

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:

1

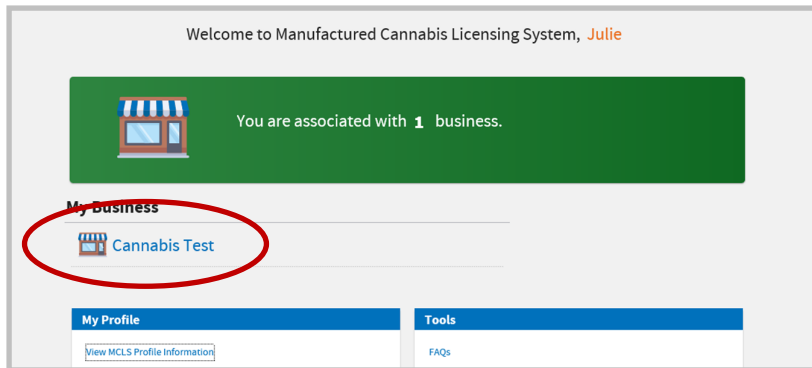
LOG IN

Log in to your [MCLS online account](#).

2

SELECT YOUR BUSINESS

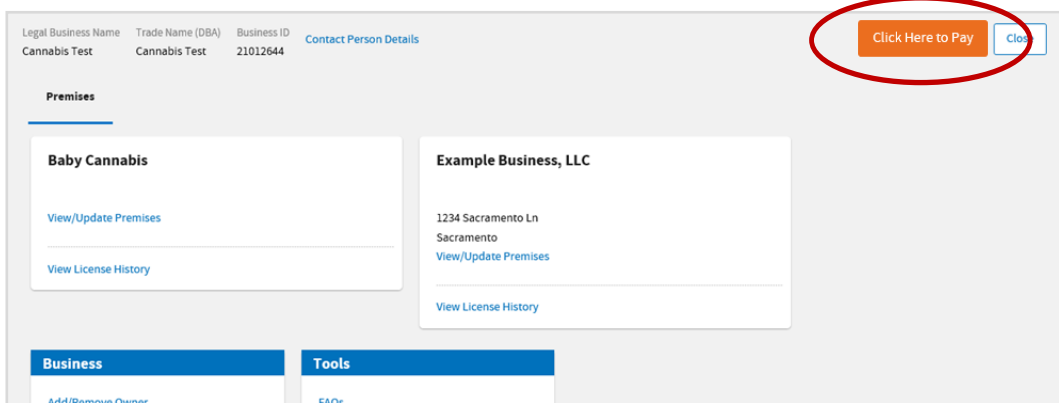
Some applicants have multiple businesses associated with their MCLS account. Be sure to select the business for which you intend to make a payment.



3

CLICK ON THE "CLICK HERE TO PAY" BUTTON

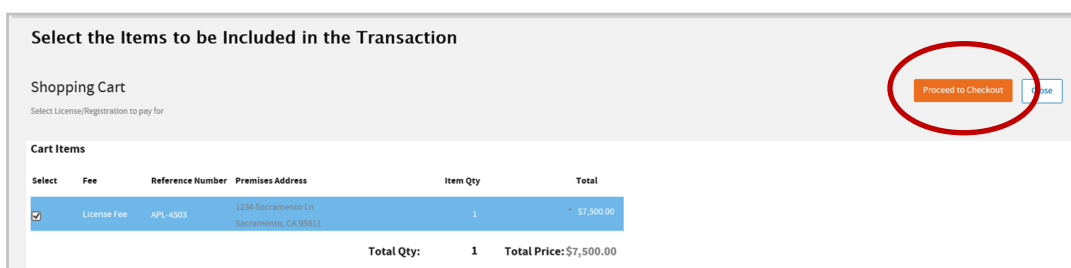
To begin the payment process, click the shopping cart icon on the top right of your screen.



4

CLICK "PROCEED TO CHECKOUT"

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



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5 SELECT PAYMENT METHOD

Select your chosen payment method from the dropdown menu.

PAYMENT OPTION 1 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.

PAYMENT OPTION 2 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.

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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

Payment Details

Payment Method *
Cash

How to make a payment:

All fees must be paid in full in the form of a Cashier's Check, Money Order, or Cash.

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

Cart Summary

Fee	Total
License Fee	\$7,500.00
Total Price: \$7,500.00	

CASH PAYMENTS can be made in Sacramento or Eureka. You must first schedule an appointment by calling 833-287-8171 or emailing CannabisFeeAppt@dca.ca.gov. 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 MCLS@cdph.ca.gov.