

## Mendocino County Cannabis Department

### How to Make a Payment for your Cannabis Cultivation Application

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**.

Home Cannabis

Advanced Search ▾

**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

**Register Now »**

**Sign In**

USERNAME OR EMAIL:\*  
YourEmailHere

PASSWORD:\*  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

☐ Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

3. You will be taken to your "Dashboard." From this page you can click on **My Records** at the top or **View All Records** at the bottom right of your screen to see a list of all your records and if payment is necessary for any of them.

Home Cannabis

Dashboard **My Records** My Account Advanced Search ▾

Hello, Firstname Lastname

**Saved in Cart (0)** **View Cart**

There are no items in your shopping cart right now.

**My Collection (0)** **View Collections**

You do not have any collections right now.

**Work in progress** **View All Records**

| Record Name      | Record ID | Module | Creation Date | Action |
|------------------|-----------|--------|---------------|--------|
| No records found |           |        |               |        |

4. Under the “Action” column you may see an option labeled **Pay Fees Due** . If you do, click on it.

Home

Cannabis

Dashboard

My Records

My Account

Advanced Search

Cannabis

Showing 1-4 of 4

Download results

Add to collection

Add to cart

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

5. Review the total fee assessed for your application and click **Check Out »** .

Home

Cannabis

Create an Application

Search Applications

Request an Inspection

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees                                                   | Qty. | Amount     |
|--------------------------------------------------------|------|------------|
| Initial Application Review, Inspection, & Issuance Fee | 1    | \$2,984.00 |

TOTAL FEES: \$2,984.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

6. Review the payment processing information on the screen and confirm the Cannabis Cultivation Application you selected in the previous step is listed under **PAY NOW** .

HOME

DASHBOARD

MY ACCOUNT



SEARCH

REPORTS

SIGN UP

LOG OUT

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

Paying for items from different departments within the same transaction is not allowed.

Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.

Debit Card All Types - \$3.50.

ACH or eChecks - 0.00

PAY NOW

501 LOW GAP, UTAH California 95482

1 Application(s) | \$1,648.59

Cannabis Cultivation Application

23THP-000356

Total due: \$1,648.59

Total amount to be paid: \$1,648.59

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

7. Click **Checkout »** .

8. Select one of the three payment options listed here: "Pay with Credit Card", "Pay with credit/debit or PayPal" or "Pay with Bank Account." Once you have selected your preferred payment method, click

**Submit Payment »**

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Payment information**

Please select a payment method and then fill in all required information.  
The available payment methods are:

- Credit Card
- Bank Account

Use the dropdown menu to change the payment type. \* Indicates a required field.

**Payment Options**

Paying for items from different departments within the same transaction is not allowed.

Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM.

Service Charges: Credit Card All Types - 2.35% with a \$2.00 minimum.  
Debit Card All Types - \$3.50.  
ACH or iChecks - 0.00

Amount to be charged: \$1,648.59

☒ Pay with Credit Card  
☐ Pay with credit/debit or PayPal  
☐ Pay with Bank Account

**Submit Payment »**

9. You will be taken to a payment processing screen that should look like the one to the right.

10. Ensure that the Cannabis Permit Application is listed under "My Bills."

11. Enter your billing address registered with your Credit or Debit Card under "Cardholder Information."

12. Select the Payment Option and enter the information on your Credit or Debit Card including Card Number, Expiration Date, and the CVV (often a three-digit number found on the back of your card).

13. Click **Continue**

COUNTY OF MENDOCINO California

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

**Step 1: Select Payments**

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.

If your balance is less than a dollar, minus the convenience fee please contact the Mendocino County Cannabis Department at 707-234-6680 to make a payment.

Note: \* indicates a required field.

**My Bills**

Description

+ Cannabis Permit and Renewal payment of \$1,648.59

**Cardholder Information**

First Name: \* Last Name: \*

Address Line 1: \* Address Line 2: \*

City: \* State: \* Zip Code: \*

Phone Number: \* Email Address: \*  
example707email@proton.m

**Payment Information**

Payment Method: \*  
Credit Card

Card Number: \*   

Expiration Date: \* (in mm/yy format)

CVV: \* Where is this number?

**Cancel** **Continue**

14. Please review the information you have provided, review the Terms and Conditions and click on the checkbox next to “I Agree to Terms and Conditions” then click **Submit Payment**.

**COUNTY OF MENDOCINO**  
*California*

Step 2: Review and Submit    Step 3: Confirmation and Receipt

**Step 2: Review and Submit**  
Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

**My Bills**

| Description                                       | Amount            |
|---------------------------------------------------|-------------------|
| Cannabis Permit and Renewal payment of \$1,645.59 | \$1,645.59        |
| <b>Subtotal:</b>                                  | <b>\$1,645.59</b> |
| <b>Convenience Fee:</b>                           | <b>\$30.74</b>    |
| <b>Total Payment:</b>                             | <b>\$1,687.33</b> |

**Customer Information**  
First Name: Test  
Last Name: Name  
Address Line 1: 501 Low Gap  
Address Line 2:  
City: Ukiah  
State: California  
Zip Code: 95482  
Phone Number: 777-777-7777  
Email Address: example707email@proton.me

**Payment Information**  
Payment Date: 11/06/2023  
Card Type: Unknown Credit Card  
Card Number: \*\*\*\*77

**Terms and Conditions**  
CONVENIENCE FEE  
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card, debit card or electronic check payments. IN ORDER TO USE THIS SERVICE, YOU MAY HAVE TO PAY A NONREFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR AGENCY. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.  
ACCESSIBILITY  
This service is accessible through the internet. In order to use this service you will need a personal computer with access to the internet through an internet service provider and a web browser which supports this service.  
**ACCURACY OF YOUR INFORMATION AND BILLING. COMPLETION OF PAYMENT**  
You are solely responsible for providing accurate and complete information to use this service and for confirming any amount(s) owed to your Payee. Completion of your online payment is contingent upon your agreement to the terms and conditions of this service.

☒ I Agree to Terms and Conditions

[Back](#)    [Cancel](#)    [Submit Payment](#)

15. You have now paid the fees associated with your Cannabis Cultivation Application!

1 Select item to pay    2 Payment information    3 Receipt/Record issuance

**Receipt/Record issuance**

**Receipt**

Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.  
Please click the below link to go back to your dashboard.

[Dashboard](#)

**501 LOW GAP, UKIAH California 95482**

237MP-000356

16. A receipt of this transaction will appear in your email (the email address associated with your ACA portal account and Cannabis Application).