



Paying Fees

on the Bureau of Cannabis Control Licensing System

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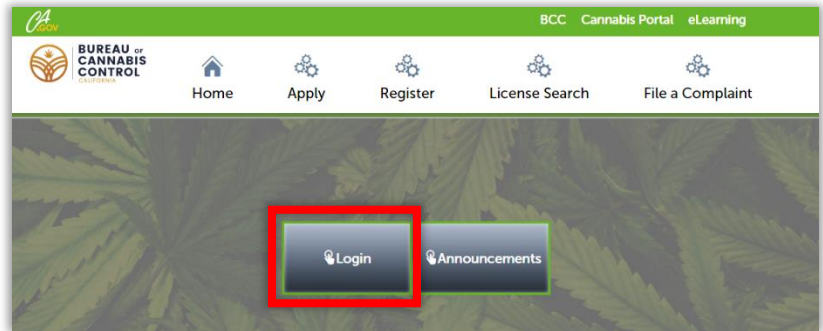
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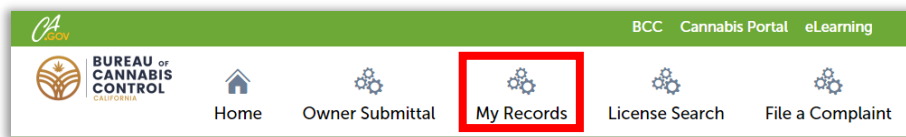
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Logging In

Navigate to the Bureau of Cannabis Control's Online Licensing System page. Click the **Login** button.



Login using your user name and password. On your Home page, click **My Records** to display your applications and licenses.



Continuing with the application process, the current application number listed in **My Records** shows a status of **Waiting for Payment**, with an **Action** required – **Pay Fees Due**.

Applicants and Licensees						
Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date	Action
<input type="checkbox"/> A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J. Doe & Co.		Waiting for Payment	11/28/2017	Pay Fees Due

Click on the **Pay Fees Due** link. The next page shows the application fee. After your application fee is paid and your application is approved, you'll also need to pay the license fee.

Listed below are the fees based upon the information you've entered. This does not include a convenience fee for online credit or debit card payment. The convenience fee will be calculated separately and included in the transaction total.

Application/Renewal Fees		
Fees	Qty.	Amount
Application Fee	1	\$1,000.00

TOTAL FEES: \$1,000.00
Please select the "checkout" button to pay by credit or debit card.

[Check Out »](#) [Cash/Check Option »](#)

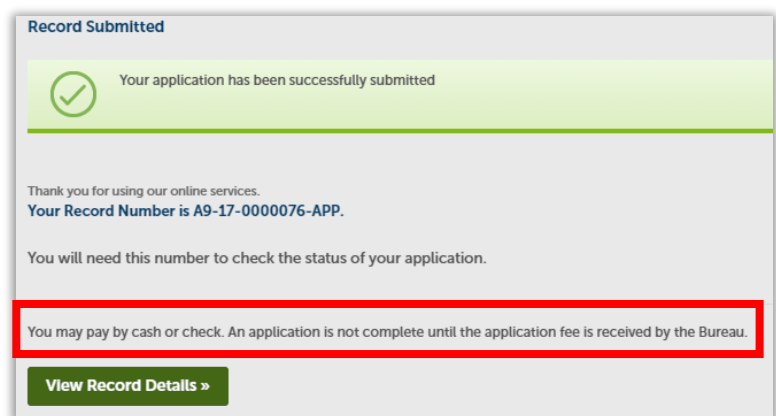
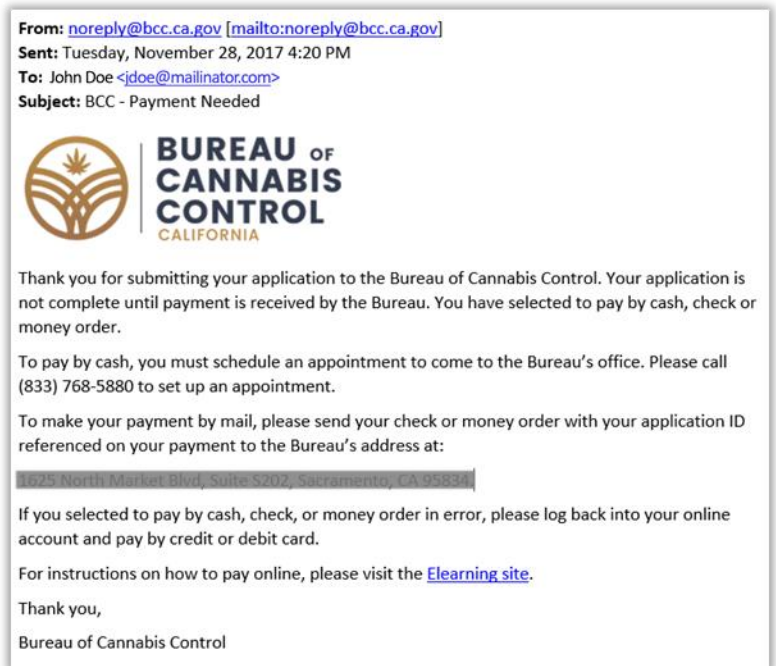
(Fee amounts are for illustration only, and may not be accurate.)

Paying the Application Fee

Your application cannot be reviewed until after you pay the application fee. There are three options for payment:

1. Before submitting, pay online with a credit or debit card (a 2.99% convenience fee is added).
2. Select the **Cash/Check Option** and pay by mailing a check.
3. Select the **Cash/Check Option** and pay cash, by appointment, in person at the Bureau of Cannabis Control headquarters in Sacramento (*call (833) 287-8171 for an appointment and address*).

If you choose the options for check or cash, the system displays a confirmation message and sends you an email reminding you to pay the application fee.



Note: If you change your mind and wish to use a credit or debit card, just go back to your **My Records** list, click the **Pay Fees Due** link again and then choose **Check Out**, to pay online.

Paying Online

The **Pay Now** page shows you the application number and fee you're about to pay. Clicking on **Continue Shopping** returns you to your home page. **Edit Cart** lets you remove items from your cart (for example if you had several fees due and wished to pay only one).

Cart

1 Select item to pay 2 Payment information 3 Record Submitted

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.

PAY NOW

No Address

1 Application(s) | \$1,000.00

▶ Adult-Use - Retailer Nonstorefront Application Total due: \$1,000.00
A9-17-0000076-APP

Total amount to be paid: \$1,000.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout » **Edit Cart »** **Continue Shopping »**

Choose the **Checkout** button to continue to pay online. You are redirected to a third-party payment portal for processing. Enter your phone and billing address.

Note: A 2.99% fee is charged by the payment processor for credit or debit card transactions.

NOTICE: You are no longer on the Bureau of Cannabis Control's website. This third-party website is for credit or debit card payment processing. The Bureau of Cannabis Control makes no representation nor has any supervision or control over the quality, content, reliability or security of the third-party website, nor shall the Bureau of Cannabis Control be liable for its use.

Enter the required information below to submit your credit card payment. Accepted credit card types are identified in the "Payment Information" section below. Click on the "CREDIT/DEBIT" text to enter your card information.

Payment

Payee Information

First Name: John Last Name: Doe
Phone: XXX-XXX-XXXX Email ID: jdoe@mailinator.com
RefNumber: 398794

Billing Address

Street: City: State: select Zip (Postal) Code: XXXXX

Payment Information

Payment Amount: 1000.00

CREDIT/DEBIT Accepted Cards: VISA, MasterCard, Discover

Transaction Summary

Amount Due	\$1,000.00
Convenience Fee	\$29.90
Total Amount Due	\$1,029.90

A convenience fee of 2.99 % will be charge by a third party processor for this transaction.

Submit

Next click on the words **CREDIT/DEBIT** next to the credit card logos (only these cards are accepted).

The screen expands to show fields for entering your card number, expiration date, and CVV (security code on the back of your card).

The screenshot shows a 'Payment Information' form. At the top, 'Payment Amount' is set to 1000.00. Below this, a button labeled 'CREDIT/DEBIT' is highlighted with a red box. To its right are logos for 'Accepted Cards: VISA, MasterCard, DISCOVER'. Below the button, a red box highlights the input fields for 'Card Number', 'Expiry Date' (with a 'MMYY' placeholder), and 'CVV'. At the bottom right of the form is a 'Submit' button.

Item	Amount
Amount Due	\$1,000.00
Convenience Fee	\$29.90
Total Amount Due	\$1,029.90

A convenience fee of 2.99 % will be charge by a third party processor for this transaction.

After your payment is received, you are returned to your account page, where you can view or print a receipt.

The screenshot shows a confirmation message: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this is a green bar with the address '123 EAST ST, SACRAMENTO CA 94211' and the application ID 'A10-17-0000193-APP'. A red box highlights a 'Print/View Receipt' button, with a red arrow pointing to the receipt details below.

Application: A9-17-0000076-APP
Application Type: Licenses/Adult Use Cannabis/Retailer Nonstorefront/Application
Address: 5200 PREMISE AVE, SACRAMENTO, CA 94555

Receipt No.	824					
Payment Method	Ref Number	Amount Paid	Payment Date	Cashier ID	Received	Comments
Credit Card		\$1,000.00	11/14/2017	PUBLICUSER109875		

Work Description:

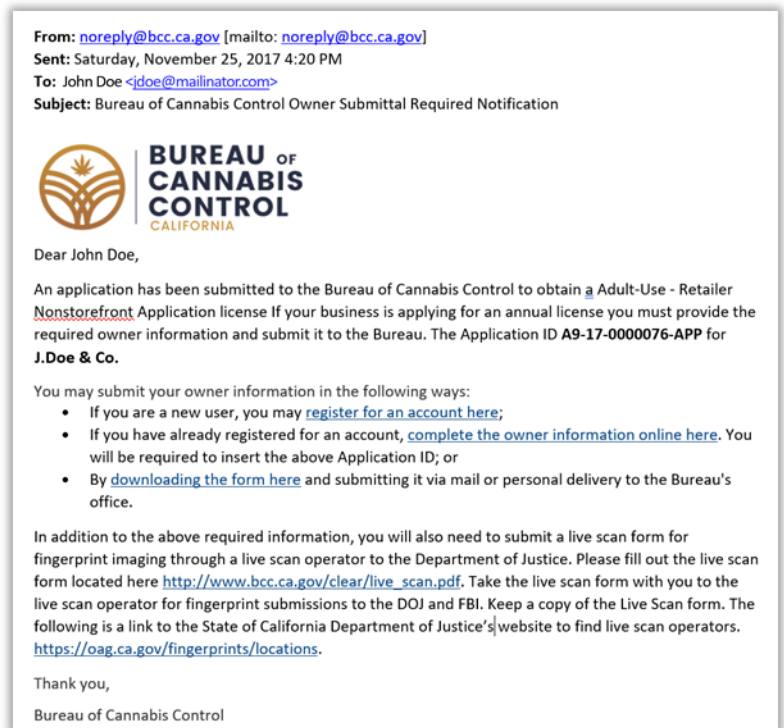
Final Steps

Once your application fee has been paid, the final steps can occur:

Owner Submittals

The Licensing system sends emails to your **List of Owners**, asking them to fill out their Owner Submittals.

(Owners not currently registered are sent a separate email with account setup instructions.)

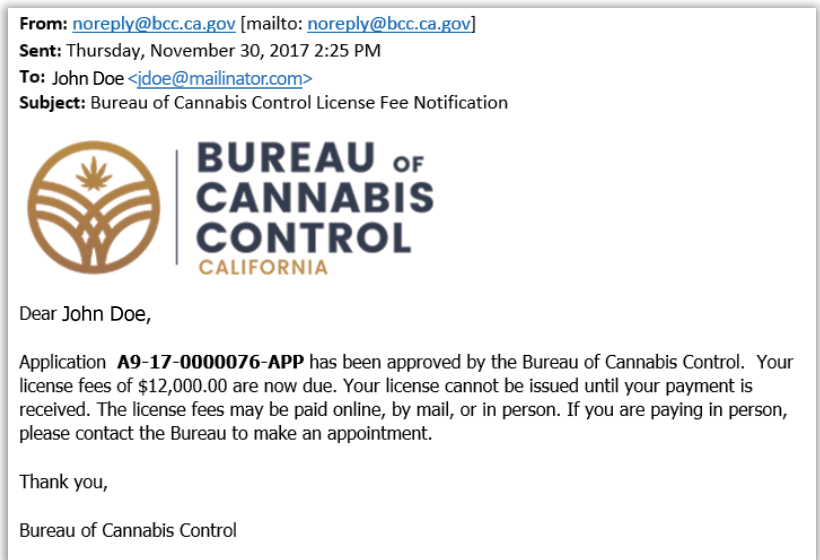


Each Owner registers with the Bureau's Licensing System, signs in, and fills out an Owner Submittal – to understand this process, refer to the **Apply for a License** eLearning Course and Quick Reference, found on the **eLearning** page.

Application Review

Bureau staff review the application, including attachments, any amendments, and each Owner Submittal.

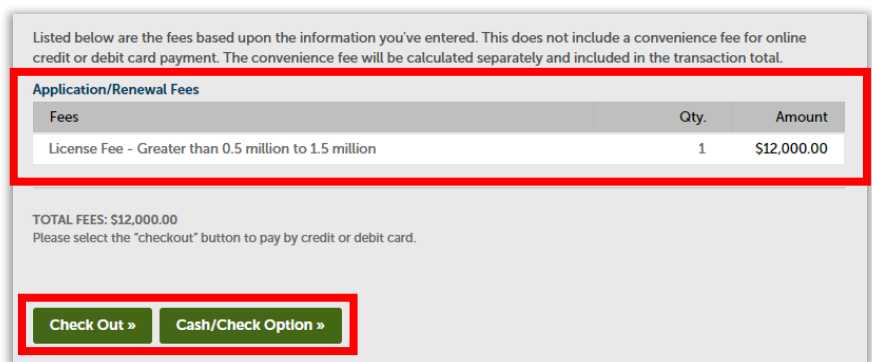
If the Bureau approves your application, you'll get an email asking you to pay the license fee. When you log back into your account, your **My Records** list will show all completed Owner Submittals, and your application will have the status of **Waiting for Payment**. Click on the green **Pay Fees Due** link.



Applicants and Licensees							
Showing 1-2 of 2 Download results Add to collection Add to cart							
<input type="checkbox"/>	Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date	Action
<input type="checkbox"/>	C-17-0000692-OWN	Owner Submittal	J.Doe & Co.-John Doe		Completed	11/30/2017	
<input type="checkbox"/>	A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J.Doe & Co.		Waiting for Payment	11/28/2017	Pay Fees Due

Paying the Annual License Fee

As you learned in the **Apply for a License** eLearning Course and Quick Reference (see the **eLearning** page), the annual license fee is based on your response to this question about expected revenue.



At the bottom of this screen, you can decide whether to pay online (a 2.99% service fee is added to credit or debit transactions), pay by check (by mail or in person), or pay in person with cash. As we noted before, paying in person requires that you call first for an appointment – **(833) 287-8171**.

Note: For paying the annual license fee online, the process is identical to the one shown above for paying the application fee.

On the screen above, click **Check Out** or, if you do not wish to pay online, click the **Cash/Check Option**.

Issuing the License

When the license fee payment is received by the Bureau, your license can be issued. Your new license is listed with the status of **Active**. The expiration date is also listed. You can click on your license **Record Number** to see more details about your license, including your license certificate for posting at your business premises.

Applicants and Licensees							
Showing 1-3 of 3 Download results Add to collection Add to cart							
<input type="checkbox"/>	Record Number	Record Type	Legal Business Name	Expires On	Status	Status Date	Action
<input type="checkbox"/>	A9-0000008-LIC	Adult-Use - Retailer Nonstorefront License	J.Doe & Co.	01/01/2019	Active	01/01/2018	
<input type="checkbox"/>	C-17-0000692-OWN	Owner Submittal	J.Doe & Co.-John Doe		Completed	11/30/2017	
<input type="checkbox"/>	A9-17-0000076-APP	Adult-Use - Retailer Nonstorefront Application	J.Doe & Co.		Issued	11/28/2017	