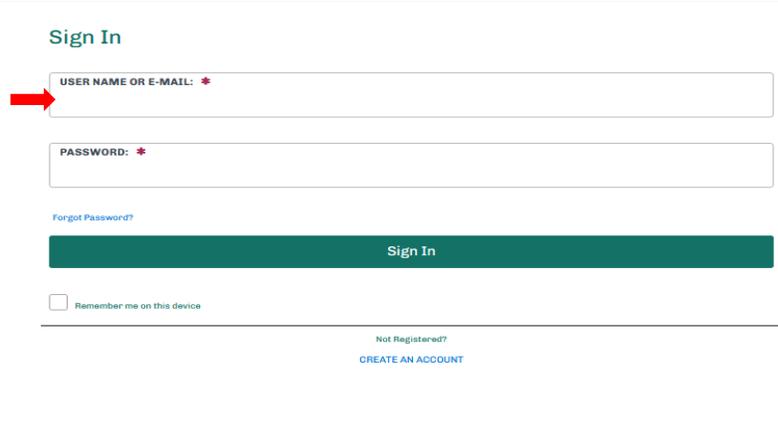


# Mendocino County Cannabis Department

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

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

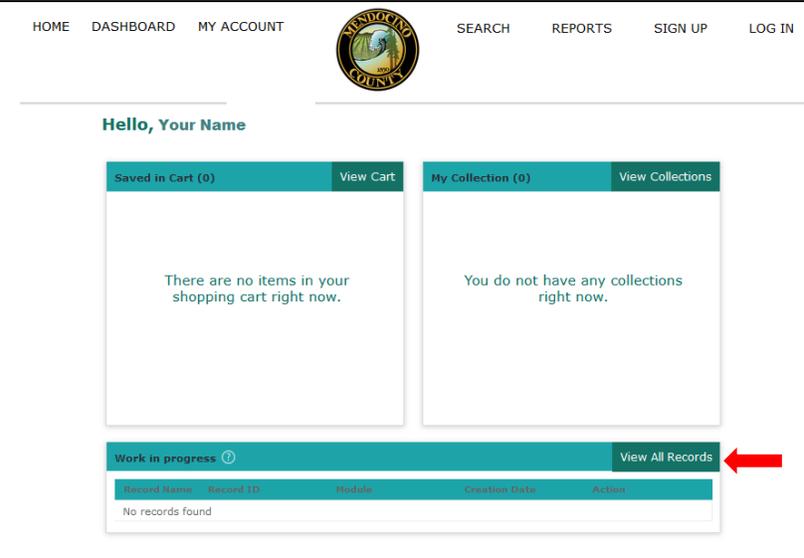
2. Enter the User Name or E-Mail and your Password that you used when you created your account, and then click **Sign In**.



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).

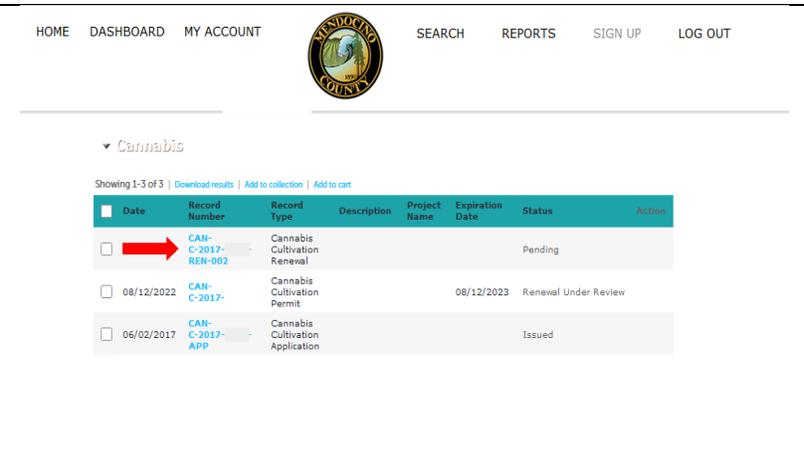
4. Use your mouse to click

**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 select the record number of any CCBL you want to view or download files.



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 **Record Info** and a drop-down menu will appear, click on the option titled "Attachments."

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT

Record CAN-C-2023-3002-APP: Add to cart  
Add to collection

## Cannabis Cultivation Application

Record Status: Submitted

Record Info | Payments | Conditions

**Project Description:**  
ACAGuideExample  
ACAGuideTest

**Inspections**  
346650  
Secondary phone: 72346650  
example707email@proton.me  
Mailing  
860 N Bush St.  
Ukiah, California, 95482

[More Details](#)  
[Make Changes](#)

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.

HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG OUT

Record CAN-C-2023-3002-APP: Add to cart  
Add to collection

## Cannabis Cultivation Application

Record Status: Submitted

Record Info | Payments | Conditions

### Attachments

The maximum file size allowed is 100 MB.  
ade;ad;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pdf;scr;scx;shb;sys;vst are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Agent Consent Form.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Agent Consent Form	18.13 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Business Formation.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Business Formation	18.11 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
EnviroStor _ Cortese List.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	EnviroStor / Cortese List	18.18 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Lake and Streambed Alteration Agreement.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Lake and Streambed Alteration Agreement	18.15 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Mendocino County Air Quality Management District Form.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Mendocino County Air Quality Management District Form	18.17 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP

< Prev 1 2 3 Next >

[Add](#)

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.

The screenshot displays a web application interface for Cannabis Cultivation Application. The top navigation bar includes links for HOME, DASHBOARD, MY ACCOUNT, SEARCH, REPORTS, SIGN UP, and LOG OUT. The main content area shows a record for 'Record CAN-C-2023-3002-APP' with a status of 'Submitted'. Below this, there is an 'Attachments' section with a table listing various documents. A 'Downloads' pop-up is visible in the top right corner, showing the download progress for 'Business Formation.docx'.

Name	Record ID	Record Type	Entity Type	Type	Size	Upload Date	Action	Entity
Agent Consent Form.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Agent Consent Form	18.13 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Business Formation.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Business Formation	18.13 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Business Formation - Canx.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Business Formation - Canx	18.18 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Site and Streambed Alteration Agreement.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Site and Streambed Alteration Agreement	18.13 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP
Henderson County Air Quality Management District Form.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Henderson County Air Quality Management District Form	18.17 KB	11/13/2023	Actions	Cannabis Cultivation Application - CAN-C-2023-3002-APP

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