

Paying Your Application or License Fee

in the CalCannabis Licensing System

[Overview](#)

[Approval Notification](#)

[Log In to View Your Application](#)

[Pay the License Fee in Cash](#)

[Pay the License Fee Online](#)

[Payment Portal – Credit Card](#)

[Payment Portal – Bank Transfer](#)

[Print Your Receipt](#)

[Find your Certificate](#)

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.

Overview

Payment of your application fee is required before CalCannabis Licensing Division can start reviewing your annual application. Alternatively, payment of your license fee for your annual or provisional application is the last step in the process.

After you've paid your application fee and cleared up any deficiencies on your application (see the quick reference **Responding to Application Deficiencies**), CalCannabis will send your Designated Responsible Party an email or letter asking you to now pay your license fee.

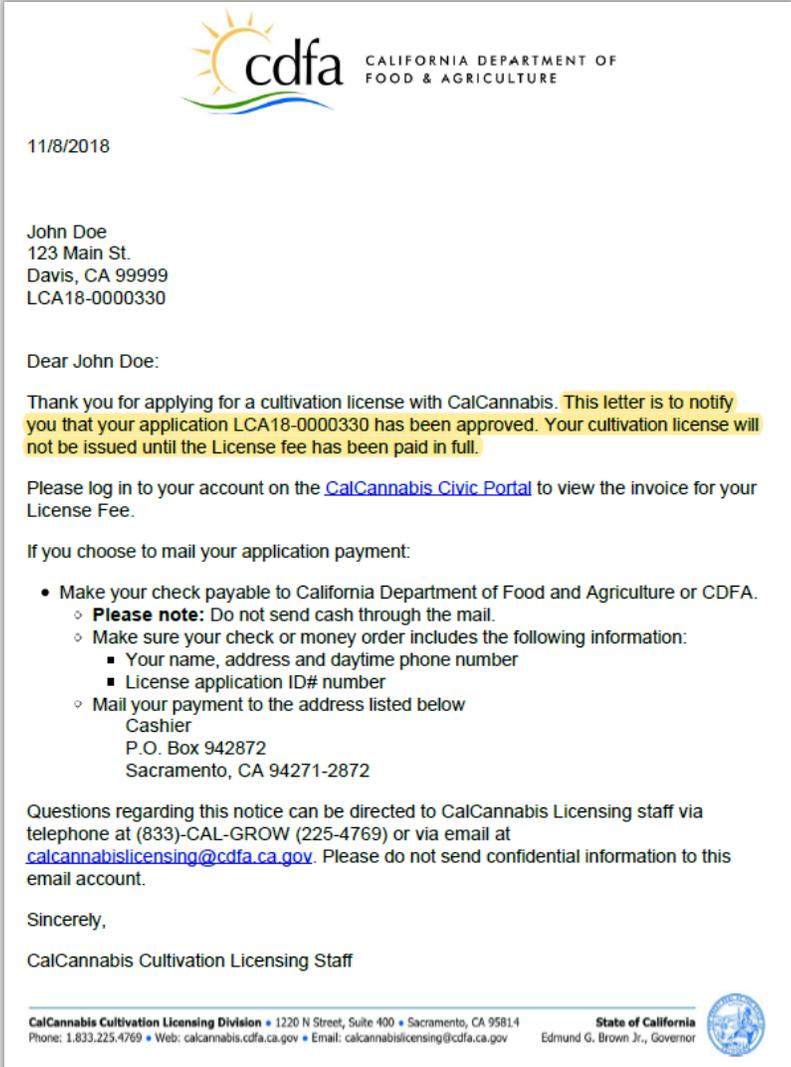
Approval Notification

When your license application is approved, CalCannabis sends the Designated Responsible Party a letter notifying of the approval and reminding that the license fee must be paid in full before your license can be issued.

You can pay a fee several ways:

- Pay online through your CalCannabis account
- Print your invoice and pay cash in person at the Bureau of Cannabis Control in Rancho Cordova or Eureka.
- Pay by check or money order at the address listed on the sample document to your right – follow the other instructions listed as well.

Note: *If you mail a check or money order for your **license fee**, no further action is required until your license is issued. Check back by logging into your account so you can find and print your license certificate.*



11/8/2018

John Doe
123 Main St.
Davis, CA 99999
LCA18-0000330

Dear John Doe:

Thank you for applying for a cultivation license with CalCannabis. This letter is to notify you that your application LCA18-0000330 has been approved. Your cultivation license will not be issued until the License fee has been paid in full.

Please log in to your account on the [CalCannabis Civic Portal](#) to view the invoice for your License Fee.

If you choose to mail your application payment:

- Make your check payable to California Department of Food and Agriculture or CDFA.
 - **Please note:** Do not send cash through the mail.
 - Make sure your check or money order includes the following information:
 - Your name, address and daytime phone number
 - License application ID# number
 - Mail your payment to the address listed below
Cashier
P.O. Box 942872
Sacramento, CA 94271-2872

Questions regarding this notice can be directed to CalCannabis Licensing staff via telephone at (833)-CAL-GROW (225-4769) or via email at calcannabislicensing@cdfa.ca.gov. Please do not send confidential information to this email account.

Sincerely,
CalCannabis Cultivation Licensing Staff

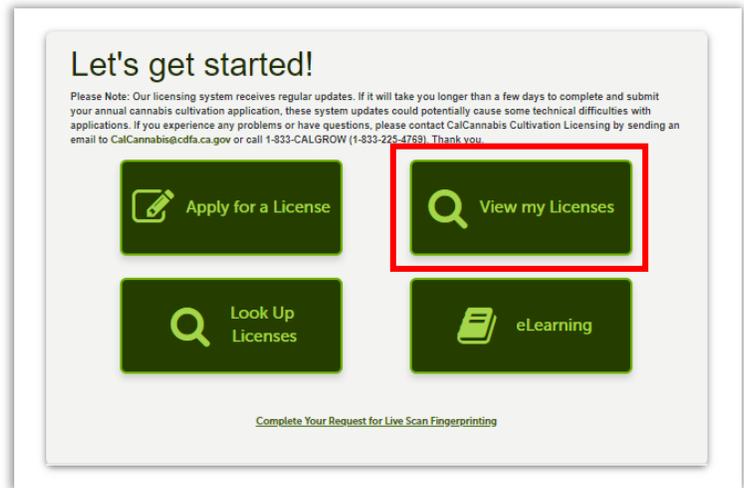
CalCannabis Cultivation Licensing Division • 1220 N Street, Suite 400 • Sacramento, CA 95814
Phone: 1.833.225.4769 • Web: calcannabis.cdfa.ca.gov • Email: calcannabislicensing@cdfa.ca.gov

State of California
Edmund G. Brown Jr., Governor

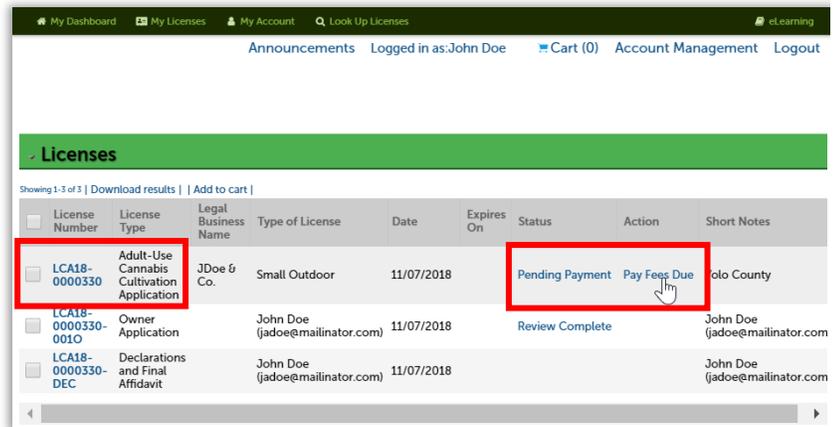


Log In to View Your Application

To pay your application or license fee by cash, credit card, or bank transfer, log in to your account and click on **View My Licenses**.

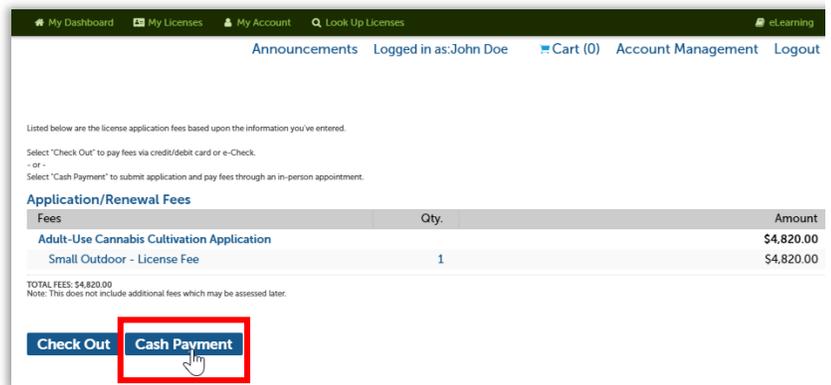


In the **My Licenses** list, your application shows a status of **Pending Payment**, and an action of **Pay Fees Due**. Click on the blue Pay Fees Due link.



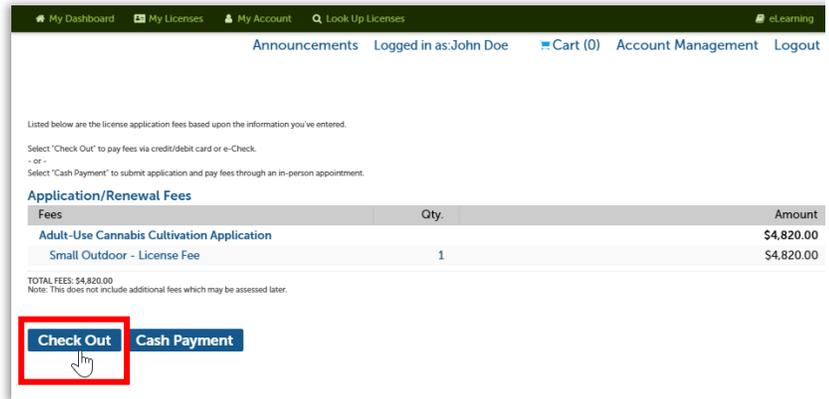
Pay the License Fee in Cash

If you click on **Cash Payment**, please print a copy of your invoice to submit at your appointment. Note that cash payments can only be made in person at the Bureau of Cannabis Control in Sacramento or Eureka, and you'll need to call and arrange an appointment.

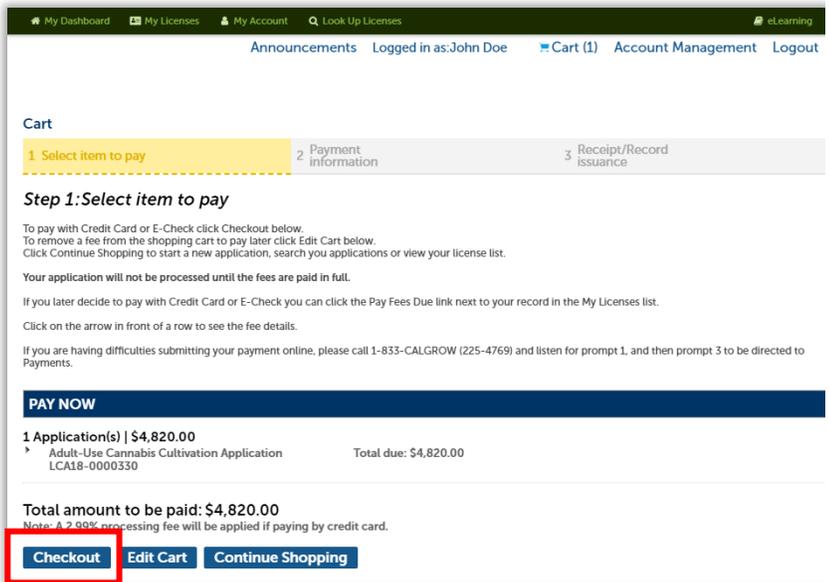


Pay the License Fee Online

To pay immediately online, using either a credit card or bank transfer, click **Check Out**.

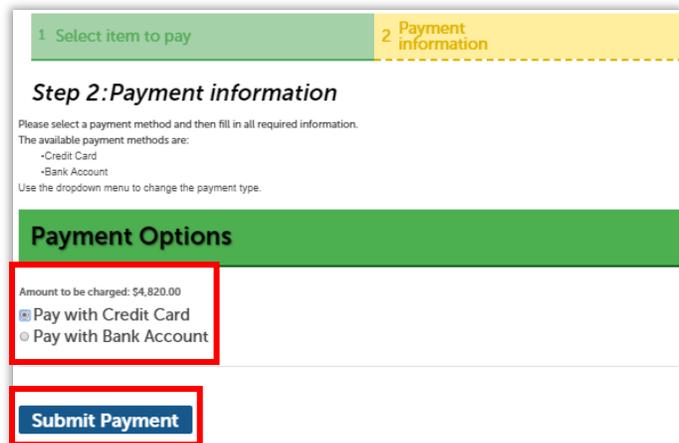


The **Cart** screen displays your application number and the fee due. Continue by clicking **Checkout**.



Payment Portal – Credit Card

On the **Payment Options** screen, choose to pay by credit card and click on **Submit Payment**. Once you click the button, you will be taken to a third-party payment processor.



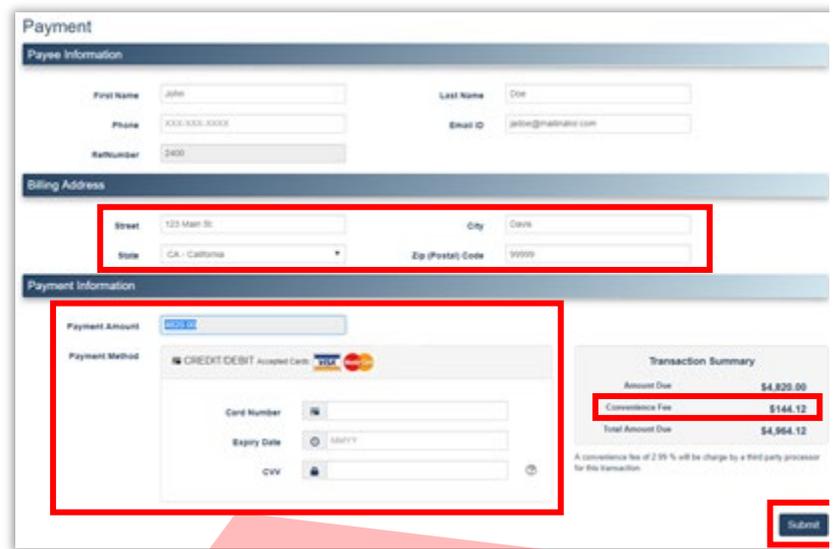
This is the payment portal screen for credit card payment. Add your address information, which does not transfer from your application.

Enter your payment information and click **Submit**. You can pay with Visa or MasterCard.

Note: *Paying by credit card requires a convenience fee for the payment processor of 2.99% of the application or license fee.*

Return to the **My Licenses** list to print your receipt. If you submitted your **application fee**, your completed application is now submitted for review to the CalCannabis Licensing Division.

Alternatively, if you submitted your **license fee**, you'll receive an email or postal letter notification that your license is issued.



Payment

Payee Information

First Name: John, Last Name: Doe
 Phone: XXX-XXX-XXXX, Email ID: john@matkobe.com
 PhoneNumber: 2400

Billing Address

Street: 123 Main St, City: Davis
 State: CA - California, Zip (Postal) Code: 95608

Payment Information

Payment Amount: 4820.00

Payment Method

CREDIT/DEBIT Accepted Cards: VISA, MasterCard

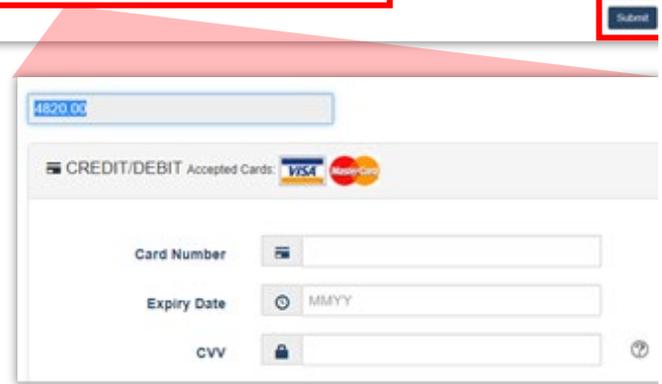
Card Number: [Field]
 Expiry Date: MMY, MYY
 CVV: [Field]

Transaction Summary

Amount Due	\$4,820.00
Convenience Fee	\$144.12
Total Amount Due	\$4,964.12

A convenience fee of 2.99 % will be charge by a 3rd party processor for this transaction.

Submit



4820.00

CREDIT/DEBIT Accepted Cards: VISA, MasterCard

Card Number: [Field]
 Expiry Date: MMY, MYY
 CVV: [Field]

Payment Portal – Bank Transfer

Under **Payment Options** on the previous page, selecting **Pay with Bank Account** takes you to a different payment screen. Click **Submit Payment** to continue.



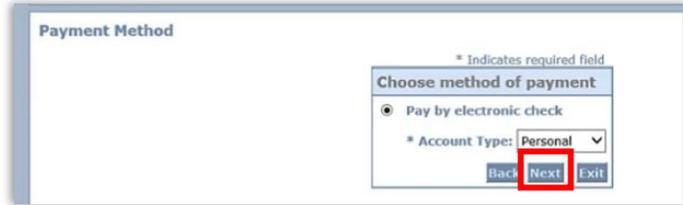
Payment Options

Amount to be charged: \$4,820.00

Pay with Credit Card
 Pay with Bank Account

Submit Payment

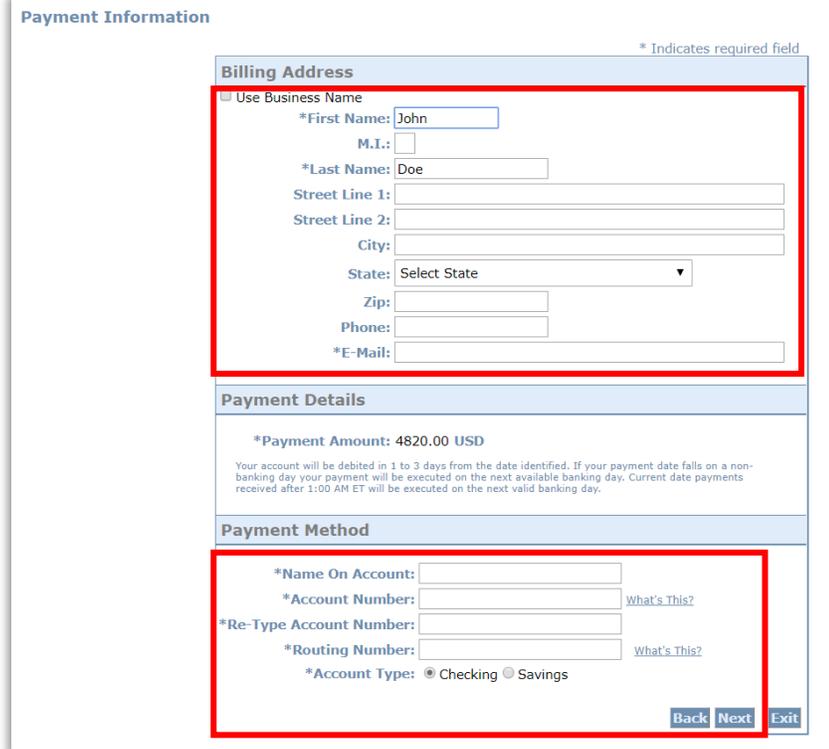
On the **Payment Method** screen, choose from **Personal** or **Business** account types. Click **Next**.



On the **Payment Information** 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**.

Address
Billing Address: John Doe 123 Main St. Davis, CA 99999 (123) 123-1231 jadoe@mailinator.com
Payment Method
Electronic Check Checking x6789 121042882
Payment Amount
Amount: 4820.00 USD Total: 4820.00 USD
Today, being 11/12/2018, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and my state's return item fee and, if applicable, costs, by EFT(s) or draft(s) drawn from my account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.
<div style="text-align: right;"> Back Pay Now Exit </div>

Print Your Receipt

After clicking **Pay Now**, you're returned to your application, where you can print your receipt.

If you submitted your **application fee**, your complete application is now submitted for review to the CalCannabis Licensing Division.

Alternatively, if you submitted your **license fee**, you'll receive an email or postal letter notification that your license is issued.



The screenshot shows a web browser window displaying the CalCannabis Licensing application. The main content area shows a confirmation message: "Step 3: Receipt/Receipt" with a green checkmark icon and the text "Your application(s) has been submitted for review. Click on your Application to view details." Below this is a "Print/View Receipt" button and the application ID "LCA18-0000268". An inset window shows a "RECEIPT OF PAYMENT" for Receipt # 876, dated 11/12/2018. The receipt details include Agency (CALCANNABIS), License/Permit # (LCA18-0000268), Invoice # (1141474), Legal Business Name (J. Doe & Co.), and Amount (\$4,820.00). It also shows a "BALANCE DUE" of \$0.00.

Find your Certificate

Once your **license fee** is paid, you'll 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 to find and print your license certificate.

It's important to keep in mind that this step does not apply for submission of your application fee. This step is only applicable once your **license fee** has been paid in full.

Note: *Do not click on your cannabis cultivation application number – the license certificate is only available with your active cannabis cultivation license number.*

My Dashboard My Licenses My Account Look Up Licenses eLearning

Announcements(1) Logged in as: John Doe Cart (0) Account Management Logout

Application LCA18-0000268 has been approved and your license fee has been paid: Dear John Doe: Your application, LCA18-0000268, is approved and your license fees have been paid. Please find attached ... [more](#)

Licenses Mark as Read

Showing 1-4 of 4 | Download results | Add ...

License Number	License Type	Legal Business Name	Type of License	Date	Expires On	Status	Action	Short Notes
<input type="checkbox"/> PAL18-0000268	Adult-Use Cannabis Cultivation Provisional License	J. Doe & Co.	Small Outdoor		11/12/2018 11/12/2019	Active		Anytown - Yo
<input type="checkbox"/> LCA18-0000268-DEC	Declarations and Final Affidavit	John Doe (jdoe@mailinator.com)		04/04/2018				John Doe (jdoe@mailin
<input type="checkbox"/> LCA18-0000268	Adult-Use Cannabis Cultivation Application	J. Doe & Co.	Small Outdoor	04/04/2018		Provisional License Issued		Yolo County
<input type="checkbox"/> LCA18-0000268-0010	Owner Application	John Doe (jdoe@mailinator.com)		04/04/2018		Review Complete		John Doe (jdoe@mailin