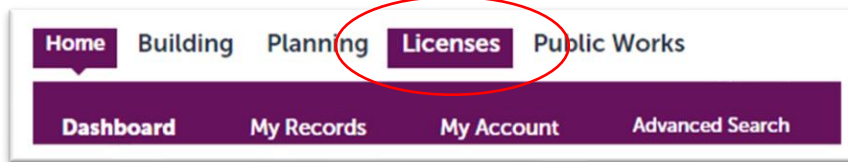




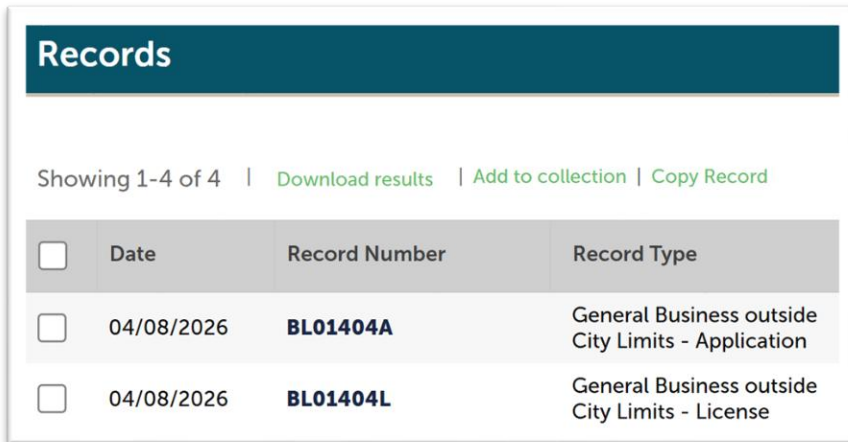
2027 BUSINESS LICENSE RENEWAL

Starting your Renewal

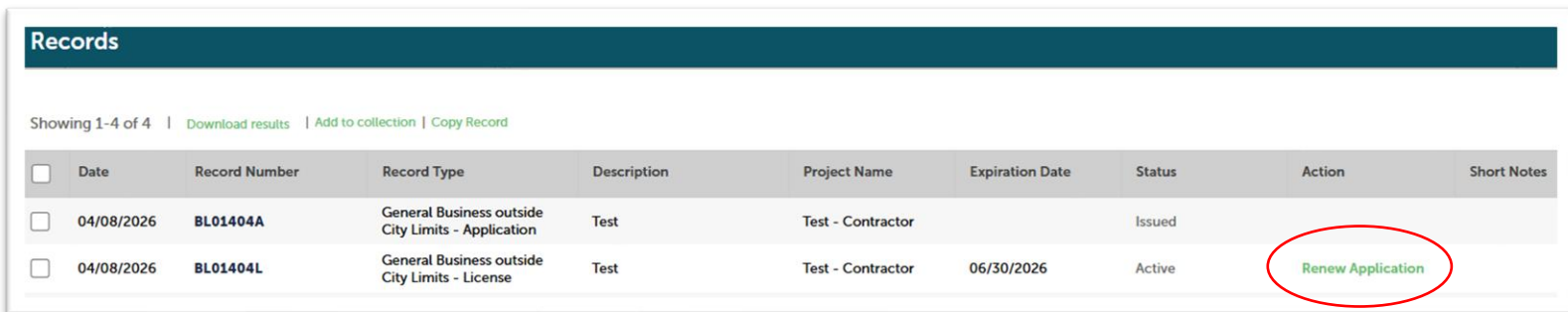
1. Access the online portal: <https://aca-prod.accela.com/cosm/default.aspx>
2. Log into the account registered with the associated business license.
 - o If you are a new user, please register for an account a contact the Planning Department to add your account to the business license.
3. Once you sign in, click the **Licenses** tab at the top of the page.



4. On this page, you will find Records of your license application (BL12345A) and issued license (BL12345L).



5. Under the License, an Action should appear for **“Renew Application”** on the right side. Click this Action and 4 steps will occur.





Online Permitting System & Online Licensing System Citizen Portal User Guide

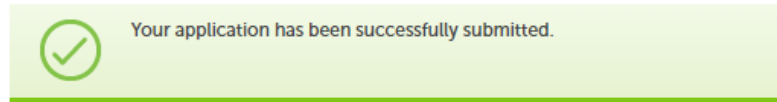


Please review your business information for renewal. At this time, you may make any edits or changes to your license before submitting.

Ensure to click **Continue Application** to move to the next step.

Complete Renewal

Select a payment option and click **Submit Payment**.



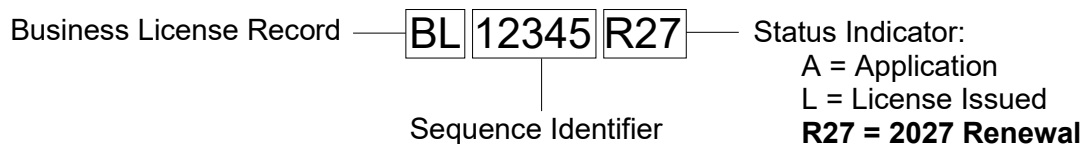
Your payment will be processed and an email will be sent from noreply@forte.net to the email address you provided in the billing information. The email will provide a form of receipt and a summary of the total paid amount and the method of payment.

That's it for now!

By following the steps in this guide, you have submitted your application for a 2027 Business License Renewal. A digital copy of your updated business license will be emailed to you!

Take Note

Once you complete renewal, a record number will be generated and will have the following format:



License Status will not change to “License Issued” until fees have been paid in full.

