbusiness License" from the drop-down menu.
18. Click "Continue Application".
19. You should now see "**Step 2: Review**" at the top of the screen. Review your Name, Birth Date, Address, Email Address, and license type.
20. If everything is correct, select "Continue Application" to submit your verification request. You must complete this by **11:59 pm CT on July 10** or the portal will close.

IMPORTANT: Next you will receive a follow-up email from Creative Services Inc. (CSI) within 1 business day. The email from CSI will include a personalized link to a different portal for you to complete the social equity verification process. If you do not receive an email from CSI within 1 business day, check your spam folder. If you still don't see it, contact Support.OCM@state.mn.us immediately.

Once you receive communication from CSI, follow the link in the email to complete the Social Equity Verification process. This final step of the process will involve entering your personal information (including your SSN), reviewing and signing important forms, such as a background check release form, and uploading proof of eligibility, such as a DD214. The OCM has created a video to walk you through the CSI portal process (<https://www.youtube.com/watch?v=6U3XGfn4lw>) as well as a written guide, located here: https://mn.gov/ocm/assets/Submission%20of%20Supporting%20Materials%20for%20Social%20Equity%20Verification_tcm1202-628658.pdf.

While you are waiting for your emailed link from CSI, if you'd like to review the forms you will be expected to digitally sign through the CSI portal, please send a request to contact@accelerateminnnesota.com for copies.

Please reach out to contact@accelerateminnnesota.com or (651) 333-5486 if you have any questions.