Instructions on how to submit a Deadline Extension Request

Step One

Navigate to the Civic Portal: https://aca-prod.accela.com/PCR/Default.aspx

Step Two

Use your login name and password to sign into your dashboard. **Note:** If you have application or license records that existed before the switch to the Civic Portal, and you are creating an account for the first time, your online account and records will need to be linked together before you can access them. Please register an account and email Cannabis staff at cannabis@portlandoregon.gov to have your accounts linked.
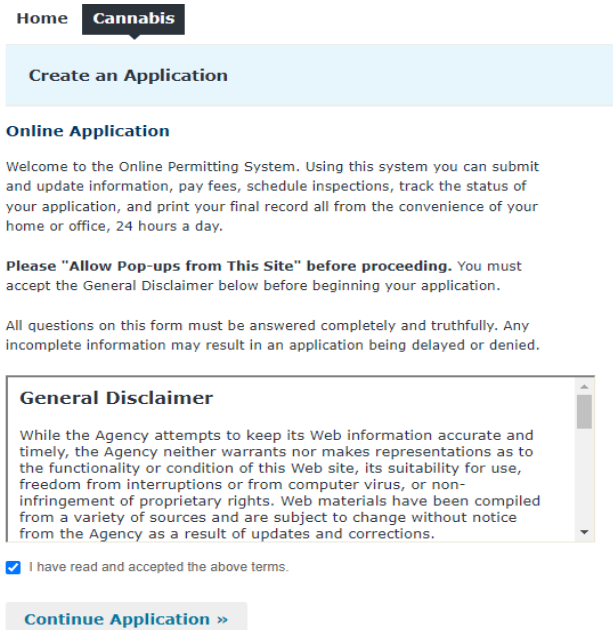
Login

User Name or E-mail:

Password:

Login »

Step Three

Click the 'Cannabis' tab & accept the acknowledgement.

Home   **Cannabis**

Create an Application

Online Application

Welcome to the Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

All questions on this form must be answered completely and truthfully. Any incomplete information may result in an application being delayed or denied.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

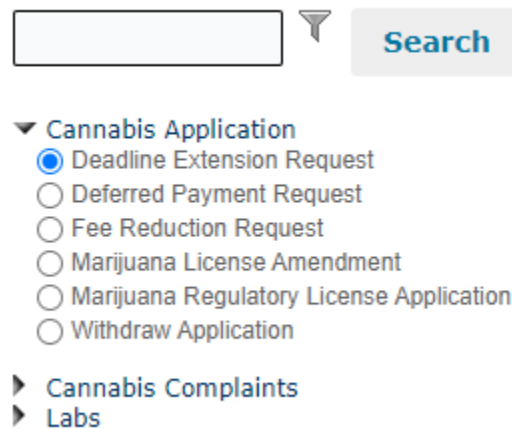☑ I have read and accepted the above terms.

Continue Application »

Step Four

Click 'Cannabis Application' to reveal the drop-down menu

Home **Cannabis**

Create an Application

Select a Record Type

		Search

▶ Cannabis Application
▶ Cannabis Complaints
▶ Labs
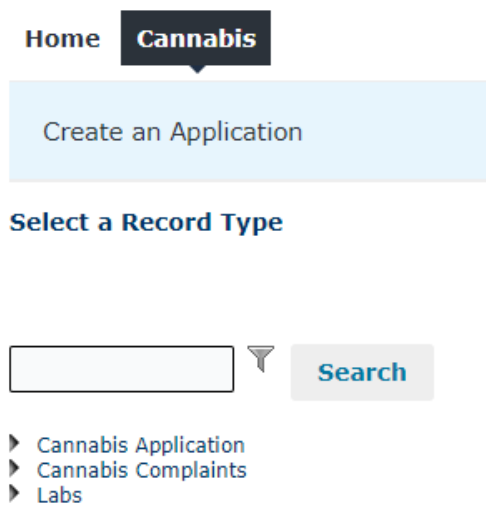
Step Five

Select the 'Deadline Extension Request' option, then click 'Continue Application'

		Search

▼ Cannabis Application
  ◉ Deadline Extension Request
  ○ Deferred Payment Request
  ○ Fee Reduction Request
  ○ Marijuana License Amendment
  ○ Marijuana Regulatory License Application
  ○ Withdraw Application

▶ Cannabis Complaints
▶ Labs

Step Six

This brings you to the Deadline Extension Request page to complete the required fields.

Application Number: Your application number is issued upon submittal of an application and will either be in the format of 'MRL#' or '##CNB-APP-#####'

Days of Extension Requested: Estimation of how many days it will take to gather the remaining documents. Further extension requests may be submitted at no charge.

Reason Why: Please detail which items you believe are missing and where you're at in the process of receiving them. You may attachment supplemental documentation (more info on the next step.) Please note that a Deadline Extension Request may be denied if lack of information and/or supplemental documents are not provided.

Deadline Extension Request

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance

Step 1 : Step 1 > Deadline Extension Info

*indicates a required field.

Custom Fields

DEADLINE EXTENSION REQUEST

* Application Number:

> MRL123 or 22CNB-APP-00

* Days of extension requested:

> [   ] Days

* Please outline where you are in the process of obtaining the missing item(s), why you are unable to meet the current deadline, and explanation for the amount of time requested::

spell check

Attachment

The maximum file size allowed is **100 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

| Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »   Save and resume later

Step Seven
Upload any attachments you wish to add to get your deadline extension request approved. To add attachments hit the 'Add' button. Hit the 'Add' button on the window that pops up. Navigate to the file you wish to upload, select, and upload.

Attachments are optional but may be requested before an extension is approved.

Note: Please do not upload missing documents to the deadline extension request!
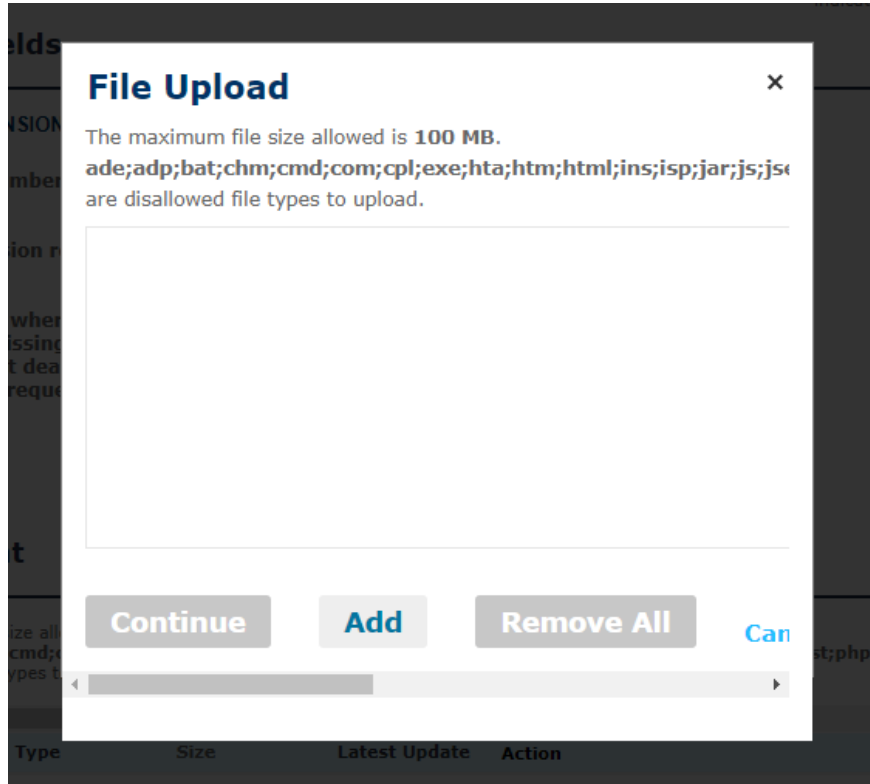
Step Eight
Once finished with the attachments, click 'Continue Application.'

Please verify all of the entered information as accurate. Hit 'Continue Application' again. This will submit the Deadline Extension Request and create a new Deadline Extension record. To view your record and check on the status, go to the 'My Records' section. Cannabis staff will review and either approve, deny, or request additional information for a deadline extension request. Email notification will go out to the primary business contact and business owner emails on file.