

# 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**.

3. You will be taken to your "Dashboard." From this page you can locate any fees associated with your cannabis cultivation application under the section titled **Saved in Cart**.

Application Number	Record ID	Record	Expiration Date	Action
Cannabis Cultivation Application	23TMP-000356	Cannabis	11/1/2023	Resume Application

4. Click on your Cannabis Cultivation Application:  
Cannabis Cultivation Applica...  
23TMP-000356  
11/01/2023

Application Number	Record ID	Record	Expiration Date	Action
Cannabis Cultivation Application	23TMP-000356	Cannabis	11/1/2023	Resume Application

5. 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**.

6. Click **Checkout >**.

7. Select "Pay with Credit Card". Once you have selected Pay with Credit Card", click

**Submit Payment >**

\*"Pay with credit/debit or PayPal" and "Pay with Bank Account" do not work at this time. Please use "Pay with Credit Card".

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

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

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

11. 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).

12. Click **Continue**.

13. Please review the information you have provided 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 \$1,648.59	\$1,648.59
<b>Subtotal:</b>	<b>\$1,648.59</b>
<b>Convenience Fee:</b>	<b>\$38.74</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: \*\*\*\*7777

**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 PAYEE. 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

I Agree to Terms and Conditions

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

14. 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**

23TMP-000356

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