

**Department of Consumer Affairs**

**DCA iServices**

**API USER GUIDE**

## INTRODUCTION

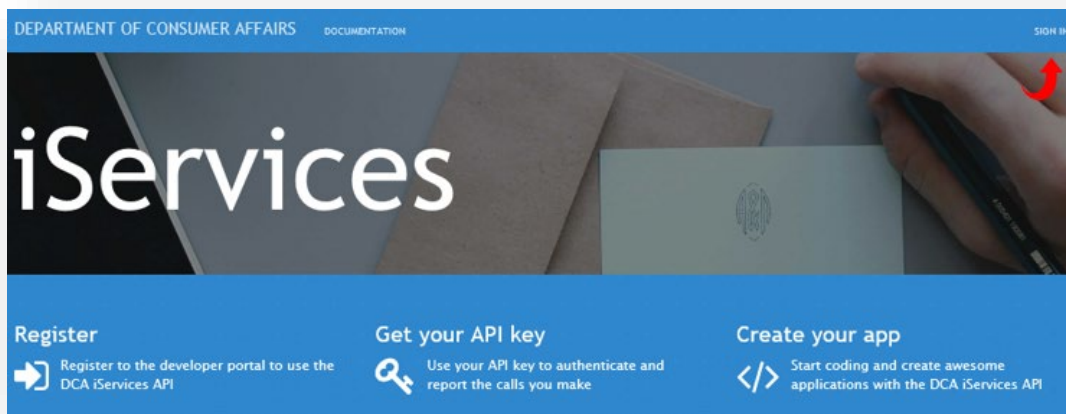
The Department of Consumer Affairs (DCA) iServices API is now available to the public for access to Bureau of Cannabis Control (BCC) license data.

This user guide contains instructions on how to:

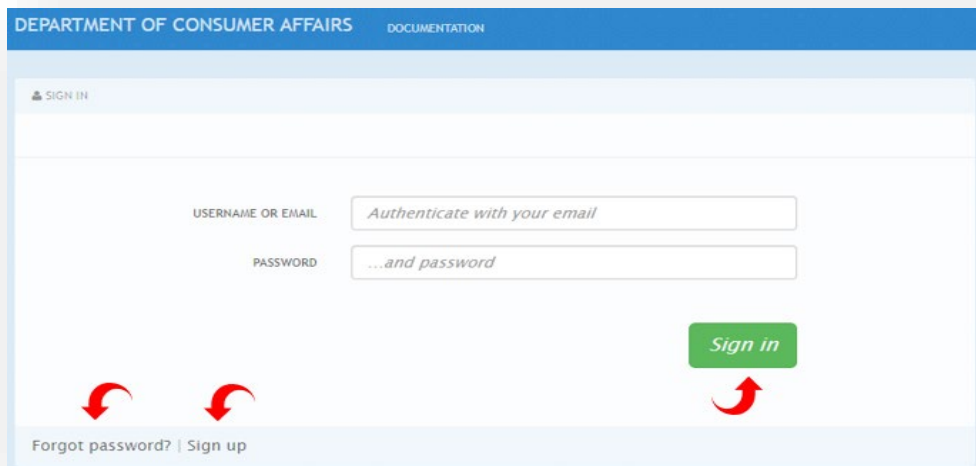
- ✓ Sign up and create a DCA iServices Account.
- ✓ Utilize your Application ID and Key to access BCC license data.
- ✓ Manage your account and contact the DCA iServices Team for support if needed.

## GETTING STARTED

- Click the following link to access the **DCA iServices Home Page**: <https://iservices.dca.ca.gov/>
- Click **SIGN IN**, located at the upper right hand of the Home Page.

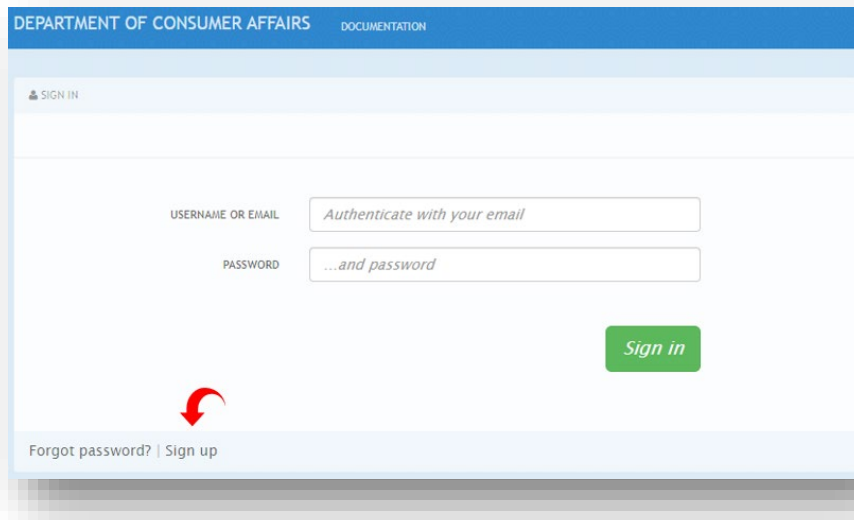


- At the **SIGN IN** page, users have the following options:
  - **Sign Up** (First Time Users)
  - **Sign In** (Existing Users)
  - **Forgot Password**



## 1. **SIGN UP** (First Time Users)

- Click **Sign up**.



DEPARTMENT OF CONSUMER AFFAIRS DOCUMENTATION

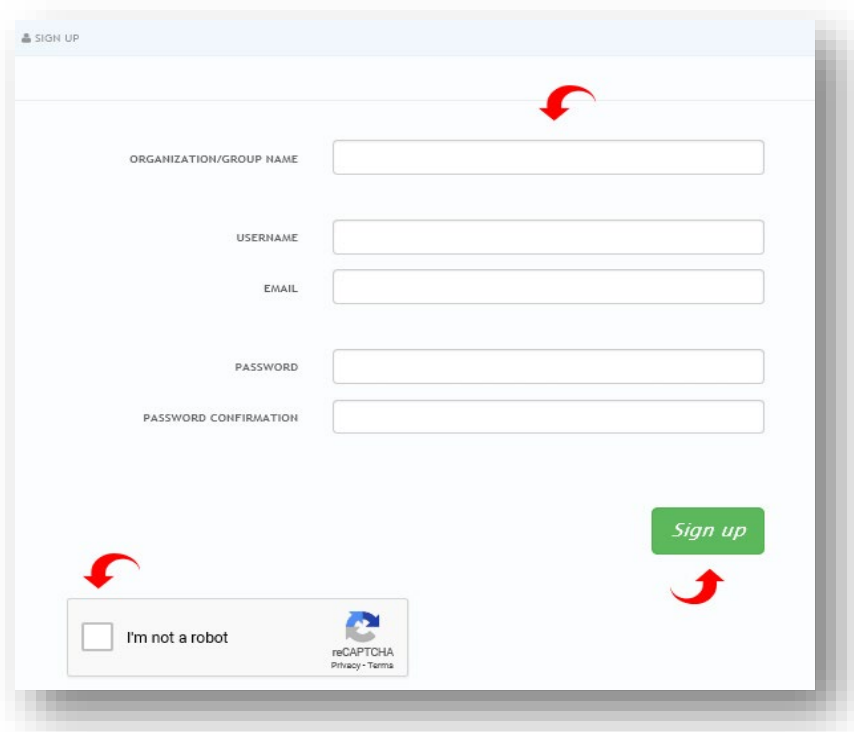
SIGN IN

USERNAME OR EMAIL

PASSWORD

[Forgot password?](#) | [Sign up](#)

- Enter your **Organization / Group Name** and desired **Username**, **Email**, and **Password**.  
*Note: Username may not contain spaces. Use only letters, numbers, and . -\_@+ .*  
*Note: Password must be at least 8 characters, use upper and lowercase letters, one digit and one special character.*
- Click **I'm not a Robot**.  
*Note: As an extra layer of security, users may be asked to verify images.*
- Click **Sign Up**.



SIGN UP


ORGANIZATION/GROUP NAME

USERNAME

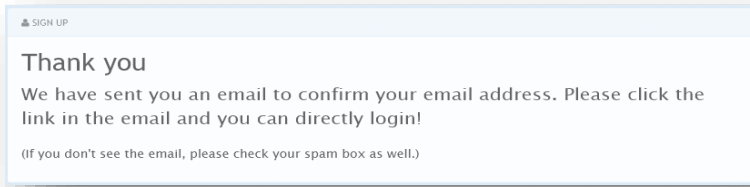
EMAIL

PASSWORD

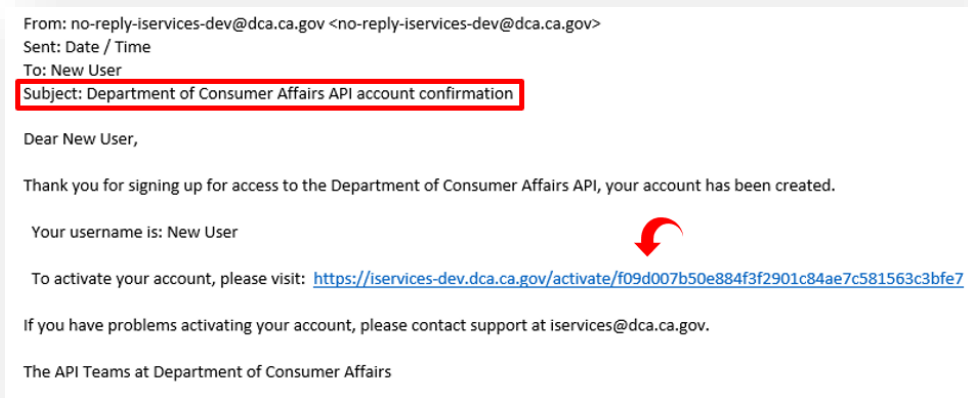
PASSWORD CONFIRMATION

I'm not a robot  reCAPTCHA  
Privacy - Terms

- A **Thank you** pop up will appear with instruction to check email for a **DCA API Account Confirmation** message.

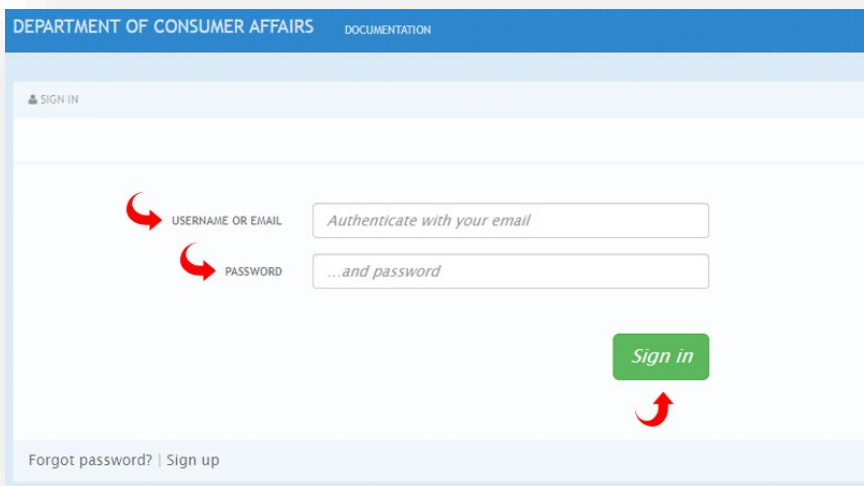


- Click the **highlighted link** to activate your new API account and complete sign up. This will take you to the **Sign In** page.



## 2. SIGN IN (Existing Users)

- Enter your **Username or Email** and **Password**.
- Click **Sign In**. This will take you to the **DCA iServices Home Page** (Page 6 of this guide).



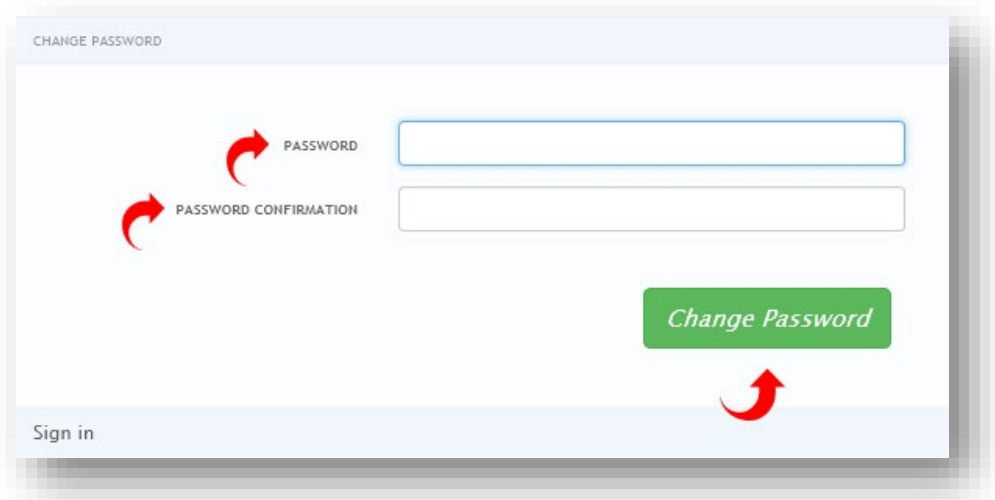
### 3. FORGOT PASSWORD

- Click **Forgot Password**.

- Enter your **email address** to receive password reset instructions.
- Click **I'm not a robot**.
- Click **Send Instructions**. A **DCA Lost Password Recovery** email will be sent to you.

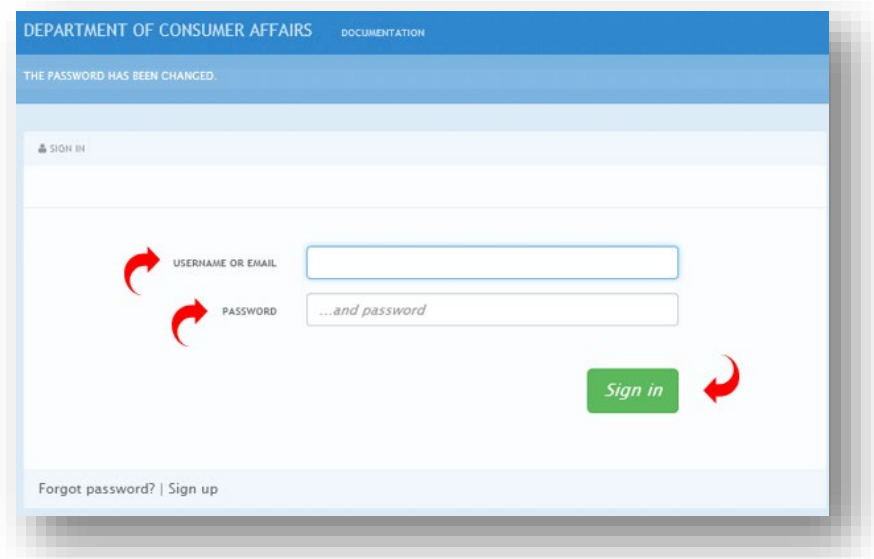
- Open the **DCA Lost Password Recovery** email and click **highlighted link** to reset your password.

- Enter **New Password**
- Click **Change Password**. This will take you to the **Sign In** page.



The screenshot shows a web form titled "CHANGE PASSWORD". It features two input fields: "PASSWORD" and "PASSWORD CONFIRMATION". A green button labeled "Change Password" is positioned below the fields. A "Sign in" link is located at the bottom left of the form. Red curved arrows point to the "PASSWORD" field, the "PASSWORD CONFIRMATION" field, and the "Change Password" button.

- Enter your **Username or Email** and **New Password**.
- Click **Sign In**. This will take you to the **DCA iServices Home Page**.

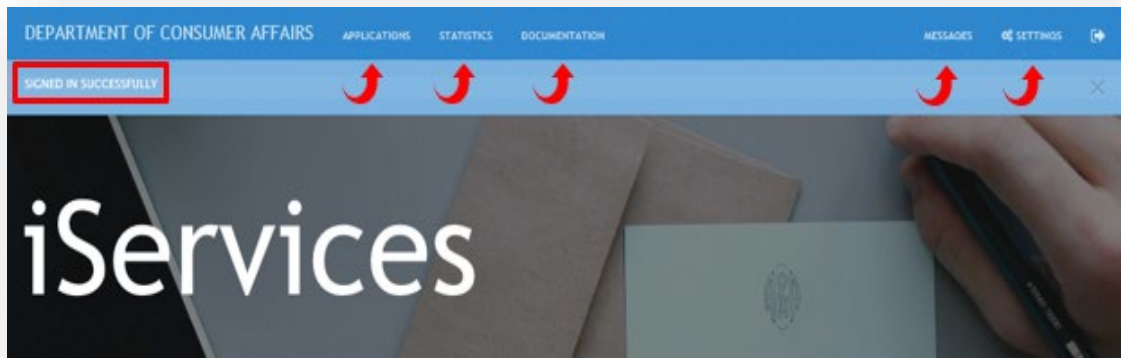


The screenshot shows a web form titled "SIGN IN" under the header "DEPARTMENT OF CONSUMER AFFAIRS DOCUMENTATION". A blue banner at the top reads "THE PASSWORD HAS BEEN CHANGED." Below this, there is a "SIGN IN" link. The form contains two input fields: "USERNAME OR EMAIL" and "PASSWORD" (with a placeholder "...and password"). A green button labeled "Sign in" is located below the fields. Red curved arrows point to the "USERNAME OR EMAIL" field, the "PASSWORD" field, and the "Sign in" button. At the bottom left, there is a link for "Forgot password? | Sign up".

**DCA iServices HOME PAGE**

After **successful Sign In**, the **DCA iServices Home Page** will reflect the following **five option tabs**:

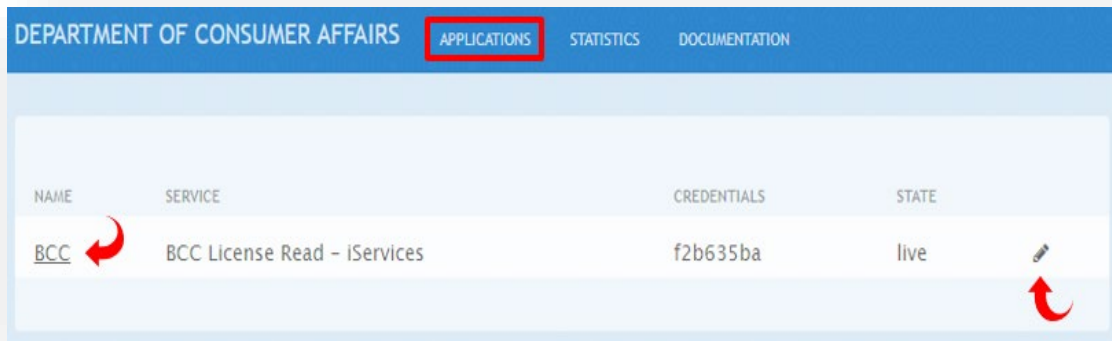
1. **Applications** - Click tab to view your BCC License Service application.
2. **Statistics** - Click tab to view account usage data.
3. **Documentation** - Click tab to view available DCA APIs and Services and access license data.
4. **Messages** - Click tab to contact the DCA iServices API Team for assistance and monitor responses.
5. **Settings** - Click tab to manage your DCA API account details.



**1. APPLICATIONS**

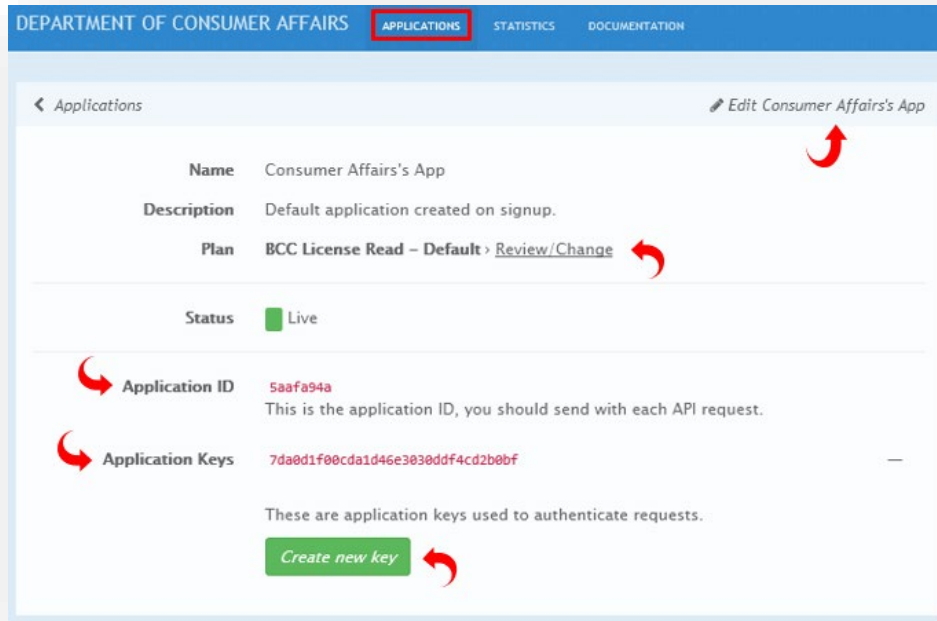
- Click **Applications** Tab
- Click the **BCC License Read - iServices** application, created automatically upon initial sign up.

*Note: Click **pencil icon** to update application name and description if desired.*



- **BCC License Read - iServices application page** reflects the following:
  - **Application ID** and **Application Keys**
  - **Create new key, Review/Change plan, or Edit App**

*Note: Review/Change option allows user to change application details or delete altogether. Deletion will erase all statistical data tied to deleted application.*



## 2. STATISTICS

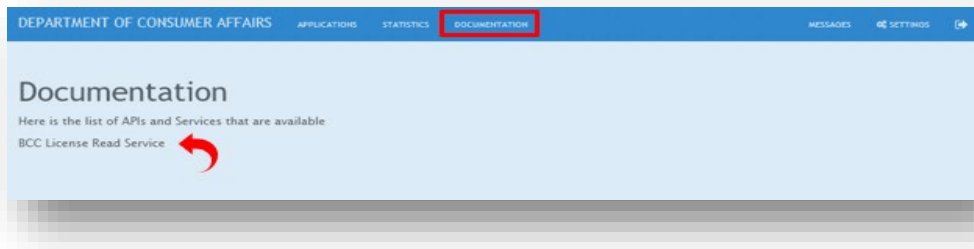
- Click **Statistics** Tab to view account usage data.



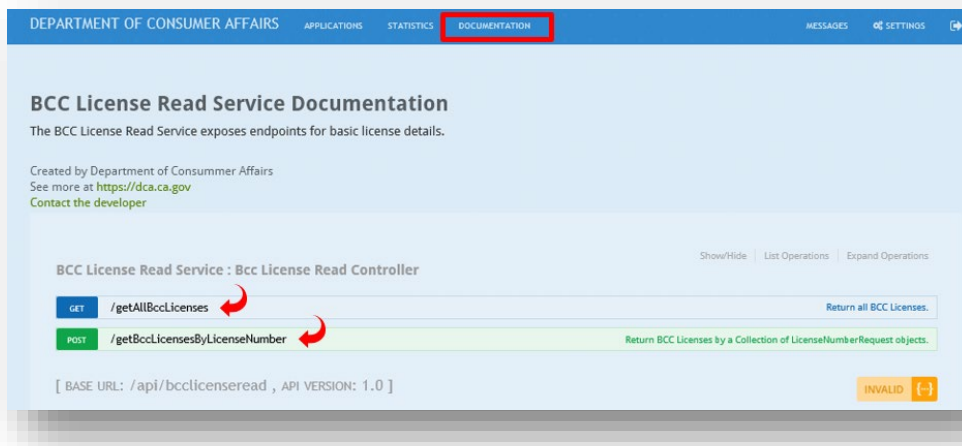


3. **DOCUMENTATION**

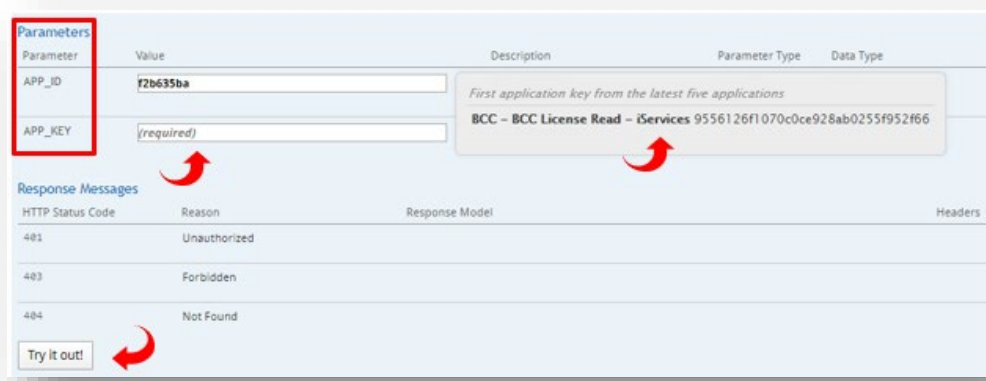
- Click **Documentation** Tab.
- Click **BCC License Read Service**. This will open the **BCC License Read Service Documentation** page.



- Click the desired **BCC License Read Service** to expand the Controller section and reveal the **Parameters**:
  - **Get All BCC Licenses**
  - **Get BCC Licenses By License Number**

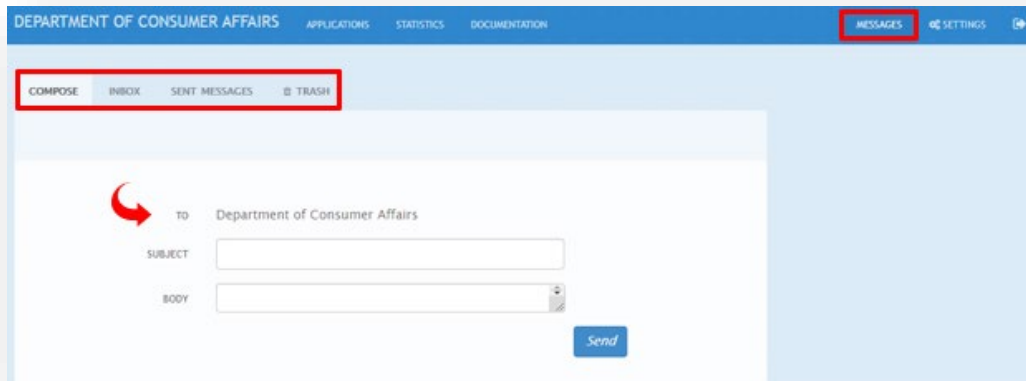


- Enter your **Application ID** and **Application Key** Parameters to request BCC license data.
  - Click in the required **Value field** to trigger a corresponding pop up that reflects the related Parameter.
  - Click on the related Parameter (**Application ID** or **Application Key**) to auto populate the **Value field**.
- Click **Try it out** to generate license data.



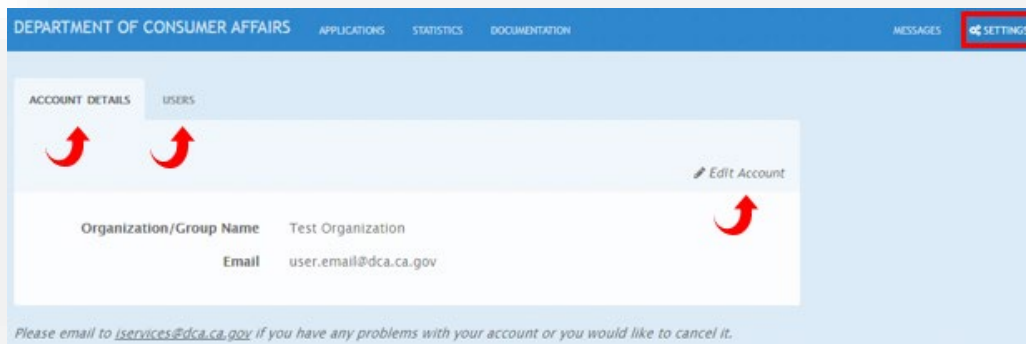
#### 4. MESSAGES

- Click **Messages** Tab to contact the DCA iServices API Team for assistance and read responses.



#### 5. SETTINGS

- Click **Settings** Tab to edit your DCA API **Account Details** and/or **Users** information.



#### WRAP UP

If you have any questions or encounter issues not addressed by this user guide, please contact the **DCA iServices API Team** at the following email address: [iservices@dca.ca.gov](mailto:iservices@dca.ca.gov)