

Register and Manage Your Account

in the CalCannabis Cultivation Licensing System

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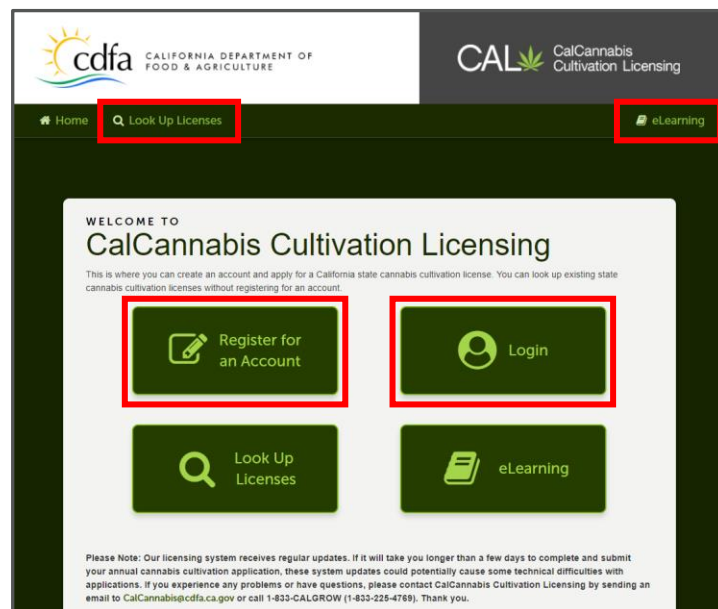
[eLearning](#)

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
- Look up licenses
- Log into your account
- Find eLearning resources



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) (? @ \$ etc.)
- 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**
- On the **Account Registration Step 2** page, be sure to click **Continue Registration** to save your new account (if you forget, your account won't be created!)

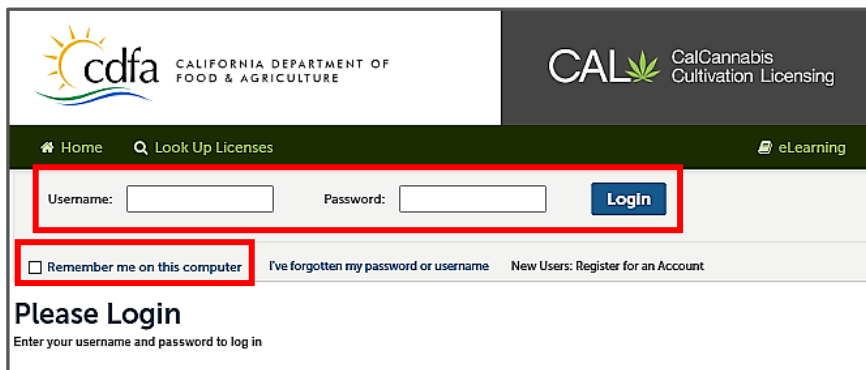
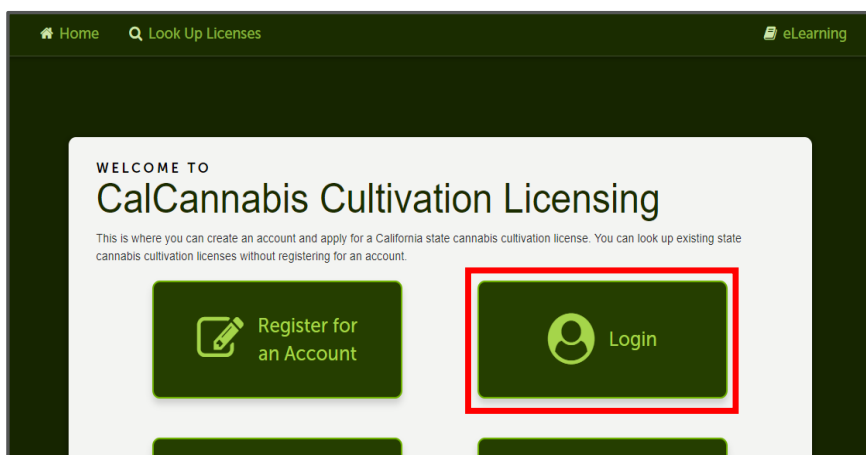
You can now return to the [Home](#) page where you can **Login** with the information you just created.

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.



Manage Your Account

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

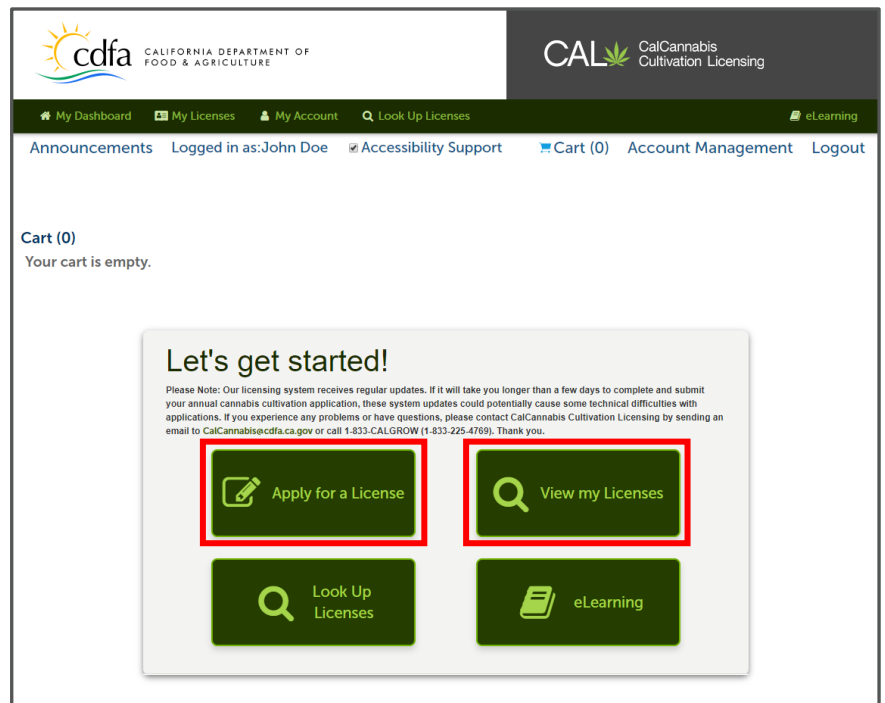
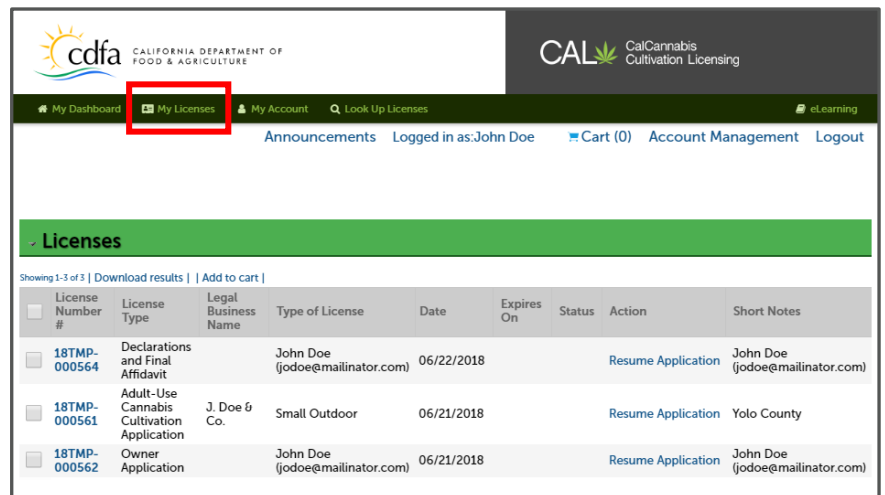
My Dashboard

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**.

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.

My Licenses

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

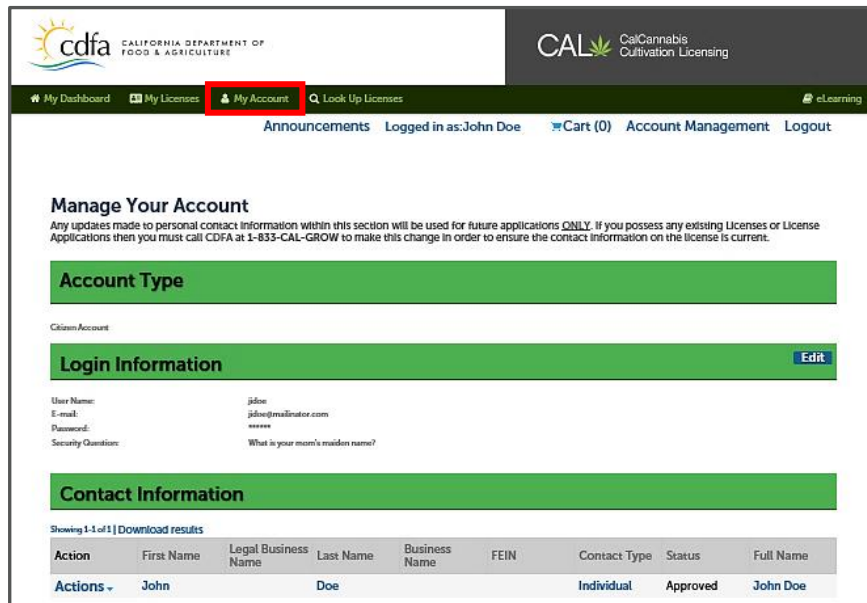
License Number #	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Notes
18TMP-000564	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		06/22/2018			Resume Application	John Doe (jdoe@mailinator.com)
18TMP-000561	Adult-Use Cannabis Cultivation Application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

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.



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: jidoe
E-mail: jidoe@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

Appoint 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, as the person registered them to create their CalCannabis account. If either 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. That email asks them to sign into the

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.

The email address you have entered has been linked to you as an individual. Changing it prior to application submission could result in your being locked out of your account, experiencing delays in the processing of your application, or the inability to receive notifications of application updates.

Account Type

Citizen Account

Login Information

Edit

User Name: jdoe
E-mail: jdoe@gmailinator.com
Password: *****
Security Question: favorite color

Contact Information

Showing 1-1 of 1 | Download results

First Name	Last Name	Legal Business Name	Contact Type	Status	Action
John	Doe	J. Doe & Co.	Individual	Approved	Actions ▾

Delegates

Add a Delegate

People who can access my account
None

People whose account I can access
None

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.

Add a Delegate

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

Please note: You are responsible for ensuring that all information contained within and attached to this application is complete, true, and accurate, including any information supplied by a delegate with access to your account. Any material misrepresentation on the application is grounds for a denial of a license, or revocation or other discipline of a license issued.

*Name *E-mail Address

Set Delegate Permission


Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in Licenses [\(Change\)](#)

For the following permissions, the available categories are:

- Create Applications in Licenses [\(Change\)](#)
- Renew Records in Licenses [\(Change\)](#)
- Amend Records in Licenses [\(Change\)](#)
- Manage Inspections in Licenses [\(Change\)](#)
- Manage Documents in Licenses [\(Change\)](#)
- Make Payments in Licenses [\(Change\)](#)

Add Personal Note

I'm not a robot 

[Save](#) [Cancel](#)

[Invite a Delegate](#) [Cancel](#)

Categories

- Licenses (5/8)
 - Adult-Use Cannabis Cultivation Application
 - Adult-Use Cannabis Cultivation License
 - Declarations and Final Affidavit
 - License Application Amendment
 - Medicinal Cannabis Cultivation Application
 - Medicinal Cannabis Cultivation License
 - Owner Application
 - Owner Application Amendment

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**.

Log into your registered account, and 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.

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**.

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.

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:

Search

Clear

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

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 the items you can view on our website:

Webinar video

- *Registration and Annual Cannabis Cultivation License Application*

Step-by-Step Guide

- *How to Use the State Cannabis Cultivation Online System*

Quick References

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