# HOW TO SUBMIT A PAYMENT

## LICENSE FEES FOR CANNABIS MANUFACTURERS



After receiving confirmation that your CDPH cannabis manufacturing license has been approved, you will have 30 days to pay your license fee. To submit your license fee payment, please follow these instructions:



#### LOG IN Log in to your <u>MCLS online account.</u>

SELECT YOUR BUSINESS Some applicants have multiple businesses associated with their MCLS account. Be sure to select the business for which you intend to make a payment.

	Welcome to Manufactured Cannabis Licensing System, Julie					
		You are associated with	1 business.			
<	Hy Business Cannabis Test					
	My Profile Tools					
	View MCLS Profile Information FAQs					

# 3

### CLICK ON THE "CLICK HERE TO PAY" BUTTON

To begin the payment process, click the shopping cart icon on the top right of your screen.

.egal Business Name Cannabis Test	Trade Name (DBA) Cannabis Test	Business ID 21012644	Contact Person Details			Click Here to Pay Clos
Premises						
Baby Canna	bis			Example Business	s, LLC	
View/Update Pre	emises			1234 Sacramento Ln Sacramento		
View License His	itory			View/Update Premises		
				View License History		
Business			Tools			
			EAOs			

### CLICK "PROCEED TO CHECKOUT"

Confirm the payment amount and premises address. Then click Proceed to Checkout.

Selec	Select the Items to be Included in the Transaction					
Shopping Cart Select License/Registration to pay for						
Cart Iter	Cart Items					
Select	Fee	Reference Number	Premises Address		Item Qty	Total
V			1234 Sacramento Ln Sacramento, CA 95811			
				Total Qty:	1	Total Price: \$7,500.00

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# SELECT PAYMENT METHOD

Select your chosen payment method from the dropdown menu.

Checkout		Cart Submit Close
Payment Dec.els Payment Method * Select.	Cart Sumn Fee License Fee	Total 57,500.00
		Price: \$7,500.00

**PAYMENT** CREDIT CARD – Select Credit Card from the dropdown menu, complete the required fields and click Submit. If approved, your credit card will immediately be charged for the full amount.

	Checkout			art Submit Citye
	Payment Details	Billing Information	Cart Summary	$\smile$
(	Payment Method *	First Name * Middle Initial	Fee	Total
	Credit Card Information	Last Name 🛪	License Fee	\$7,500.00
	Select.         Y           Exp Month+         Exp Vear+           Ol - Jan         2019	Doe Address Line 1 * 5678 Test Ln Address Line 2	Total Price	:\$7,500.00
		City * State * Sacramento City * State * Sacramento Colorado Zip Code * 95811 Email Address * Tester 224@gmail.com Re-Enter Email Address * Phone number (916) 888-8888		

**PAYMENT** BANK ACCOUNT – Select Bank Account from the dropdown menu, complete the required fields and click Submit. The designated account will immediately be debited for the full amount.

Checkout		ert Submit Cise
Payment Details	Billing Information	Cart Summary
Payment Method * Bank Account	First Name * Middle Initial	Fee Total
Bank Account Information	Last Name *	License Fee \$7,500.00
Account Type * Select V Is this a Business Account? Drivers License Number *	Doe           Address Line 1.*           5678 Test.Ln           Address Line 2	Total Price: \$7,500.00
Drivers License State * Select State Routing Number * 9 digits Account Number * 9 digits Account Number * 9 p to 17 digits Re-Enter Account Number * 9 up to 17 digits	City * State * Sacramento Colorado V Zip Code * 95811 Email Address * Tester 1234@gmail.com Re-Enter Email Address * Phone number [916] 888-8888	

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**PAYMENT OPTION 3 CASH, CASHIER'S CHECK OR MONEY ORDER** – Select **Cash** from the dropdown menu and click **Submit**. The system will generate a PDF invoice with payment instructions. Print this invoice, because **you will need to include it with your payment.** 

Checkout	Car Submit Close
Payment Details	Cart Summary
Payment Method*	Fee Total
How to make a payment:	License Fee \$7,500.00
All fees must be paid in full in the form of a Cashier's Check, Money Order, or Cash.	Total Price: \$7,500.00
Cashier's Check and Money Order	
Make the check payable to: CDPH - MCSB	
Include a copy of the Cash Payment Instructions form with your payment and mail to:	
CDPH – MCSB Cashier	
P.O. Box 997377, MS 7606 Sacramento, CA 95899-7377	

**CASH PAYMENTS** can be made in Sacramento or Eureka. You must first schedule an appointment by calling 833-287-8171 or emailing <u>CannabisFeeAppt@dca.ca.gov</u>. Please bring a copy of your payment invoice to your appointment.

**CASHIER'S CHECK OR MONEY ORDER PAYMENTS** can be made payable to "California Department of Public Health" and submitted via mail, along with your payment invoice to the following address:

California Department of Public Health Manufactured Cannabis Safety Branch P.O. Box 997377, MS 7606 Sacramento, CA 95899-7377

#### Overnight mail can be sent to:

California Department of Public Health Manufactured Cannabis Safety Branch 1616 Capitol Avenue, Sacramento, CA 95814

**Note:** Personal checks cannot be accepted via mail. To make a payment using a bank account, choose Bank Account as your payment method in MCLS and complete the payment within the online system by entering all relevant account information.

If you have any issues accessing your account or if you have any other questions regarding the fee payment process, please contact our licensing team at <u>MCLS@cdph.ca.gov</u>.