

Apply for a License

in the CalCannabis Licensing System

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Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act. Cannabis-related activity is subject to federal prosecution, regardless of the protections provided by state law.

Overview of the License Application Process

In this document, we'll explore how to apply for a cannabis cultivation license. After you create an account on the CalCannabis Licensing System and log in, you can start the application process, shown below, for a cultivation license.

Here are some of the decisions you will make and information you must provide:

- Choose Adult-Use, Medicinal, or Temporary for the Application Type.
- Choose the cultivation License Type, which is based on the scale of your site and your cultivation method.
- Select a business structure and report other financial interests.
- Provide contact information for people in the required roles:
 - Designated Responsible Party (DRP)
 - Agent for Service of Process
 - Owner(s)
- Provide information about your premises, including water sources, power sources, and the local jurisdiction that you are authorized to cultivate cannabis with in your city or county.
- Identify and upload required documents.
- Electronically sign the application.
- Use your CalCannabis account to review and monitor the progress of your application.
- Each owner fills out and submits an **Owner Application**. If your business has more than one owner, all of the owners will receive an e-mail to log into their account, complete, and submit an **Owner Application**. If an owner doesn't already have a registered account, they'll also receive an e-mail with instructions to create an account and sign into the CalCannabis Licensing System.
- Your Designated Responsible Party must complete and sign the **Declarations and Final Affidavit** application.

- Pay the **application fee**; either online or in person in Sacramento (an appointment is required for in-person payments).
- Wait for the CalCannabis Licensing staff to review and approve your application.
- If approved, pay the **license fee** (an appointment is required for in-person payments).
- The CDFA CalCannabis Licensing Division issues your cultivation license.
- Access and print your cultivation license from your CalCannabis account.

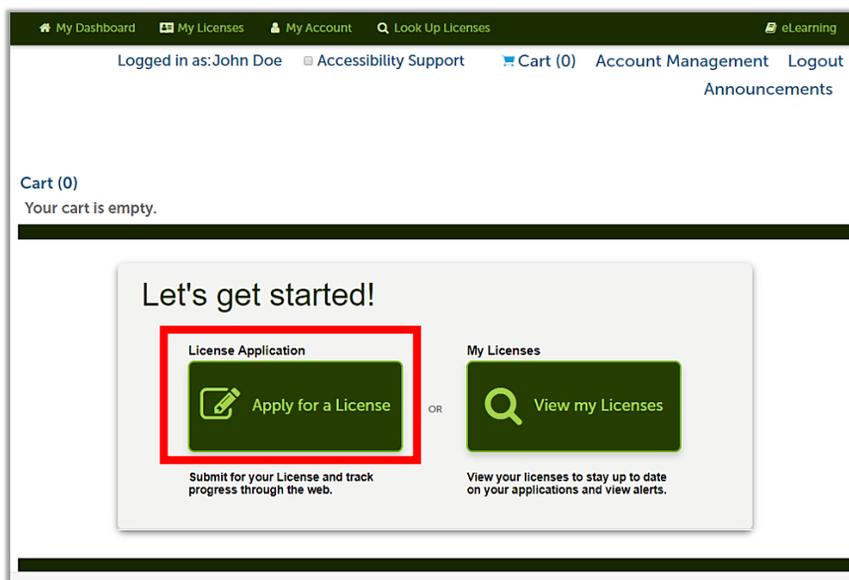
Technical Notes:

- While using the CalCannabis Licensing System website, disable any pop-up blockers on your browser. The system uses pop-up dialogs extensively.
- To avoid losing work, do not use the Backspace key, the Back button on your browser, or the Refresh function.

Use your keyboard's Tab key to move between fields on a page. However, Tab will jump to other objects on the screen, such as Help icons and calendar functions.

Begin Application

After logging on with your **Username** and **Password**, the **My Dashboard** page displays. Click the **Apply for a License** button to start your application.



For more information, please visit:

cannabis.cdfa.ca.gov

General Terms

Check the box to accept the terms of use for the website.

Click **Continue Application**.

Online License Application

Welcome to the CalCannabis Licensing System. Using this system you can submit information, pay fees and track the status of your application all from the convenience of your home or office, 24 hours a day.

- To ensure your work is saved, we recommend you use the "Save and Resume Later" button often. You will have the option to return to where you left off.
- Please "Allow Pop-ups from This Site" before proceeding. To enable Pop-ups, access the settings or the options feature for your specific browser.
- During the application process, do not use your back button or back arrow or your work will not be saved.

You must accept the General Disclaimer below before beginning your application.

to constitute legal advice by the Department or any of its agencies, officers, employees, agents, or representatives.

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Communications via Web Site
Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Department or

I have read and accepted the above terms.

Continue Application

Application Type

Next, select the type of application: **Adult-Use, Medicinal or Temporary**.

Note: If you choose **Temporary**, the next question will be whether your Application Type will be Adult-Use or Medicinal. **Temporary** licenses are valid for 120 days, with possible 90-day extensions if you have submitted your annual license application. They do not require a fee and have fewer initial documentation requirements, but you must already have authorization from your local jurisdiction, either City or County, to cultivate cannabis commercially.

Select an Application Type

Select the application type that you are applying for. You may only select one application type for a single premises per application.

Adult-Use:
Select this option if your business is applying for a state license for cannabis intended for use by adults 21 years of age and over and who do not possess a physician's recommendation.

Medicinal:
Select this option if your business is applying for a state license for commercial cannabis activity involving medicinal cannabis. Medicinal cannabis refers to cannabis intended to be sold for use pursuant to the Compassionate Use Act of 1996 (Proposition 215) by a medicinal cannabis patient in California who possesses a physician's recommendation.

Temporary:
Temporary Licenses will be issued until January 1, 2019. A temporary license shall be valid for a period of 120 days. They may be extended for additional 90-day periods, at the discretion of the licensing authority and if the applicant has submitted a complete application for licensure.

Adult-Use Cannabis Cultivation Application

Medicinal Cannabis Cultivation Application

Temporary Cannabis Cultivation Application

Continue Application (Not Saved)

Click the **Continue Application (Not Saved)** button (there will be a chance to save your work soon).

Note: For the remainder of this document, we'll focus on the full annual license application, with all of its requirements for entering information, uploading documents, and paying fees.

License Type

Make your selection from the **License Type** dropdown list. Each of these types has a different set of requirements and parameters.

Adult-Use Cannabis Cultivation Application

1 License Information 2 Business/People 3 Location 4 Local Authorization 5 Attachments

Step 1: License Information > License Type

Select a license type from the drop down list that describes the cultivation site.
Cultivation license types include:

- Specialty Cottage Outdoor, Specialty Cottage Indoor, Specialty Cottage Mixed-Light Tier 1 and 2
- Specialty Outdoor, Specialty Indoor, Specialty Mixed-Light Tier 1 and 2
- Small Outdoor, Small Indoor, Small Mixed-Light Tier 1 and 2
- Medium Outdoor, Medium Indoor, Medium Mixed-Light Tier 1 and 2
- Nursery
- Processor

* indicates a required field.

License Type

LICENSE TYPE

*License Type:

*Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code?: Yes No

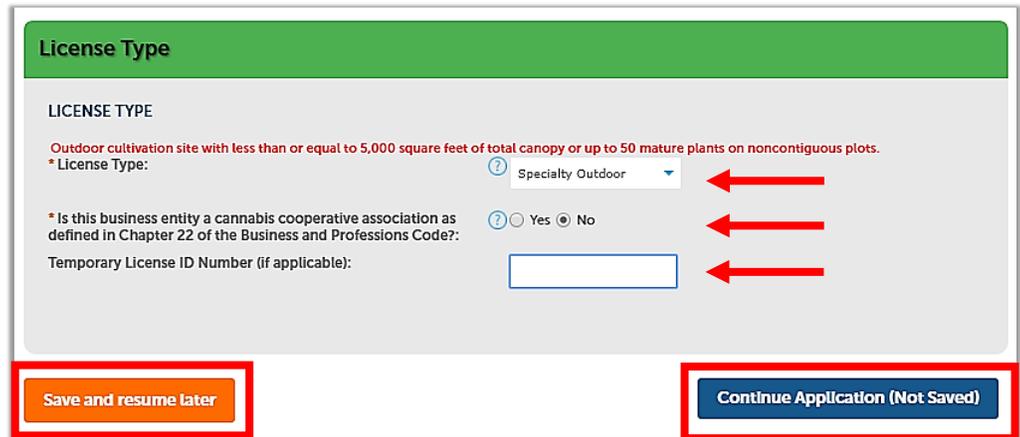
Temporary License ID Number (if applicable):

Save and resume later
Continue Application (Not Saved)

There are 18 types of license that you can apply for, which are listed below. These types combine the size of your site and the cultivation method.

Specialty Cottage Outdoor	Specialty Cottage Indoor	Specialty Cottage Mixed-Light Tier 1 Specialty Cottage Mixed-Light Tier 2
Specialty Outdoor	Specialty Indoor	Specialty Mixed-Light Tier 1 Specialty Mixed-Light Tier 2
Small Outdoor	Small Indoor	Small Mixed-Light Tier 1 Small Mixed-Light Tier 2
Medium Outdoor	Medium Indoor	Medium Mixed-Light Tier 1 Medium Mixed-Light Tier 2
Nursery	Processor	

Red text above the License Type field explains the requirements for the license type you selected. For example, a **Specialty Outdoor** site has less than or equal to 5,000 square feet of total canopy or up to 50 mature plants on noncontiguous plots.



License Type

LICENSE TYPE

Outdoor cultivation site with less than or equal to 5,000 square feet of total canopy or up to 50 mature plants on noncontiguous plots.

* License Type: ←

* Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code?: Yes No ←

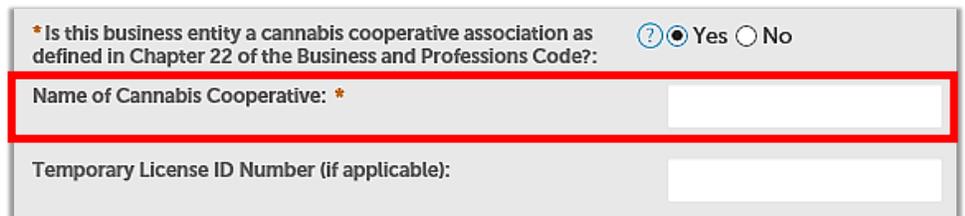
Temporary License ID Number (if applicable): ←

Save and resume later **Continue Application (Not Saved)**

Cooperative Member –

Check **Yes** or **No** to indicate whether your business is part of a cooperative. Use the

Help function  to see the the legal definition of a cooperative, per Business and Professions Code Chapter 22. Checking **Yes** causes another required field to appear where you can enter the name of your cooperative.



* Is this business entity a cannabis cooperative association as defined in Chapter 22 of the Business and Professions Code?: Yes No

Name of Cannabis Cooperative: *

Temporary License ID Number (if applicable):

Temporary License ID Number – If you have already submitted and been issued a temporary license number, you may enter it here. This will save time and effort in the application process.

Click on **Continue Application** to move to the next screen.

Note: At any time from this point on, you can click the **Save and resume later** button. When you return to your online account, the application will be waiting in your **My Licenses** list for you to resume.

Business Structure

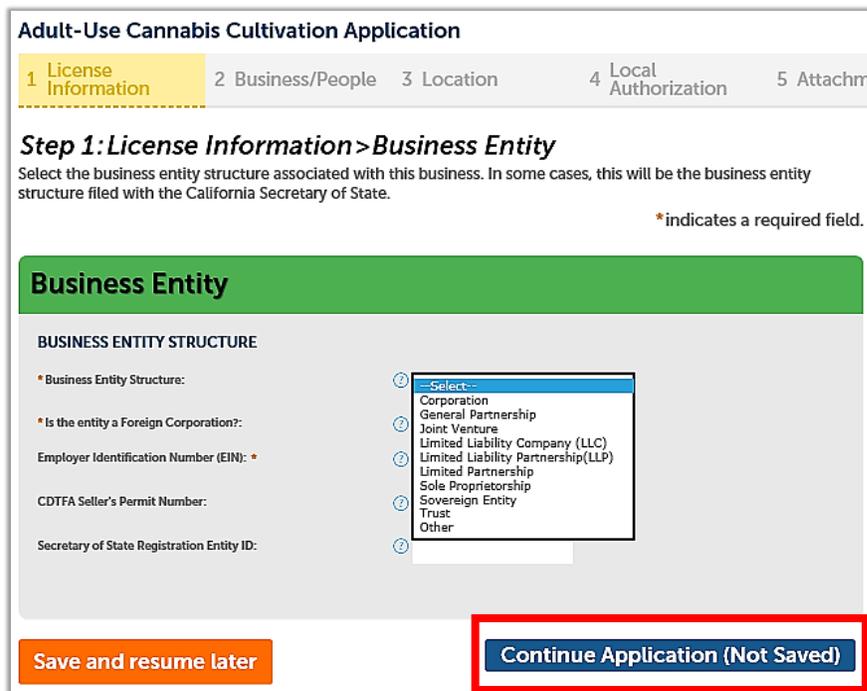
- Select your **Business Entity Structure** from the dropdown list. This choice affects documents you need to provide later in the application.
- Indicate whether your business is a **Foreign Corporation**. This will require documentation later if **Yes** is checked.

- Enter your **Employer Identification Number (EIN)**. If you chose Sole Proprietorship as your Business Entity Structure, a field will display for you to enter your **Social Security Number** rather than an EIN.

- The **Seller's Permit Number** from the California Department of Tax and Fee

Administration (CDTFA) and the **Secretary of State Registration Entity ID** are optional. If a Seller's Permit is not required, proof from CDTFA will need to be included as an attachment.

Click **Continue with Application**.



Adult-Use Cannabis Cultivation Application

1 License Information | 2 Business/People | 3 Location | 4 Local Authorization | 5 Attachments

Step 1: License Information > Business Entity

Select the business entity structure associated with this business. In some cases, this will be the business entity structure filed with the California Secretary of State.

* indicates a required field.

Business Entity

BUSINESS ENTITY STRUCTURE

* Business Entity Structure:

* Is the entity a Foreign Corporation?:

Employer Identification Number (EIN): *

CDTFA Seller's Permit Number:

Secretary of State Registration Entity ID:

Business Information

The **Business** section asks for contact and address information for the applicant. Click **Select from Account** to get this information from the contacts saved in your CalCannabis account or click **Add New** to enter this information.

Choose the **Business** address type (if you created one, it will be preselected). Then, click **Continue**.

A pop-up window opens next, prepopulated with your contact information and Business address. The **First** and **Last** names, **Legal Business Name**, **Phone**, and **E-mail** address are required fields.

If you supplied **Business** address information when you registered, the system will prefill it here, or you can click **Add Contact Address** to enter in an address type.

Click **Continue** to close the window and scroll to the next section.

Cannabis Licenses

Any financial interest in other state issued cannabis license(s) held by the business entity must be disclosed to CalCannabis. Click **Add a Row** if you have any to report.

For each state-issued cannabis license that the business entity holds, enter in the pop-up window the following information identifying the associated commercial cannabis business: **Legal Business Name, Type of License, License Number, Date Interest Obtained**, and the State agency that the license was **Issued by**.

- CDPH – Department of Public Health
- CDFA – Department of Food and Agriculture
- DCA – Department of Consumer Affairs

Click **Submit** (if applicable). Then, **Continue Application**

Designated Responsible Party

Next, enter your business's **Designated Responsible Party**. This person must be an owner with a minimum 20% interest in the business, who will receive all communications about the cannabis cultivation

license from CDFA. As you did for the **Business Information** above, you can **Select from Account** or **Add New** to enter this contact information. The required address type for the Designated Responsible Party is **Mailing**.

Step 2: Business/People > Designated Resp. Party

The Designated Responsible Party (DRP) shall be an owner who has the legal authority to bind the entity and serves as the agent for service of process.

If you are a sole proprietor or business entity with one owner, you must designate yourself as the DRP.

The agent for service of process is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

* indicates a required field.

Designated Responsible Party

Use the "Select from Account" option to copy your contact information from your registration. If you would like to add a new contact click on "Add New."

NOTE: After the contact is created you can use the "Save and Resume" button, then update your contact information (phone number, address) using the "Account Management" link at the top of the page.

Select from Account

Add New

Agent for Service of Process

The Agent for Service of Process must be an individual who resides in California, or a corporation designated to accept service of process (i.e. receive court papers) on behalf of the licensee.

If you plan to fulfill this role, you can **Select from Account** to enter your own information, or click **Add New** to enter this information. The required address type for the Agent for Service of Process is **Mailing**.

Click Continue Application to go to the next page.

Agent for Service of Process

Use the "Select from Account" option to copy your contact information from your registration. If you would like to add a new contact click on "Add New."

NOTE: The agent for service of process is an individual who resides in California, or a corporation designated to accept service of process (court papers) on behalf of the licensee.

Select from Account

Add New

Save and resume later

Continue Application (Not Saved)

Owner List

In this section, create a list of owners of your cannabis business. An "Owner" is any of the following:

- A person with an aggregate ownership interest of 20% or more in the cannabis cultivation business applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
- The chief executive officer of a nonprofit or other entity.
- A member of the board of directors of a nonprofit.
- An individual who will be participating in the direction, control, or management of the person applying for a license.

Step 2: Business/People > Owners
Information for the business entity must be provided.

Owner means any of the following:

1. A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance.
2. The chief executive officer of a nonprofit or other entity.
3. A member of the board of directors of a nonprofit.
4. An individual who will be participating in the direction, control or management of the person applying for a license.

Person is defined as the following:

1. Person includes any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

For business entities that have an aggregate ownership interest, other than a security interest, lien, or encumbrance of 20 percent or more in the commercial cannabis business, enter the owner's associated legal business name and business' EIN.

* indicates a required field.

Owner List

Owners
Enter each owner as defined above. Each owner that is listed will be required to complete a separate form to collect personal information, attach required documents, make disclosures and agree to declarations.

Showing 1-1 of 1

<input type="checkbox"/>	Legal First Name	Legal Last Name	Email Address	Actions
<input type="checkbox"/>	John	Doe	jdoe@mailinator.com	Actions ▾

Add a Row ▾ **Edit Selected** **Delete Selected**

Save and resume later **Continue Application (Not Saved)**

Your CalCannabis account automatically prefills the **Owner List** with your information.

If you have multiple owners, click **Add a Row**. You can create one or more entries for other owners in the business entity. A pop-up window appears for entering the legal first and last name and e-mail address of each owner (these are all case sensitive for users who already have accounts). Click **Submit** to save the new Owner entry.

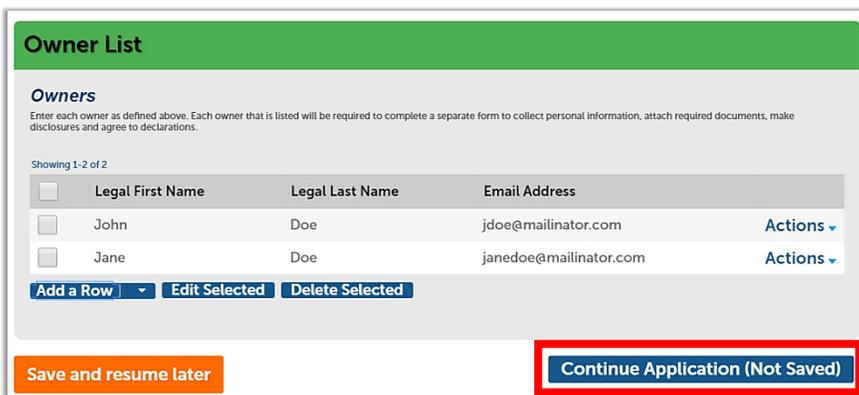
Owners ✕

Enter each owner as defined above. Each owner that is listed will be required to complete a separate form to collect personal information, attach required documents, make disclosures and agree to declarations.

*Legal First Name: *Legal Last Name: *Email Address:

Submit **Cancel**

Note: When this application is submitted, each individual entered on the **Owner List** receives an e-mail asking them to activate their account (if they do not already have an account) with the CalCannabis Licensing System (temporary password provided) and then fill out their **Owner Application**.



Owner List

Owners
Enter each owner as defined above. Each owner that is listed will be required to complete a separate form to collect personal information, attach required documents, make disclosures and agree to declarations.

Showing 1-2 of 2

<input type="checkbox"/>	Legal First Name	Legal Last Name	Email Address	Actions
<input type="checkbox"/>	John	Doe	jdoe@mailinator.com	Actions ▾
<input type="checkbox"/>	Jane	Doe	janedoe@mailinator.com	Actions ▾

▾

*The cultivation license application cannot be processed until all **Owner Applications** are submitted.*

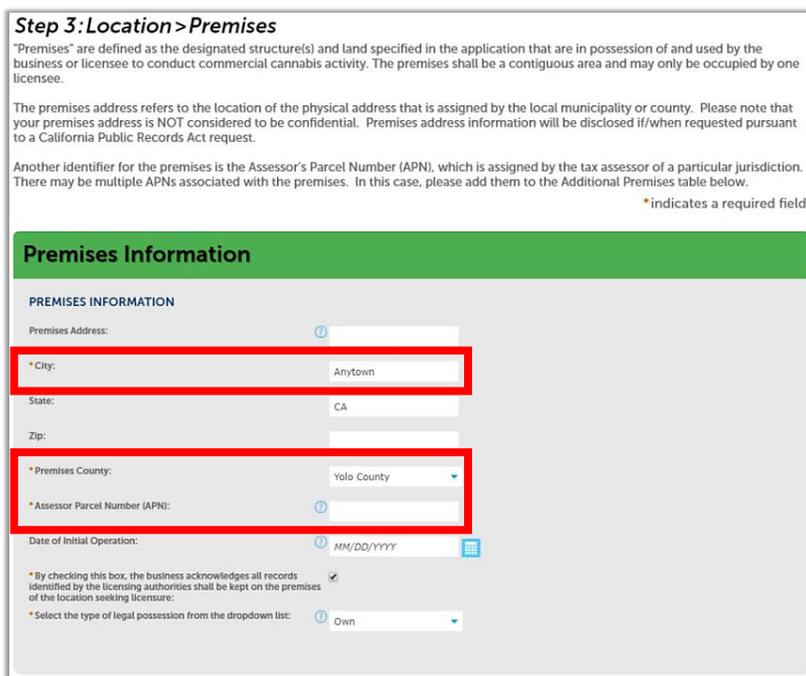
Click **Continue Application** when finished.

Premises Information

Enter the address of your cultivation site, including the **City**, **Premises County**, and **Assessor Parcel Number (APN)**.

The **Premises Address**, **Zip**, and **Date of Initial Operation** are optional. However, if you enter a date into the **Date of Initial Operation** field, you will be required later to attest to its accuracy.

Note: Your premises address is not considered confidential and may be disclosed pursuant to a California Public Records Act request.



Step 3: Location > Premises

"Premises" are defined as the designated structure(s) and land specified in the application that are in possession of and used by the business or licensee to conduct commercial cannabis activity. The premises shall be a contiguous area and may only be occupied by one licensee.

The premises address refers to the location of the physical address that is assigned by the local municipality or county. Please note that your premises address is NOT considered to be confidential. Premises address information will be disclosed if/when requested pursuant to a California Public Records Act request.

Another identifier for the premises is the Assessor's Parcel Number (APN), which is assigned by the tax assessor of a particular jurisdiction. There may be multiple APNs associated with the premises. In this case, please add them to the Additional Premises table below.

* indicates a required field.

Premises Information

PREMISES INFORMATION

Premises Address:

* City:

State:

Zip:

* Premises County:

* Assessor Parcel Number (APN):

Date of Initial Operation:

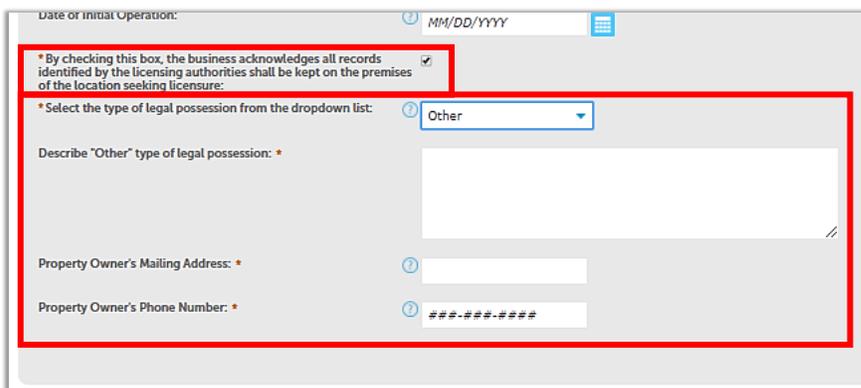
* By checking this box, the business acknowledges all records identified by the licensing authorities shall be kept on the premises of the location seeking licensure:

* Select the type of legal possession from the dropdown list:

You must check the box acknowledging that all records will be kept on site at your premises.

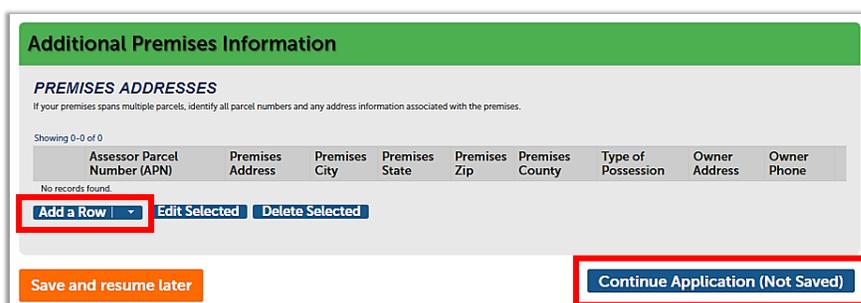
Indicate how you hold possession of your premises by selecting whether you **Own**,

Rent/Lease, or **Other**. If you choose **Rent/Lease**, additional fields open up for you to enter the **Property Owner’s Mailing Address** and **Phone Number**. If you selected **Other**, a text field becomes available for you to write a description of your arrangement with the property owner.



Additional Premises Information

If your contiguous cultivation site has multiple parcel numbers or more than one address, enter that information in the **Additional Premises Information** section, which has a table structure to allow for multiple entries.



Note: This section is not for listing additional cultivation sites. A different, non-contiguous cultivation site must have a separate license.

Click **Add a Row** to enter other premises parcel numbers or addresses in the pop-up window, as you did in the **Premises Information** section. Then, click **Submit** to save to the **Additional Premises** table.

PREMISES ADDRESSES

If your premises spans multiple parcels, identify all parcel numbers and any address information associated with the premises.

*Assessor Parcel Number (APN): Premises Address: Premises City:

Premises State: Premises Zip: *Premises County:

Type of Possession: Owner Address: Owner Phone:

Submit Cancel

Click **Continue Application** to go to the next page.

Water Supply

A source of water supply is required for all license types. You can list multiple water sources of different types.

Click **Add a Row** to list one or more water sources. A pop-up window opens, prompting you to enter information on your water source. Selecting the

water source displays only the fields associated with the type of water source. Click **Submit** when finished.

The selected water sources and accompanying information you entered display in the **Water Supply** table in this section. Click **Continue Application** when finished.

Step 3: Location > Water Source

A water supply is required for all license types.

Click "Add a Row" to identify all sources of water used, including multiple water sources of the same type.

First identify "Type of Water Supply." Based on the water source(s) selected, you will be prompted to provide additional details about the water source. You may add additional rows if you have additional water sources.

* indicates a required field.

Sources of Water Supply

SOURCE OF WATER SUPPLY

Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
 Small Retail Supplier - Delivery or pickup from a groundwater well
 Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
 Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
 Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
 Diversion from a Waterbody - System of structures and measures that intercept clear surface runoff.

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Type of Water Supply	Name of Supplier	Geographical Location Coordinates	Authorized Place of Use	Maximum Amount of Water Delivered	Total Square Footage	Total Storage Capacity (gallons)	Description	Diversion Number	Actions
<input type="checkbox"/>	Retail Supplier	My Water District							

Add a Row Edit Selected Delete Selected

Save and resume later **Continue Application (Not Saved)**

SOURCE OF WATER SUPPLY

Retail Supplier - Any local entity, including a public agency, city, county, or private water company, that provides retail water service.
 Small Retail Supplier - Delivery or pickup from a groundwater well
 Small Retail Supplier Diversion - Delivery or pickup of water from a surface water body or underground stream flowing in a known and definite channel.
 Groundwater Well - Hole drilled into ground to access water contained in an aquifer.
 Rainwater Catchment System - Rainwater management through collection of rainwater and using it onsite.
 Diversion from a Waterbody - System of structures and measures that intercept clear surface runoff.

* Type of Water Supply:

Name of Supplier:

Geographical Location Coordinates:

Authorized Place of Use:

Maximum Amount of Water Delivered:

Total Square Footage:

Total Storage Capacity (gallons):

Description:

Diversion Number:

Submit Cancel

Power Source

If your application is for an indoor or mixed-light license type, specify one or more types of power source for cultivation activities. Selecting **Other** opens an additional field for you to enter an explanation.

Click **Continue Application** when finished.

Step 3: Location > Power Source

Please check at least one power source option if you have selected an indoor or mixed light license type. * indicates a required field.

Power Sources

Power Source Type

Grid - Refers to electric utility companies:

Solar - Refers to solar photovoltaic systems:

Generator - Rated 50 HP and greater:

Generator - Rated under 50 HP:

Other - Refers to other renewable energy systems:

Local Authorization

Your premises must be in good standing with your local authority. Select the local jurisdiction that provided your authorization. Choices in the **Local Authority Type** dropdown list are **City** or **County**.

Depending on your choice, the **City** or **County** field will automatically populate from the premises information you entered previously. The other fields shown are optional.

Click **Continue Application**.

Step 4: Local Authorization > Local Authorization

Your premises must be in good standing with your local authority. Select the "Local Authority Type" (City, County or City and County) from the drop down menu. Once the type is selected, enter the details. CalCannabis staff will confirm with the local authority that your premises is in compliance. * indicates a required field.

Local Authorization

LOCAL AUTHORIZATION

* Local Authority Type:

Local Authority Name:

Local Authorization Number:

Expiration Date:

Address:

City:

State:

Zip Code:

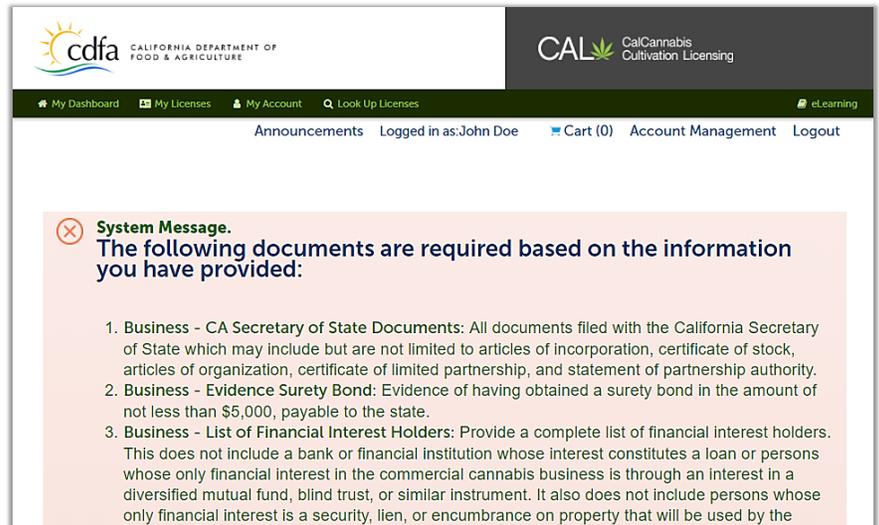
County:

Phone Number:

Required Documents

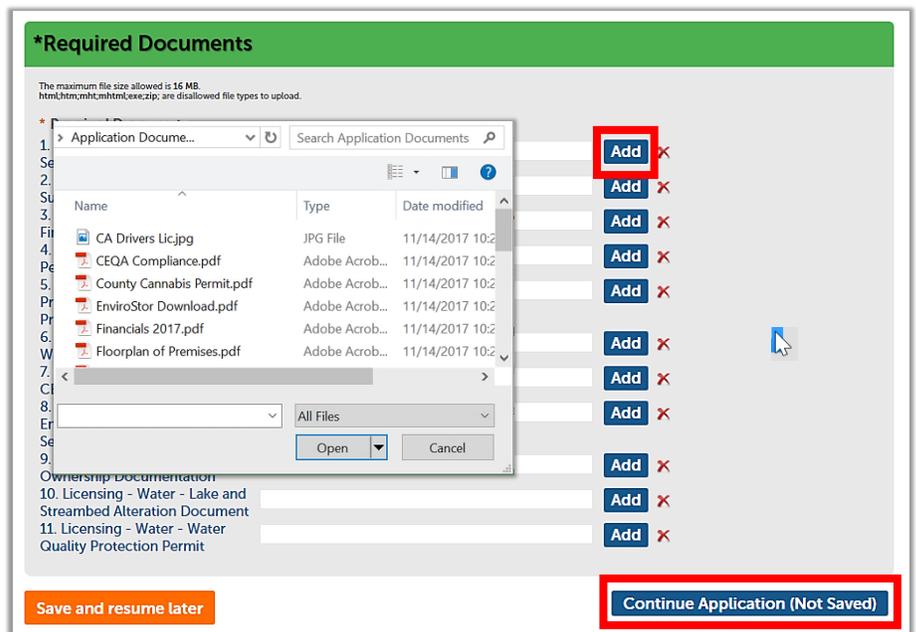
At this point in the application process, the information you have provided requires specific documents to be filed with the CalCannabis Licensing Division. The screen displays a list of these documents and their descriptions.

You must assemble and upload these documents to the CalCannabis Licensing System to support your application. Gather these documents on your computer, so you can easily add them. If you have only paper copies of some documents, you can click **Save and resume later** and resume your application once you've scanned them into a PDF or similar file format.



System Message.
The following documents are required based on the information you have provided:

1. **Business - CA Secretary of State Documents:** All documents filed with the California Secretary of State which may include but are not limited to articles of incorporation, certificate of stock, articles of organization, certificate of limited partnership, and statement of partnership authority.
2. **Business - Evidence Surety Bond:** Evidence of having obtained a surety bond in the amount of not less than \$5,000, payable to the state.
3. **Business - List of Financial Interest Holders:** Provide a complete list of financial interest holders. This does not include a bank or financial institution whose interest constitutes a loan or persons whose only financial interest in the commercial cannabis business is through an interest in a diversified mutual fund, blind trust, or similar instrument. It also does not include persons whose only financial interest is a security, lien, or encumbrance on property that will be used by the



***Required Documents**

The maximum file size allowed is 16 MB.
html,htm,mht,mhtml,exe,zip, are disallowed file types to upload.

Name	Type	Date modified	Action
CA Drivers Lic.jpg	JPG File	11/14/2017 10:2	Add X
CEQA Compliance.pdf	Adobe Acrob...	11/14/2017 10:2	Add X
County Cannabis Permit.pdf	Adobe Acrob...	11/14/2017 10:2	Add X
EnviroStor Download.pdf	Adobe Acrob...	11/14/2017 10:2	Add X
Financials 2017.pdf	Adobe Acrob...	11/14/2017 10:2	Add X
Floorplan of Premises.pdf	Adobe Acrob...	11/14/2017 10:2	Add X
Ownership Documentation			Add X
10. Licensing - Water - Lake and Streambed Alteration Document			Add X
11. Licensing - Water - Water Quality Protection Permit			Add X

Buttons: **Save and resume later** (orange), **Continue Application (Not Saved)** (blue with red border)

In the **Required Documents** section, click the **Add** button to open a Windows Explorer dialog. Find the file associated with each item in the list.

Double-click on the file or select it and then select **Open**. If you upload the wrong file, click the red **X** to delete it, or just click **Add** again and select the correct file.

Once you're done uploading documents, click **Continue Application**.

Review

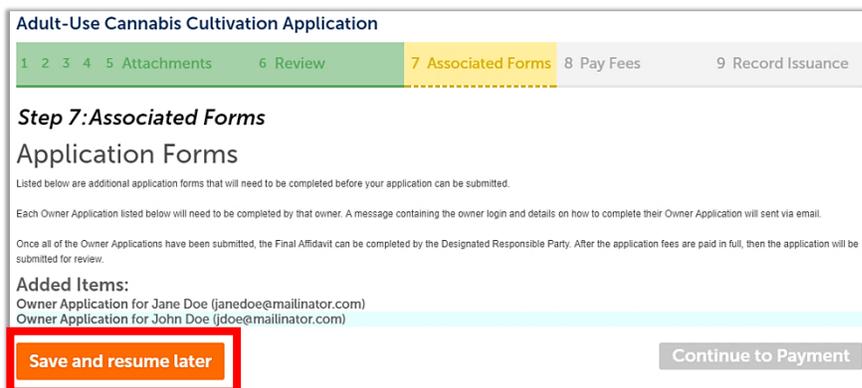
The next screen displays a long list of all the information you've provided so far in the application. You can use the blue **Edit** button next to each section to go back and revise your entries as needed.

At the bottom of the page is an attestation statement, click the checkbox to certify your application, which automatically enters the date.

Click **Continue Application**.

Associated Forms

The **Associated Forms** screen displays next. You've submitted your main license application, but now the **Owner Applications** are listed under **Added Items**. Each owner must separately fill out and submit their own **Owner Application**.



The screenshot shows the 'Adult-Use Cannabis Cultivation Application' progress bar with steps 1 through 9. Step 7, 'Associated Forms', is highlighted in yellow. Below the progress bar, the heading 'Step 7: Associated Forms' is followed by 'Application Forms'. A note states: 'Listed below are additional application forms that will need to be completed before your application can be submitted.' Another note says: 'Each Owner Application listed below will need to be completed by that owner. A message containing the owner login and details on how to complete their Owner Application will sent via email.' A third note reads: 'Once all of the Owner Applications have been submitted, the Final Affidavit can be completed by the Designated Responsible Party. After the application fees are paid in full, then the application will be submitted for review.' Under 'Added Items:', two entries are listed: 'Owner Application for Jane Doe (janedoe@mailinator.com)' and 'Owner Application for John Doe (jdoe@mailinator.com)'. At the bottom, there is a red-bordered button labeled 'Save and resume later' and a grey button labeled 'Continue to Payment'.

You can return to your account by clicking **Save and resume later**. Then, find your **Owner Application** under **My Licenses**.

Owner Application – Additional Owner

The Licensing system emails all the other owners on the application, instructing them to log into their account on the CalCannabis website and complete the **Owner Application**. A separate e-mail provides a temporary password for logging in if they don't already have a CalCannabis account.

All **Owner Applications**

must be submitted before the application fee can be paid. We'll walk through the **Owner Application** next.

Note: The system will not allow you to complete the **Owner Application** form for another owner. However, when logged into your own account, you can find your **Owner Application** in the **My Licenses** section. Then, click the blue **Resume Application** link to start filling it out.

After logging in and creating a new password, the owner finds their **Owner Application** listed under **My Licenses** and clicks **Resume Application**.

CalCannabis Cultivation License Owner Application 18TMP-000069 requires your attention Wed Jan 10 2018 14:55:42 GMT-0800 (Pacific Standard Time)

Dear Jane Doe:

You have been designated as an owner on a CalCannabis Cultivation License application 18TMP-000059. Please log into the [CalCannabis Civic Portal](#) to complete your owner details.

To access this record on the CalCannabis Licensing Portal:

- Log in to your account
- From the menu bar select **My Licenses**
- Locate License Number # 18TMP-000069
- In the Action column for this record click on "Resume Application"

Questions regarding this notice can be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4769) or via email at CalCannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

Sincerely,
CalCannabis Cultivation Licensing Staff

My Dashboard My Licenses My Account Look Up Licenses eLearning

Announcements Logged in as: Jane Doe Cart (0) Account Management Logout

Licenses

Showing 1-2 of 2 | Download results | Add to cart |

License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
18TMP-000069	Owner Application	Jane Doe (janedoe@mailinator.com)		01/10/2018			Resume Application

Enter the **Percentage Ownership (%)** in this business entity (the percentages for all owners should add up to no more than 100).

Enter the **Date Owner Acquired Interest**. Provide either a **California State Issued ID Number** (such as a driver's license) or some **Other Government Issued ID Number**.

Although not marked with a red asterisk, one or the other is required.

You must also enter your **Live Scan Applicant Transaction ID**, which you will receive from a Live Scan facility while being fingerprinted.

If this owner is a business entity (not an individual), that reports taxes using an **Employer Identification Number (EIN)**, click the **Yes** button. Additional fields will appear for your EIN, business name, and title.

In the **Cannabis Financial Interests** section, enter any financial interests this owner may have in other cannabis-related businesses.

Click **Add a Row** to create one or more entries naming those interests. A pop-up window opens; enter the **Type of License**, **License Number**, and the agency that the license for the business entity was **Issued By**. Click **Submit** when finished.

Step 1: Information > Ownership
Please complete the ownership information below and disclose all financial interests in any other state licensed commercial cannabis business.

Before you start, you will need the following: the LiveScan Applicant Tracking Identifier (ATI) number and a picture of your government issued identification, so you can attach those as files to this application.

* indicates a required field.

Ownership Information

OWNERSHIP INFORMATION

* Percent Ownership (%):

* Date Owner Acquired Interest:

CA State Issued ID #:

Other Government Issued ID #:

LiveScan Applicant Transaction ID: *

* Are you registered as a Corporate Entity that reports income under an EIN (Employer Identification Number)? Yes No

* Are you registered as a Corporate Entity that reports income under an EIN (Employer Identification Number)? Yes No

Employer Identification Number (EIN): *

Legal Business Name: *

Business Title: *

State Issued Cannabis License

All state issued cannabis license(s) the owner holds a financial interest in must be disclosed to the Department. For each financial interest, enter the following information identifying the associated commercial cannabis business: Type of License, License Number, and Issued by (CDPH - Department of Public Health, CDFA - Department of Food and Agriculture, DCA - Department of Consumer Affairs).

* Legal Business Name: <input type="text"/>	* Type of License: <input type="text" value="--Select--"/>	* License Number: <input type="text"/>
* Issued By: <input type="text" value="--Select--"/>	* Date Interest Obtained: <input type="text" value="MM/DD/YYYY"/>	

* Legal Business Name: <input type="text"/>	* Type of License: <input type="text" value="--Select--"/>	* License Number: <input type="text"/>
* Issued By: <input type="text" value="--Select--"/>	* Date Interest Obtained: <input type="text" value="MM/DD/YYYY"/>	

Cannabis Financial Interest

State Issued Cannabis License

All state issued cannabis license(s) the owner holds a financial interest in must be disclosed to the Department. For each financial interest, enter the following information identifying the associated commercial cannabis business: Type of License, License Number, and Issued by (CDPH - Department of Public Health, CDFA - Department of Food and Agriculture, DCA - Department of Consumer Affairs).

Showing 0-0 of 0

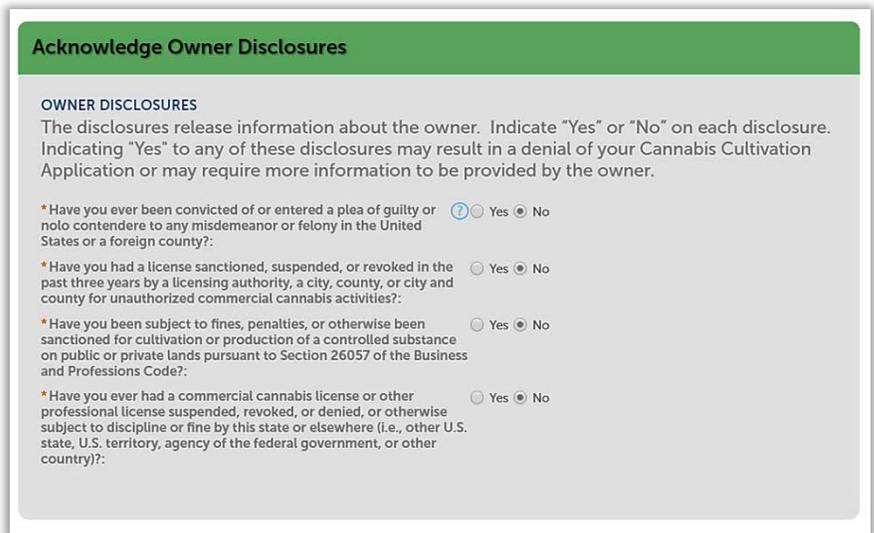
Type of License	License Number	Issued By
No records found.		

- CDPH – Department of Public Health
- CDFA – Department of Food and Agriculture
- DCA – Department of Consumer Affairs

Click **Continue Application** when done with the page.

In the **Acknowledge Owner Disclosures** section, enter responses to the questions displayed.

Note: Answering **Yes** to any of these disclosures may result in denial of your application, or may require you to submit additional information.



Acknowledge Owner Disclosures

OWNER DISCLOSURES
The disclosures release information about the owner. Indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application or may require more information to be provided by the owner.

* Have you ever been convicted of or entered a plea of guilty or nolo contendere to any misdemeanor or felony in the United States or a foreign county? Yes No

* Have you had a license sanctioned, suspended, or revoked in the past three years by a licensing authority, a city, county, or city and county for unauthorized commercial cannabis activities? Yes No

* Have you been subject to fines, penalties, or otherwise been sanctioned for cultivation or production of a controlled substance on public or private lands pursuant to Section 26057 of the Business and Professions Code? Yes No

* Have you ever had a commercial cannabis license or other professional license suspended, revoked, or denied, or otherwise subject to discipline or fine by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)? Yes No

If the owner has any history of criminal convictions, they must be reported on the **Owner Application**. Click on **Add a Row** to open a pop-up window and add information about each conviction.



List History of Convictions

CONVICTIONS
For each substantially related conviction, complete the table below. Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Convictions dismissed under Section 1203.4 of the Penal Code or the equivalent non-California law shall be disclosed. Juvenile adjudications and traffic infractions do not need to be included.

Showing 0-0 of 0

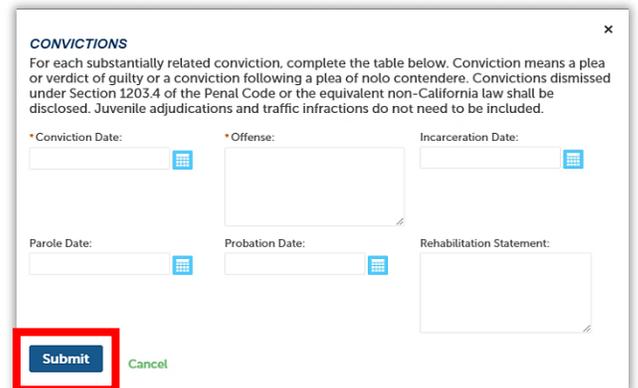
Conviction Date	Offense	Incarceration Date	Parole Date	Probation Date	Rehabilitation Statement
No records found					

Add a Row **Edit Selected** **Delete Selected**

Save and resume later **Continue Application (Not Saved)** [Back to Associated Forms](#)

Enter the **Offense**, Conviction, Incarceration, Probation, or Parole Dates. A **Rehabilitation Statement** may be entered as well. Click **Submit** when finished.

Click **Continue Application** when done with the page.



CONVICTIONS

For each substantially related conviction, complete the table below. Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Convictions dismissed under Section 1203.4 of the Penal Code or the equivalent non-California law shall be disclosed. Juvenile adjudications and traffic infractions do not need to be included.

* Conviction Date:

* Offense:

Incarceration Date:

Parole Date:

Probation Date:

Rehabilitation Statement:

Submit [Cancel](#)

The **Owner** information screen may display a system message that required fields have not been completed.

This is normal as the registration process doesn't require a birthdate or Social Security Number, but this information is required for all listed business owners.

Click the **Edit** link to display a pop-up window to enter these fields, and any others that may be blank.

If required, click the **Add Contact Address** button to add a Contact address (the **Mailing** address type is required).

Continue when finished. Then, click **Continue Application** on the main page.

Step 2: Owner > Information
Enter the contact details for the owner. * indicates a required field.

Owner

To edit your contact information, click on the Edit link.
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

System Message.
Some of the required fields have not been completed.
Please edit the contact and complete the required information.

Jane Doe
janedoe@mailinator.com

Edit ←

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Home

Showing 1-2 of 2

Address Type	Address	Action	Primary
Home	123 main street, yolo	Actions ▾	No
Business	123 main st, yolo	Actions ▾	No

Save and resume later **Continue Application (Not Saved)** ← Back to Associated Forms

Contact Information

* indicates a required field. For help click on the "?"
For Temporary License Applications the communication method will be email.
The Legal Business Name will be available to the public on our public search portal.

* Individual/Organization: ?
Individual

* Legal First Name: ? Jane * Legal Last Name: ? Doe * Business Title: ? CEO

* Birth Date: ? 01/01/1980 SSN/ITIN: ? 999-99-9999 NIN: ? #-#####-#

* Phone: ? 123 123-1231 * E-mail: ? janedoe@mailinator.com

Country: United States

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Home

Showing 1-2 of 2

Address Type	Address	Action	Primary
Home	123 main street, yolo	Actions ▾	No
Business	123 main st, yolo	Actions ▾	No

Continue Discard Changes

In the **List of Required Documents** section, upload digital copies of the owner’s government identification and application for fingerprint processing. Click **Add** to open a pop-up window and select your files.

After adding the two required files, click the **Continue** button to close the pop-up and return to the main page.

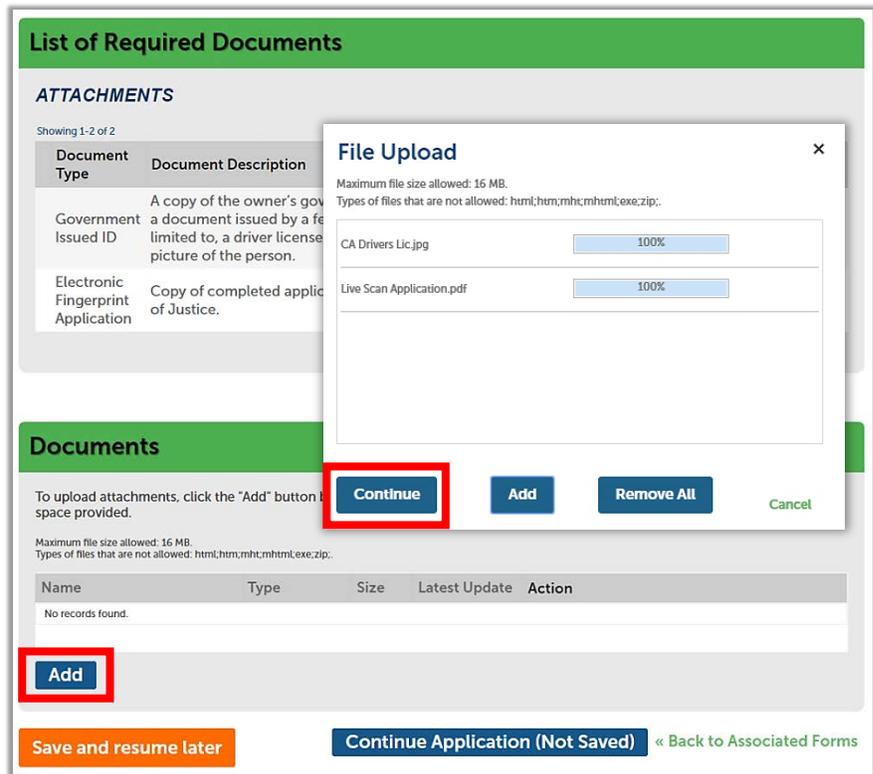
Note: If there are other documents that you wish to upload, possible related to convictions or other special situations, add them through this window and identify them in the next step.

After selecting and uploading your files, you must now identify each file using the required **Type** dropdown list. Use the optional **Description** field if you need to provide more information.

The list of types includes:

- Certificate of Rehabilitation
- Electronic Fingerprint Application
- Evidence of Dismissal
- Government Issued ID
- History of Convictions
- Reference Letters

Be sure to click **Save** at the bottom to finish uploading your files.



The Documents section now displays your uploaded files and their identifying information.

Click **Continue Application** when you are finished uploading files.

Documents

To upload attachments, click the "Add" button below. If applicable, please provide a description of each uploaded attachment in the space provided.

Maximum file size allowed: 16 MB.
Types of files that are not allowed: html,htm,mht,mhtml,exe,zip:.

Name	Type	Size	Latest Update	Action
Live Scan Application.pdf	Electronic Fingerprint Application	7 bytes	11/18/2017	Actions ▾
CA Drivers Lic.jpg	Government Issued ID	7 bytes	11/18/2017	Actions ▾

[Add](#)

[Save and resume later](#) [Continue Application \(Not Saved\)](#) [Back to Associated Forms](#)

Next is the **Review** screen, where you can see all the entries you made in the **Owner Application**. You can use the blue **Edit** buttons to revise any section of your application.

Owner Application

1 Information 2 Owner 3 Documents 4 Review 5 Associated Forms

Step 4: Review

[Save and resume later](#) [Continue Application \(Not Saved\)](#) [Back to Associated Forms](#)

Please review all of the information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move forward in the application. Please read the certification statement at the bottom of the review page. If you agree with the statement, check the box to continue.

Application Type

Owner Application

Ownership Information

OWNERSHIP INFORMATION

Percent Ownership (G):	50
Date Owner Acquired Interest:	01/01/2017
CA State Issued ID #:	CDL N1234567R

[Edit](#)

Click the checkbox at the bottom of the screen to certify your application. Then, click **Continue Application**.

1. I am responsible for knowing and complying with all California state laws and regulations applicable to commercial cannabis cultivation, including but not limited to Medicinal and Adult Use Cannabis Regulation and Safety Act and Title 3, Division 8, Chapter 1 of the California Code of Regulations. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

2. I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

By checking this box, I agree to the above certification. Date: 02/02/2018

[Save and resume later](#) [Continue Application \(Not Saved\)](#) [Back to Associated Forms](#)

Owner Application – Initial Applicant

We just walked through creating and submitting the Owner Application from the viewpoint of an additional owner. As the initial applicant, you must also complete and submit your **Owner Application**, using the same steps we just covered. Once you submit that form, you are returned to the **Associated Forms** page.

Declarations and Final Affidavit

After all Owner Applications are submitted, an application called the **Declarations and Final Affidavit** displays on the Associated Forms page.

Step 7: Associated Forms

Application Forms

Listed below are additional application forms that will need to be completed before your application can be submitted.

Each Owner Application listed below will need to be completed by that owner. A message containing the owner login and details on how to complete their Owner Application will sent via email.

Once all of the Owner Applications have been submitted, the Final Affidavit can be completed by the Designated Responsible Party. After the application fees are paid in full, then the application will be submitted for review.

Added Items:

Declarations and Final Affidavit for John Doe (jdoe@mailinator.com)
 Owner Application for Jane Doe (janedoe@mailinator.com)
 Owner Application for John Doe (jdoe@mailinator.com)

Save and resume later

Continue to Payment

This application can only be submitted by the **Designated Responsible Party (DRP)**. The **DRP** is sent an e-mail notification that this form is waiting to be signed and submitted. This message also appears under the **Announcements** once the **DRP** logs into the Licensing System.

18TMP-000075 is ready for Final Declaration

Dear John Doe:
 18TMP-000075 is ready for your final declaration. Please log in to your account to complete this record. CalCannabis Civic Portal
 To access this record on the CalCannabis Licensing Portal:
 Log in to your account
 From the menu bar select My Licenses
 Locate License Number # 18TMP-000075
 In the Action column for this record click on "Resume Application"
 Questions regarding this notice can be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4786) or via email at calcannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

Sincerely,
 CalCannabis Licensing Staff

The **DRP** will need to go to the **My Licenses** list to view the Declarations and Final Affidavit form and click **Resume Application**.

Licenses							
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
<input type="checkbox"/> 18TMP-000075	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		01/11/2018			Resume Application

For more information, please visit:

cannabis.cdfa.ca.gov

The first screen asks you to confirm the **Designated Responsible Party's** contact information, which is prefilled from the license application. Click **Continue Application** if this information is correct.

Step 1: Declarations > Responsible Party
Enter the contact details for the designated responsible party. *indicates a required field.

Designated Responsible Party

To edit your contact information, click on the Edit link.
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

John Doe
J. Doe & Co.
jdoe@mailinator.com
123 123-1231
[Edit](#) [Remove](#)

▼ Contact Addresses

Add Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action	Primary
Mailing	123 Main St., Yolo	Actions ▼	No

[Save and resume later](#) [Continue Application \(Not Saved\)](#) [Back to Associated Forms](#)

Acknowledge Disclosures is next. Read this section carefully and answer the questions. Answering **Yes** to any of these questions will require further documentation and may result in denial of your license.

Declarations and Final Affidavit

1 **Declarations** 2 Review 3 Associated Forms

Step 1: Declarations > Acknowledgement
*indicates a required field.

Acknowledge Disclosures

DISCLOSURES
Business disclosures release information about the business entity. As the designated responsible party, indicate "Yes" or "No" on each disclosure. Indicating "Yes" to any of these disclosures may result in a denial of your Cannabis Cultivation Application.

- * Does the business hold an ownership interest in real property, personal property, or other assets associated with, or used in, any commercial cannabis testing laboratory types as defined in section 26053 of the Business and Professions Code? Yes No
- * Has the business had a license sanctioned, suspended, or revoked in the past three years by a licensing authority, a city, county, or city and county for unauthorized commercial cannabis activities? Yes No
- * Do you have any documented conduct that constitutes grounds for denial of licensure pursuant to Chapter 2 commencing with section 480 of the Business and Professions Code or discipline of a license pursuant to Chapter 3 commencing with section 490 of the Business and Professions Code? Yes No
- * Has the business or any of its officers or directors, been subject to fines, penalties, or otherwise been sanctioned for cultivation or production of a controlled substance on public or private lands pursuant to section 26057 of the Business and Professions Code? Yes No

The **Acknowledge Declarations** section requires you to declare under oath that these statements are true. Indicate your declarations with a check mark next to each statement.

Click **Continue Application**.

Acknowledge Declarations

DECLARATION
Declarations are formal written statements in which the designated responsible party declares under oath that the contents are true. In this section, the designated responsible party will need to read the declarations and check the box if they agree that the business entity will comply and abide with the terms and conditions as defined in the statements.

- * 1. I certify the date operations began is complete, true, and accurate:
- * 2. The license type being requested is only valid for the premises location:
- * 3. The cultivation premises location is located beyond at least a 600-foot radius from a prohibited location (including but not limited to schools, day care centers, and youth centers) or another radius specified by, as required by section 26054 of the Business and Professions Code:
- * 4. The business is an "agricultural employer," pursuant to section 26051.5 of the Business and Professions Code:
- * 5. The business shall not sell alcoholic beverages or tobacco products on or at any licensed premises:
- * 6. If the business has 20 or more employees on payroll at any one time, the business is required to enter into, or demonstrate that the business has already entered into, and will abide by the terms of a labor peace agreement:
- * 7. If the business has not yet received a seller's permit, the business is currently applying for a seller's permit:
- * 8. If the cultivation license type is Indoor, the local fire department has been notified of the cultivation site:
- * I declare that I have read and agree with all the declarations above:

Save and resume later
Continue Application (Not Saved)
Back to Associated Forms

Next is the review of this form. Use the **Edit** button to revisit any sections as needed. Then, certify your form at the bottom of the page before clicking **Continue Application**.

1. I understand I am responsible for knowing and complying with all state laws and regulations governing medicinal and adult-use cannabis cultivation pursuant to MAUCRSA and all other applicable laws and regulations, upon issuance of my license. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.

2. I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

By checking this box, I agree to the above certification.

Date: 02/02/2018

Save and resume later
Continue Application (Not Saved)
Back to Associated Forms

This indicates your agreement with these statements:

- *I understand I am responsible for knowing and complying with all state laws and regulations governing medicinal and adult-use cannabis cultivation pursuant to MAUCRSA and all other applicable laws and regulations, upon issuance of my license. I understand I am responsible for compliance with subsequent updates to cannabis cultivation laws and regulations.*
- *I hereby declare that the information contained within and attached to this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.*

Pay Fees

Once the **Owner Applications** and the **Declarations and Final Affidavit** application are completed, you are returned to the **Associated Forms** page.

Step 7: Associated Forms
Application Forms

Listed below are additional application forms that will need to be completed before your application can be submitted.

Each Owner Application listed below will need to be completed by that owner. A message containing the owner login and details on how to complete their Owner Application will sent via email.

Once all of the Owner Applications have been submitted, the Final Affidavit can be completed by the Designated Responsible Party. After the application fees are paid in full, then the application will be submitted for review.

Added Items:
 Declarations and Final Affidavit for John Doe (jdoe@mailinator.com)
 Owner Application for Jane Doe (janedoe@mailinator.com)
 Owner Application for John Doe (jdoe@mailinator.com)

Save and resume later
Continue to Payment

The **Continue to Payment** button is now active. Click it to begin the payment process for your application fee.

Note: The **application fee** is the first of two fees. Once your application fee is received, the CalCannabis Licensing Program staff will review your application, and if approved, you will be asked to pay your **license fee** before your license can be issued.

On the **Pay Fees** page, your application fee is listed. You can choose to pay online, using either a credit card or bank transfer.

Adult-Use Cannabis Cultivation Application

1
2
3
4
5 Attachments
6 Review
7 Associated Forms
8 Pay Fees
9 Record Issuance

Step 8: Pay Fees

Listed below are the license application fees based upon the information you've entered.

Select "Check Out" to pay fees via credit/debit card or e-Check.
 - or -
 Select "Cash Payment" to submit application and pay fees through an in-person appointment.

Application/Renewal Fees

Fees	Qty.	Amount
Adult-Use Cannabis Cultivation Application		\$535.00
Small Outdoor - Application Fee		\$535.00

TOTAL FEES: \$535.00
 Note: This does not include additional fees which may be assessed later.

Check Out
Cash Payment

If you choose **Cash Payment**, the CalCannabis Program will provide you instructions and an invoice that you must bring to pay cash in-person. You must make an appointment with the Bureau of Cannabis Control to pay in-person at their office in Sacramento.

To pay your application fee online, click the **Check Out** button.

The **Cart** screen displays the records associated with this application and the fee due. You can revisit your application by clicking **Edit Cart** or just continue by clicking **Checkout**.

Cart

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 1: Select item to pay

To pay with Credit Card or E-Check click Checkout below.
To remove a fee from the shopping cart to pay later click Edit Cart below.
Click Continue Shopping to start a new application, search you applications or view your license list.

Your application will not be processed until the fees are paid in full.

If you later decide to pay with Credit Card or E-Check you can click the Pay Fees Due link next to your record in the My Licenses list.

Click on the arrow in front of a row to see the fee details.

PAY NOW

4 Application(s) \$535.00	
▶ Adult-Use Cannabis Cultivation Application 18TMP-000059	Total due: \$535.00
Owner Application 18TMP-000068	Total due: \$0.00
Owner Application 18TMP-000069	Total due: \$0.00
Declarations and Final Affidavit 18TMP-000075	Total due: \$0.00

Total amount to be paid: \$535.00
Note: A 2.99% processing fee will be applied if paying by credit card.

Checkout Edit Cart Continue Shopping

Note: Fees amounts shown are for illustration purposes only.

Credit Card Payment

On the **Payment Options** screen, choose whether to pay by credit card or bank account. Click **Submit Payment**.

Payment Options

Amount to be charged: \$535.00

Pay with Credit Card
 Pay with Bank Account

Submit Payment

For more information, please visit:

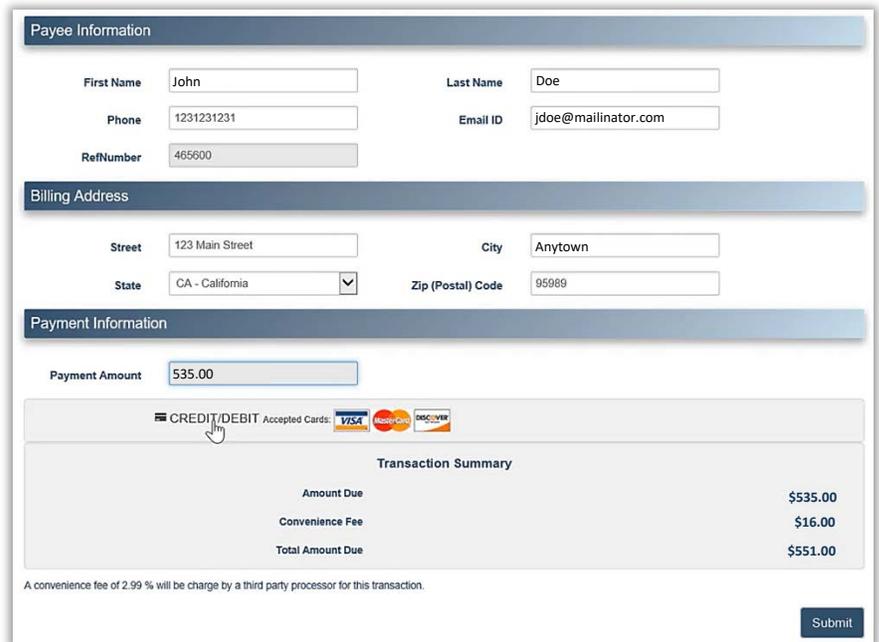
cannabis.cdfa.ca.gov

Revised 04/06/2018

This is the payment portal screen for credit card payment. Your payee information will not be complete, as some personal information does not transfer from your application. Fill out any contact information that is missing.

Your fee is listed. **Note:** Paying by credit card requires a convenience fee for the payment processor of 2.99% of the application fee. Click on the **CREDIT/DEBIT** link to display fields for entering your card information.

Enter your payment information and click **Submit**. You are returned to your application page, where you can print a receipt and continue.



Payee Information

First Name: John Last Name: Doe
 Phone: 1231231231 Email ID: jdoe@mailinator.com
 RefNumber: 465600

Billing Address

Street: 123 Main Street City: Anytown
 State: CA - California Zip (Postal) Code: 95089

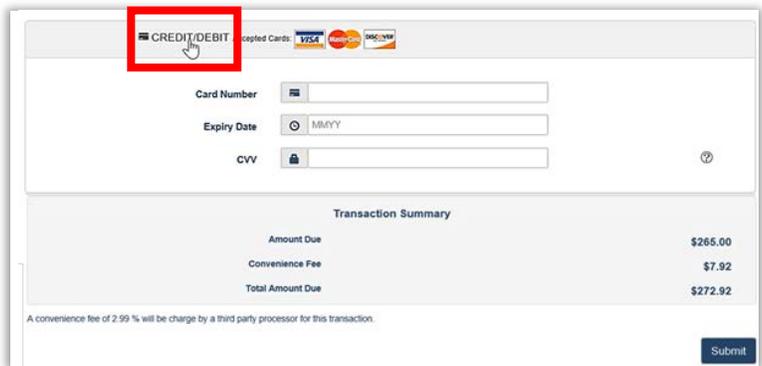
Payment Information

Payment Amount: 535.00

CREDIT/DEBIT Accepted Cards:   

Transaction Summary	
Amount Due	\$535.00
Convenience Fee	\$16.00
Total Amount Due	\$551.00

A convenience fee of 2.99 % will be charge by a third party processor for this transaction.



CREDIT/DEBIT Accepted Cards:   

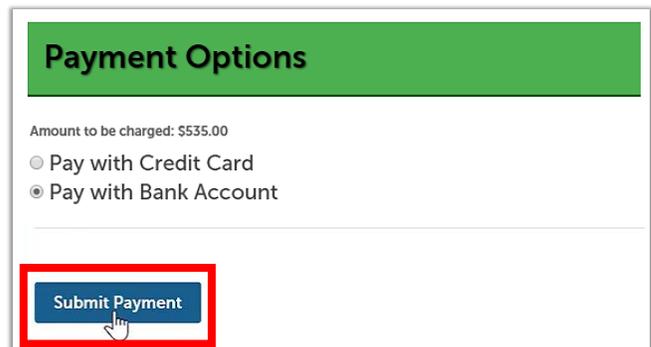
Card Number:
 Expiry Date: M/YY
 CVV:

Transaction Summary	
Amount Due	\$265.00
Convenience Fee	\$7.92
Total Amount Due	\$272.92

A convenience fee of 2.99 % will be charge by a third party processor for this transaction.

Bank Account Payment

Selecting **Pay with Bank Account** takes you to a different payment screen. Click **Submit Payment** to continue.



Payment Options

Amount to be charged: \$535.00

Pay with Credit Card
 Pay with Bank Account

On the (Automated Clearing House) **ACH payments** screen, choose the type of bank account – either **Personal** or **Business**. Click **Next**.



Payment Method

* Indicates required field

Choose method of payment

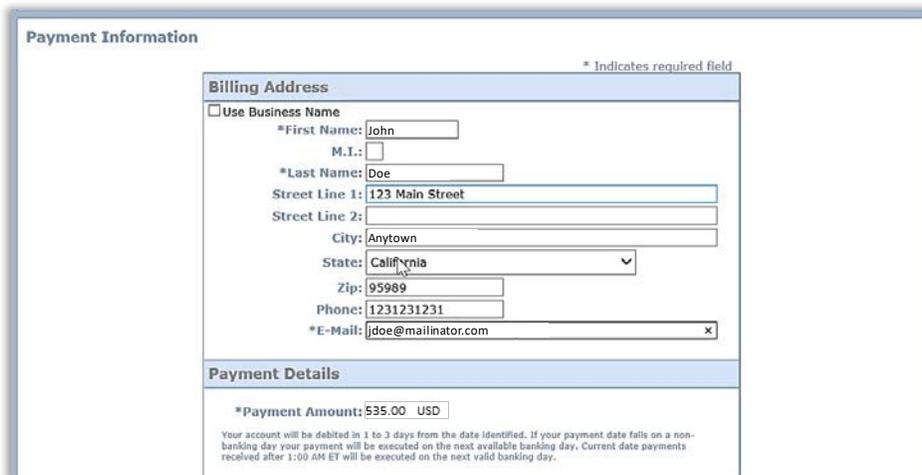
Pay by electronic check

* Account Type: Personal

Back Next Exit

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On the next page, enter any missing contact information and scroll to the bottom of the screen.



Payment Information

* Indicates required field

Billing Address

Use Business Name

*First Name: John

M.I.: []

*Last Name: Doe

Street Line 1: 123 Main Street

Street Line 2: []

City: Anytown

State: California

Zip: 95989

Phone: 1231231231

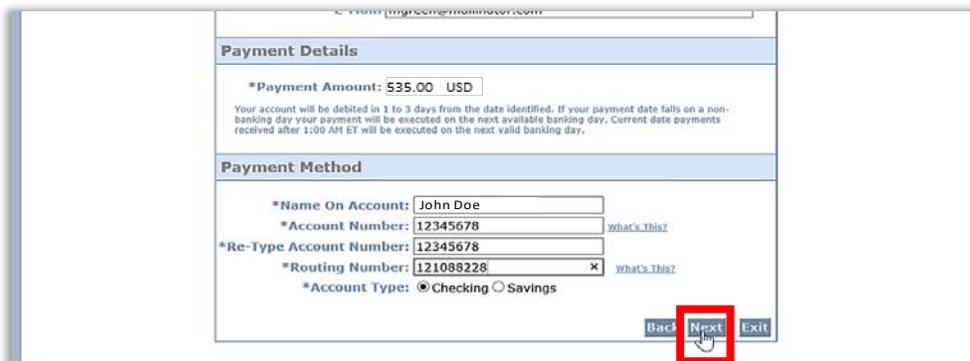
*E-Mail: jdoe@mailinator.com

Payment Details

*Payment Amount: 535.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 1:00 AM ET will be executed on the next valid banking day.

Under **Payment Method**, enter the name of the bank account owner, the bank account number, re-enter the bank account number, and finally enter the bank routing number. Indicate whether this is a checking or savings account and click **Next**.



Payment Details

*Payment Amount: 535.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 1:00 AM ET will be executed on the next valid banking day.

Payment Method

*Name On Account: John Doe

*Account Number: 12345678 What's This?

*Re-Type Account Number: 12345678

*Routing Number: 121088228 What's This?

*Account Type: Checking Savings

Back Next Exit

On the **Payment Review** page, your transaction is displayed for you to review before clicking **Pay Now**.

123 Main Street
Anytown, CA 95959
(123) 123-1231
jdoe@mailinator.com

Payment Method

Business Check
Checking
x5678
121088228

Payment Amount

Amount	535.00 USD
Total	535.00 USD

Today, being 11/16/2017, by entering the Company's routing and account number above and clicking "Pay Now," as an authorized Company representative, I authorize the payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from the Company's checking or savings account as indicated above and, if necessary, electronic credits to the Company's account to correct erroneous debits. I understand that the processing of the payment will be completed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and the state return item fee and, if applicable, costs, based on the Company's locale that I have provided above by EFT(s) or draft(s) drawn from the Company account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice.

I accept these terms, acknowledge these disclosures and authorize this payment on behalf of Company and further agree, on Company's behalf, that Company shall be bound by the NACHA Rules in effect, both now and as amended from time to time. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

[Back](#)
[Pay Now](#)
[Exit](#)

Once the transaction has been reviewed, click **Pay Now**. You are now returned to your application, where you can print your receipt.



CalCannabis



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
Karen Ross, Secretary

eLearning

(0) Account Management Logout

Receipt No.: 257
Receipt Date: 01/11/2018

RECEIPT

RECORD & PAYER INFORMATION

Record ID: LCA18-000012
Record Type: Adult-Use Cannabis Cultivation Application
Payer: J. Doe & Co.
Business: 123 Main St.
Anytown, CA 95959

PAYMENT DETAIL

Date	Payment Method	Check # / CC Auth #	Comments	Amount
01/11/2018	Visa			\$535.00

FEE DETAIL

Fee Description	Invoice #	Quantity	Fee Amount	Current Paid
Small Outdoor - Application Fee	405	1.00	\$535.00	\$535.00
			\$535.00	\$535.00

Done

Application Approval

In your account, go to the **My Licenses** tab. Your Owner Applications will show as **Submitted** (until reviewed by CalCannabis Licensing staff). Your **Small Outdoor** cultivation license application also shows a **Status** of **Submitted** and you can click on the application number to see more about the progress of the staff review.

Licenses							
Showing 1-3 of 3 Download results Add to cart							
License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action
<input type="checkbox"/> LCA18-0000057-DEC	Declarations and Final Affidavit		Joe Doe (jtdoe@mailinator.com)	02/02/2018			
<input type="checkbox"/> LCA18-0000057-0010	Owner Application		John Doe (jtdoe@mailinator.com)	02/01/2018		Submitted	
<input type="checkbox"/> LCA18-0000057	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/31/2018		Submitted	

At any time, you can view your application's **Processing Status** through the **Record Info** dropdown selection, to see the progress of your application through the back-office of the CalCannabis Licensing System. An hourglass icon displays next to those steps that are in progress, and green checkmarks or a gold asterisk displays next to those that are complete.

License LCA18-0000012: Add to cart

Adult-Use Cannabis Cultivation Application

Record Status: Administrative Review Complete

Record Info ▾ Payments ▾

Processing Status

- ✔ Administrative Review
- ✔ Owner Application Reviews
- ✳ Administrative Manager Review
- ✔ Scientific Review
- ⌚ CEQA Review
- Science Manager Review
- License Manager
- Application Disposition
- Appeal

If your application is approved, the **DRP** will receive an e-mail notification that the **License Fee** is due. The **DRP** can log into the CalCannabis website and the **My Licenses** list will show the application as **Pending Payment** with an action of **Pay Fees Due**. Click on **Pay Fees Due** to return to the payment-processing step to submit your license fee.

Licenses								
Showing 1-6 of 6 Download results Add to cart								
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	
<input type="checkbox"/> LCA18-000012-DEC	Declarations and Final Affidavit		John Doe (jdoe@mailinator.com)	01/11/2018				
<input type="checkbox"/> LCA18-000012	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	01/10/2018		Pending Payment	Pay Fees Due	
<input type="checkbox"/> LCA18-000012-0010	Owner Application		John Doe (jdoe@mailinator.com)	01/10/2018		Review Complete		

Once your license fee is paid, you'll receive an e-mail or postal letter notification that your license is issued. Return to the **My Licenses** list and click on your **Active** cannabis cultivation license.

Licenses									
Showing 1-4 of 4 Download results Add to cart									
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Notes	
<input type="checkbox"/> LCA18-0000106-DEC	Declarations and Final Affidavit		Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)	02/16/2018				Sheldon Cooper (cdfa.test06@o	
<input type="checkbox"/> LCA18-0000106-0010	Owner Application		Sheldon Cooper (cdfa.test06@oits.cdfa.ca.gov)	02/16/2018		Review Complete		Sheldon Cooper (cdfa.test06@o	
<input type="checkbox"/> LCA18-0000106	Adult-Use Cannabis Cultivation Application	Big Bang Cannabis	Specialty Indoor	02/16/2018		License Issued		Sacramento Cc	
<input type="checkbox"/> CAL18-0000106	Adult-Use Cannabis Cultivation License	Big Bang Cannabis	Specialty Indoor	02/16/2018	02/16/2019	Active		Sacramento Cc	

Note: Do not click on your cannabis cultivation application. The license certificate is only available in your cannabis cultivation license.

Use the **Record Info** dropdown list to navigate to **Attachments**, where you will find your license certificate.

License CAL18-0000106:
Adult-Use Cannabis Cultivation License
Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾ Payments ▾

License Details

License Type:
Specialty Indoor
Sacramento County
Big Bang Cannabis
▶ More Details

License CAL18-0000106:
Adult-Use Cannabis Cultivation License
Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾ Payments ▾

License Details
Processing Status
Related Records
Attachments
▶ More Details

Click on the **Name** of the license certificate document and select **Open** from the pop-up dialog box.

License CAL18-0000106: Add to cart
Adult-Use Cannabis Cultivation License
Record Status: Active
Expiration Date: 02/16/2019

Record Info ▾ Payments ▾

Attachments

Upload file Information
Maximum file size allowed: 16 MB.
Types of files that are not allowed: html,htm,mht,mhtml,exe,zip,.

Name	Type	Size	Document Status	Latest Update	Action
OfficialLicenseCertificate_20180216_115422.pdf	License	106.47 KB	Uploaded	02/16/2018	Actions ▾
CompletedApplication_20180216_115011.pdf	Other	50.94 KB	Uploaded	02/16/2018	Actions ▾
CDFA_AppFeesDue_20180216_115018.pdf	Correspondence	93.38 KB	Uploaded	02/16/2018	Actions ▾

Your cultivator application has been submitted. Do you want to open or save OfficialLicenseCertificate_20180216_115422.pdf from acapre6.accela.com?

Open Save ▾ Cancel ×

Note: You will need to have an Adobe PDF reader installed on your device in order for the license certificate document to open.

Your license certificate will open for you to view and print.

 cdfa CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE <small>Karen Ross, Secretary</small>		California Department of Food and Agriculture 1220 N Street Sacramento, CA 95814
Legal Business Name: J. Doe & Co.	CANNABIS CULTIVATION LICENSE	Valid: 01/11/2018 to 01/11/2019
Premises APN: Yolo County - 1234567890		License Number: CAL18-0000012
Premises Address: No Address Provided		License Type: Adult Use-Small Outdoor
---- NON-TRANSFERABLE ----		---- POST IN PUBLIC VIEW ----

eLearning Resources

Find more information and guides to using the CalCannabis Licensing System on our eLearning page, at:

<https://www.cdfa.ca.gov/calcannabis/training/>