Welcome.

This is a guide to the CalCannabis Licensing System, provided by the California Department of Food and Agriculture's CalCannabis Cultivation Licensing Division.

In this document, we will show you how to register with the licensing system, set up your account, and apply for a cannabis cultivation license, including how to upload and attach the documents you must provide with your application, and how to pay application and license fees.

Other helpful resources are available on the website's eLearning page, including a narrated webinar video on the license application process and quick-reference documents with more details on acquiring and maintaining your cannabis cultivation license.

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.

For more information, please visit: calcannabis.cdfa.ca.gov
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Overview

In this document, we will explore how to use the CalCannabis Licensing System website to register, maintain your account, and apply for a cannabis cultivation license.

There are many resources for understanding the system and application process at the eLearning link, found as a button on the Home and My Dashboard pages, and as a link in the upper-right corner of each page.

Important Note Regarding Email Addresses

Each person is uniquely identified by email address and name in this system.

**Enter this information carefully and accurately!** Errors will greatly slow your application.

- One person, one email address – do not use multiple email addresses for the same person
- Name fields are case sensitive – enter upper and lower case consistently, and avoid using all caps or all lower-case
- When you create an account, there are two places to enter your email address – be sure it is the same email address
- All Owners must have separate email addresses – one person, one email address, even for partners, married couples, or people in the same household
- Do not use parentheses or other special characters in name fields – apostrophes, hyphens, and periods are okay
- Disable your browser’s pop-up blocker – pop-up dialogs are used often in the system
- Avoid losing work – do not use the Backspace key or the Back function
- Use the Tab key to move from one field to the next – it also jumps to other objects such as Help and calendar functions
Part I – Create and Manage Your Account

Home Page
Before you can apply for a cannabis cultivation license, you will need to create an account on the CalCannabis Licensing System. From the Home page, shown here, you can:

- Register for a new account
- Login to an existing account
- Search for active licenses
- Learn more about the system

Begin by clicking the button in the center of the page labeled Register for an Account.

General Disclaimer
The Account Registration page displays the terms of CalCannabis’ General Disclaimer – you must agree to these terms before you can register for an account.

Review the General Disclaimer, and then click the checkbox labeled “I have read and accepted the above terms.”

Click the Continue Registration button.
Login Information

Next, enter your Login Information, including a user name, email address, password, and a security question and answer.

- Enter your choice of user name in the User Name field – 4 to 32 characters, including letters, numbers, and the special characters: @ _ - .
- Carefully enter your email address.

**Note:** One person, one email address! Use the same email address when you register and throughout the application.

- Enter your Password twice. Password requirements are:
  - Minimum of 8 character(s)
  - Must contain at least 1 upper-case letter, 1 number, and 1 special character, such as: ? @ $ etc.
  - Must not contain your User Name or any of your previous 5 passwords
- If your password violates these rules, you'll see the error message at right, specifying the problem:

Help Text

View Help text by clicking on a question mark icon. Click the X in the upper right corner to close the Help text.
Security Question

Enter any question that only you can answer. For example, “What was your first pet’s name?” or “What elementary school did you attend?” Enter the Answer field (it is case-sensitive). You can change your security question at any time.

**Note:** We will ask you this Security Question if you need to reset your password. Your answer will be case-sensitive. If you can’t remember the answer, contact the CalCannabis Customer Support line to have your password reset and a temporary password sent to your email address on file.

Contact Information

Click the Add New button under Contact Information. The Contact Information pop-up window collects your personal contact information. All fields on this screen are required – skipping any will result in delays.

1. Be sure your email matches your previous entry! Entering a different or incorrect email address here will cause an error in your application.
2. Be sure to choose a Preferred Channel for communication from the dropdown list; either Email or Postal Mail.
3. The Country field determines phone number format, confirm it is set correctly for your phone.
4. Select the Add Contact Address button.

For more information, please visit:
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Contact Addresses
All three address types are required – Business (your business’s physical address), Home, and Mailing (where your business receives mail).

Note: Each address type must be entered, even if the addresses are the same.

Click Save and Add Another after entering the first two addresses, then click Save and Close.

The Contact Information window displays a confirmation message and lists your three addresses and with their Status. The Actions dropdown lists let you edit these addresses. Click Continue to close this pop-up window.

A confirmation prompt displays; click Continue to create your new account.
Registration Page

Back on the Registration page, the Contact Information section displays your contact information and addresses.

Important: Scroll down to the bottom of the screen and click Continue Registration to finish setting up your account.

If you skip clicking this button, your account won’t be created.

Account Created

You have now created an account and are ready to log in. A green success message displays at the top of the screen, inviting you to login.

Click on the Home link.

Log In

On the Home page, click the Login button.
The login prompt displays on the next page.

Enter your **Username** and **Password** (your browser may prefill this for you).

Check the box to **Remember me on this computer**, if you are using your own computer. (To avoid confusion, do not do this if you will be signing on to multiple accounts for multiple applications).

Now click the **Login** button.

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**My Dashboard**

Let us explore the functions you can use and information you can access after logging into the CalCannabis Licensing System.

At right is the **My Dashboard** page. There are links across the top of the screen and buttons in the center to **Apply for a License**, **View my Licenses**, **Look Up Licenses**, and **eLearning**.

The link **Complete Your Request for Live Scan Fingerprinting** takes you to a form you can fill out to request the background check you will need for your license.
My Licenses

Click the **My Licenses** link in the menu bar. The **Licenses** page lists all your records associated with applications or licenses.

On this page you can resume work on a saved application, pay fees, view the status of an application, or see details of your cannabis cultivation license once it is issued.

My Account

Click **My Account**. This page displays your login and contact information.

**Login Information** – click **Edit** for a pop-up window to change your password and security question/answer.

**Contact Information** – use the **Actions** dropdown function to edit your address, email, phone, and other personal information.

**Note:** *To avoid confusion and delays, do not change your email address once you’ve begun your license application.*

For more information, please visit:
calcannabis.cdfa.ca.gov

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Appointing a Delegate

You can give another registered CalCannabis account-holder access to your records and licenses, enabling that person to help you with your interactions with CalCannabis.

In the Managing Your Account page, scroll to the Delegates section at the bottom. Click Add a Delegate.

In the Add a Delegate pop-up window, type in the name and email address of the person you would like as your delegate. Make sure to enter the information exactly as the person registered to create their CalCannabis account. If either the name or email is incorrect, the system won’t recognize the person.

Under Set Delegate Permission, choose the record types (Categories) you want your delegate to have access to. Save those selections and then choose what tasks you want your delegate to handle for you. You can Add a Personal Note to the email invitation the system sends the delegate. The email asks the person to sign into the CalCannabis system and accept your invitation to be a delegate.
Click the **I’m not a robot** checkbox. You may be asked to verify some images to prove you're a real person.

Finally, click **Invite a Delegate** to send the invite to your appointed delegate.

**Look Up Licenses**

Click **Look Up Licenses** to search issued licenses that are public information.

To search for your records only, check the **Search my records only** box on the right.

**Note:** You may need to use the bottom horizontal scroll bar to see this checkbox.

- Search on a full or partial **License Number**
- Search on a **License Type** from the dropdown list
- Search for licenses issued between certain dates
- Further, narrow your search by adding the **License Status** to the **License Type**.
- There is an expansion arrow labeled **Search Additional Criteria** that provides more options.

These fields are fully explained later in this document.
Click the expansion arrow/toggle labeled **Search Additional Criteria** to add search criteria for the **License Type** (such as Specialty Cottage Indoor, or Medium Outdoor).

You can also search for licenses within a specific county using the **Premises Information** dropdown list.

Click **Search** – the list of records found by your search appears below.

You can also click **Download results** to create a comma-separated values (.CSV) file that you can open in Excel or similar tool.

**eLearning**

There is an **eLearning** link on the **Home** page, on the **My Dashboard** page, and at the top-right corner of each screen. This link leads to a page on the CalCannabis Cultivation Licensing website where you can access a variety of learning resources.

The **eLearning** page includes:

- **Videos**
  - Registration and an Annual Cannabis Cultivation License Application
• **Step-by-Step Guide (this document)**
  – Guide to the CalCannabis Licensing System

• **Quick References**
  – How to Create and Manage Your Account
  – How to Navigate the Online System
  – Responding to Deficiencies
  – Adding Attachments After Application Submission
  – How to Print Your License Certificate
  – How to Find a State Cannabis Cultivation License

## Part II – Apply for a License

In this section, we will cover how to apply for a cannabis cultivation license. Here is an overview of the process, and what you will need to do:

- Choose **Application Type**: Adult-Use or Medicinal
- Choose **License Type**: the size of your site and cultivation method
- Define **Business structure** and financial interests
- Supply contact information for required roles:
  - Designated Responsible Party (DRP, must also be an owner)
  - Agent for Service of Process (ASOP)
  - Owner(s)

  **Note:** *Each person is identified by their unique email address – assign only one unique email address per person.*

- Provide Premises address and APN, water sources, power sources, local jurisdiction that authorized you or your business to cultivate cannabis within your city or county
- Upload required documents
- Electronically sign the application
- Each owner must create their account and submit an **Owner Application**, as well as apply for fingerprinting and a background check
- When Owner applications are submitted for all owners, complete and sign the **Declarations and Final Affidavit** (the Designated Responsible Party must do this)
- Pay the application fee, either online (credit card or bank transfer) or in person (at the office of the Bureau of Cannabis Control in Rancho Cordova or Eureka)
- If your application is approved, pay the **license fee** (see above)
- Access and print your cultivation license

### Apply for a License

**Note:** If you received a temporary license in 2018, and if it is still valid, be sure and enter the license number when you apply for your annual license.

#### Begin Annual License Application

Log into the Licensing system. On the **My Dashboard** screen, click on the **Apply for a License** button.

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**General Terms**

The first step is to again to review the General Disclaimer statement, as you did during the registration process. Check the box to accept the terms of use for the website.

Click **Continue Application**.
Application Type

Select the type of application: Adult-Use, or Medicinal.

The Owner Application and Declarations and Final Affidavit are records you will create after submitting your main license application. We will cover them later in this document.

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

License Type

Select the License Type for your business. 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.

Note: Select the correct type of license, as changing it will require a new application.

<table>
<thead>
<tr>
<th>Specialty Cottage Outdoor</th>
<th>Specialty Cottage Indoor</th>
<th>Specialty Cottage Mixed-Light Tier 1</th>
<th>Specialty Cottage Mixed-Light Tier 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty Outdoor</td>
<td>Specialty Indoor</td>
<td>Specialty Mixed-Light Tier 1</td>
<td>Specialty Mixed-Light Tier 2</td>
</tr>
<tr>
<td>Small Outdoor</td>
<td>Small Indoor</td>
<td>Small Mixed-Light Tier 1</td>
<td>Small Mixed-Light Tier 2</td>
</tr>
<tr>
<td>Medium Outdoor</td>
<td>Medium Indoor</td>
<td>Medium Mixed-Light Tier 1</td>
<td>Medium Mixed-Light Tier 2</td>
</tr>
<tr>
<td>Nursery</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Each business and/or owner is only allowed one Medium license of any configuration type.
**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.

### Cooperatives

Check **Yes** or **No** to indicate whether your business is part of a cooperative. Use the Help function (?) to see the legal definition of a cooperative, per Business and Professions Code Chapter 22. Checking **Yes** displays another field to enter the name of your cooperative.

### Temporary License Number

If you have a temporary license from CalCannabis, you must enter that number here. This is especially important if you do not have or are in the process of obtaining your CEQA documentation and would like to be eligible for a Provisional License should your application get approved. Click **Continue Application** to move to the next screen.
Save and Resume Later

From this point on, you can click the Save and resume later button to save your work. If you need to step away from your computer, do this before your session times out (1 hour) to avoid losing work. The application will be waiting in your My Licenses list, and you can click Resume Application to continue.

Business Structure

Select your Business Entity Structure from the dropdown list. This choice determines some of the documentation you will need to provide later in the application.

Foreign Corporation

Indicate whether your business is a Foreign Corporation. Checking Yes will require documentation later.

Employer Identification Number

Enter your Employer Identification Number (EIN). If you chose Sole Proprietorship as your Business Entity Structure, a field for your Social Security Number or ITIN also displays, should you need it.
wish to report income through either of those numbers.

CDTFA Seller’s Permit and SOS Registration Number (optional)

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 you do not enter a Seller’s Permit Number, you will need to attach proof from CDTFA that your business is in the process of obtaining one.

When finished, click Continue Application.

Business Contact Information

The Business section asks for the applicant’s contact and address information. Click Select from Account to get this information from your own CalCannabis account or click Add New to enter another person’s contact information.

For more information, please visit:
calcannabis.cdfa.ca.gov

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Choose the Business address type. If you created one when you registered, it will be preselected. Then, click Continue.

A pop-up window opens, prepopulated with the contact information from your account, including the pre-selected Business address type.

All fields in this window are required, so be sure to enter anything that has not already been captured (not all fields may be marked with red asterisks, but all are required).

Click Continue to save this business contact information to your application.
Cannabis Licenses Section

Here you must disclose any financial interests that your company has in other California-issued cannabis licenses. Click **Add a Row** if you have any to report. If you have more than one, you can click the arrow to the right of the button and choose to add 2 or more rows.

Cannabis Financial Interests

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**, the California state agency that the license was **Issued by**, and **Date Interest Obtained**.

- CDPH – Department of Public Health, Manufactured Cannabis Safety Branch
- CDFA – Department of Food and Agriculture, CalCannabis Cultivation Licensing
- DCA – Department of Consumer Affairs, Bureau of Cannabis Control

Click **Submit** (if applicable). Then, click **Continue Application**.
Note: If you have many financial interests in other California cannabis licenses, you can list them in a document and attach it to your application after it is submitted. We will cover that later in this document. This is also covered in a Quick Reference guide on the eLearning page called Adding Attachments After Application Submission.

Designated Responsible Party

Next, enter your business’s Designated Responsible Party. This person must be an owner with the legal authority to bind the entity and will receive all communications about the cannabis cultivation license from CDFA. As you did for the Business Information above, you can click Select from Account for your own contact information. If you are a delegate, the Select from Account option will allow you to add the information of the DRP who added you to the account. To select your contact information from your account, the Mailing address type is required. Confirm the address in the pop-up window and click Continue.

Important: One person, one email address!! In the Contact Information window, be sure to use the same email address registered by the DRP in his or her CalCannabis account. Any mix-ups caused by using different email addresses will greatly delay your application.
Agent for Service of Process

The Agent for Service of Process must be an individual who resides in California, or a business entity designated to accept court papers) on behalf of the licensee.

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

When you have saved contact information for both roles on this page, click Continue Application.
Business/People>Owners List

In this section, create a list of owners of the cannabis business entity. 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.

The Designated Responsible Party is prefilled on the Owner List. However, as the red text banner above the table indicates, you must edit the entry for DRP before going further.

In the DRP’s owner entry, confirm the name and email address (do not provide a different email address than the one you registered with, and do not share the email address between multiple owners).

Enter the percentage of the business owned by the DRP, then click Submit.
You can create one or more entries for other owners in the business entity. If you have multiple owners, click Add a Row.

Enter each owner’s legal first and last name (case sensitive for users who already have accounts) and email address and percentage of ownership in the pop-up window. Click Submit to save each Owner entry.

Click Continue Application when finished.

Note: When the main application is submitted each individual on the Owner List receives an email from the CalCannabis Licensing System notifying them to complete their Owner Application. Each owner needs to create an account if they have not previously.

IMPORTANT: Do not share or use the same email address for multiple owners. CalCannabis may send Confidential information by email, so if multiple owners use the same email address, this information will be exposed to the group.

Premises Information Section
Enter the location of your cultivation site. Required fields are City, Premises County, and Assessor Parcel Number (APN).

The Premises Address, Zip, and Date of Initial Operation are optional, but if you enter one, all are automatically required.

If you enter a date into the optional 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.

You must check the box acknowledging that all records will be furnished to CalCannabis on request.

Indicate how you hold possession of your premises by selecting whether you Own, Rent/Lease, or Other.

- **Own** requires proof of ownership later in the application
- **Rent/Lease** opens additional fields for the Property Owner’s Mailing Address and Phone Number
- If you selected **Other**, describe your arrangement with the property owner in the text field

**Additional Premises Information Section**

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

**Note:** The **Additional Premises Information** section is **NOT** for listing additional cultivation sites. A different, non-contiguous cultivation site must have a separate license. Use this section **ONLY** if your contiguous cultivation site has more than one APN or postal address.
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.

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

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**Water Supply Section**

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

Click **Add a Row**. The pop-up window asks you to choose a **Type of Water Supply**. The window then displays only the fields needed for that type of supply. 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.
Power Source Section

Specify your site’s power source in this section. If your application is for an Indoor or Mixed-Light license type, you are required to specify one or more types of power source for cultivation activities. Selecting Other presents an additional field for you to enter an explanation.

Click Continue Application when finished.

Local Authorization Section

Your premises must be in good standing with your local authority. Select the Local Authority Type that provided your authorization – either City or County.

Depending on your choice, enter the Local Authority Name (for County) or Local Authority City. The other fields are optional, but if you have it, providing this information will help with processing your application.

Click Continue Application when ready.
Required Documents Section
The screen displays a list of documents you need to provide for your application.
Gather these documents on your computer, so you can easily add them. You can click Save and resume later if you need to stop and scan documents or otherwise assemble your attachments.

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 the right of Add to delete it, or just click Add again and select the correct file.
When you’re done uploading documents, click Continue Application.

Note: The maximum file size allowed is 16 MB and the only accepted file types are: PDF, Word, Excel, TXT, JPG, PNG, and TIFF. Please make sure your document has the file type at the end of the file name. Example, Surety Bond.pdf
If you need to upload other documents, they can be attached after submitting the application. A quick reference guide on attaching documents to your application can be found here.

**Application Review Section**

The next screen displays a long list of all the sections in which you have entered information so far. 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, then click **Continue Application**.

**Record Issuance**

Congratulations, you have submitted your main application for a cultivation license. There are still some additional steps you must take before your application can be considered by CalCannabis.
Note: At this point the main application is submitted and appears in your Licenses list with the Status Pending Owner Applications.

Post-Submission Next Steps

The CalCannabis Licensing Division cannot review the application until 3 other actions are taken:

1. All owners submit an Owner Application (covered next)
2. The Designated Responsible Party submits the Declaration and Final Affidavit
3. The application fee is paid, either online by credit card or bank transfer, by e-check or check mailed to CalCannabis, or in person (at the office of the Bureau of Cannabis Control in Rancho Cordova or Eureka)

Owner Applications

Important: On receiving the main application, the system sends an email to each additional owner with instructions on how to log in and submit an Owner Application. For new accounts, the owner must complete registration by providing their personal information. (see Part I – Create and Manage Your Account above)

All owners must submit an Owner Application. You cannot complete another owner’s application.
Owner Application Notification
The Licensing system sends emails to all other owners on the application, instructing them to log into their account (the owner may need to create one first) and complete the Owner Application.

Those who don't already have a CalCannabis account must complete the registration process.

Creating the Owner Application is like creating the main application, just select Owner Application from the second page, as we will see shortly.

Download/Create Live Scan Application
Each owner must download and fill out an application for fingerprinting at a Live Scan location.

From the Dashboard page, the link at the bottom leads to a downloadable PDF.
You can fill out the PDF on your computer and then print it. Take it with you to the Live Scan location, where they will roll your fingerprints and give you a Live Scan Transaction ID, which you will enter in your Owner Application.

Applicant’s Owner Application

For this illustration, we will follow the original applicant/DRP through the process of submitting his or her Owner Application.

After logging in, click on the Apply for a License button.

General Disclaimer

Once again, check the box indicating you accept the terms, then click Continue Application.
Select the Owner Application
Choose the Owner Application button on this page, then click Continue Application.

**Note:** Your Owner application must be submitted prior to the Declarations and Final Affidavit. The system will not allow completing the Declarations form until the Owner application is submitted.

Contact Information
Choose the Select from Account button to prefill the form with the personal information you created when you registered.

Your Home address is preselected, if you already entered it for registration.
Birthdate and SSN/ITIN/NIN

Applying as an owner requires entering your birthdate and your tax identification number. These were not required when you registered, so you must enter them now. If the rest of your Contact Information is okay, you can click Continue at the bottom of the pop-up window. Then click Continue Application on the page.

Ownership Information

Enter the required information here. All fields are required.

Find the Application ID number of your main license application in the Licenses list on your home page.

A Live Scan site will give you a Transaction ID with the receipt for your fingerprinting.

For more information, please visit:
calcanabis.cdfa.ca.gov
Cannabis Financial Interests Section

In the Cannabis License Financial Interest section, list any financial interests this owner has in other California-licensed cannabis-related businesses. Click Add a Row to create one entry, or the dropdown list next to Add a Row for several entries.

**Note:** As with your main application, if you have a very long list to submit, put it in a document and attach it to this Owner Application later in the process.

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.

Click Continue Application when you are done with this page.

Acknowledged Owner Disclosures Section

Respond Yes or No 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.
List History of Convictions Section
Any history of criminal convictions, regardless of whether they were state, federal, or international offenses, must be reported on the Owner Application. Click on Add a Row to open a pop-up window and add information about each conviction.

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

Click Continue Application when done with the page.

Required Documents Section
In this 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 you wish to upload other documents related to convictions or other special situations, add them through this window and identify them in the next step.
After attaching your documents, you must now identify each file using the **Type** dropdown list. If needed, enter details in the optional **Description** field. Click **Save** when done.

**IMPORTANT: You cannot proceed until you have clicked Save to finish uploading your files.**

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**Owner Application Review Section**

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.

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

This submits the DRP’s **Owner Application** to CalCannabis.
Additional Owner Applications

Each additional owner must complete and submit an Owner Application, using the same steps we just covered. When the main application is submitted, additional owners receive an email with instructions to create their account (or log into an existing account), then enter and submit their Owner Application. The process for submitting these applications is the same as we have just shown.

Declarations and Final Affidavit

Email Notice

Once all Owner Applications are submitted, the DRP must enter and submit the Declarations and Final Affidavit form. This application can only be submitted by the Designated Responsible Party (DRP).

The system sends the DRP an email notification that this form can now be submitted. This message also appears under the Announcements once the DRP logs into the Licensing System.
Log in, General Disclaimer

The DRP logs into the Licensing system and selects the **Apply for a License** button.

The next screen is the **General Disclaimer** we have already seen several times. Check the box and click **Continue Application**.

Select an Application Type

Now select the **Declarations and Final Affidavit** and click **Continue Application**.

Add your Contact Information

Click **Select from Account** to add the contact information from your registration. The **Mailing** address type is preselected. Click **Continue** to save, then click **Continue Application**.
Acknowledge Disclosures

First, enter the Application ID for the license application associated with this form. Then read this section carefully and answer the questions. Use the blue Help links for more information about each question.

Answering **Yes** to any of these questions will require further documentation and may result in denial of your license.

Acknowledge Declarations

In this section you check the boxes to indicate you understand each statement and comply with the terms.

Then click **Continue Application**.

Review

Next is your chance to review this form. Use the **Edit** button to revisit any sections and change responses as needed. Then, check the box to certify your form before clicking **Continue Application**.
Record Issuance

After certifying and clicking Continue Application, your Declarations form is now submitted, and the receipt shows the Application ID number. Notice that the identifiers for your main application, Owner Applications, and Declarations form all share the same number.

Pay Application Fee

Once all Owner Applications and the DRP’s Declarations and Final Affidavit are submitted, you can pay the application fee.

Correspondence

After the Declaration and Final Affidavit is submitted, the system sends an email to the DRP and displays an announcement with information to log in, find the application record, then open the attachments section found in the Record Info tab.

Two PDF documents are attached to your application – an instruction letter to tell you how to pay your application fee, and an invoice for the 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.
Instruction Letter

A 2-page letter provides instructions on how to pay your fee. Choices are online (by either credit card or bank transfer), sending a check by mail, or paying cash in person and by appointment.

The letter provides a postal address for mailing a check for your application fee. It also lists a phone number you can call to arrange an appointment to pay your application fee in person using cash.
Invoice

If you want to pay in cash, you will find a PDF invoice attached to your application, with the same date as the letter shown above.

Bring the invoice to your appointment with the Bureau of Cannabis Control to pay your application fee with cash.

Pay the Application Fee

Log into your CalCannabis account, then in the My Licenses list, find your license application. Your Owner Application and Declarations form are listed there as well.

The Status of your license application is now Application Fee Due, and the Action listed is Pay Fees Due – click on that link to begin the payment process.

Payment Process

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

Or, you can choose Cash Payment. Print your invoice and call the number in your letter to arrange an appointment with the Bureau of Cannabis Control at their offices in Sacramento or Eureka.

For more information, please visit: calcannabis.cdfa.ca.gov

Guide to the CalCannabis Licensing System for Applicants and Licensees January 2019
Pay Online

The Cart screen shows your application fee. Continue by clicking Checkout.

Pay with Credit Card

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

Note: CDFA accepts Visa or Mastercard, with a 2.99% convenience fee.

This is the payment portal screen for credit card payment. Some contact information does not transfer from your application. Fill out any missing information.

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

Your application is now submitted for review by the CalCannabis Licensing Division.
Pay with Bank Account
Let us look at an alternate means of paying your application fee.

Select **Pay with Bank Account** and click **Submit Payment** to continue.

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

On the next page, enter any missing contact information and scroll to the bottom of the screen.
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 if this is a checking or savings account and click **Next**.

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

After clicking **Pay Now**, you are returned to your application, where you can print your receipt. The receipt will also be emailed to you.

Your complete application is now submitted for review by the CalCannabis Licensing Division.
Submit Additional Documents

As mentioned earlier in this guide, once you submit your main application, you may open that application record to attach documents; for example, a document listing more financial interests than you can enter in the normal application process.

- Go to the Licenses list and find your submitted application.
- Click on the blue link to your application in the License Number column.
- Under the Record Info dropdown list, select Attachments.

Upload Additional Documents

At the bottom of the Attachments list is an Add button. Click it to attach additional documentation to your application.

For example, you may have a document listing financial interests in other California cannabis licenses. Or, you may need to upload your Live Scan application.
The File Upload pop-up window opens, click the Add button to find the file you want to upload, double-click, or select and click Open to attach the file. Then click Add again to choose another document, or click Continue to close the pop-up window.

Label your Attachments

In the Type dropdown list, select the label for the document you just attached.

Note: If your document is a list of financial interests for your cultivation business, the label you want to select here is Business Entity – Cannabis License Financial Interests List.

Click Save to upload your attachment(s).

A success message confirms your attachments were received.
Application Approval

Now that your cannabis cultivation license application is fully submitted, the CalCannabis Licensing Division reviews it and may contact you if there are any questions or issues. You can check on the progress of the review, shown below. If your application is approved, then you will be able to pay your license fee.

Check Review Status

Go to the Licenses list. The Small Outdoor cultivation license application shows a status of Submitted.

Click the blue application number to see the progress of your application’s review.

Using the Record Info dropdown menu, view your application's Processing Status to see the progress of your application through the CalCannabis review process.

An hourglass icon displays next to review steps that are in progress, and a green checkmark or gold asterisk displays next to completed steps.
Pay the License Fee

If your application is approved, you must pay the license fee before your cultivation license can be issued. The system sends the Designated Responsible Party an email advising that the License Fee is due.

Pending Payment Status

The application Status is Pending Payment, with an Action of Pay Fees Due. Click on Pay Fees Due to return to the payment processing step. Follow the same process we covered earlier for paying the application fee.

Once your license fee is paid, you will receive an email or postal letter notification that your license is issued. Return to the My Licenses list and click on your Active cannabis cultivation license.

Note: Do not click on your cannabis cultivation application – the license certificate is only available in your active cannabis cultivation license.
Print your License Certificate

When your cultivation license is issued, you should print your license certificate to display on your premises.

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

Your license certificate document is displayed (probably at the top) of the Attachments list. Click on the blue link for the name of the PDF document.

You may also need to click Open on a pop-up dialog box to open the PDF in your browser, depending on which browser you use.

Your license certificate displays. You can print it from here.
eLearning Resources

Just a reminder that you can find more information and guides for using the CalCannabis Licensing System on our eLearning page, at:

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

Contact Us

Email: calcannabis@cdfa.ca.gov

Phone: 1-833-CALGROW (225-4769)
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