



FINANCE DIVISION: BUSINESS LICENSE

CITY HALL
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CUPERTINO.ORG

Accela Online Portal Business License User Guide Renewing your Existing Business License

Renew an Existing Business License

1. Go to the Business License portal at: <https://cupertino.org/aca>.
2. If your license is up for renewal, you may have received login access instructions in an email from the City of Cupertino with subject line "City of Cupertino Business License Renewal Update". You can login the portal with that username and password information.
3. When you login for the first time, you will be asked to change the password. Please save the information (username and password) as this will be your Accela license portal access credentials.

Home Building Planning Public Works Licenses Complaints

Advanced Search ▾

All city services will be closed from Thursday, December 23, 2021 through Friday, December 31, 2021 for the winter holidays. We will reopen on Monday, January 3, 2022.

City of Cupertino is now offering in-person appointments for limited services. Please access the following booking page to schedule an appointment for the desired department/division.

NOTE: This is not for scheduling field inspections.

[Building](#)
[Planning](#)
[Public Works](#)

Login

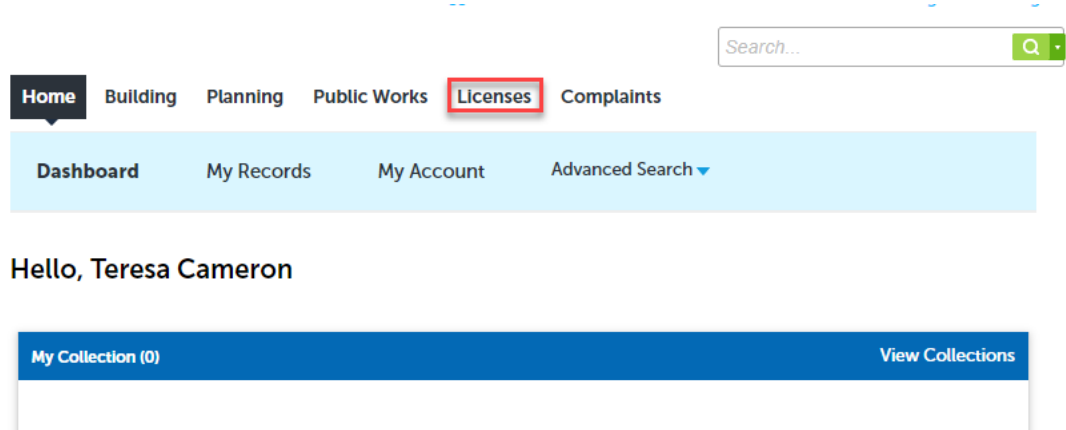
User Name or E-mail:

Password:

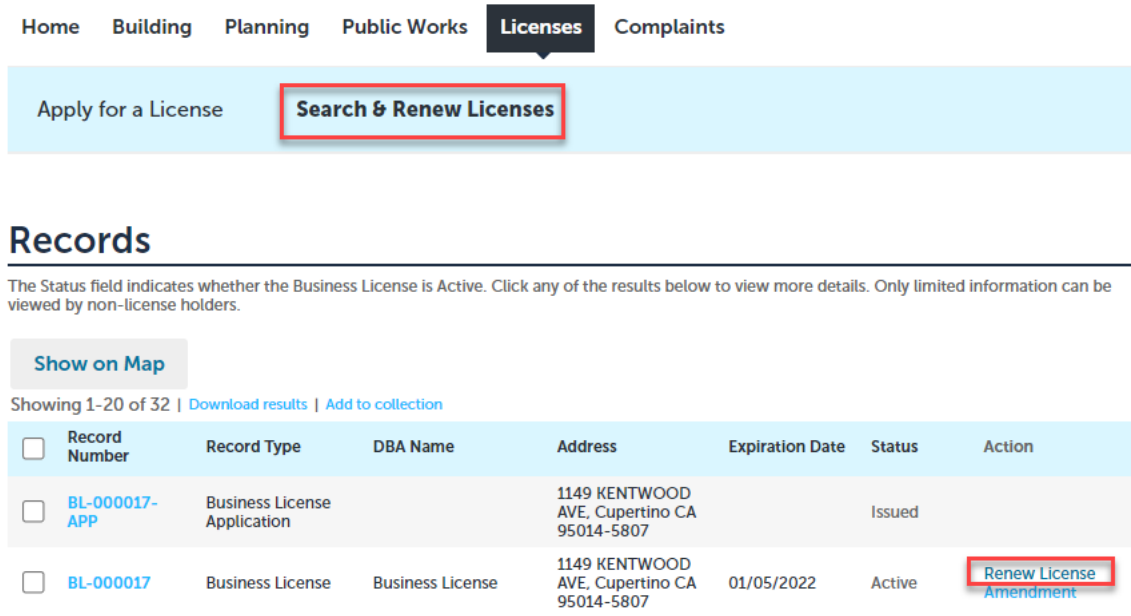
Login »

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

4. Click on Licenses



5. The list of your Application, License and Renewal records (if applicable) will display. If a License is available for Renewal, there will be a “Renew License” link under the Action column.



6. If you have multiple Licenses, you are able to search for the specific one using the Search & Renew Licenses link (see screenshot above), and scroll to the bottom of the screen, enter your search criteria and click “Search”. It is recommended to enter your License number, **including the “BL” at the beginning**, or use % symbols as wildcards.

Search for Business License Records

Enter information below to search for business license records.

- Business Address
- License Information

Only limited information about the business license can be viewed by non-license holders.

General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.



Search my records only

Search All Records

License Number:

License Type:

Doing Business As (DBA) Name:

Start Date:  **End Date:** 

Street No.: - **Direction:** **Street Name:** **Street Type:**

City: **State:** **Zip:**

7. The License(s) that meet the search criteria will display under the search fields.

General Search

Enter your Business License search criteria below. Use the Start Date and End Date fields to enter parameters for the date the license was first issued.

- Search my records only
 Search All Records

License Number: License Type:

Doing Business As (DBA) Name:

Start Date: End Date:

Street No.: - Direction: Street Name: Street Type:

City: State: Zip:

3 Record results matching your search results

Click any of the results below to view more details.

Showing 1-3 of 3 | [Download results](#) | [Add to collection](#)

Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
BL-000017	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	01/05/2022	Active	Renew License Amendment
BL-000017-APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
BL-000017-REN1	Business License Renewal		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	

- After you find your license, click on the Renew License link and follow the steps to verify your renewal information and submit payment.
- To submit payment, complete the required fields (indicated with the asterisk) for the Credit Card Information, and click "Submit Payment".

Business License Application

1	2 License Detail	3 Document	4 Review	5 Pay Fees	6 Application Submission
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Step 5: Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account


* indicates a required field.

Payment Options

Amount to be charged: \$6.38

- Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code: 

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

10. The Licensing Department at Cupertino will process your renewal, and once it's approved, you will receive an email notification.
11. When your renewal is approved, you can navigate to the Business License Portal to print your License using the following steps:
 - a) Log in to the Business License portal and click the Licenses menu
 - b) The list of your Application, License and Renewal records (if applicable) will display. Click the License Number under the Record Number column for your Business License

Apply for a License Search & Renew Licenses

Records

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Show on Map

Showing 1-20 of 33 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	BL-000017-REN1	Business License Renewal		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017-APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	12/13/2022	Active	Amendment

c) Expand the Record Info drop down list and select "Attachments"

Apply for a License Search & Renew Licenses

License BL-000017:
Business License
Record Status: Active
Expiration Date: 12/13/2022

[Add to collection](#)

Record Info

- License Details
- Processing Status
- Related Records
- Attachments

Payments

Custom Component

d) Click the Attachment name to open the License.

Apply for a License

Search & Renew Licenses

License BL-000017:

[Add to collection](#)

Business License

Record Status: Active

Expiration Date: 12/13/2022

Record Info ▾

Payments ▾

Custom Component

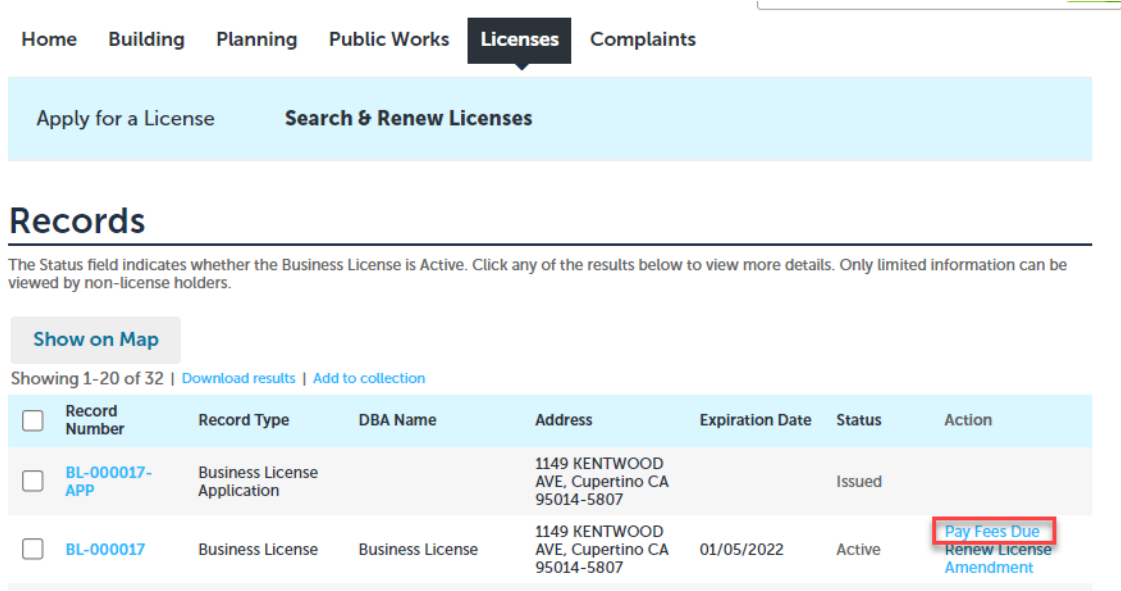
Attachments

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;sys;vb;vbe;vbs;vxd;wsc;wsf
are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
Business_License_V1_4_20211213_070654.pdf	BL-000017	Business License	Record	License	210.60 KB	12/13/2021

Paying Additional Fees

1. If additional fees are added by Cupertino Licensing staff, you will receive an email to pay the fees. To pay these fees, log in to the Business License portal and click the Licenses menu
2. The list of your Application, License and Renewal records (if applicable) will display. The record that has outstanding fees will display “Pay Fees Due” in the Action column.



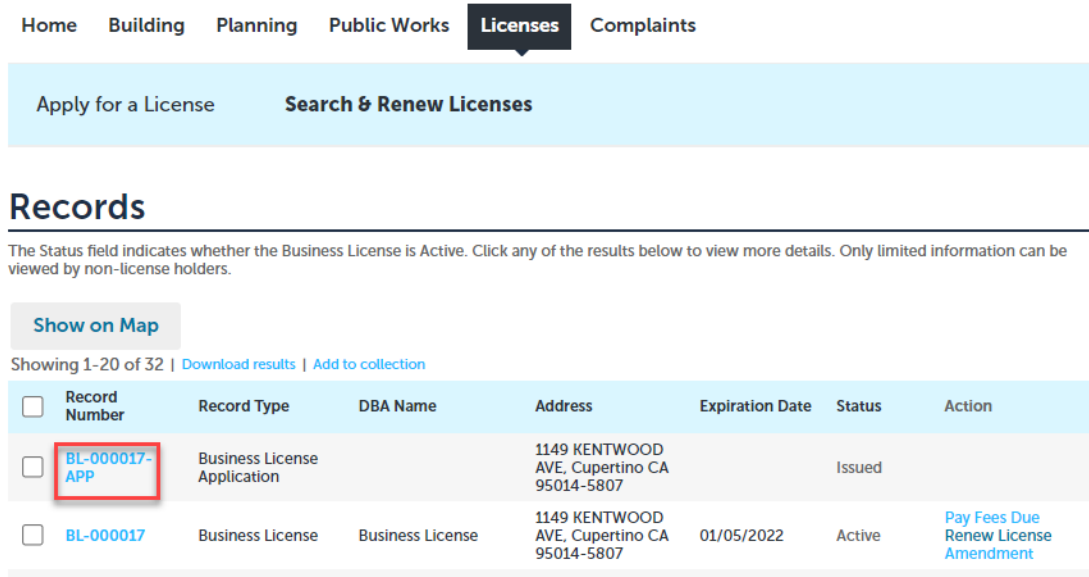
The screenshot shows the 'Licenses' menu selected in the top navigation bar. Below the navigation bar, there are two buttons: 'Apply for a License' and 'Search & Renew Licenses'. The main content area is titled 'Records' and includes a sub-header explaining that the Status field indicates whether the Business License is Active. Below this, there is a 'Show on Map' button and a link to 'Download results | Add to collection'. A table displays a list of records with columns for Record Number, Record Type, DBA Name, Address, Expiration Date, Status, and Action. The second record, with Record Number 'BL-000017' and Status 'Active', has a red box around the 'Pay Fees Due' link in the Action column.

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	BL-000017-APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	01/05/2022	Active	Pay Fees Due Renew License Amendment

3. Click this link and complete the payment information.

Printing Receipts

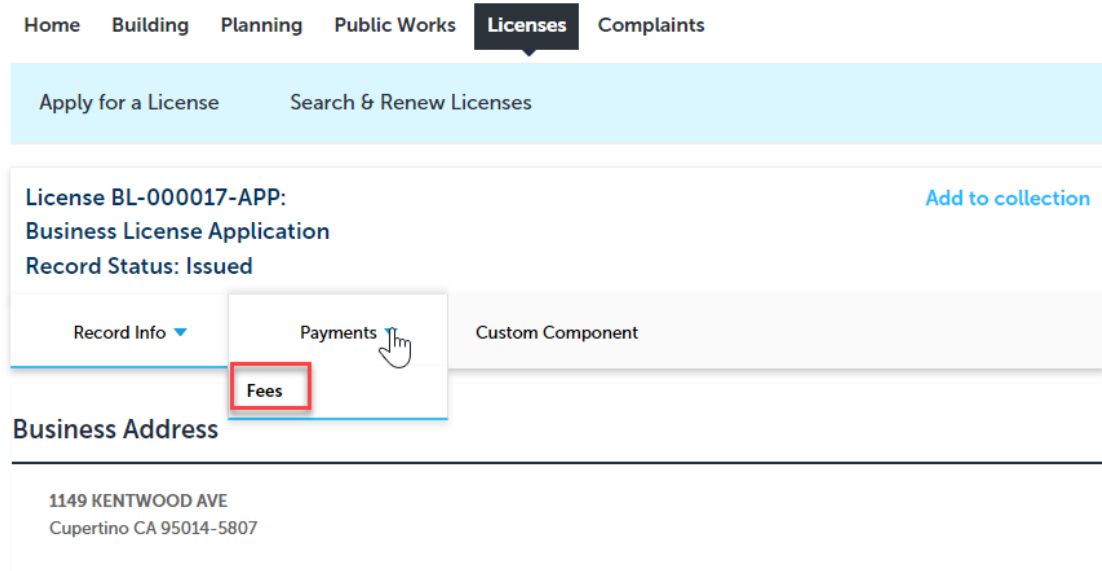
1. To print a receipt, log in to the Business License portal and click the Licenses menu.
2. The list of your Application, License and Renewal records (if applicable) will display. Fees are paid on Applications and Renewal records. Click the appropriate record.



The screenshot shows the 'Licenses' menu in a web portal. The navigation bar includes 'Home', 'Building', 'Planning', 'Public Works', 'Licenses', and 'Complaints'. Below the navigation bar, there are two buttons: 'Apply for a License' and 'Search & Renew Licenses'. The main content area is titled 'Records' and includes a 'Show on Map' button. Below this, it says 'Showing 1-20 of 32 | Download results | Add to collection'. A table lists records with columns for Record Number, Record Type, DBA Name, Address, Expiration Date, Status, and Action. The first record is 'BL-000017-APP' (Business License Application) with status 'Issued'. The second record is 'BL-000017' (Business License) with status 'Active' and a link to 'Pay Fees Due Renew License Amendment'.

<input type="checkbox"/>	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	BL-000017-APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	BL-000017	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	01/05/2022	Active	Pay Fees Due Renew License Amendment

3. Expand the Payment menu and select "Fees".




The screenshot shows the details page for 'License BL-000017-APP: Business License Application'. The record status is 'Issued'. There are three tabs: 'Record Info', 'Payments', and 'Custom Component'. The 'Payments' tab is selected, and a sub-menu is open showing 'Fees' as an option. Below the tabs, the 'Business Address' is listed as '1149 KENTWOOD AVE, Cupertino CA 95014-5807'. There is an 'Add to collection' link in the top right corner.

4. A list of payments displays. Click the "View Details" link next to the payment you would like the receipt for. The receipt will display in a new window.

ShowReport.aspx - Google Chrome
aca-test.accela.com/CUPERTINO/Report/ShowReport.aspx?Module=Licenses&reportType=PRINT_PAYMENT_RECEIPT_RE...

ShowReport.aspx 1 / 1 96%



CUPERTINO
10300 TORRE AVE
CUPERTINO, CA 95014

Receipt No.: **305567**
Receipt Date: **12/13/2021**

RECEIPT

RECORD & PAYER INFORMATION

Record ID: BL-000017-APP
Record Type: Business License Application
Property Address: 1149 KENTWOOD AVE, Cupertino, CA 95014-5807
Description of Work: test
Payer: teresa
Applicant:

PAYMENT DETAIL

Date	Payment Method	Reference	Cashier	Comments	Amount
12/13/2021	Cash		ADMIN		\$178.18

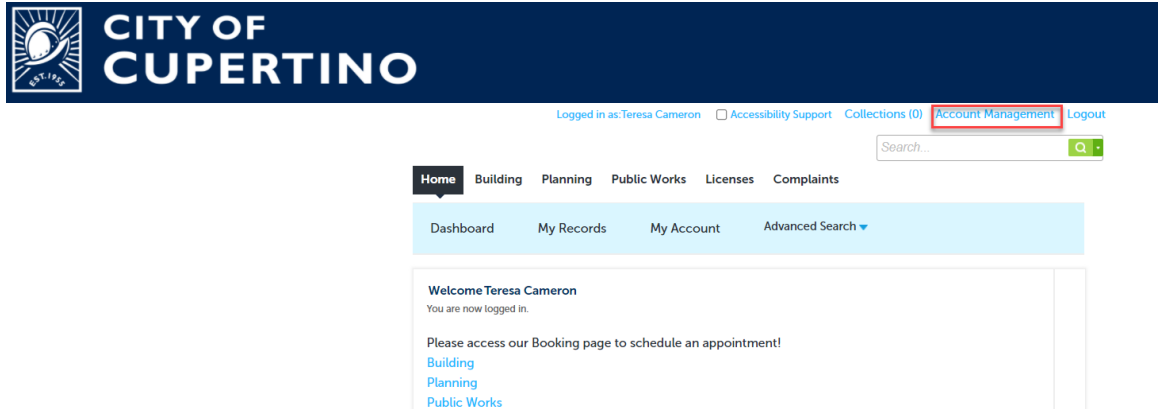
Search

Prints

- [View Details](#)
- [View Details](#)
- [View Details](#)
- [View Details](#)

Editing Account Information

1. To edit your account information, such as your phone number or email address, log in to the Business License portal and click the Account Management menu.



2. Under Contact Information, expand the Action menu and select "View".
3. Update the information that requires update and click "Save". To navigate back to ACA, click "Back to Account Management".

Manage Your Account
View Contact Detail

Validate and update your contact information on this page.

Contact Information

*** Individual/Organization:**
Individual

*** First:** Teresa **Middle:** *** Last:** Cameron

Home Phone: **Work Phone:** 2506867779 **Mobile Phone:**

*** E-mail:**

Birth Date:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 1-4 of 4

Action	Address Type	Address	Recipient	Status	S
Actions ▼	Business	123 Main, 123 Main		Active	
Actions ▼	Mailing	3444 Main		Active	
	Business	123 Main, 123 Main		Inactive	
	Mailing	3444 Main		Inactive	

Save **Back to Account Management**