## **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.

Home	Building	Planning	Public Works	Licenses	Complaints		
Apply	for a Licens	e <b>Se</b> a	rch & Renew L	icenses			

## 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.

Sł	iow on Map						
Show	ring 1-20 of 32	Download results   Add	to collection				
	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action
	BL-000017- APP	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
	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".

Home	Building	Planning	Public Works	Licenses	Complaints			
Apply	for a Licens	e Sea	arch & Renew L	icenses				
Busine	e BL-0000: ss License d Status: Iss	Applicatio	n				Add to collec	tion
Re	cord Info 🔻	Pa	nyments Im	Custom Com	ponent			
	ss Addres							
	KENTWOOD A rtino CA 95014							

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.

					Log	gged in as:Te	resa Cam	eron	Collectio
Report.aspx - Googl	e Chrome					- C	) ×		
-test.accela.com/	CUPERTINO/Report/Shov	wReport.aspx?Mo	odule=Licenses	&reportType=PF	RINT PAYMER	NT RECEIPT I	RE Q		Se
					-			ints	
ShowReport.as	spx 1 / 1	1   - 96	% +   C	: I I I I I I I I I I I I I I I I I I I		1 🖶 🖶	• •		
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							- 88		
				Receipt No .:	305567		- 88		
	CUPERTINO			Receipt Date:	12/13/2021		- 88		
	10300 TORRE AVE						- 88		
198.19 Kg	CUPERTINO, CA 95014						- 88		
CUPERTIN	0						- 88		
		RECE					- 88		
		RECE					- 88		
RECORD & PAYER	RINFORMATION						- 88	-	
Record ID:	BL-000017-APP						- 88		
Record Type:	Business License Application	'n					- 88		
Property Address:	1149 KENTWOOD AVE, Co	upertino, CA 95014-58	307				- 85		
Description of Work:	test						- 11		
Payer:	teresa						- 81		
Applicant:							- 11		View Detail
	,						- 11		View Detail View Detail
									View Detail
PAYMENT DETAIL									
Date Paym	ent Method Reference	Cashier	Comments			Amount	- 11		
12/13/2021 Cash		ADMIN				\$178.18			