

# Adding Attachments After Application Submission in the CalCannabis Licensing System

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[Logging In](#)

[Adding Attachments](#)

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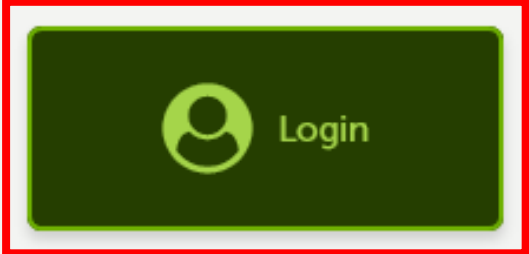
**Note: Cannabis is a Schedule I drug, according to the federal Controlled Substances Act. Cannabis-related activity is subject to federal prosecution, regardless of the protections provided by state law.**

## Logging In

- On the [Home](#) page, click on the **Login** link to login to your CalCannabis Cultivation Licensing account.

WELCOME TO  
**CalCannabis Cultivation Licensing**

This is where you can create an account and apply for a California state cannabis cultivation license. You can look up existing state cannabis cultivation licenses without registering for an account.

 OR 

- Enter your **Username** and **Password** and click **Login** to begin.

[Home](#) [Look Up Licenses](#) [eLearning](#)

Username:  Password:  [Login](#)

Remember me on this computer [I've forgotten my password or username](#) [New Users: Register for an Account](#)

### Please Login

Enter your username and password to log in

### New Users

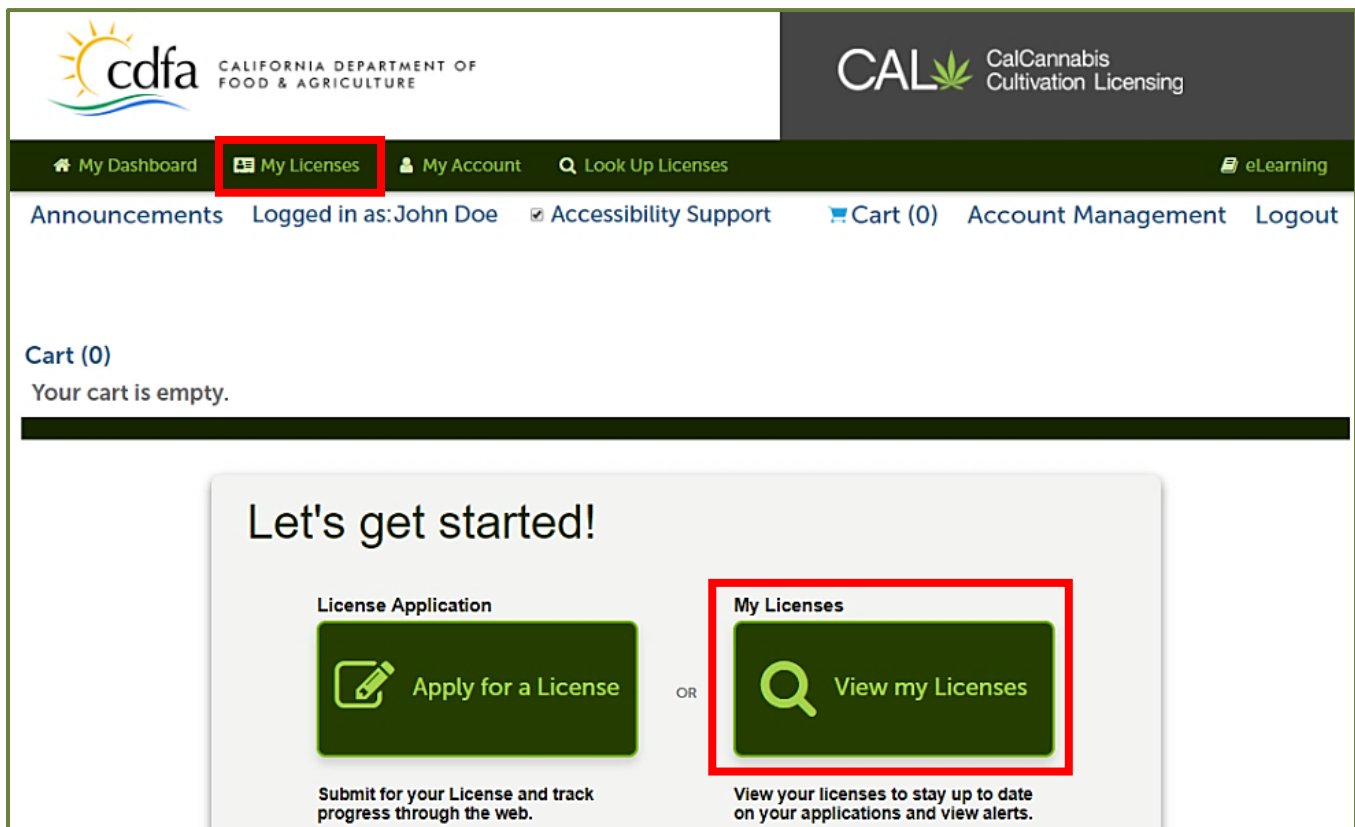
If you are a new user you may [register](#) to create your own account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your activities, checking on the status of pending activities, and more.

[Register Now](#)

- If you are using a public computer, it is important that you **do not** check the box **Remember me on this computer** because doing so will save your CalCannabis Licensing System username on the public computer.

## Adding Attachments

- From the My Dashboard page, click the **My Licenses** toolbar link or the **View My Licenses** button.



The screenshot displays the user interface of the CalCannabis Licensing System. At the top left is the cdfa logo and the text 'CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE'. At the top right is the CAL logo and 'CalCannabis Cultivation Licensing'. Below the logos is a navigation bar with links: 'My Dashboard', 'My Licenses' (highlighted with a red box), 'My Account', 'Look Up Licenses', and 'eLearning'. Below the navigation bar is a secondary navigation bar with links: 'Announcements', 'Logged in as: John Doe', 'Accessibility Support', 'Cart (0)', 'Account Management', and 'Logout'. Below the secondary navigation bar is a 'Cart (0)' section with the text 'Your cart is empty.'. Below the 'Cart (0)' section is a 'Let's get started!' section with two main options: 'License Application' and 'My Licenses'. The 'License Application' option has a button labeled 'Apply for a License' with a pencil icon and the text 'Submit for your License and track progress through the web.' below it. The 'My Licenses' option has a button labeled 'View my Licenses' with a magnifying glass icon and the text 'View your licenses to stay up to date on your applications and view alerts.' below it. The 'My Licenses' button and its surrounding area are highlighted with a red box.

For more information, please visit:

[cannabis.cdfa.ca.gov](http://cannabis.cdfa.ca.gov)

- Find the application record in your **Licenses** list and click on its blue hyperlinked number to open. You can differentiate between record types by looking in the **License Type** column.
- **Note:** It is important to remember that any owner attachments need to be added to the corresponding owner application record, while non-owner attachments need to be added to the main application record. No attachments should be added to the Declarations and Final Affidavit record.
- Click on the down arrow next to **Record Info** and then select **Attachments**.

Licenses		
Showing 1-14 of 14   <a href="#">Download results</a>		
<input type="checkbox"/>	License Number #	License Type
<input type="checkbox"/>	<a href="#">LCA18-0000156-DEC</a>	Declarations and Final Affidavit
<input type="checkbox"/>	<a href="#">LCA18-0000156-0010</a>	Owner Application
<input type="checkbox"/>	<a href="#">LCA18-0000156</a>	Adult-Use Cannabis Cultivation Application

License [LCA18-0000156](#): [Add to cart](#)

**Adult-Use Cannabis Cultivation Application** [Like 0](#) [Tweet](#)

**Record Status: Application Fee Due**

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Record Info Payments

License Details

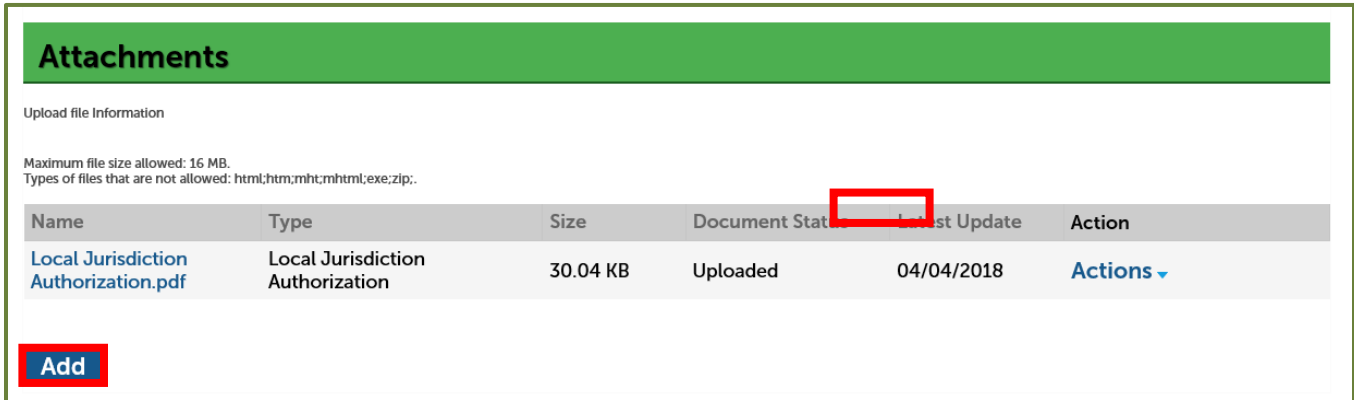
Processing Status

Related Records

Attachments

[More Details](#)

- Click the blue **Add** button to open a **File Upload** pop-up window.



**Attachments**

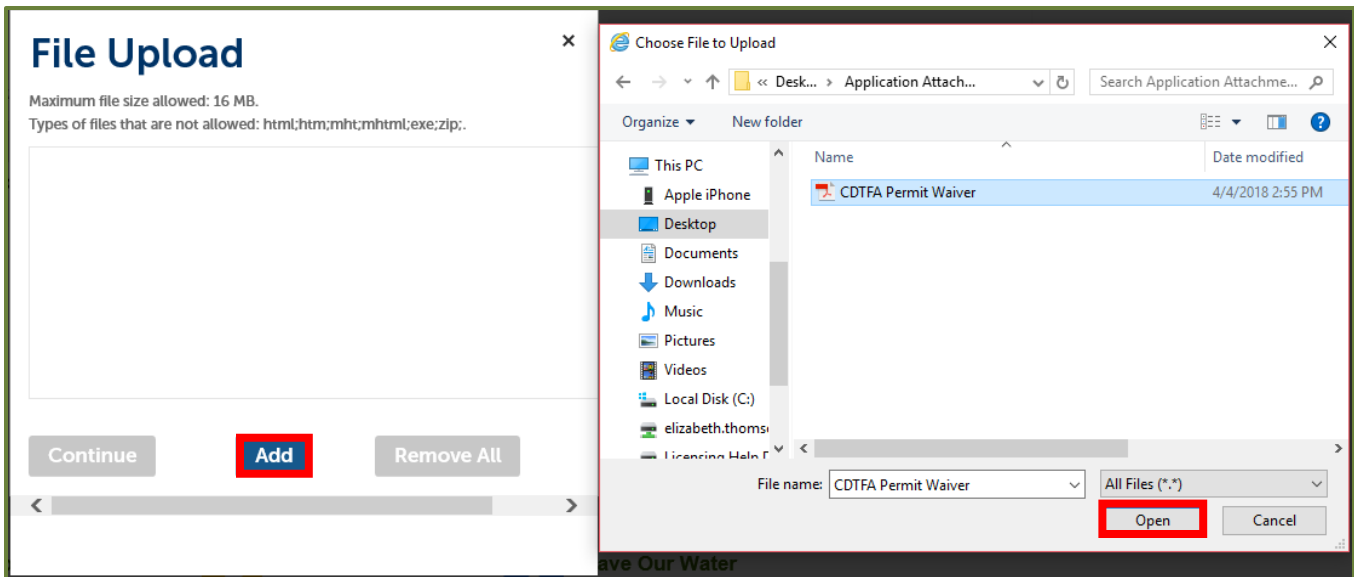
Upload file Information

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

Name	Type	Size	Document Status	Last Update	Action
<a href="#">Local Jurisdiction Authorization.pdf</a>	Local Jurisdiction Authorization	30.04 KB	Uploaded	04/04/2018	<a href="#">Actions</a> ▾

**Add**

- Click **Add** in the **File Upload** pop-up window, select the attachment file from your computer, and click **Open**.



**File Upload**

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

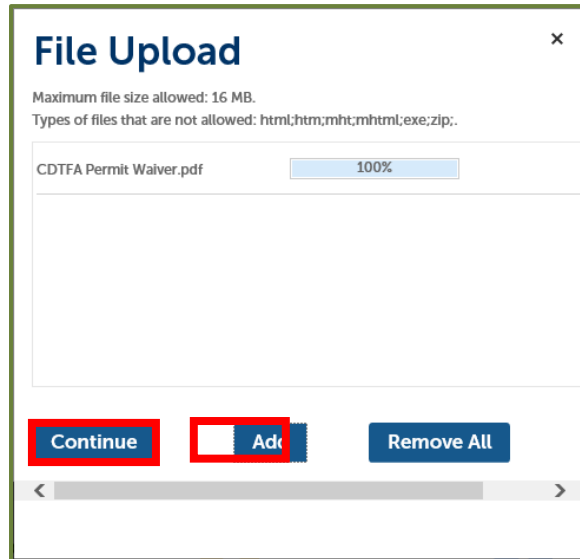
Continue **Add** Remove All

**Choose File to Upload**

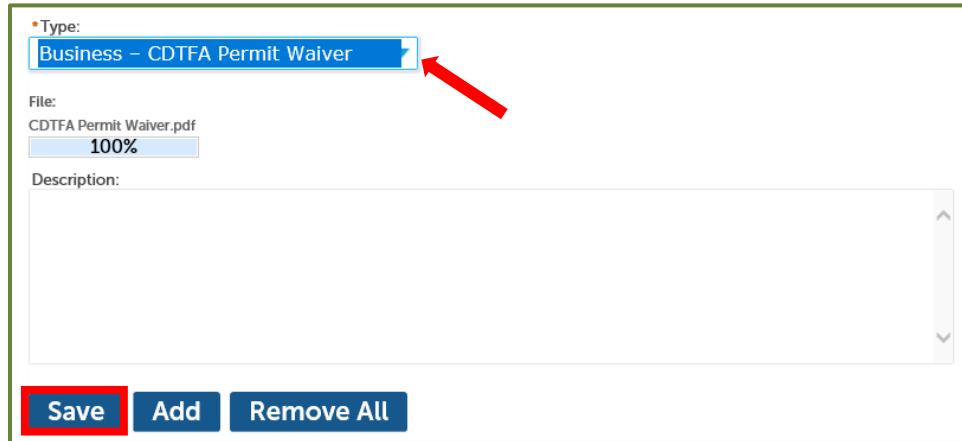
File name: CDTFA Permit Waiver | All Files (\*.\*)

Open Cancel

- Click to **Continue** to close the **File Upload** pop-up window.



- Select the attachment type from the required **Type** dropdown list and click **Save** to finish attaching the document.



- A green message appears at the top of the page confirming that your attachment was successfully uploaded.

