

## **CREATING AN ACCOUNT (NEW APPLICANTS)**

\*\* In order for the system to function properly you will need to use the web browser Google Chrome.  
(Safari, Firefox, etc. do not work properly.)

1. Go to website <https://mycadir.force.com/registrations/CommunityLogin>.
2. Click **CREATE A NEW ACCOUNT** link.
3. Complete all fields with parent/guardian information.
4. Click **I'M NOT A ROBOT**, follow instructions given.
5. After receiving the green checkmark, click **CREATE ACCOUNT**.
6. **MY DASHBOARD** screen — Click on the dropdown menu, select **MINORS - ENTERTAINMENT WORK**, click the **NEW** button.
7. **PARENT/GUARDIAN INFORMATION** screen — Click **+ADD THE PARENT/GUARDIAN** button.
8. Complete all required fields. Click **SAVE**. Click **NEXT**.
9. **MINOR INFORMATION** screen (only one minor can be added to this page):
  - **REGISTRATION DURATION** section — Select **6-MONTHS PERMIT** from dropdown menu, enter **PRIMARY PARENT EMAIL**
  - **MEDICAL & SCHOOL RECORD INFORMATION** — Complete all required fields.
  - **ENTER MINOR INFORMATION HERE** — Complete all required fields. Click **NEXT**.
10. **DOWNLOAD APPLICATIONS TO BE COMPLETED** screen — Read each form description. Download the applicable application(s) required for the minor.

(NO other Medical/School Form accepted online.)

  - a) Once application(s) are complete and ready to be submitted, you may log back in and click on **UPLOAD DOCUMENTATION** bar to continue.
  - b) If no applications are required to be submitted, you may click **NEXT** to continue now.
11. **UPLOAD DOCUMENTATION** screen — Read each document description to determine which document(s) apply. Upload only the applicable documents required for the minor by clicking the corresponding **CHOOSE FILE** button. Select the correct file from your records, click **UPLOAD AND SAVE**. (please allow a few seconds for upload to refresh page)

Once document is saved, CHOOSE FILE button will now say **DOWNLOAD / DELETE**. Click **NEXT**.
12. **COMPLETION REVIEW** screen — Read each section. Complete all required fields for each section:
  - **LEGAL DISCLAIMER & CONSENT**
  - **AGREEMENT (AB 3175 Certification of Compliance Acknowledgement, School Record Acknowledgment, Labor Code Compliance Acknowledgment)**
  - **COMPLETION REVIEW** — select **YES** from each the dropdown menu
13. Click **SUBMIT** (lower right-side of screen) You will then be taken back to your **MY DASHBOARD** screen. You will receive a confirmation email that our office has received your submission. Processing times vary. You will receive another email once your application has been processed.
14. If you need to register another minor, repeat steps 6-14 beginning on your **MY DASHBOARD** screen.

## **RENEWING A PERMIT – Up to 60 days early (Permit may be expired or still active)**

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(Safari, Firefox, etc. do not work properly.)

**Notice:** *If you have not created an account in our system, you will need to do so prior to renewing your application.*

1. Log in to your account with your username and password.  
<https://mycadir.force.com/registrations/CommunityLogin>
2. Locate minor application ready for renewal. This will be indicated by a green **RENEW** link, under **REGISTRATION #**.  
(if returning to complete submission, the green RENEW link, will now be a blue **UPDATE** link)
3. Click **RENEW / UPDATE** link, under **REGISTRATION #**.  
(if link is not available, it may be too soon to renew)
4. **PARENT/GUARDIAN INFORMATION** screen — Review parent/guardian information. Update as needed. Click **NEXT**.
5. **MINOR INFORMATION** screen — Review minor information. Update each section as needed:
  - **MEDICAL & SCHOOL RECORD INFORMATION**
  - **ENTER MINOR INFORMATION HERE**Click **NEXT**.
6. **DOWNLOAD APPLICATIONS TO BE COMPLETED** screen — Read each form description. Download the applicable application(s) required for the minor. Click **SAVE & EXIT**.  
(NO other Medical/School Form accepted online.)
  - a) Once application(s) are complete and ready to be submitted, you may log back in and click on **UPLOAD DOCUMENTATION** bar to continue.
  - b) If no applications are required to be submitted, you may click **NEXT** to continue now.
7. **UPLOAD DOCUMENTATION** screen — Read each document description to determine which document(s) apply. Upload only the applicable documents required for the minor by clicking the corresponding **CHOOSE FILE** button. Select the correct file from your records, click **UPLOAD AND SAVE**. (please allow a few seconds for upload to refresh page)  
Once document is saved, CHOOSE FILE button will now say **DOWNLOAD / DELETE**. Click **NEXT**.
8. **COMPLETION REVIEW** screen — Read each section. Complete all required fields for each section:
  - **LEGAL DISCLAIMER & CONSENT**
  - **AGREEMENT (AB 3175 Certification of Compliance Acknowledgement, School Record Acknowledgment, Labor Code Compliance Acknowledgment)**
  - **COMPLETION REVIEW** — select **YES** from each the dropdown menu
9. Click **SUBMIT** (lower right-side of screen) You will then be taken back to your **MY DASHBOARD** screen. You will receive a confirmation email that our office has received your submission. Processing times vary. You will receive another email once your application has been processed.