Mendocino County Cannabis Department
How to Locate and Review Your Existing Application or Business License

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**.

Sign In

USER NAME OR E-MAIL: ✱

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   DASHBOARD   MY ACCOUNT   SEARCH   REPORTS   SIGN UP   LOG IN

Hello, Your Name

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 any permit shown here to view more details by clicking on the blue record number.

HOME   DASHBOARD   MY ACCOUNT   SEARCH   REPORTS   SIGN UP   LOG OUT

▼ Cannabis

Showing 1-3 of 3 | Download results | Add to collection | Add to cart

	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
☐		CAN-C-2017-REN-002	Cannabis Cultivation Renewal				Pending	
☐	08/12/2022	CAN-C-2017-	Cannabis Cultivation Permit			08/12/2023	Renewal Under Review	
☐	06/02/2017	CAN-C-2017-APP	Cannabis Cultivation Application				Issued	

7. Click on **▸ More Details** to see the associated record details.	HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT
	
	Record CAN-C-2017-____-REN-002: Add to cart
	                                                   Add to collection
	Cannabis Cultivation Renewal
	Record Status: Void
	Record Info ▾ Payments ▾
	
	Record Details
	
	Applicant:
	Individual
	
	Primary Phone:
	Secondary Phone:
	        @gmail.com
	Mailing
	
	▸ **More Details**

8. You have now found the CCBL(s) associated with your ACA and learned how to view the details contained in the CCBL.	HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT
	
	Record CAN-C-2017-____-REN-002: Add to cart
	                                                   Add to collection
	Cannabis Cultivation Renewal
	Record Status: Void
	Record Info ▾ Payments ▾
	
	Record Details
	
	Applicant:
	Individual
	
	Primary Phone:
	Secondary Phone:
	        @gmail.com
	Mailing
	
	▾**More Details**
	⊟ **Application Information**
	GENERAL INFORMATION
	Do you have a State License?: Yes
	PERMIT TYPE
	Indoor SF: 0
	Outdoor SF: 0
	Mixed Light SF: 0
	Total SF: 0
	PARCEL INFO
	Does the application area include more than one parcel, No
	either in whole or in part?:
	ENVIRONMENTAL
	Do you have a LSAA?: Yes
	⊟ **Application Information Table**
	WATER SOURCE
	Water Source Type: Well
	Water Source Type: Rain Catchment
	⊟ **Parcel Information**
	Parcel Number 000-000-000
	Block:--
	Lot:-- Subdivision:--

9. You can repeat steps 4 through 7 to check on any other records associated with your ACA.	