

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 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 to upload new, revised, or additional 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

Inspections 346650

Secondary phone: 72346650

example707email@proton.me

Mailing

860 N Bush St.

Ukiah, California, 95482

[More Details](#)

[Make Changes](#)

Project Description:

ACAGuideExample

ACAGuideTest

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.

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;adp;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;ctt;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 >

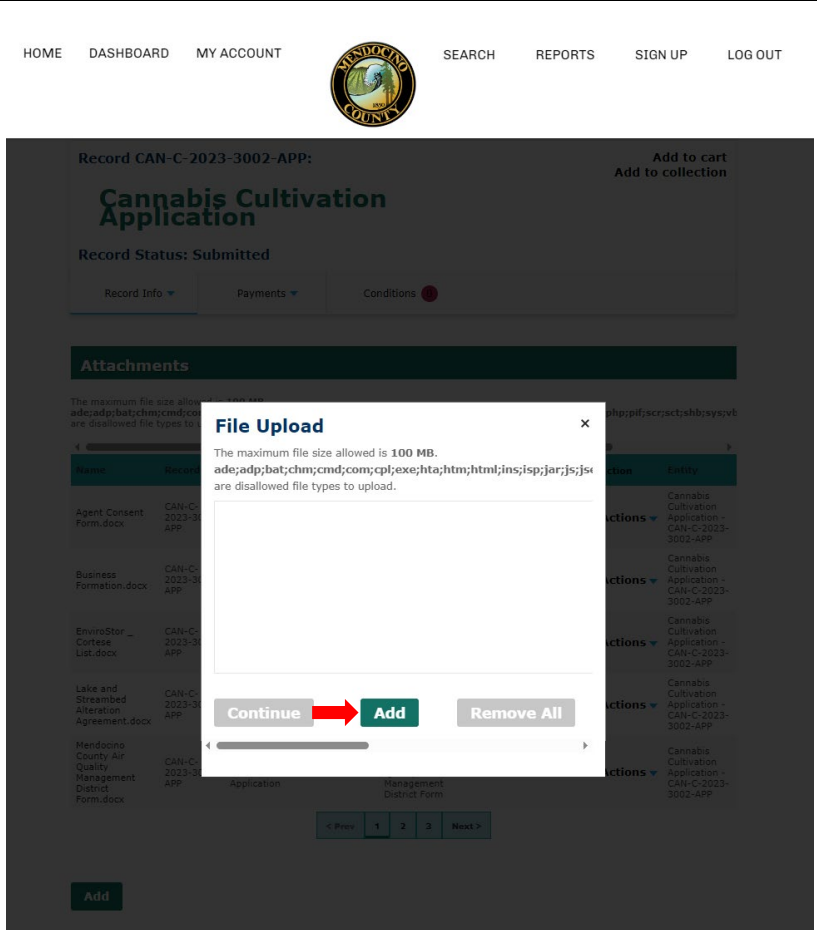
Add

10. A pop up will appear just like the image to the right.

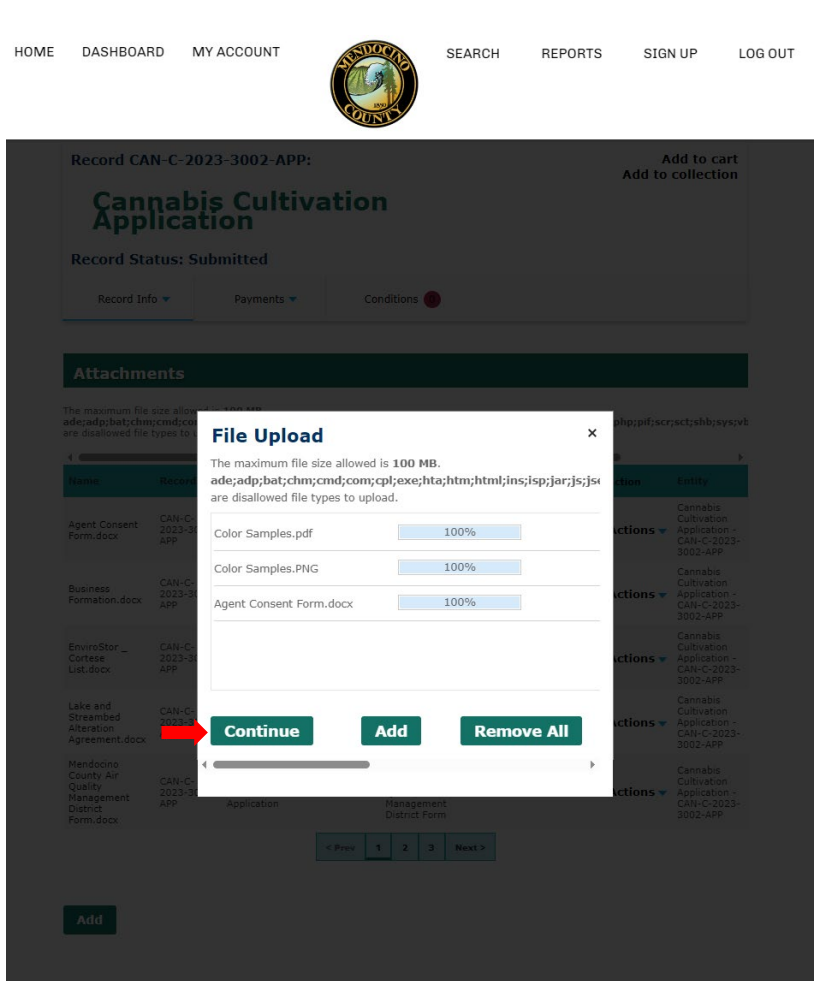
11. Click on the **Add** button.

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.



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



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.



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Add to cart
Add to collection

Cannabis Cultivation Application

Record Status: Submitted

Record Info

Payments

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Attachments

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adejadp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;json;lib;lnk;mde;mh;htm;html;msc;msp;msi;php;pdf;scr;scs;shb;sys;vb are disallowed file types to upload.

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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
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* Type: Remove

File:
Agent Consent Form.docx
100%

* 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.



Record CAN-C-2023-3002-APP:

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Cannabis Cultivation Application

Record Status: Submitted

Record Info Payments Conditions

Attachments

The maximum file size allowed is 100 MB. `ade;adg;bat;chm;cmd;com;cpj;exe;hta;htm;html;ins;isp;jar;jis;jse;jib;lnk;mde;mht;mhtml;msc;msp;mt;php;pdf;scr;scj;shb;sys;vb` are disallowed file types to upload.

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*Type: --Select--

Remove

- Select--
- Affidavit
- Agent Consent Form
- Appropriate Water Right
- Artificial Light Management Plan
- Biological Survey Required
- Business Formation
- Business Formation - DCC State License
- Business Formation - Property Owner
- Business Formation - Seller's Permit
- Cannabis Inspection Report
- Contiguous Expansion Affidavit with Supporting Materials
- Deed
- Encroachment Permit
- EnviroStor / Cortese List
- General Permit for Discharges of Storm Water
- Government Issued ID
- Indoor Questionnaire
- Lake and Streambed Alteration Agreement
- LEEP Eligibility Letter

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.



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Record Status: Submitted

Record Info Payments Conditions

Attachments

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ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;jins;isp;jar;js;json;lib;lnk;mde;mht;mhtml;msc;msp;mst;ppif;scrsct;shb;sys;vb
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Type: Agent Consent Form Remove

File:
Agent Consent Form.docx
100%


Description:
Providing Agent Consent Form for submission.


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 DASHBOARD MY ACCOUNT

SEARCH REPORTS SIGN UP LOG OUT

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

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. adeyadp;batjchm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sect;shb;sys;vb are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Water Availability Analysis.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Water Availability Analysis	18.19 KB	11/13/2023	Actions ▾	Cannabis Cultivation Application - CAN-C-2023-3002-APP
 Agent Consent Form.docx	CAN-C-2023-3002-APP	Cannabis Cultivation Application	Record	Agent Consent Form	18.13 KB	12/06/2023	Actions ▾	Cannabis Cultivation Application - CAN-C-2023-3002-APP

< Prev
1
2
3
Next >

Add

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