Adding Attachments After Application Submission

in the CalCannabis Licensing System

Logging In

Adding Attachments

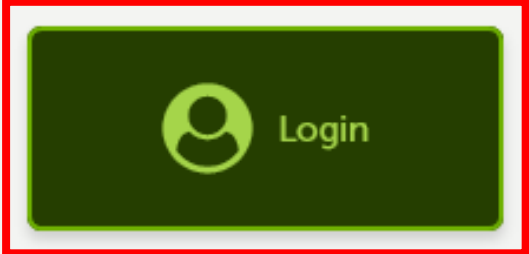## Logging In

- On the **Home** page, click on the **Login** link to login to your CalCannabis Cultivation Licensing account.

- Enter your **Username** and **Password** and click **Login** to begin.
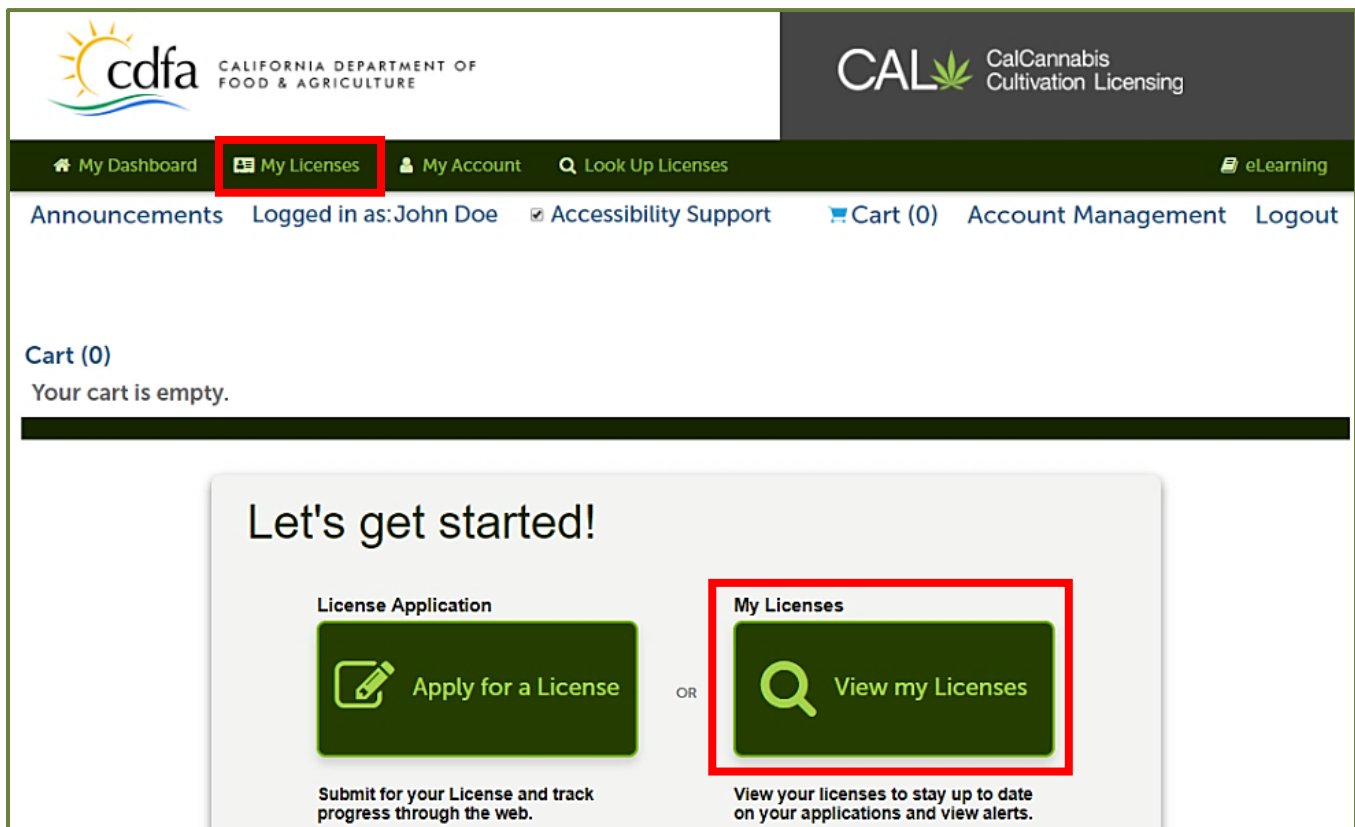
- If you are using a public computer, it is important that you **<ins>do not</ins>** check the box **Remember me on this computer** because doing so will save your CalCannabis Licensing System username on the public computer.

Adding Attachments

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

- 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.

- <u>Note</u>: 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.
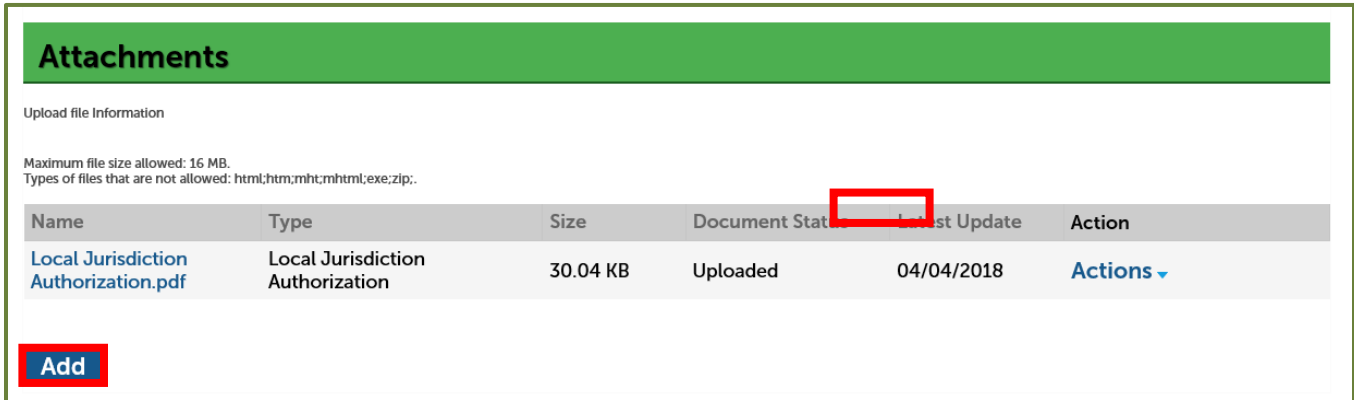
- Click on the down arrow next to **Record Info** and then select **Attachments**.

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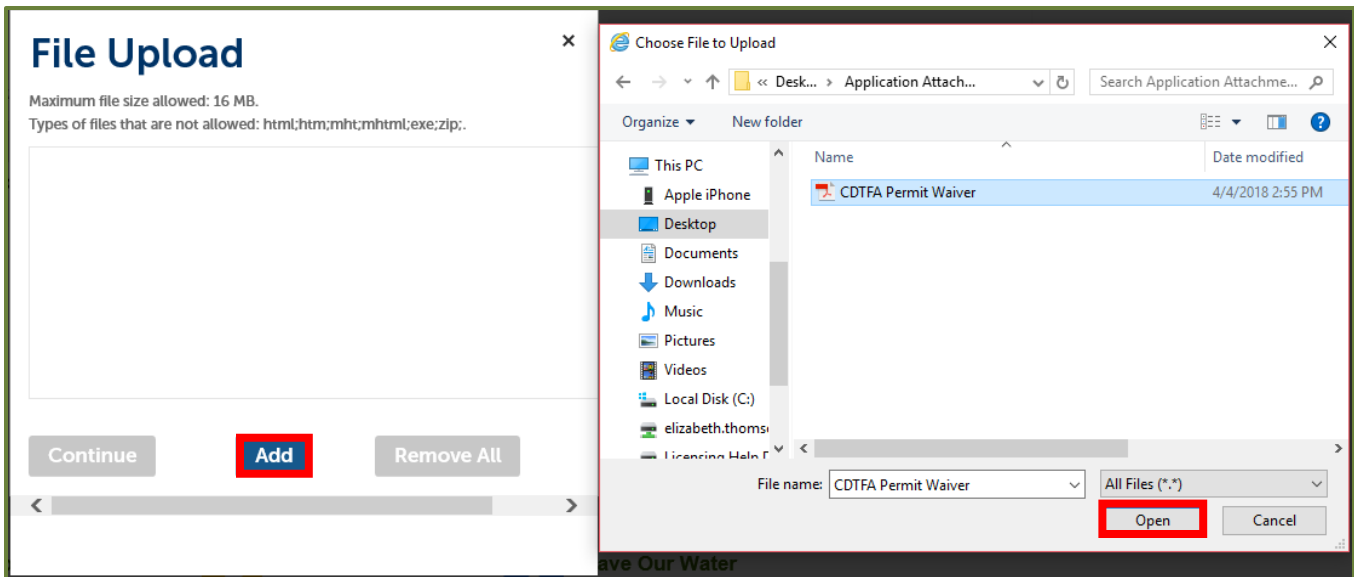
- Click **Add** in the **File Upload** pop-up window, select the attachment file from your computer, and click **Open**.

- Click to **Continue** to close the **File Upload** pop-up window.
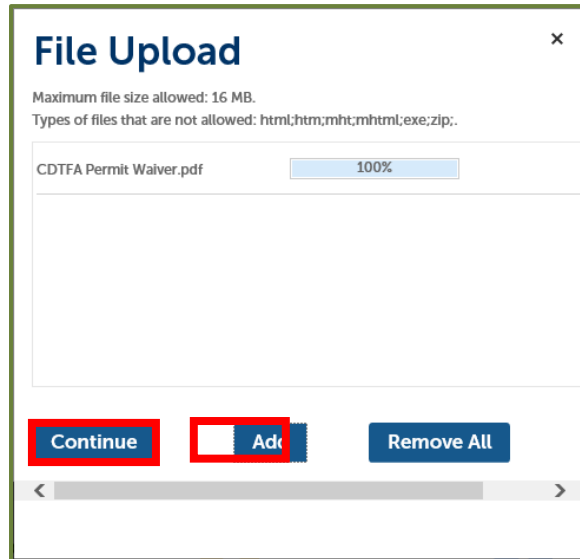
- Select the attachment type from the required **Type** dropdown list and click **Save** to finish attaching the document.
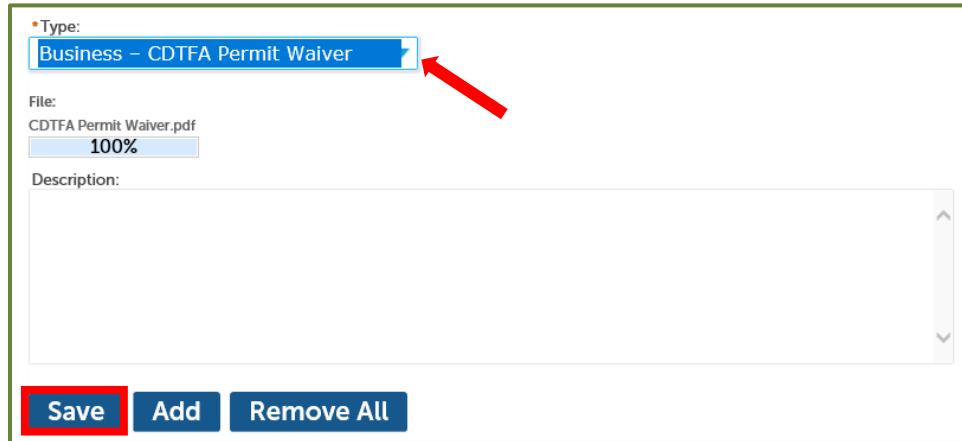
- A green message appears at the top of the page confirming that your attachment was successfully uploaded.