Paying Fees
on the Bureau of Cannabis Control Licensing System

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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.

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.

(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).

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.
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).

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

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**.

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**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.