

Registering and Managing Your Account

in the CalCannabis Cultivation Licensing System

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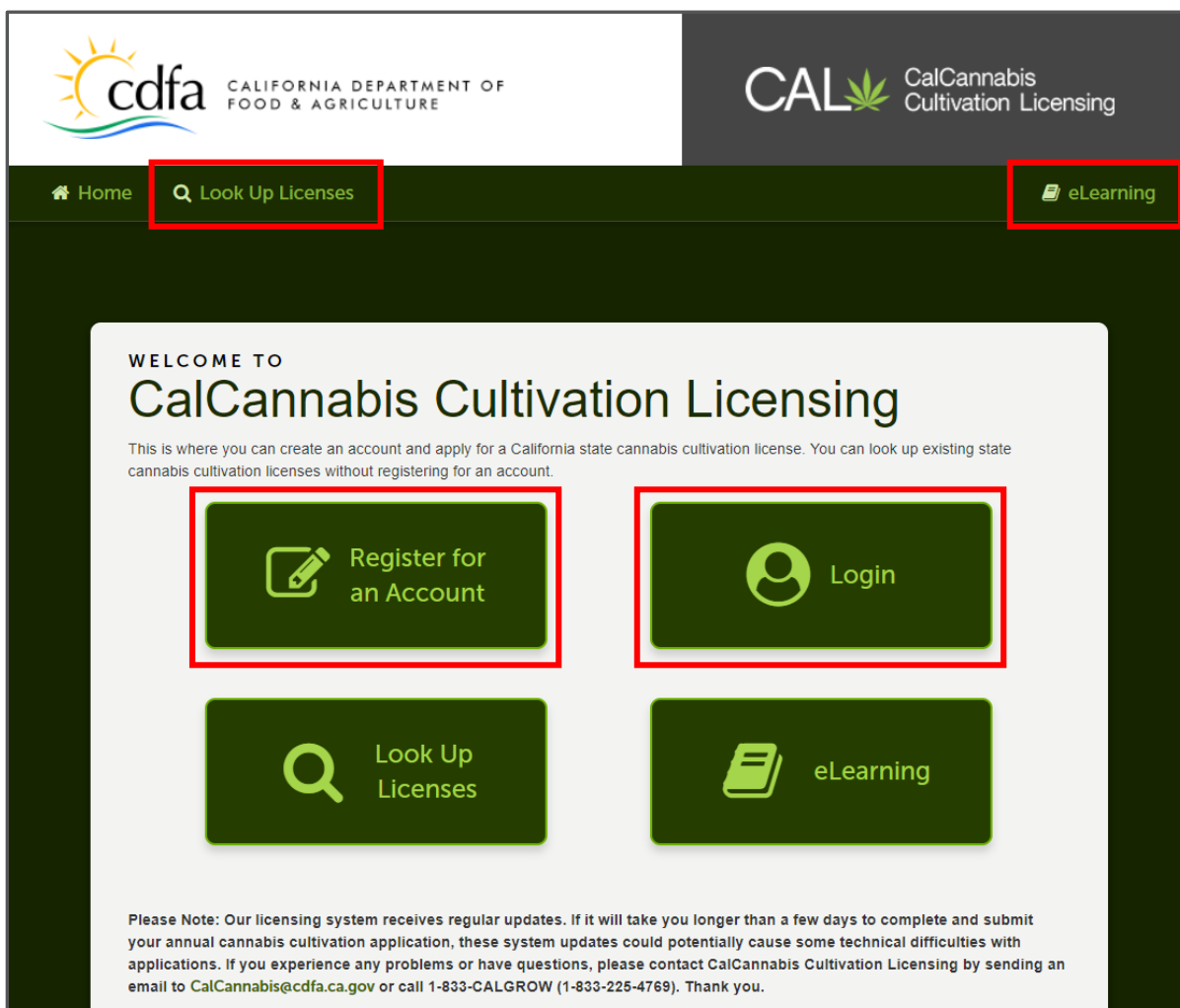
[eLearning](#)

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.

Home Page

From the [Home](#) page, you can:

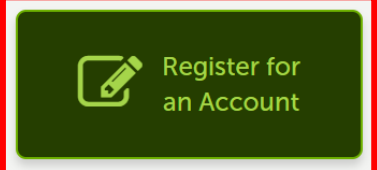
- Register for a new account
- Log into your account
- Look up licenses
- Find eLearning resources

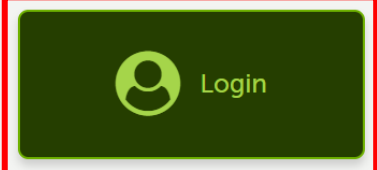


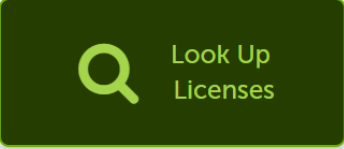
The screenshot shows the home page of the CalCannabis Cultivation Licensing system. At the top, there are logos for the California Department of Food & Agriculture (cdfa) and CalCannabis Cultivation Licensing (CAL). Below the logos is a navigation bar with four items: Home, Look Up Licenses, and eLearning. The 'Look Up Licenses' and 'eLearning' items are highlighted with red boxes. The main content area features a 'WELCOME TO CalCannabis Cultivation Licensing' heading, followed by a brief description of the system. Below this are four large green buttons: 'Register for an Account', 'Login', 'Look Up Licenses', and 'eLearning'. The 'Register for an Account' and 'Login' buttons are also highlighted with red boxes. At the bottom of the page, there is a 'Please Note' section with a disclaimer about system updates and contact information.

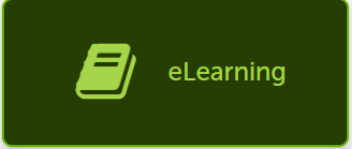
WELCOME TO
CalCannabis Cultivation Licensing

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.

 **Register for an Account**

 **Login**

 **Look Up Licenses**

 **eLearning**

Please Note: Our licensing system receives regular updates. If it will take you longer than a few days to complete and submit your annual cannabis cultivation application, these system updates could potentially cause some technical difficulties with applications. If you experience any problems or have questions, please contact CalCannabis Cultivation Licensing by sending an email to CalCannabis@cdfa.ca.gov or call 1-833-CALGROW (1-833-225-4769). Thank you.

Setting up an Account

Here's a step-by-step instruction for setting up your account:

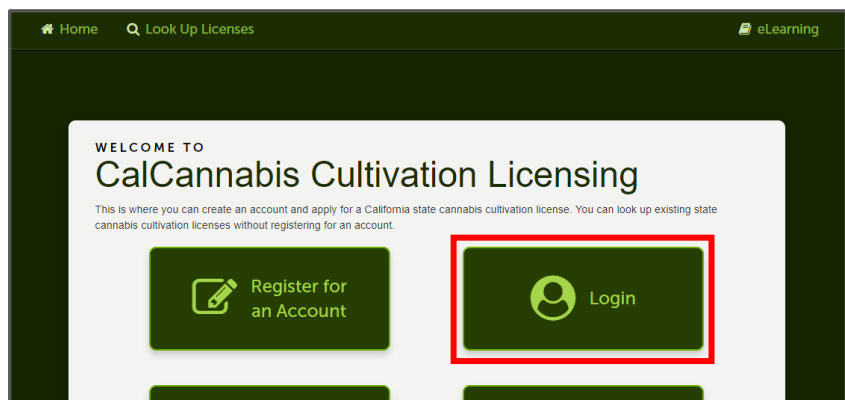
- On the [Home](#) page, select **Register for an Account**
- **Account Registration Step 1** page:
 - Check box to accept the terms
 - Click **Continue Registration**
- **Account Registration Step 2** page:
 - Enter your **User Name**, an **E-mail Address**, a **Password** (*re-enter password to confirm*), and a **Security Question and Answer**
 - Password requirements:
 - Minimum of 8 character(s)
 - Must contain each of the following
 - At least 1 upper-case letter(s) (A, B, C, ...)
 - At least 1 number(s) (1, 2, 3, ...)
 - At least 1 special character(s) (?, @, \$, ...)
 - Must not contain your User Name
 - Cannot be any of your previous 5 passwords
 - Click **Add New** to continue
- **Contact Information** pop-up window:
 - Enter your **First** and **Last** name (*required*), your **Legal Business Name**, your **Business Title**, **Phone** (**required**), **E-mail** (*required*), and **Preferred Channel** of communication: *e-mail or postal mail* (*required*)
 - Click **Add Contact Address** to continue
- **Contact Address Information** pop-up window:

- Enter **Address Type** – **Business, Home, and Mailing** (*create each one, even if they are the same address, you'll need them in the application process*)
 - Enter **Address Line 1** (and optionally **Address Line 2**), **City, State, Zip Code**, and **County**
 - Click **Save and Add Another** (*to add all three address types*)
 - When done, click **Save and Close**
 - Click **Continue**
- Pop-up confirmation message – click **Continue**
 - You're returned to the **Account Registration Step 2** page, now be sure to click **Continue Registration** to save your new account (if you forget, your account won't be created!)

You can now return to the [Home](#) page where you can **Login** with the information you just created.

Logging In

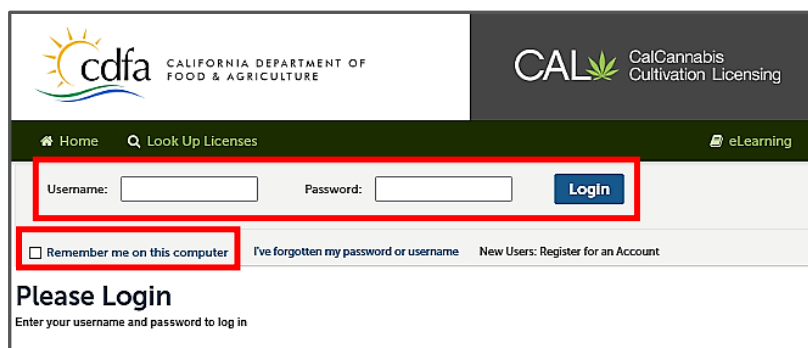
You have now created an account and are ready to log in. Return to the [Home](#) page and click on the **Login** link to begin.



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

- If you're using your personal computer, you can check the box

Remember me on this computer to save your username on the CalCannabis Licensing System.

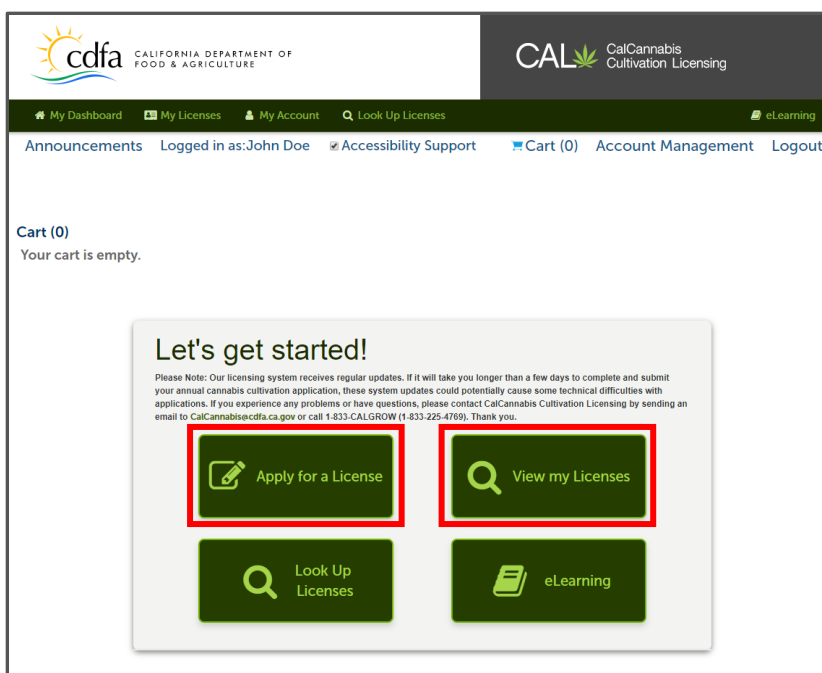


Managing Your Account

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

My Dashboard

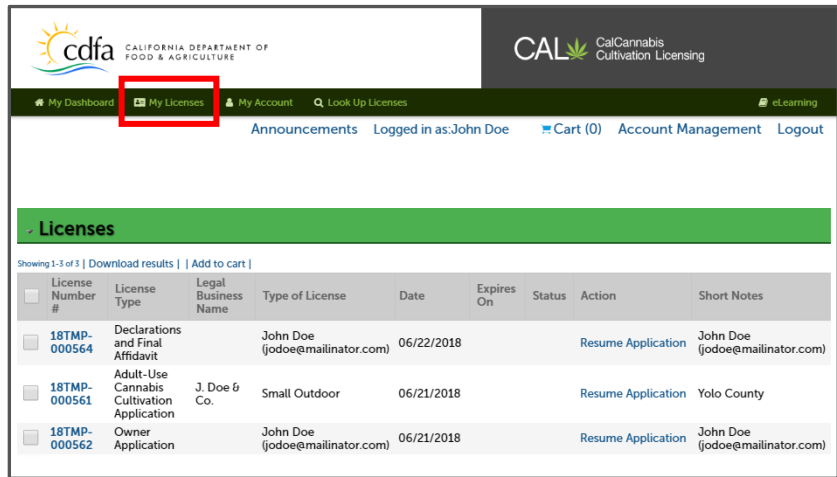
The **My Dashboard** tab displays the page shown here. You can begin the process of applying for a cannabis cultivation license with the **Apply for a License** button, or view your applications, licenses and other records with **View my Licenses**.



My Licenses

The **My Licenses** tab lists any application or license records associated with your account.

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

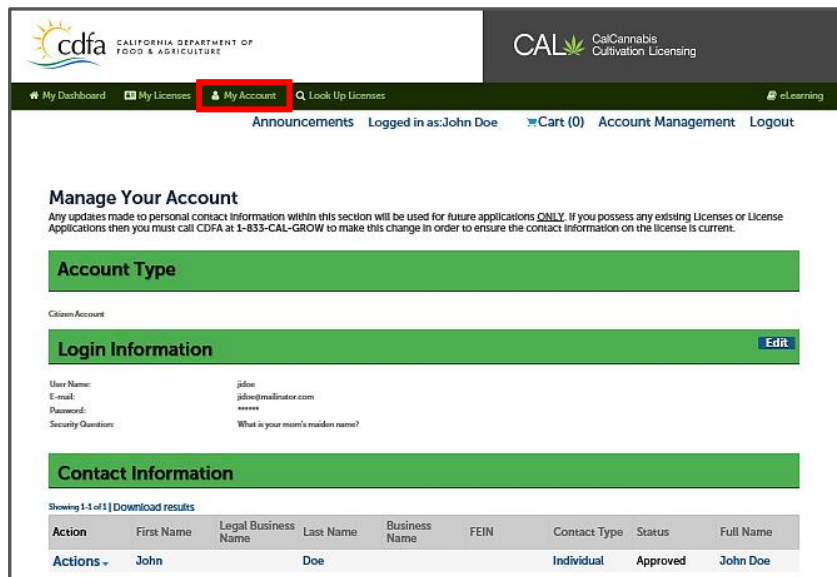


License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Notes
18TMP-000564	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		06/22/2018			Resume Application	John Doe (jdoe@mailinator.com)
18TMP-000561	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	06/21/2018			Resume Application	Yolo County
18TMP-000562	Owner Application	John Doe (jdoe@mailinator.com)		06/21/2018			Resume Application	John Doe (jdoe@mailinator.com)

My Account

The **My Account** tab on the **Home** page displays the page at right. Information displayed includes your **Account Type**, **Login Information**, and **Contact Information**.

You can make changes to your **Login Information** by clicking the **Edit** button. A pop-up window lets you change your e-mail address, password, and security question and answer.



Manage Your Account
Any updates made to personal contact information within this section will be used for future applications **ONLY**. If you possess any existing Licenses or License Applications then you must call CDFA at 1-833-CAL-GROW to make this change in order to ensure the contact information on the license is current.

Account Type

Citizen/Account

Login Information [Edit](#)

User Name: jdoe
E-mail: jdoe@mailinator.com
Password:
Security Question: What is your mom's maiden name?

Contact Information

Showing 1-1 of 1 | Download results

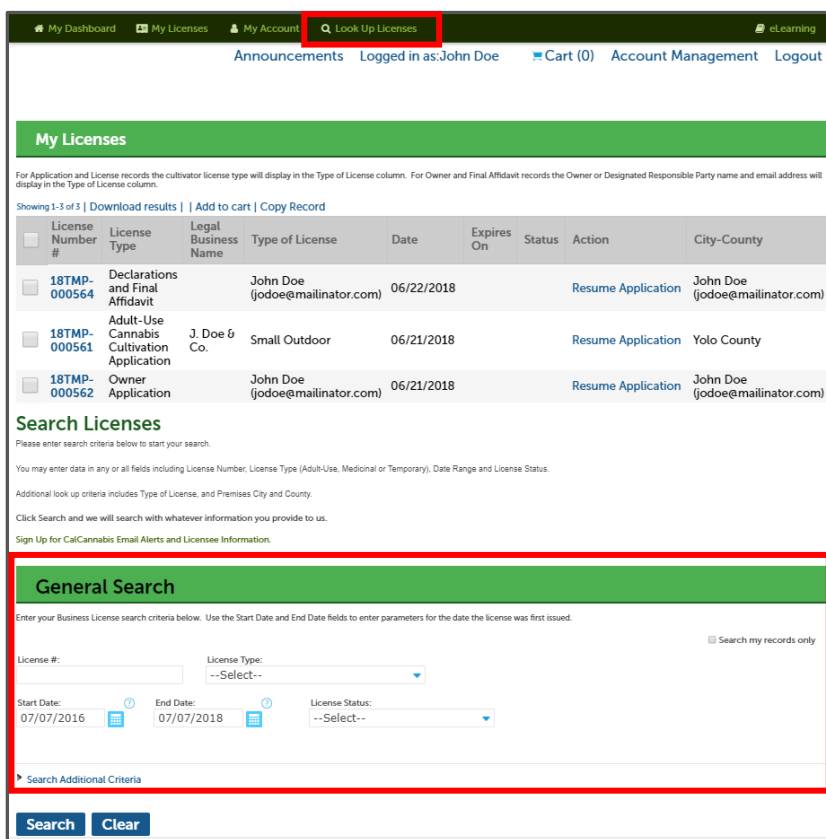
Action	First Name	Legal Business Name	Last Name	Business Name	FEIN	Contact Type	Status	Full Name
Actions	John		Doe			Individual	Approved	John Doe

In the **Contact Information** section, you can edit your own address, e-mail, phone, and other personal information. You can also enter contact information for anyone else you want added to your account.

Look Up Licenses

The final link on the **Home** page is for **Look Up Licenses**.

On this page – without logging into the system – anyone can search for publicly available information on licenses issued by the CalCannabis Licensing Program, using the search fields under **General Search**.



The screenshot shows the 'Look Up Licenses' page in a user's account. The page has a navigation bar with 'My Dashboard', 'My Licenses', 'My Account', and 'Look Up Licenses' (highlighted). Below the navigation bar, there are links for 'Announcements', 'Logged in as: John Doe', 'Cart (0)', 'Account Management', and 'Logout'. The main content area is titled 'My Licenses' and contains a table of license records. Below the table is a 'Search Licenses' section with a search form. The search form is highlighted with a red box and includes fields for 'License #', 'License Type', 'Start Date', 'End Date', and 'License Status'. There are also 'Search' and 'Clear' buttons at the bottom of the search form.

License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	City-County
18TMP-000564	Declarations and Final Affidavit	John Doe (jodoe@mailinator.com)		06/22/2018			Resume Application	John Doe (jodoe@mailinator.com)
18TMP-000561	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	06/21/2018			Resume Application	Yolo County
18TMP-000562	Owner Application	John Doe (jodoe@mailinator.com)		06/21/2018			Resume Application	John Doe (jodoe@mailinator.com)

Search Licenses
Please enter search criteria below to start your search.
You may enter data in any or all fields including License Number, License Type (Adult-Use, Medicinal or Temporary), Date Range and License Status.
Additional look up criteria includes Type of License, and Premises City and County.
Click Search and we will search with whatever information you provide to us.
Sign Up for CalCannabis Email Alerts and Licensee Information.

General Search
Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

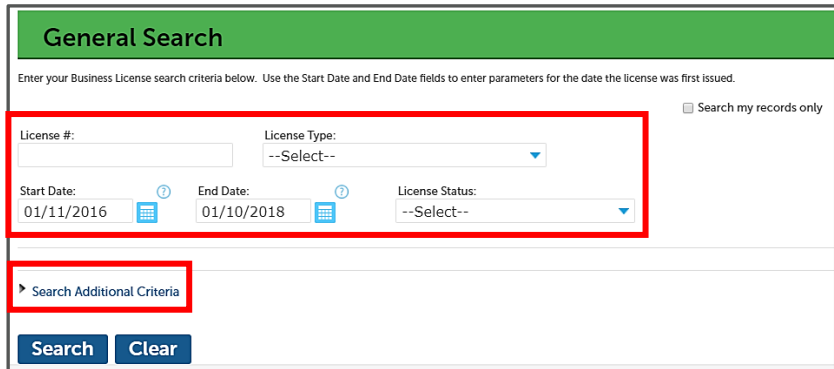
License #: License Type:

Start Date: End Date: License Status:

Search my records only

If you're logged into your registered account, as shown here, your own records show at the top of the page, and search results may include your own license and non-license records, such as applications and amendments.

You can search using a full or partial **License Number**, or by choosing a **License Type** from the dropdown list. You can search for licenses issued between a start or end date, and you can also further narrow a search by adding the **License Status**. After selecting an **Adult-Use, Medicinal, or Temporary** license type, you can use the **Search Additional Criteria** option.



General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued. Search my records only

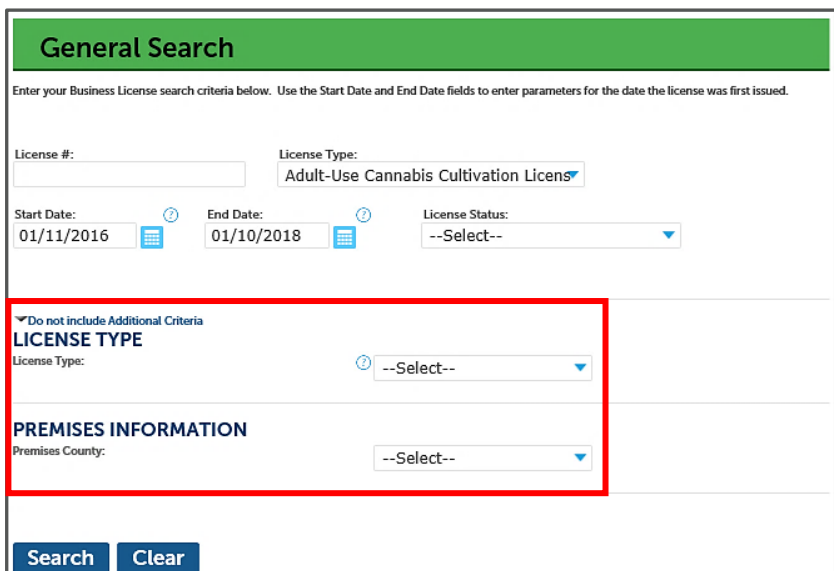
License #: License Type:

Start Date: End Date: License Status:

This option allows you to search by the **License Type** (the category of the cultivation business from Specialty Cottage to Medium size).

You can also add search criteria in **Premises Information** to include only licenses issued within a specific county.

Click **Search**.



General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

License #: License Type:

Start Date: End Date: License Status:

Do not include Additional Criteria

LICENSE TYPE

License Type:

PREMISES INFORMATION

Premises County:

The list of records found by your search appears below the **Search** button. You can click **Download results** to a comma-separated values (.CSV) file to open in Excel or a similar tool.

Search Additional Criteria

Search **Clear**

200+ Record results matching your search results
Click any of the results below to view more details.

Showing 1-20 of 200+ | **Download results** | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	City - County
<input type="checkbox"/>	TML18-0005138	Temporary Cannabis Cultivation License	Nikola Rakocevic	Small Mixed-Light Tier 1	07/06/2018	11/03/2018	Active		Unincorporated - Trinity County
<input type="checkbox"/>	TAL18-0005130	Temporary Cannabis Cultivation License	Wave Rider Nursery, LLC	Small Mixed-Light Tier 1	07/06/2018	11/03/2018	Active		Salinas - Monterey County
<input type="checkbox"/>	TAL18-0005127	Temporary Cannabis Cultivation License	Wave Rider Nursery, LLC	Small Mixed-Light Tier 1	07/06/2018	11/03/2018	Active		Salinas - Monterey County
<input type="checkbox"/>	TML18-0005121	Temporary Cannabis Cultivation License	Green Mountain Ranch LLC	Specialty Mixed-Light Tier 1	07/06/2018	11/03/2018	Active		Unincorporated - Mendocino County
<input type="checkbox"/>	TML18-0005184	Temporary Cannabis Cultivation	Trinity Alps Collective	Small Outdoor	07/05/2018	11/02/2018	Active		Redding - Trinity County

eLearning

The [eLearning](#) link at the top of each page leads to a page on the [CalCannabis Cultivation Licensing](#) website where you can access a variety of resources for learning about the CalCannabis Licensing System. Below are some of this items you can view on our website.



Webinar videos explaining how to register and apply for a license

- *Registration and a Temporary Cannabis Cultivation License Application*
- *Registration and an Annual Cannabis Cultivation License Application*

Step-by-Step Guides

- *How to Apply for a State Cannabis Cultivation License*
- *How to Use the State Cannabis Cultivation Online System*

Quick References

- *How to Find a State Cannabis Cultivation License*
- *How to Navigate the Online System*
- *How to Create and Manage Your Account (this document)*
- *How to Print Your State Cannabis Cultivation License Certificate*
- *Adding Attachments After Application Submission*