

## Renew an Existing Business License

1. Go to the Business License portal at: <https://cupertino.org/aca>.
2. If you are the first-time user, [create an Accela \(ACA\) customer account](#) and login the portal using the “Register for an Account link”. Existing users can login with their username and password.

The screenshot shows the website's navigation menu with 'Home', 'Building', 'Planning', 'Public Works', 'Licenses', and 'Complaints'. Below the menu is an 'Advanced Search' bar. The main content area features a red announcement: '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.' Below this is a notice about in-person appointments and a 'NOTE: This is not for scheduling field inspections.' There are links for 'Building', 'Planning', and 'Public Works'. On the right, a 'Login' form is highlighted with a red box, containing fields for 'User Name or E-mail:' and 'Password:', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the form are links for 'I've forgotten my password' and 'New Users: Register for an Account', the latter of which is also highlighted with a red box.

3. Click on Licenses

The screenshot shows the website's navigation menu with 'Home', 'Building', 'Planning', 'Public Works', 'Licenses', and 'Complaints'. The 'Licenses' menu item is highlighted with a red box. Below the menu is a search bar and a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area displays 'Hello, Teresa Cameron' and a blue bar for 'My Collection (0)' with a 'View Collections' link.

4. 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.

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 32 | [Download results](#) | [Add to collection](#)

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

5. 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: <input type="text"/>	License Type: <input type="text" value="--Select--"/>		
Doing Business As (DBA) Name: <input type="text"/>			
Start Date: <input type="text" value="01/06/2020"/> 	End Date: <input type="text" value="01/05/2022"/> 		
<hr/>			
Street No.: <input type="text" value="From"/> - <input type="text" value="To"/>	Direction:  <input type="text" value="--Select--"/>	Street Name:  <input type="text"/>	Street Type: <input type="text" value="--Select--"/>
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

6. 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
<a href="#">BL-000017</a>	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	01/05/2022	Active	<a href="#">Renew License Amendment</a>
<a href="#">BL-000017-APP</a>	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<a href="#">BL-000017-REN1</a>	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
---	------------------	------------	----------	------------	--------------------------

### 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 »](#)

9. The Licensing Department at Cupertino will process your renewal, and once it's approved, you will receive an email notification.
10. 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"/>	<a href="#">BL-000017-REN1</a>	Business License Renewal		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	<a href="#">BL-000017-APP</a>	Business License Application		1149 KENTWOOD AVE, Cupertino CA 95014-5807		Issued	
<input type="checkbox"/>	<a href="#">BL-000017</a>	Business License	Business License	1149 KENTWOOD AVE, Cupertino CA 95014-5807	12/13/2022	Active	<a href="#">Amendment</a>

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

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

License Details

Processing Status

Related Records

**Attachments**

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