

Mendocino County Cannabis Department

How to View Your Conditions of Approval

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 Cannabis Cultivation Business License(s) (CCBL) and Application(s) 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 Application(s) associated with your ACA.

6. You can click on the record number of any "Active" or "Issued" CCBL to go that records information.

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
	CAN-C-2024-0001	Cannabis Cultivation Permit		HowToGuide, LLC	01/22/2025	Active	Make Changes
01/18/2024	24TMP-000006	Cannabis Modification	Creating How To Guides since 2023.	HowToGuide, LLC			Resume Application
01/18/2024	24TMP-000007	Cannabis Notice of Application Stay	Creating How To Guides since 2023.	HowToGuide, LLC			Resume Application
01/17/2024	CAN-C-2024-0001-APP	Cannabis Cultivation Application	Creating How To Guides since 2023.	HowToGuide, LLC		Issued	Pay Fees Due

7. Click **Conditions** and you will be taken to a list of Conditions of Approval for your CCBL.

8. You will be greeted with a list of Conditions of Approval.

9. For further clarity, you can click on **Hide Those Met** so that you list will only show Conditions of Approval that are still requiring your attention.

10. For Conditions of Approval that require uploading additional documents for review, please follow the steps contained in the “How to Upload Files to your Cannabis Cultivation Business License” guide, available here: <https://www.mendocinocounty.org/departments/cannabis-department/accela>