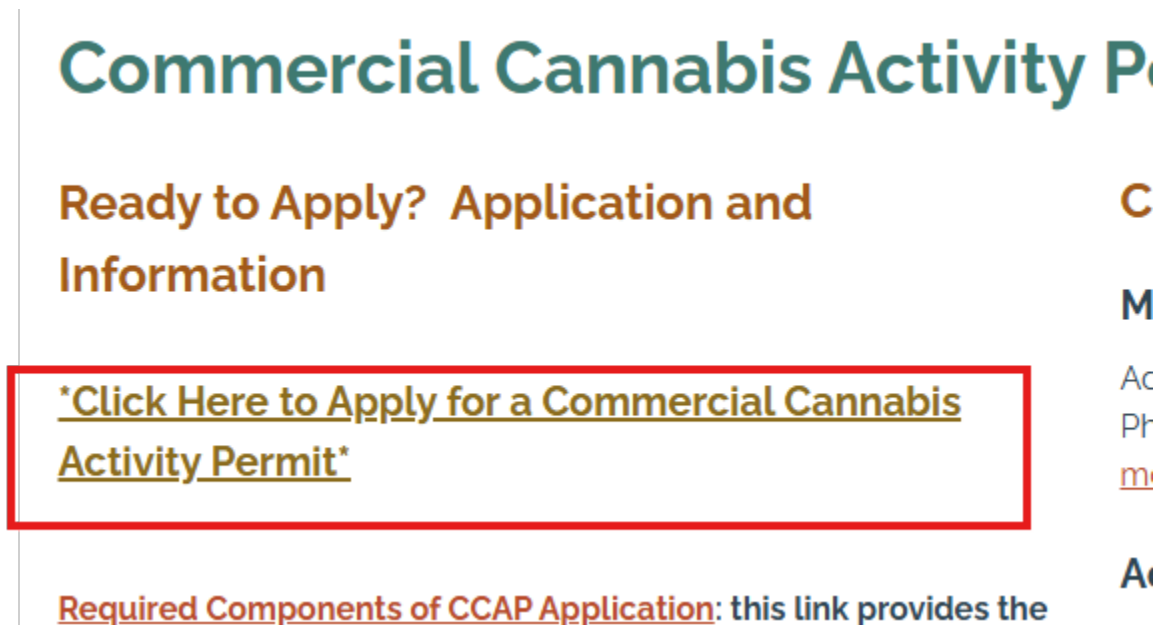


## How to Add Attachments to a CCAP Record in OpenGov After Submission

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\*.”



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



|



your password

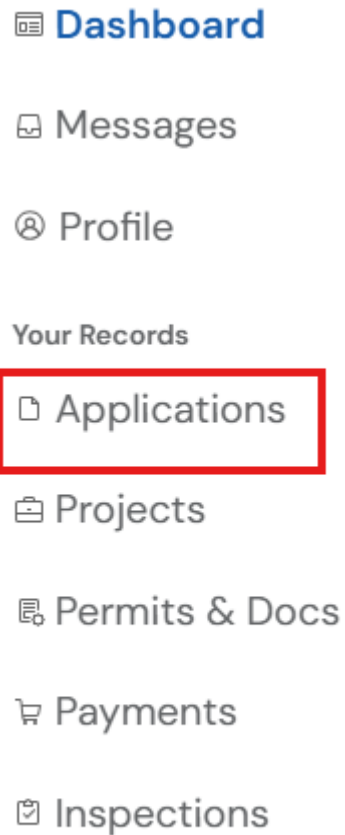
Don't remember your password?

Log In >

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



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



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	<b>Upload</b>
City of Arcata Business License - REQUIRED	No file uploaded	<b>Upload</b>
<a href="#">Add attachment</a>		

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](mailto: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.