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.

3. Click on Licenses

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.

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:

License Type:
--Select-- ▼

Doing Business As (DBA) Name:

Start Date: ⑦   **End Date:** ⑦
01/06/2020 🗓   01/05/2022 🗓

Street No.:   **Direction:** ⑦   **Street Name:** ⑦   **Street Type:**
From - To   --Select-- ▼   --Select-- ▼

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

Search   **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:
BL-000017

License Type:
--Select--

Doing Business As (DBA) Name:

Start Date: ⑦
01/06/2020

End Date: ⑦
01/05/2022

Street No.:
From - To

Direction: ⑦
--Select--

Street Name: ⑦

Street Type:
--Select--

City:

State:

Zip:

Search   Clear

3 Record results matching your search results

Click any of the results below to view more details.

owing 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	

7. After you find your license, click on the Renew License link and follow the steps to verify your renewal information and submit payment.
8. 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: ⑦

--Select-- ▼

*Name on Card: * Exp. Date:

01▼   2022▼

Credit Card Holder Information:

☐ Auto-fill with   Teresa Cameron▼

Country:

United States ▼

*Street Address:

*City: *State: *Zip:

--Select--▼

*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

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

d) Click the Attachment name to open the License.

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

Add to collection

| 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