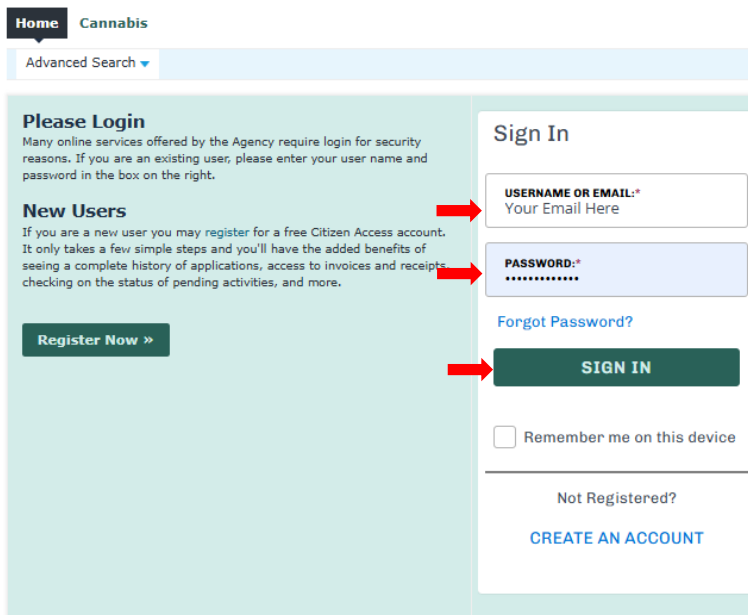


Mendocino County Cannabis Department

How to Locate and Download Files from your Cannabis Cultivation Business Licenses

1. Navigate to <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.

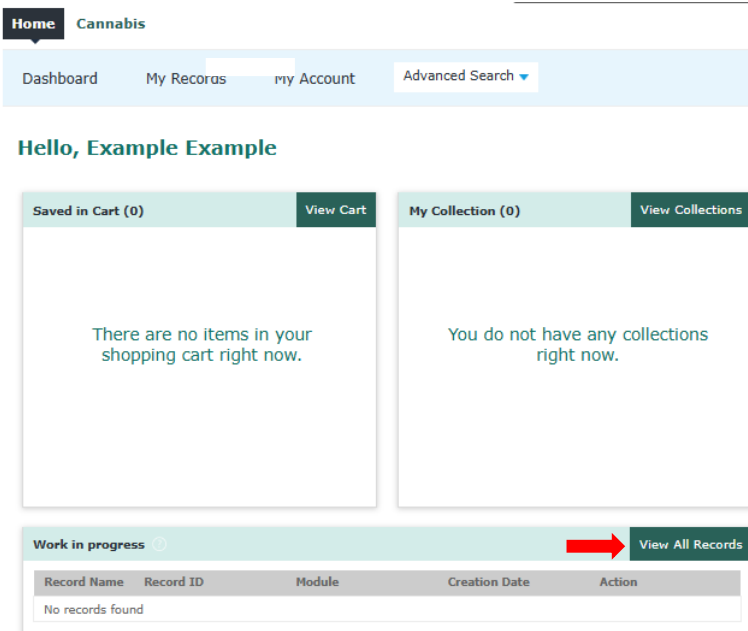
2. Enter the User Name or E-Mail and your Password that you used when you created your account, and then click **Sign In**.



3. You will be taken to your "Dashboard." From this page you can locate any Cannabis Cultivation Business Licenses (CCBL) related to your Accela Citizens Account (ACA).

4. Use your mouse to click

View All Records



5. On the Records screen, you will be presented with a table of all CCBL(s) and Applications associated with your ACA.
6. You can click on the record number of any CCBL you want to view or download files.

Home Cannabis

Dashboard My Records My Account Advanced Search ▾

▼ Cannabis

Showing 1-4 of 4 | Download results | Add to collection | Add to cart

☐	Date	Record Number	Record Type	Description	Project Name	Action
☐	09/12/2024	CAN-C-2024-0025-WIT-000	Cannabis Withdrawal	Detailed Description.	BlueBudsExample	
☐	09/09/2024	CAN-C-2024-0024-ASGN-001	Cannabis Assignment	Cannabis cultivation business focused on clean holistic and naturally sourced cultivation techniques.	GreenBudsExample	Pay Fees Due
☐	09/09/2024	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Cannabis cultivation business focused on clean holistic and naturally sourced cultivation techniques.	GreenBudsExample	Pay Fees Due Make Changes
☐	09/09/2024	CAN-C-2024-0025-APP	Cannabis Cultivation Application	Detailed Description.	BlueBudsExample	Pay Fees Due Make Changes

7. Click **Record Info** ▾ and a drop-down menu will appear, click on the option titled “Attachments.”

Home Cannabis

Create an Application Search Applications Request an Inspection

Record CAN-C-2024-0024-APP: Cannabis Cultivation Application
Record Status: Submitted

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Conditions ●

Record Details

Processing Status
added to this record on 09/09/2024.
Water Availability Analysis Severity: Notice
Total Conditions: 14 (Notice: 12, Required: 2)

Related Records

Attachments

Inspections

[View Condition](#)

8. You will be greeted with a list of attachments that you have already submitted for the corresponding CCBL.
9. To download the attachments, click on the name of the attachment, a download will begin.

Record CAN-C-2024-0024-APP: Cannabis Cultivation Application
Record Status: Submitted

[Add to cart](#)
[Add to collection](#)

Record Info ▾ Payments ▾ Conditions ●

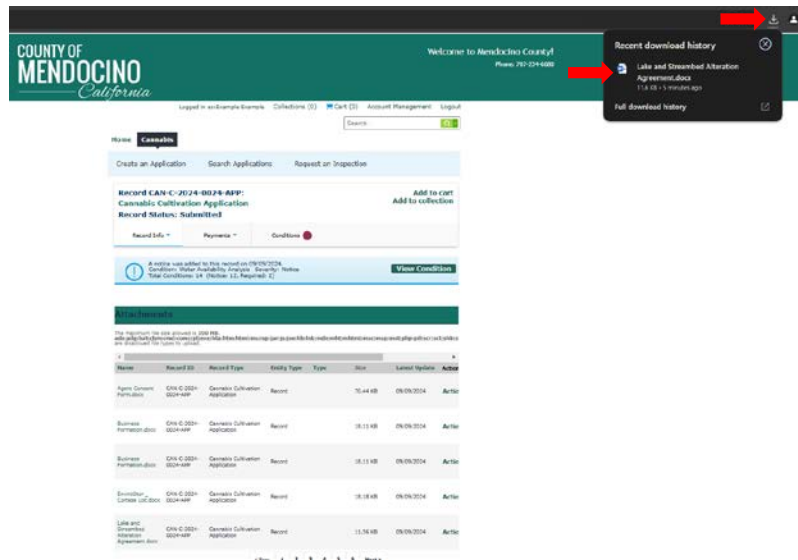
Attachments

The maximum file size allowed is 100 MB.
The following file types are disallowed for upload:
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mstp;mst;php;pif;scr;sct;shb;s

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Agent Consent Form.docx	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Record		70.44 KB	09/09/2024	Action
Business Formation.docx	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Record		18.11 KB	09/09/2024	Action
Business Formation.docx	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Record		18.11 KB	09/09/2024	Action
EnviroStor_Cortese List.docx	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Record		18.18 KB	09/09/2024	Action
Lake and Streambed Alteration Agreement.docx	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Record		11.56 KB	09/09/2024	Action

< Prev 1 2 3 4 5 6 Next >

10. Depending on your chosen web browser, a “Downloads” pop up will display in the upper right-hand corner of your screen with your attachment and its download progress displayed.



Congratulations! You have now located all the attachments associated with your CCBL and learned how to easily download the associated files.