Mendocino County Cannabis Department
How to Modify Your Cannabis Application

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

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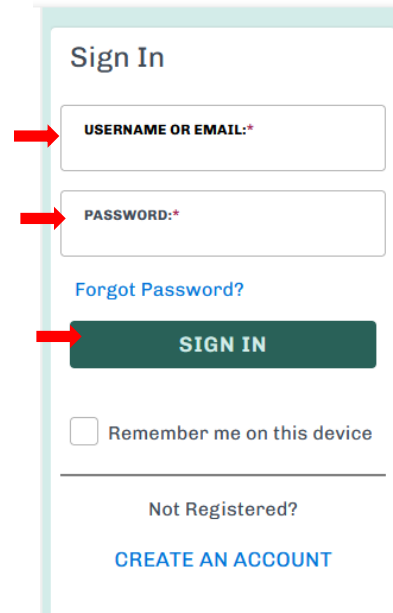

3. You will be taken to your "Dashboard." From this page you can locate Cannabis Cultivation Business License(s) (CCBL) and Applications related to your Accela Citizens Account (ACA).

4. Use your mouse to click **View All Records**.
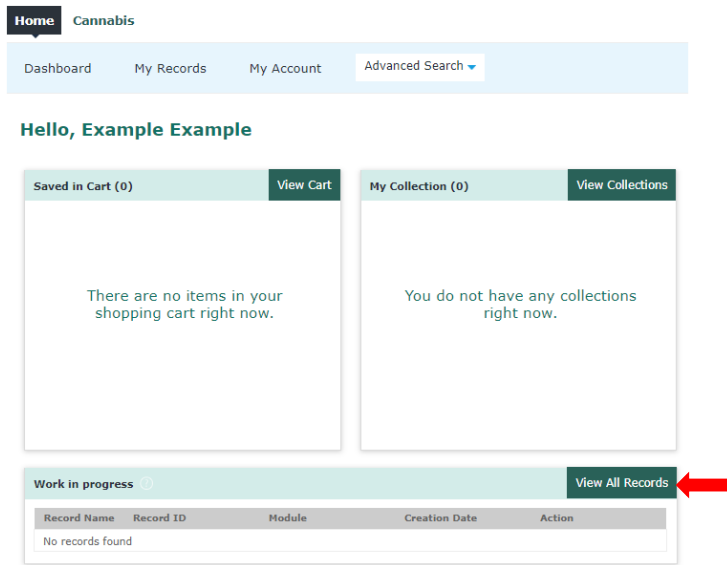
5. On the Records screen, you will be presented with a table of all CCBL(s) and Application(s) associated with your ACA.

6. Click **Make Changes** for any "Active" CCBL for which you would like Modify.

7. Select the "Cannabis Modification" option and click **Continue Application »**.	
8. Review the Business Legal Name and description associated with your CCMB and detailed description and ensure it is the correct license you wish to modify. If necessary, the Business Legal Name and/or description of your business can be modified here. Once reviewed and updates, if needed, are completed, click **Continue Application »**.	
9. Review the Address and Parcel information and ensure it is the correct location for which you wish modify your application. If it is, click **Continue Application »**.	

10. Review the Location and Contacts List. Here you can add additional Contacts by clicking on "ADD NEW."

If you would like to add new contacts, such as an Agent and/or Business Contact, proceed to Step 12, below.

11. If you do not want to add additional contacts, click **Continue Application »** and proceed to Step 17, below.

12. Select the Contact Type you would like to add, then click **Continue**.

Select Contact Type   ✕

* **Type:**

--Select--   ▼

--Select--
Authorized Agent
Business Contact
Business Name
Employee
Property Owner
Tenant

13. Enter the First and Last name of the new contact as well as their Email address. Fields with * are required. The other fields are optional. 14. Click Add Additional Contact Address.	**Contact Information** ✕ * First: Middle: * Last: Name of Business: Primary Phone: Secondary Phone: ⓘ * E-mail: ▾ Contact Addresses **Add Additional Contact Address** To edit a contact address, click the address link. Required contact address type(s):Business Showing 0-0 of 0 | Address Type	Recipient	Address	Action
---	---	---	---
No records found.				 **Continue** **Clear** **Discard Changes**
15. For Address Type, select either "Business" or "Mailing" from the drop down list. Provide the address for the new contact you are adding to your CCBL. 16. Click **Save and Close**.	**Contact Information** ✕ * First: Middle: * Last: Agents Name Name of Business: AgentsRUs Primary Phone: Secondary Phone: ⓘ **Contact Address Information** ✕ * Address Type: --Select-- * Address Line 1: * City: * State: * ZIP Code: **Save and Close** **Save and Add Another** **Clear** **Discard Changes**

17. You will receive confirmation the contact has been successfully added. If no other contacts need to be added, click **Continue Application »**.

*If additional contacts need to be added, repeat Steps 10 – 16.

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Cannabis Modification

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Step 2:Location and Contacts>Contacts

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Example Example
example707email@proton.me
Primary phone:7777777777
Secondary Phone:
Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		21 W 4th St	**Actions ▼**

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

| **Select from Account** | **Add New** | **Look Up** |

✔ **Contact added successfully.**

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Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Agents Name	AgentsRUs	Authorized Agent			example707email@proton.me	Edit Delete

Save and resume later   **Continue Application »**

18. Review the General Information, Notice of Violations, and Permit Type information and modify your previous answers as necessary.

19. You will need to answer the following new questions: "Do you wish to reassign your current permit?" and "Has any Permit Type Information Changed?"

20. Click **Continue Application »** .

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Step 3 : General Information > General Information

* indicates a required field.

General Information

GENERAL INFORMATION

* Are you a Business?:   ⦿ Yes ○ No

* Are you authorized to sign on behalf of the business?:   ⦿ Yes ○ No

* Are you the owner of the property?:   ⦿ Yes ○ No

* Is the property owner a business entity? :   ○ Yes ⦿ No

* Is the seller's permit in a business entity's name? :   ○ Yes ⦿ No

➡ * Do you wish to reassign your current permit?:   ○ Yes ○ No

* Do you need a four wheel drive vehicle in order to access your property?:   ○ Yes ⦿ No

An application does not require a State License, however a State License will be required to obtain a license before you can operate.
* Do you have a State License?:   ○ Yes ⦿ No

* Are the DCC State License(s) in a business entity's name?:   ⦿ Yes ○ No

* Do you have any Notices of Violation (NOV) with any agencies?:   ○ Yes ⦿ No

Notice of Violations

NOTICE OF VIOLATIONS

Showing 0-0 of 0

| Issuing Agency |
No records found.

Add a Row | ▾   **Edit Selected**   **Delete Selected**

Permit Type

PERMIT TYPE

Indoor SF: [   ]

Outdoor SF: [7000]

Mixed Light SF: [   ]

Total SF: [7000]

➡ * Has any Permit Type Information Changed?:   ○ Yes ○ No

2 (outdoor)
Permit Type: [2 (outdoor)   ▾]

| Save and resume later | ➡ **Continue Application »**

21. Review the Grading Details and Equipment sections. Here you can update your application to remove or include new equipment to be utilized on-site. 22. Click **Continue Application »** .	Home **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** 1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9 **Step 3: General Information > Grading & Equipment** *indicates a required field. **Grading Info** ___ GRADING INFO * Has grading occurred? : ○ Yes ◉ No **Equipment** ___ EQUIPMENT Generators: ☑ Odor control devices: ☑ Drying equipment with exhaust stacks: ☑ Non-diesel engines – 250 horsepower or greater: ☐ Diesel engines – 50 horsepower or greater, or multiple engines that total 90 horsepower or greater: ☐ Gasoline fuel storage and/or dispensing equipment: ☐ Diesel fuel storage and/or dispensing equipment : ☐ Boiler or water heating equipment that individually or cumulatively produces more than 500,000 btu/hour: ☐ * Is CO2 used? : ○ Yes ◉ No [Save and resume later] → [**Continue Application »**]
23. Review the Water Rights section. Here you can update water and irrigation information.	Home **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** 1 Business 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 7 8 9 **Step 3: General Information > Water & Irrigation** *indicates a required field. **Water Rights** ___ WATER RIGHTS * Do you have a water source?: ◉ Yes ○ No * Is water stored on site?: ◉ Yes ○ No * Source/vessel on plan: ◉ Yes ○ No * What is the anticipated yearly water use?: 86,100 * Do you have a Small Irrigation Use Registration (SIUR)?: ◉ Yes ○ No * Which type of notice will you be supplying: State Water Resource Control Board Notice of Applicability or a Notice of Exemption?: Notice of Applicability ▼ * What date was the Notice of Applicability issued?: 09/01/2024 📅

24. Click **Add a Row** ▾ to add new water sources. Or click on the box next to the water source you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

25. Scroll down to modify Water Source information. Here you can add or remove Water Source, update if your Notice of Applicability is older than 12 months, and modify your irrigation system details.

26. Click **Continue Application »**.

Water Source

WATER SOURCE

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	Water Source Type	Permit No	Water Source Identifier	Diversion	Diversion Type	Cannable Irrigation	Domestic	Fire	Supplemental	Agriculture	Other	Storage Size/Volun
☐	Small Irrigation	S777777	blue dot	Yes	Surface from water stream	Yes	No	No	No	Yes	N/A	80000

Add a Row ▾ **Edit Selected** **Delete Selected**

Water Quality

WATER QUALITY

* Is Notice of Applicability older than 12 months old?:

○ Yes ● No

Irrigation System

IRRIGATION SYSTEM(S)

* Do you have an irrigation system?:

● Yes ○ No

Drip: ☑
Flood: ☐
Micro-spray: ☐
Hand Watering: ☐
Other: [_____]

* How is irrigation water monitored?:

[Metered lines.]

spell check

* Are inputs and/or cleaning products applied through the irrigation system? :

○ Yes ● No

Save and resume later   **Continue Application »**

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27. Review and determine if power source information needs to be updated for your cultivation operation.

28. Click **Continue Application »**.

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Step 3: General Information > Power

* indicates a required field.

Power Sources

POWER SOURCES

* Are you utilizing any power sources as part of your cultivation operation?:

● Yes ○ No

Save and resume later   **Continue Application »**

29. If you selected "No" power source, continue to Step 36, below.	
30. If you selected "Yes" to having a power source, you will now be able to add all power sources utilized for your cultivation operation.	
31. To add a power source, click **Add a Row** or click on the box next to the power source you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable	
32. Provide the Type of Power and provide the permit number, amps, and any other identifying information. If this is the primary power type, check "Primary Power Type." Fields with * are required. The other fields are optional. 33. Click **Submit**.	
34. If additional power source information needs to be added, repeat Steps 30- 32. 35. Click **Continue Application »**.	

36. Update power information. In this example, a generator is used so additional details are requested about the generator. You can update these details at this time.

Please note fields with * are required.

37. Click **Continue Application »**.

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Step 4: Application Information > Generator Information

* indicates a required field.

Generator

GENERATOR INFO

* What measures are taken to suppress the sound?:

> It is in an enclosed and insulated generator shed.

spell check

* If the generator is the PRIMARY source of power, has an alternative source been installed?:

○ Yes ◉ No

* Do you store fuel on-site?:

◉ Yes ○ No

* If yes, please describe the method and/or containment structure used to ensure that fuel cannot leak into the environment.:

> Stored in gasoline approved storage containers with a secondary spill basin liner underneath.

spell check

* How are leaks and spills managed?:

> There is a spill kit next to the fuel storage and in the generator shed.

spell check

* How are spent oil, used oil filters, exposed batteries, and other hazardous materials generated from the operation of the generator(s) managed and disposed of?:

> Disposed of at an approved disposal facility off-site.

spell check

Save and resume later   **Continue Application »**

38. Modify any security information that may have changed on-site since your original CCBL submittal.

Fields with * are required. The other fields are optional.

39. Click **Continue Application »**.

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Step 4 : Application Information > Security Plan

*indicates a required field.

Security

SECURITY PLAN

* Do you have, or plan on having, security lighting? :
  ◉ Yes ○ No

* If yes, are lights downcast and shielded?:
  ◉ Yes ○ No

* Will buildings and structures where cannabis is propagated, cultivated, processed, and/or stored be locked when staff is not immediately present? :
  ◉ Yes ○ No

Do you have a locked gate?:
  ◉ Yes ○ No

* Do you have, or plan on having, security cameras? :
  ○ Yes ◉ No

* Do you have, or will you have, security alarms? :
  ○ Yes ◉ No

What methods are used to prevent unauthorized individuals from accessing the site?:
  [Locked gate.]
  spell check

* Will there be contracted security on-site?:
  ○ Yes ◉ No

* Will a guard dog(s) be present on-site?:
  ○ Yes ◉ No

Please describe any additional security protocols you have, or plan to put into place below::
  [   ]
  spell check

Security Cont'd

SECURITY ON-SITE HOURS
Please enter time using a 24 hour clock. For example, Start Time = 08:00 (8am), End Time = 17:00 (5pm).

Showing 0-0 of 0

| Day | Start Time | End Time |
| No records found. | | |

Add a Row | ▼   Edit Selected   Delete Selected

Save and resume later   Continue Application »

40. Modify the list of Employees that will be on-site over the course of the year. Click **Add a Row** ▾ to add new employees or click on the box next to the employees name you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

41. You can also modify the hours of operation for your cultivation operation on this page in a similar fashion. Click **Add a Row** ▾ to add a new day or click on the box next to the day you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable.

42. Click **Continue Application »**.

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Step 4:Application Information > Employee Information

* indicates a required field.

Employees

EMPLOYEES

* Will you have employees on-site at any time over the course of the year?:   ○ Yes ● No

Employee List

EMPLOYEE LIST

Showing 1-1 of 1

	Employee Name	Government ID	Date of Birth	Employee Start Date	Employee End Date	Employment	
☐	None	None	01/01/2000	09/09/2024		Full time	Actions ▾

Add a Row ▾   **Edit Selected**   **Delete Selected**

Operations Hours

OPERATIONS HOURS
Please enter time using a 24 hour clock. For example, Start Time = 08:00 (8am), End Time = 17:00 (5pm).

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	Day	Start Time	End Time	
☐	Monday	08:00	17:00	Actions ▾
☐	Tuesday	08:00	17:00	Actions ▾
☐	Wednesday	08:00	17:00	Actions ▾
☐	Thursday	08:00	17:00	Actions ▾
☐	Friday	08:00	17:00	Actions ▾
☐	Saturday	08:00	17:00	Actions ▾

Add a Row ▾   **Edit Selected**   **Delete Selected**

Save and resume later   **Continue Application »**

43. Modify any details about your sewage disposal here. Fields with * are required. The other fields are optional. 44. Scroll down to continue.	Home **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** 1 2 Location and Contacts 3 General Information 4 Application Information 5 Additional Information 6 Documents 7 8 9 ***Step 4: Application Information > Sewage & Environment*** * indicates a required field. **Sewage Disposal** SEWAGE DISPOSAL If checked, then please supply Permitted Septic Number and require Permitted Septic and Leach fields. : ☑ Permitted Septic Number: 123456 Do you have an additional or new septic onsite?: ○ Yes ○ No * Do you have primary and secondary leach fields identified for current and proposed septic systems?: ◉ Yes ○ No * Have primary and secondary leach fields been identified? : ◉ Yes ○ No Unpermitted Existing Septic: ☐ Municipal sewer: ⑦ ☐ Portable Toilets: ⑦ ☐ Other: [ ] If you do not currently have a septic system, have plans for a proposed sewage disposal system been developed? : ○ Yes ○ No
45. Modify any environmental details related to your cultivation operation and site. Fields with * are required. The other fields are optional. 46. Click **Continue Application »** .	**Environment** ENVIRONMENT Please check all boxes that apply to activities as part of the cannabis cultivation * Are any slopes greater than 30 percent within 15 feet of your cultivation area?: ○ Yes ◉ No Open-air outdoor storage and processing of cannabis: ☑ Open-air outdoor mixing of soil, medium, and/or amendments: ☑ Grading, large area soil disturbance (such as tillage), or road construction/maintenance: ☐ Processes that may generate fumes, dust, smoke, or strong odors (Includes: Manufacturing, processing, production, testing, dispensing facilities): ☐ Open outdoor burning: ☐ Aggregate and/or wood processing activities: ☐ Do you have any artificial lighting (for cultivation, security, etc.)?: ☑ * Provide narrative description and the approximate dates of all cultivation activities occurring on this parcel prior to May 4, 2017. If not applicable, please type N/A.: [N/A] spell check [Save and resume later] ➡ **Continue Application »**

47. Modify your application to include new structures or to indicate that there are no structures on-site related to your cultivation operation. 48. Click **Continue Application »**.	 **Cannabis Modification** 	1	2 Location and Contacts	3 General Information	4 Application Information	5 Additional Information	6 Documents	7	8	9	 ***Step 4:Application Information>Structures*** * indicates a required field. **Structures** STRUCTURE * Do you have structures on the site plan?: ● Yes ○ No [Save and resume later] **Continue Application »**
49. Modify your structure/site plan ID list here. Click **Add a Row ▼** to add new structures or click on the box next to the site plan identifier name you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable. 50. Modify environmental details if you have obtained a LSAA, Timberland Permit, or SW Construction Type. 51. Click **Continue Application »**.	 **Cannabis Modification** | 1	2 Location and Contacts	3 General Information	4 Application Information	5 Additional Information	6 Documents	7	8	9 | ***Step 4:Application Information>Structures / Environmental*** * indicates a required field. **Structures** STRUCTURE/SITE PLAN ID LIST Showing 1-2 of 2 | ☐	Site Plan Identifier	Type of Structure	Size and SF	Permit No	Other	Gallons	Drying	Curing	Trimming	Grading	Rolling	Storage	Packaging	La
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
☐	Green House	Hoop House	8000				Yes	No	Yes	No	No	No	No	Nc
☐	Septic	Septic/Leach	1000	77777			No	No	No	No	No	No	No	Nc	 **Add a Row ▼** **Edit Selected** **Delete Selected** **Environmental** ENVIRONMENTAL * LSAA: ● Yes ○ No * Timberland Permit: ○ Yes ● No * SW Construction Type: ○ Yes ● No SW 401: ☐ SW 404: ☐ [Save and resume later] **Continue Application »**

52. Review and modify as necessary the material inputs (soil, pesticides, herbicides, fungicides, and biocides) used for propagation and/or cultivation purposes. 53. Click **Add a Row** ▾ to add new inputs or click on the box next to the name and formation you would like to edit or delete then click **Edit Selected** or **Delete Selected** as applicable. 54. Click **Continue Application »**.	Home **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** | 1	2 Location and Contacts	3 General Information	4 Application Information	5 Additional Information	6 Documents	7	8	9 | **Step 4: Application Information > Materials and Inputs** *indicates a required field. **Materials** MATERIALS AND INPUTS * Do you import soil and/or other types of growing medium(s) for propagation and/or cultivation purposes?: ○ Yes ● No * How are pesticides, including herbicides, fungicides, and biocides, stored on the property?: [Natural herbicides are used.] spell check **Inputs** INPUT(S) Showing 0-0 of 0 | Name and Formulation	Brand Name/Source	Reason for Use | No records found. **Add a Row** ▾ **Edit Selected** **Delete Selected** **Save and resume later** **Continue Application »**
55. Modify the operations calendar by selecting the box next to the month you would like to modify then click **Edit Selected** to enter new activity details or update the date these activities will start. 56. Click **Continue Application »**.	Home **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** | 1	2	3 General Information	4 Application Information	5 Additional Information	6 Documents	7 Review	8	9 | **Step 5: Additional Information > Operations Calendar** *indicates a required field. **Operations** OPERATIONS CALENDAR All months must be populated, if there isn't any activity in a month, please indicate with No Activity Showing 1-10 of 12 | ☐	Month	Activity	Approximate Date	
---	---	---	---	---
☐	January	none	01/01/2025	Actions ▾
☐	February	No Activity	02/01/2025	Actions ▾
☐	March	Prepare soils for starts.	03/01/2025	Actions ▾
☐	April	Plant starts	04/01/2025	Actions ▾
☐	May	Monitor Plants	05/01/2025	Actions ▾
☐	June	Monitor Plants	06/01/2025	Actions ▾
☐	July	Monitor Plants	07/01/2025	Actions ▾
☐	August	Monitor Plants	08/01/2025	Actions ▾
☐	September	Monitor Plants and Prepare for harvest.	09/01/2025	Actions ▾
☐	October	Harvest trim and dry plants.	10/01/2025	Actions ▾	 < Prev 1 2 Next > **Edit Selected** **Save and resume later** **Continue Application »**

57. If your LEEP eligibility has changed, please modify that here. 58. Click **Continue Application »** .	**Home** **Cannabis** Create an Application　　Search Applications　　Request an Inspection **Cannabis Modification** 1　2　3 General Information　4 Application Information　5 Additional Information　6 Documents　7 Review　8　9 **Step 5: Additional Information > Grant** * indicates a required field. **Grant** **GRANT** *** Are you LEEP eligible?:**　　　　○ Yes ◉ No **Please supply your Equity Eligibility No.:**　　[ ] **Please supply your Equity Grant Award Date.:**　　[MM/DD/YYYY] 📅 **Save and resume later**　　　　➡️ **Continue Application »**
59. Modify or update any of the required documents listed on this page. It is important to ensure submitted Site Plans, Agent Consent Forms, and Lake and Streambed Alteration Agreements are up to date. 60. Click **Add** to open the file explorer and locate where your document is saved and select it then click open. 61. Once all documents have been submitted, click **Continue Application »** .	**Cannabis Modification** 1　2　3　4 Application Information　5 Additional Information　6 Documents　7 Review　8 Pay Fees　9 **Step 6: Documents > Documents** * indicates a required field. **Documents** The maximum file size allowed is **100 MB**. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sy are disallowed file types to upload. *** Required Documents** 1. Agent Consent Form　　[ ]　**Add** ⬅️ 2. Business Formation　　[ ]　**Add** 3. Business Formation - DCC State License　　[ ]　**Add** 4. EnviroStor / Cortese List　　[ ]　**Add** 5. Lake and Streambed Alteration Agreement　　[ ]　**Add** 6. Mendocino County Air Quality Management District Form　　[ ]　**Add** 7. Sensitive Species Habitat Review, Artificial Light Management Plan　　[ ]　**Add** 8. Sensitive Species Habitat Review, Generator / Machinery Noise Management Plan　　[ ]　**Add** 9. Sensitive Species Habitat Review, Questionnaire　　[ ]　**Add** 10. Septic System Permit　　[ ]　**Add** 11. Site Plan　　[ ]　**Add** 12. Small Irrigation Use Registration　　[ ]　**Add** 13. State License - [TBA]　　[ ]　**Add** 14. State Water Resource Control Board, Notice of Applicability　　[ ]　**Add** 15. Valid Seller's Permit　　[ ]　**Add** 16. Water Availability Analysis　　[ ]　**Add** **Save and resume later**　　　　➡️ **Continue Application »**

62. Review your modified CCBL application. 63. Scroll down and review the Certification then click on the checkbox confirming you agree to the certification. 64. Click **Continue Application »**.	I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. ☐ By checking this box, I agree to the above certification. Date: **Save and resume later** **Continue Application »**
65. You will now be shown a list of fees associated with your application (Modification Application Fee). 66. Click **Check Out »**.	**Home** **Cannabis** Create an Application Search Applications Request an Inspection **Cannabis Modification** | 1	2	3	4	5 Additional Information	6 Documents	7 Review	8 Pay Fees	9 Record Issuance | **Step 8:Pay Fees** Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees. **Application Fees** | Fees	Qty.	Amount
---	---	---
Modification Application Fee	1	$806.00	 **TOTAL FEES: $806.00** Note: This does not include additional inspection fees which may be assessed later. **Check Out »**
67. 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**. 68. Click **Checkout »**.	HOME DASHBOARD MY ACCOUNT SEARCH REPORTS SIGN UP LOG IN **Cart** 	1 Select item to pay	2 Payment information	3 Receipt/Record issuance	 **Select item to pay** Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link. Paying for items from different departments within the same transaction is not allowed. Any unpaid fee items, in the cart, will be cleared out each evening at 11:00 PM. Service Charges: Credit Card All Types - 2.35% with a $2.00 minimum. Debit Card All Types - $3.50. ACH or eChecks - 0.00 **PAY NOW** **301 West Lake Mendocino Dr, Ukiah CA 95482** **1 Application(s)	$1,648.59** ▸ Cannabis Cultivation Application Total due: $1,648.59 23TMP-000379 **Total amount to be paid: $1,648.59** Note: This does not include additional inspection fees which may be assessed later. **Checkout »** **Edit Cart »** **Continue Shopping »**

69. Select one of the two payment options listed here. Once you have selected your preferred payment method, click **Submit Payment »**.

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

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

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

73. 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).

74. Click **Continue**.

75. Please review the information you have provided then click **Submit Payment**.	
76. You have now paid the fees associated with your Cannabis Cultivation Application Modification!	

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

78. Your modified application has now been submitted for review by the Mendocino County Planning Department.