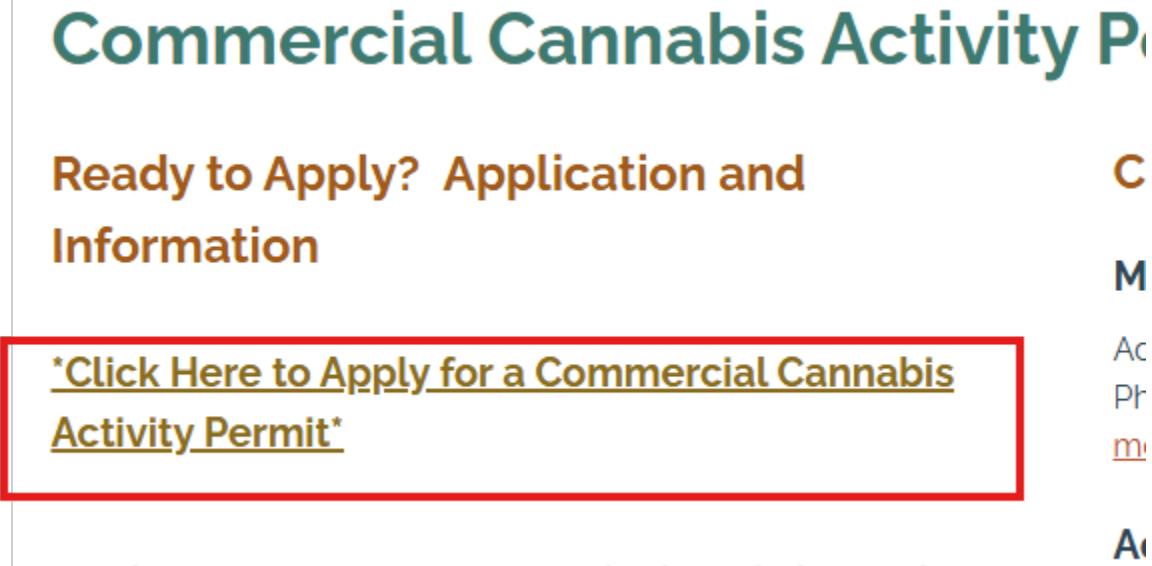


How to Add a Guest Account to a CCAP Record in OpenGov

1. Navigate to the CCAP page on the City website located here: [Commercial Cannabis Activity Permit | Arcata, CA](#)
2. Click on “*Click Here to Apply for a Commercial Cannabis Activity Permit*.”



Commercial Cannabis Activity P

Ready to Apply? Application and Information

Click Here to Apply for a Commercial Cannabis Activity Permit

Required Components of CCAP Application: this link provides the

3. Click on “Login” in the upper right-hand corner.



4. Click on “Login using Secure Portal” in blue.

Login with your OpenGov ID

Use your **OpenGov** ID to login to City Of Arcata, CA

For your security, your sign up is performed on our Secure Portal

[Login using Secure Portal](#)

5. Enter your Login information (email and password). If you do not remember your password or did not create one after your account was established, then you can click on “Don’t remember your password?” to receive a password reset email from OpenGov.



Permitting & Licensing

Welcome to **City Of Arcata, CA**

[Log In](#) [Sign Up](#)

[Don't remember your password?](#)

[Log In >](#)

6. Click on “My Account” in the upper right-hand corner.



7. Click on “Applications” under the section labeled “Your Records.”

 **Dashboard**

 Messages

 Profile

Your Records

 Applications

 Projects

 Permits & Docs

 Payments

 Inspections

8. Click on the record you would like to add a guest account to.

9. Click on “Guests” on the left-hand side of the page.

Commercial Cannabis Activity
Permit (CCAP)

TEST-10

Your Submission

Attachments

Guests (0)

- Administrative Review
- CCAP Permit Fees
- Commercial Cannabis Activity
- CCAP
- Update Renewal Notice Date

10. Enter the email you would like to add as a guest to the record in the box under “Guest’s Email.”

Guests

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Enter guest's email here...

Grant Access

No guests with access to this record yet

11. Click on “Grant Access.”

You have now successfully added a guest account to your OpenGov record! This guest will be able to view the submission, any attachments that were uploaded, make payments, and see the status of the submission. Please note that the guest account cannot submit renewals. Only the applicant on the record can submit renewals.

If the business owner would like to designate someone else as the applicant, then the owner will need to send an email to comdev@cityofarcata.org to request the change. If the new applicant is a new owner, manager, or key employee not designated in the permit history, then the “Change to Ownership or Management Structure” packet will need to be completed and emailed to comdev@cityofarcata.org to add them to the permit record. If the new applicant is purchasing the business from the existing owner, then the “Transfer of Ownership” packet will need to be completed. Both change packets are on the CCAP page on the City website under the section labeled “Need to Make Changes to Your CCAP?”

Need to Make Changes to Your CCAP?

[Change in Permit Type](#)

[Change in Trade Name](#)

[Change of Contact Information](#)

[Change of Mailing Address](#)

[Change to Ownership or Management Structure](#)

[Modification to Facility or Equipment](#)

[Transfer of Ownership](#)

[Add-on Permit Type](#)

[Live Scan Form](#)

Once the requirements have been received and reviewed, a change fee will be added to the OpenGov record and the change may need to be reviewed by multiple City departments after the fee is paid. If you have any questions about submitting a change request, please email comdev@cityofarcata.org or call (707) 822-5955.