

How to Add Attachments to a CCAP Record in OpenGov After Submission

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.

[**Login**](#) [**Sign Up**](#)

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 attachments to.

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

Commercial Cannabis Activity

Permit (CCAP)

CCAP-62

(Renewal)

Your Submission

Attachments

Guests (0)

► Administrative Review

CCAP Permit Fees

City Manager Approval

Commercial Cannabis Activity Permit
Issuance

Update Renewal Notice Date

10. Click on “Upload” in blue next to the attachment you would like to add.

Attachment	File	
DCC License – REQUIRED	No file uploaded	Upload
City of Arcata Business License – REQUIRED	No file uploaded	Upload
Add attachment		

11. If you would like to upload additional documents, you can click on “Add attachment” under the listed attachments.

You have now successfully added an attachment to your OpenGov record!

If you have questions or run into any technical problems, you can email comdev@cityofarcata.org or call (707) 822-5955. You’re also welcome to mail your requirements to 736 F St., Arcata CA 95521 or bring them in person to City Hall Monday – Thursday 9 am – 5 pm and Friday 9 am – 1 pm.