

Mendocino County Cannabis Department

How to Upload Files to your Cannabis Cultivation Business Licenses

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

2. Enter the Username 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 locate any Cannabis Cultivation Business Licenses (CCBL) related to your Accela Citizens Account (ACA).

4. Use your mouse to click **View All Records**.

Home Cannabis

Dashboard My Records My Account Advanced Search

Hello, Example Example

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				

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 select the record number of any CCBL to upload new, revised, or additional 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	
☐	09/09/2024	CAN-C-2024-0024-APP	Cannabis Cultivation Application	Cannabis cultivation business focused on clean holistic and naturally sourced cultivation techniques.	GreenBudsExample	Make Changes
☐	09/09/2024	CAN-C-2024-0025-APP	Cannabis Cultivation Application	Detailed Description.	BlueBudsExample	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

Related Records

Attachments

Inspections

added to this record on 09/09/2024.
Later Availability Analysis Severity: Notice
ons: 14 (Notice: 12, Required: 2)

View Condition

501 LOW GAP

8. You will be greeted with a list of attachments that you have already submitted for the corresponding CCBL.
9. To add new or revised files to your CCBL, click on the **Add** button in the lower left section of the screen.

HomeCannabis

Create an ApplicationSearch ApplicationsRequest an Inspection

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

Add to cart
Add to collection

Record Info

Payments

Conditions

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

View Condition

Attachments

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

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

123456

Next >

Add

10. A pop up will appear just like the image to the right.
11. Click on the **Add** button.
12. Another window will pop up, allowing you to select the files you wish to upload.
13. Each file must be selected one at a time repeating Steps 11 and 12 for each new file you wish to upload.

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse are disallowed file types to upload.

Continue

Add

Remove All

Can

14. Once you are done selecting the files you wish to upload. Click on the **Continue** button.

File Upload

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse are disallowed file types to upload.

Agent Consent Form.docx100%

Business Formation.docx100%

Continue

Add

Remove All

Can

15. You will be taken back to the Attachments page, however, this time you will see additional options at the bottom of the page for each file upload you provided in the previous steps.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse are disallowed file types to upload.

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< Prev

1

2

3

4

5

6

Next >

Type:--Select--

Remove

File:Agent Consent Form.docx100%

Description:

spell check

Type:--Select--

Remove

File:Business Formation.docx100%

Description:

spell check

Save

Add

Remove All

16. Click on the **Type:** dropdown and select the option that most closely matches the file you are uploading. Do this for each individual file you are uploading.

Attachments

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

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					18.18 KB	09/09/2024	Action
					11.56 KB	09/09/2024	Action

--Select--

Affidavit

Agent Consent Form

Appropriative Water Right

Artificial Light Management Plan

Biological Survey Required

Business Formation

Business Formation - DCC State License

Business Formation - Property Owner

Business Formation - Sellers Permit

Business Formation - Seller's Permit

Cannabis Inspection Report

Cannabis Program Participants - Tax Imposed

CCBL Affidavit

Commercial Cannabis Cultivation Business Tax Registration Form

Contiguous Expansion Affidavit with Supporting Materials

Deed

Denial Pending Letter Ph 1

Encroachment Permit

EnviroStor / Cortese List

--Select--

File:

Business Formation.docx

100%

Description:

[spell check](#)

Save

Add

Remove All

Remove

Remove

17. Provide a brief description of what each file is, or why you are uploading a revised file if that is the case. Do this for each individual file you are uploading.

18. Click **Save** to finish uploading each file.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;jlib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;s are disallowed file types to upload.

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< Prev

1

2

3

4

5

6

Next >

Type:

Agent Consent Form

Remove

File:

Agent Consent Form.docx

100%

Description:

Agent Consent form Submission for review and approval.

spell check

Type:

Business Formation

Remove

File:

Business Formation.docx

100%

Description:

Business Formation form Submission for review and approval.

spell check

Save

Add

Remove All

19. You will be taken back to the Attachments page, this time with a message indicating you have successfully uploaded your file(s). You can jump to the last page option (Page 3 in this example) to see the newly updated file(s).

***Note:** It may take a few minutes before the file(s) you uploaded are displayed in the attachments list.

Home Cannabis

Create an ApplicationSearch ApplicationsRequest an Inspection



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

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

Add to cart
Add to collection

Record Status: Submitted

Record Info ▼Payments ▼Conditions ●



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

View Condition

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;jlb;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;s
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< Prev

1234567

Next >

Add

Congratulations, you have now successfully uploaded your new, revised, or additional file(s) for review with your CCBL!