CITY OF CUPERTINO

FINANCE DIVISION: BUSINESS LICENSE

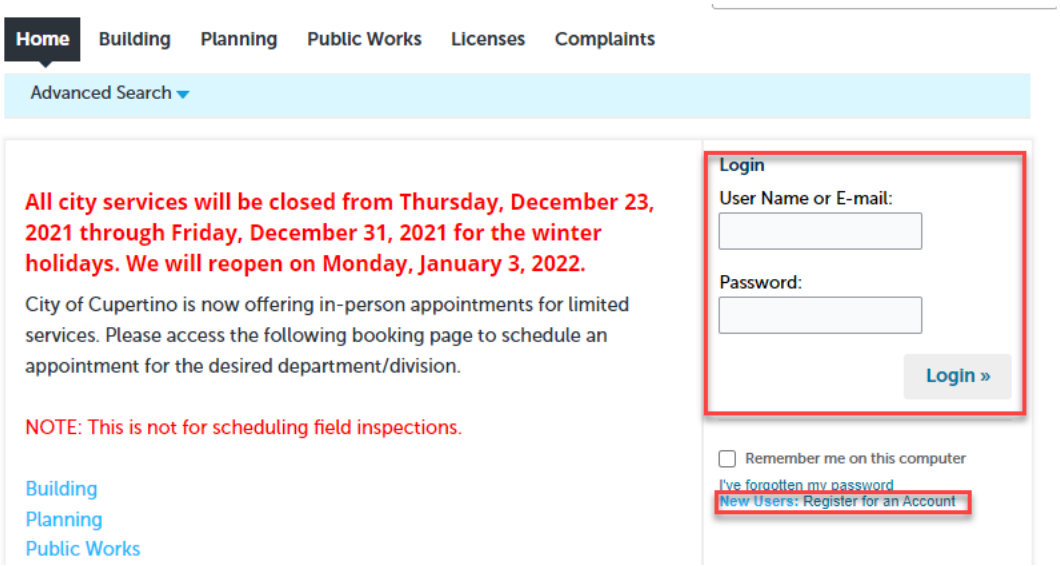
CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3221 • EMAIL: BL@CUPERTINO.ORG
CUPERTINO.ORG

Accela Online Portal
Business License User Guide

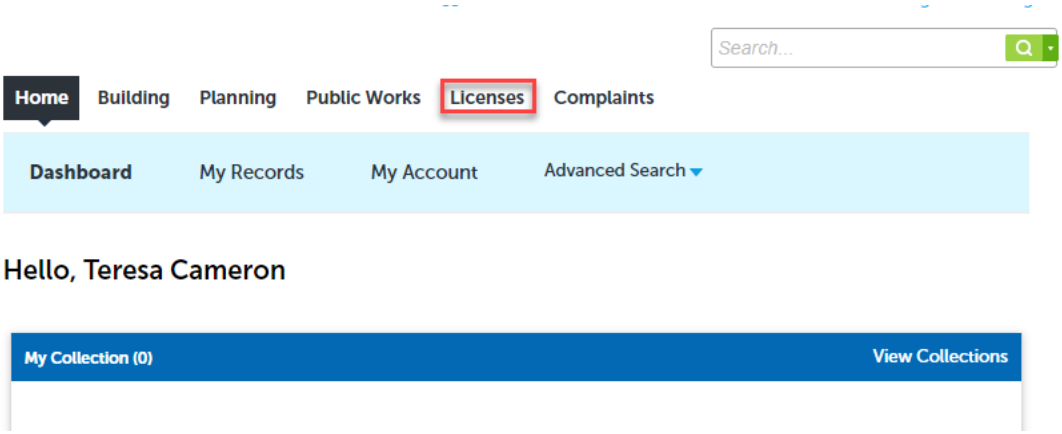
1. Applying for New Business License
2. Renew an Existing Business License
3. Paying Additional Fees
4. Printing Receipts
5. Editing Account Information
6. Inactive License Instruction

Applying for New Business License

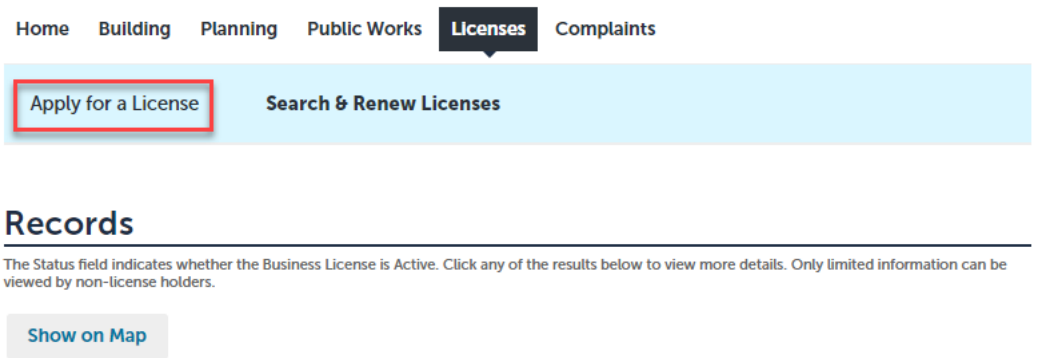
1. Go to the Business License portal at: https://cupertino.org/aca.
2. If you are the first-time user, create an Accela (ACA) customer account and login the portal using the "Register for an Account link". Existing users can login with their username and password.



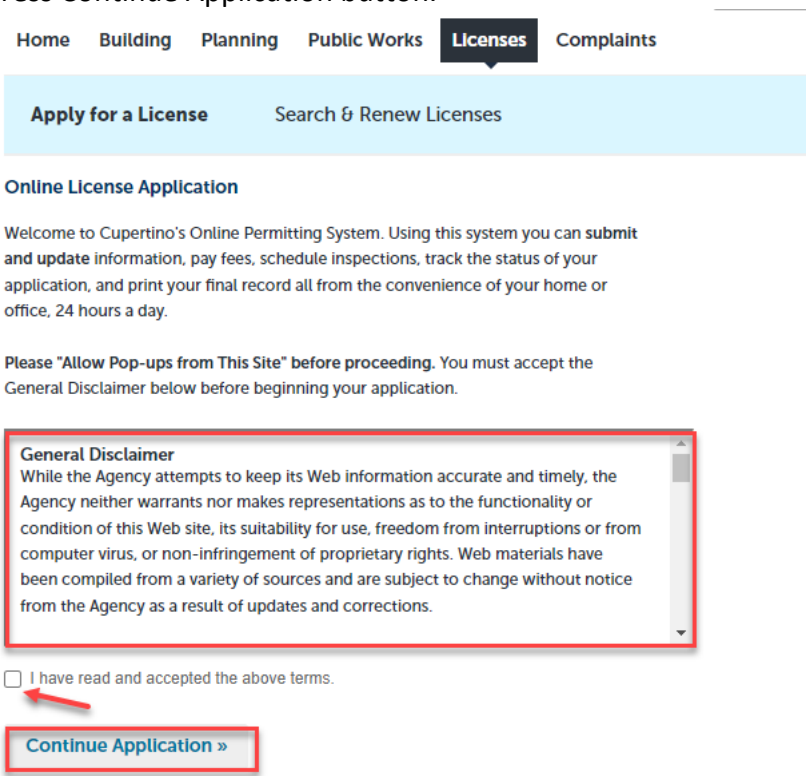
3. Click on Licenses



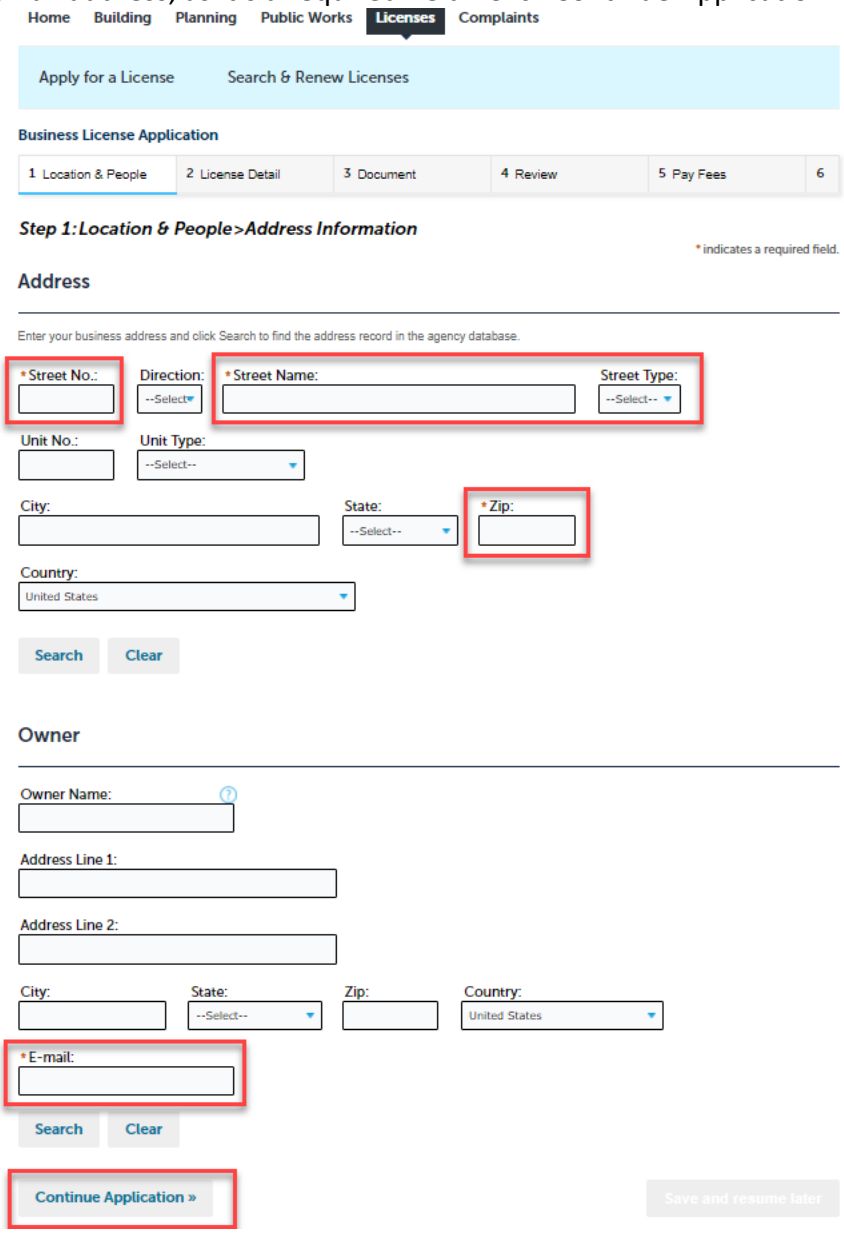
4. Click on the Apply for a License navigation button on the top blue bar.



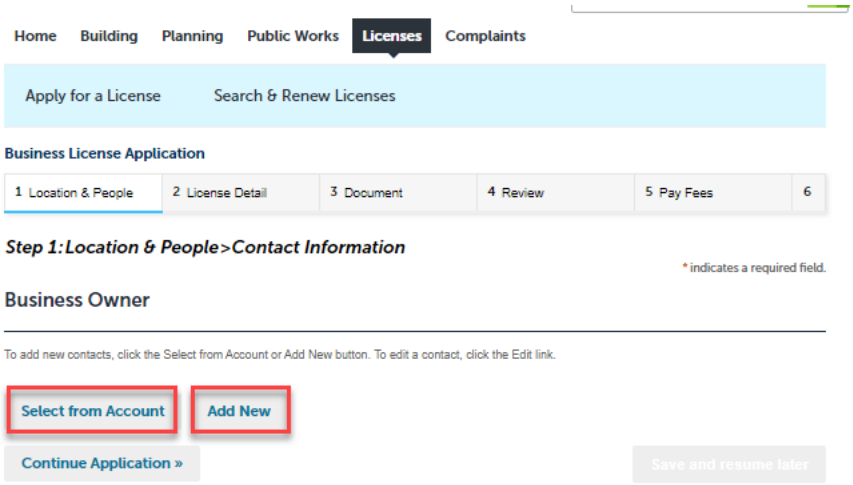
5. Read and Accept the General terms and conditions by checking on the box and press Continue Application button.



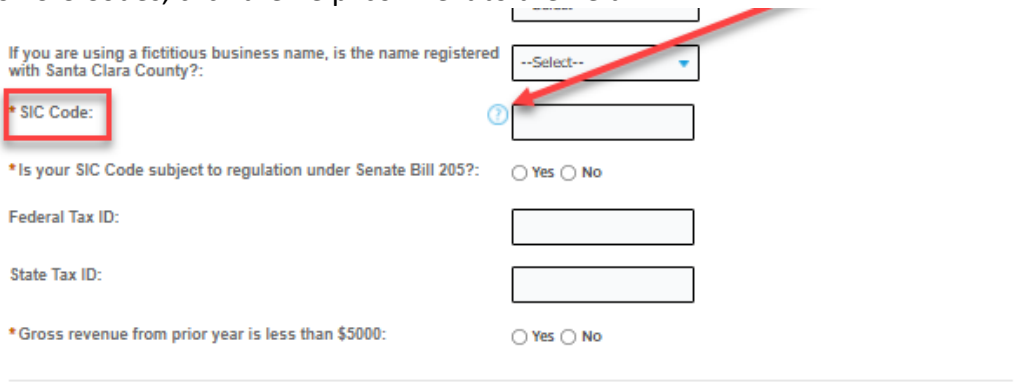
6. Under Location & People section, add the Street Number, Street Name, Street Type and Zip and press search, the owner name will get populated if it is a Cupertino address. If your address is not displayed, since it is outside Cupertino, please complete all relevant fields for Address and Owner. Enter the owner email address, as it's a required field. Click Continue Application



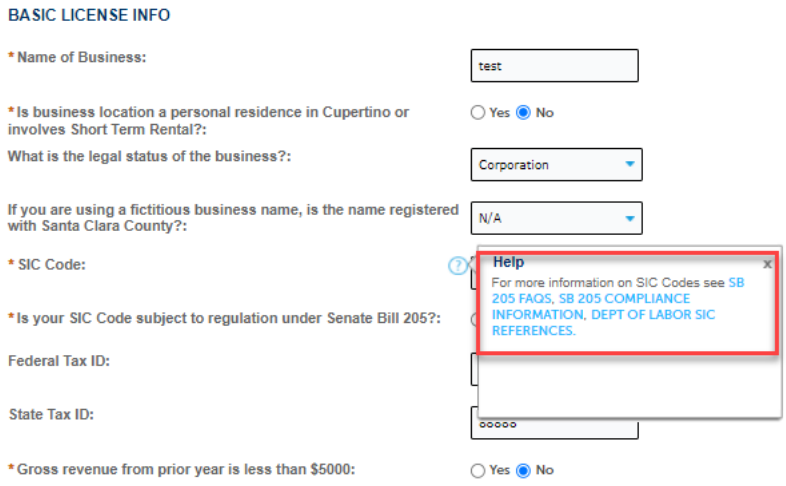
7. Add the Business Owner by either using the button "Select from Account" to add a contact from your ACA account, or "Add New" to add a new contact. Note that both a Business and Mailing address is required for the Business Owner.



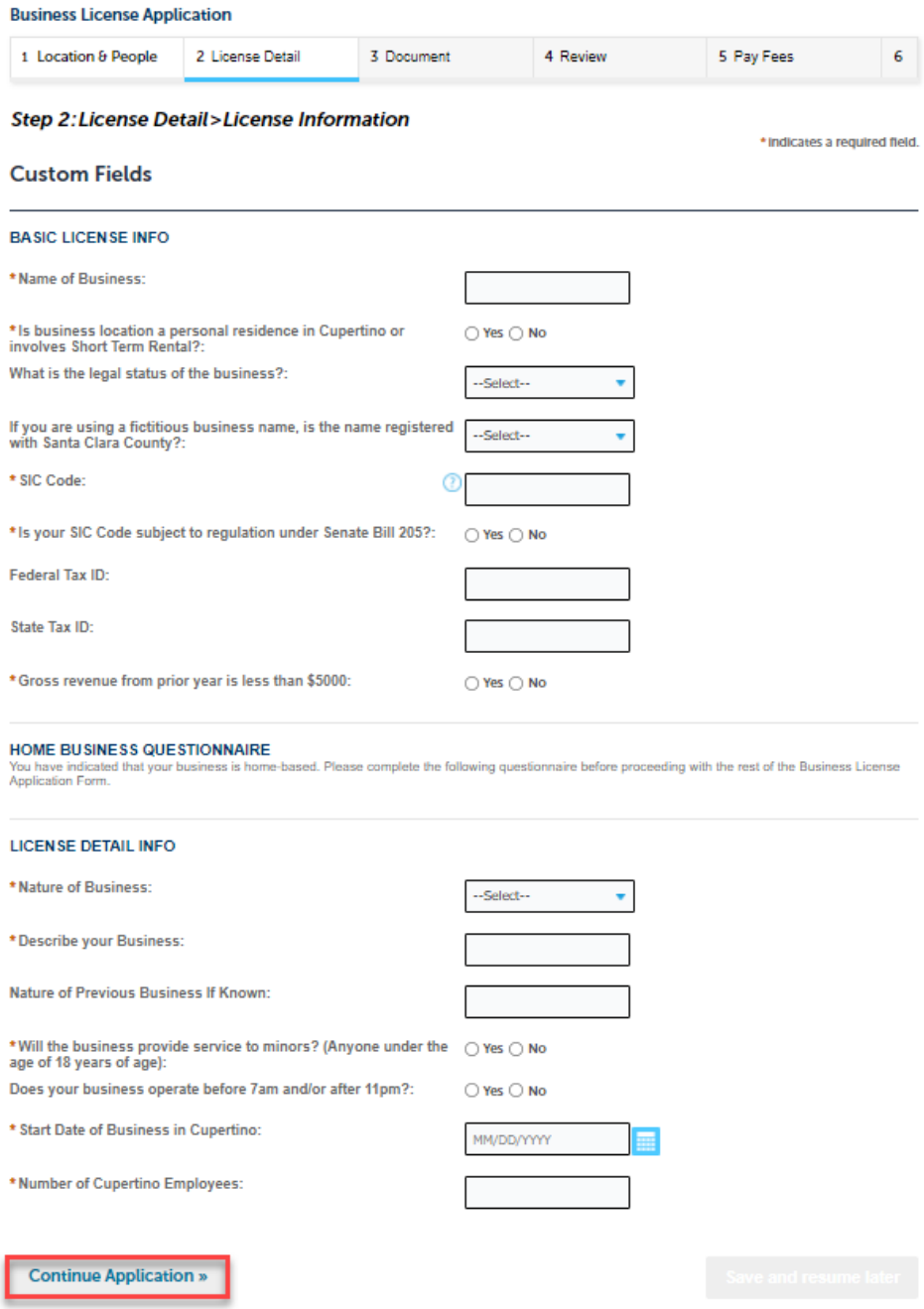
8. Fill in the license details section. All fields with asterisk are required fields.
   a) NOTE: The SIC Code is a required field. To see links for more information on SIC Codes, click the help icon next to the field.



   b) A number of links display, to help guide you in determining the correct SIC Code.

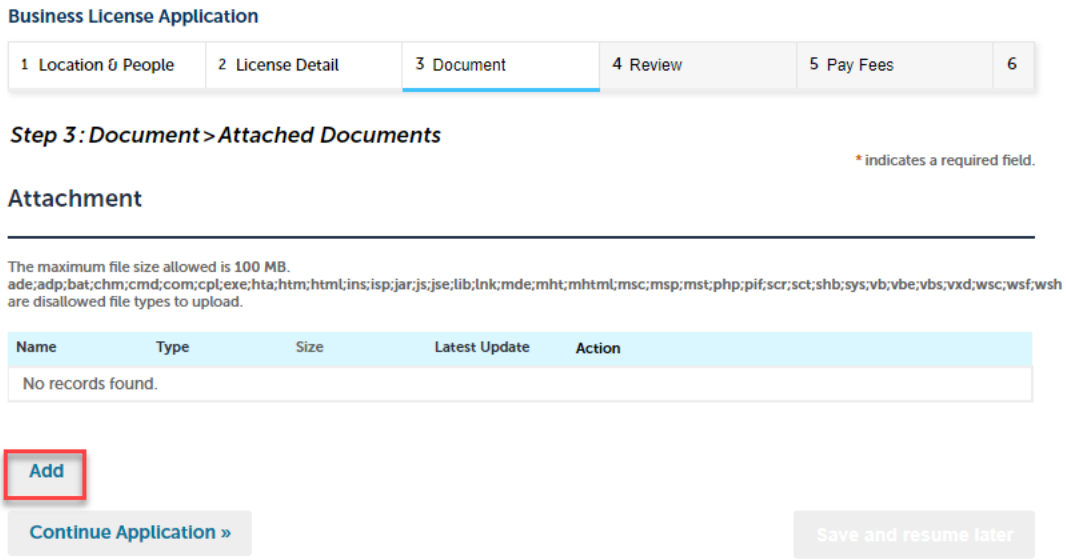


   c) Once all required information is completed, click Continue Application

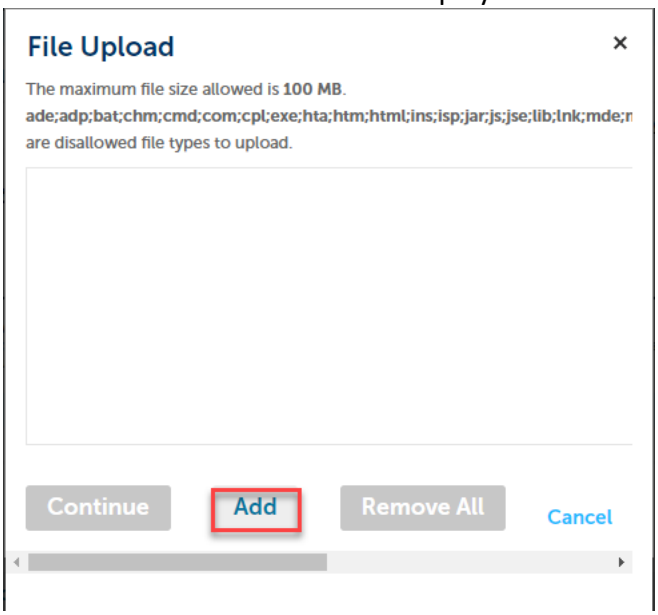


9. Certain types of applications require documents to be uploaded. Specifically:
    - Renewals of licenses that have gross revenue less than $5,000 require a Schedule C
    - Application for Non-Profit licenses require a 501C

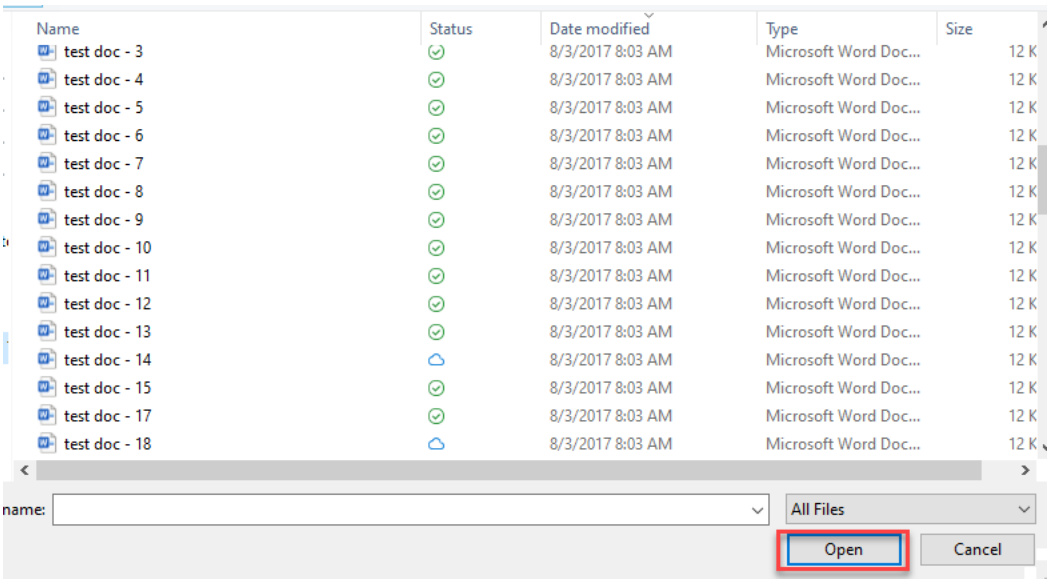
    To upload the needed documents, follow these steps:
    a) Click the “Add” button



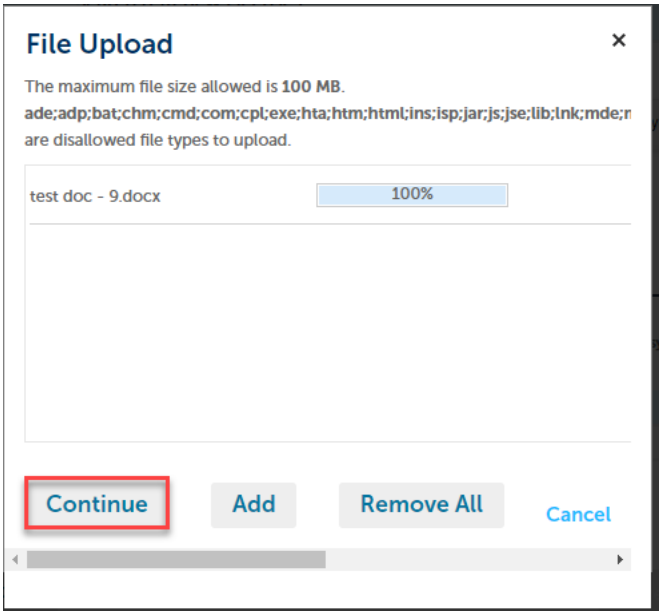
b) Click “Add” on the screen that displays



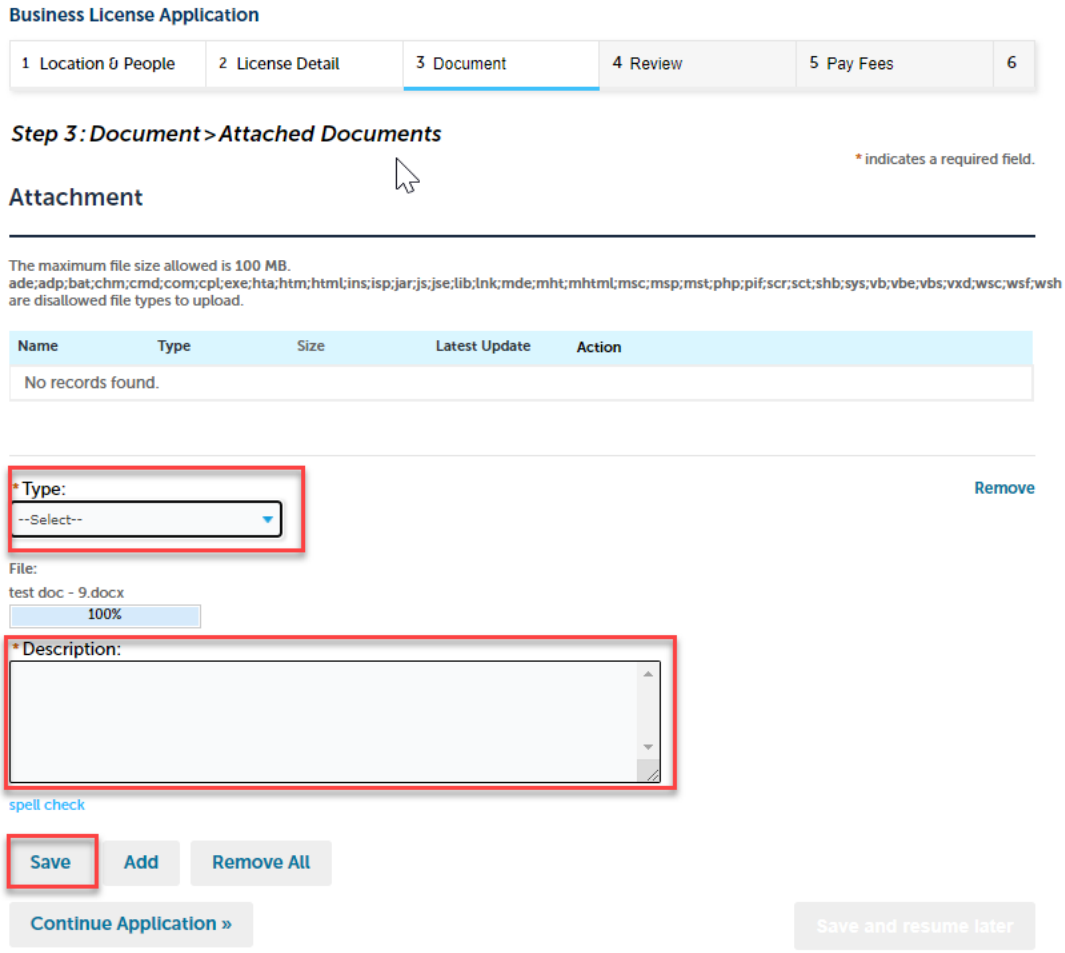
c) Navigate to the file on your computer, click Open to add



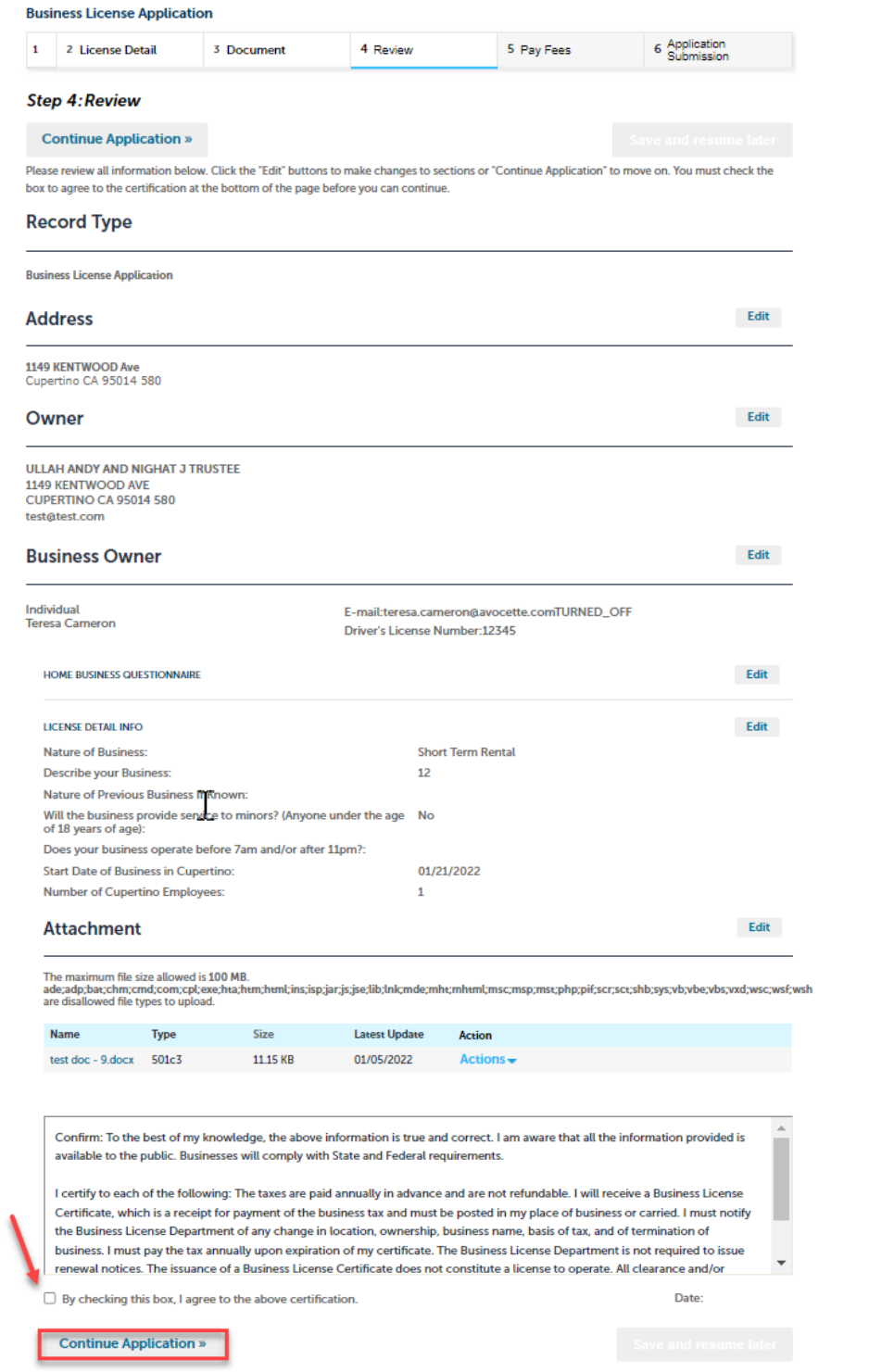
d) Click “Continue”



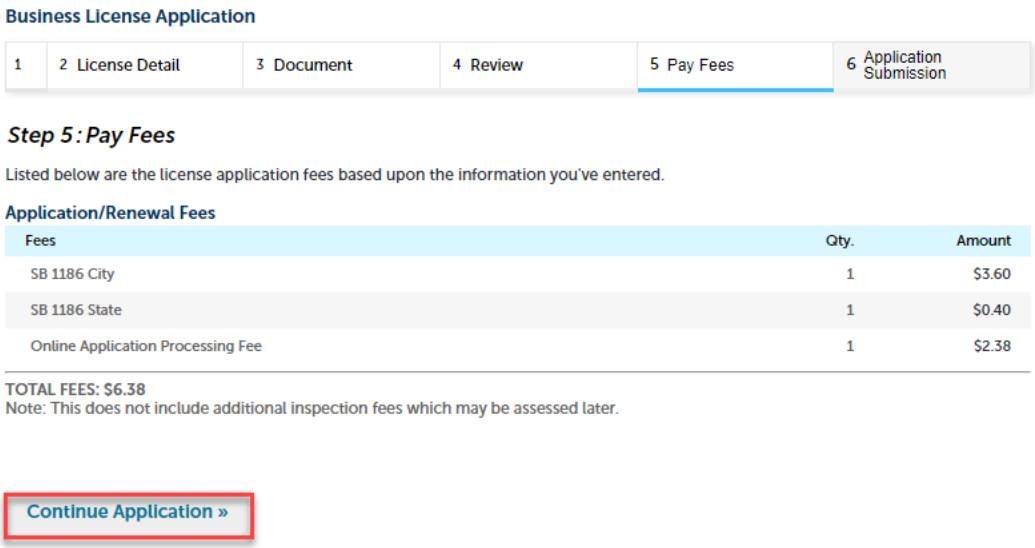
e) Click in the field “Type” and select the appropriate document type and fill in a description. Click Save. Once saved, Continue Application.



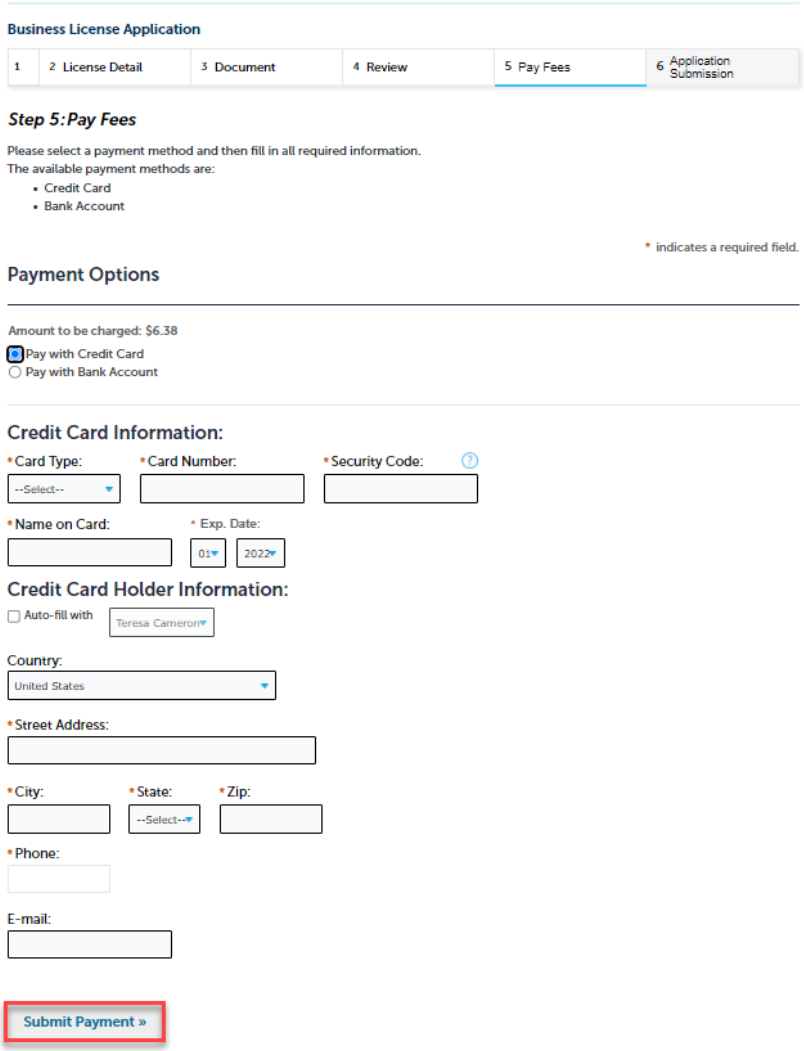
10. Review your application. If needed, you can click the Edit button next to any item to revise. Once reviewed, read the disclaimer at the bottom, click the box to acknowledge that you agree to the certification, and click Continue Application.



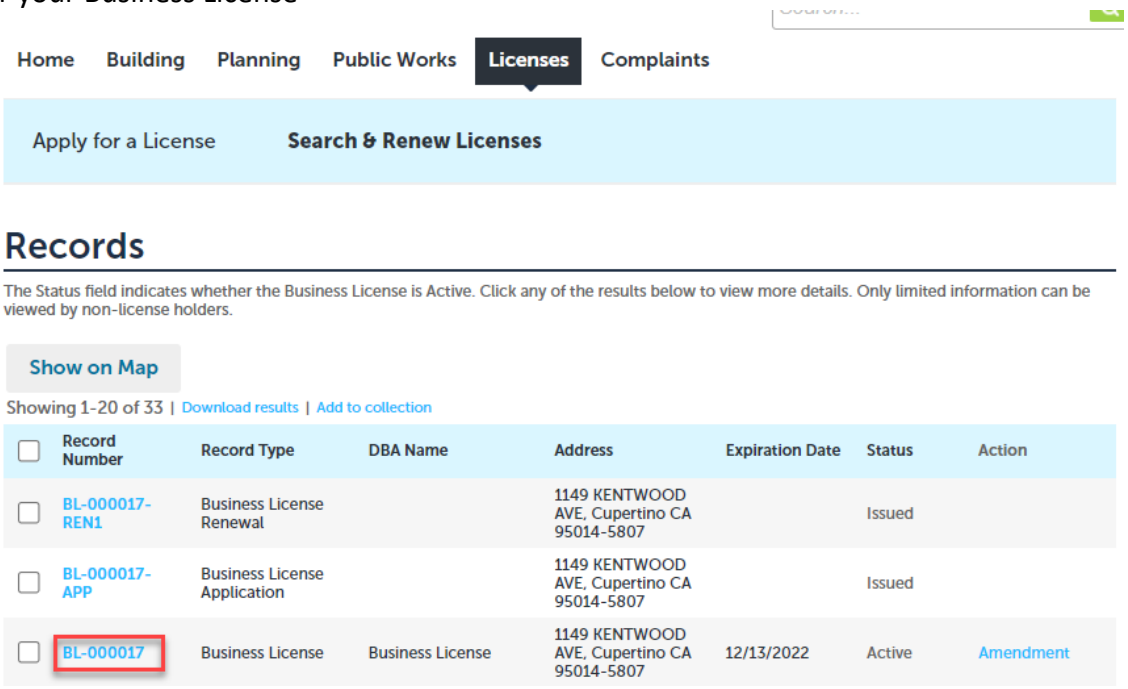
11. If the License has fees, the fees will be displayed. To pay fees follow these steps:
    a) Click Continue Application



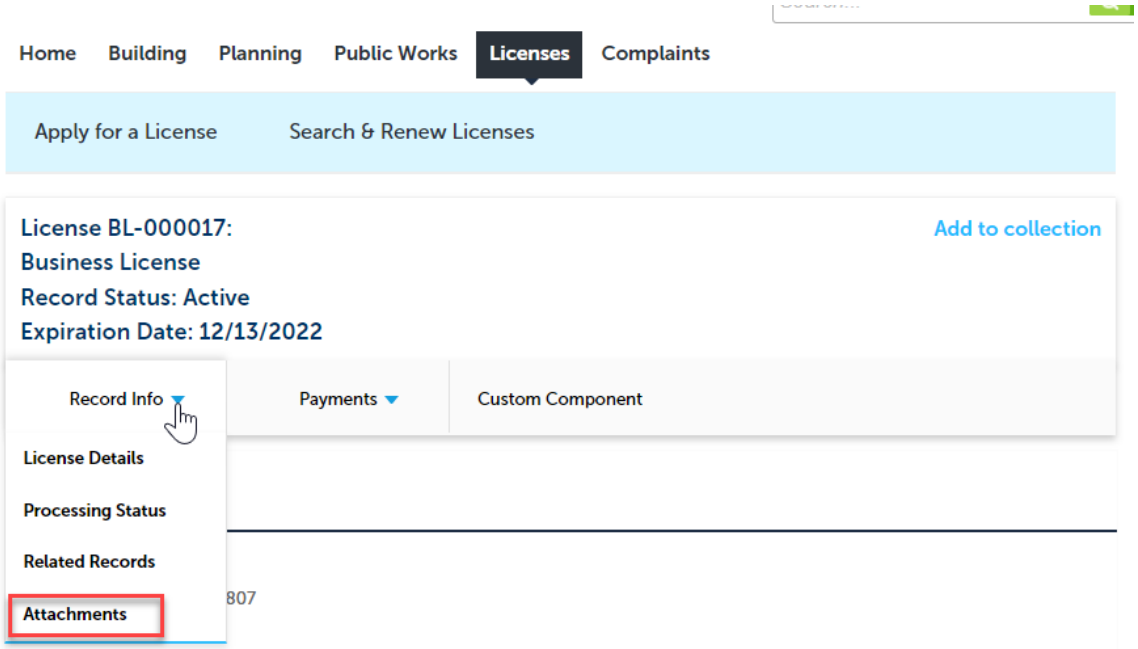
b) Complete the required fields (indicated with the asterisk) for the Credit Card Information, and click “Submit Payment”.



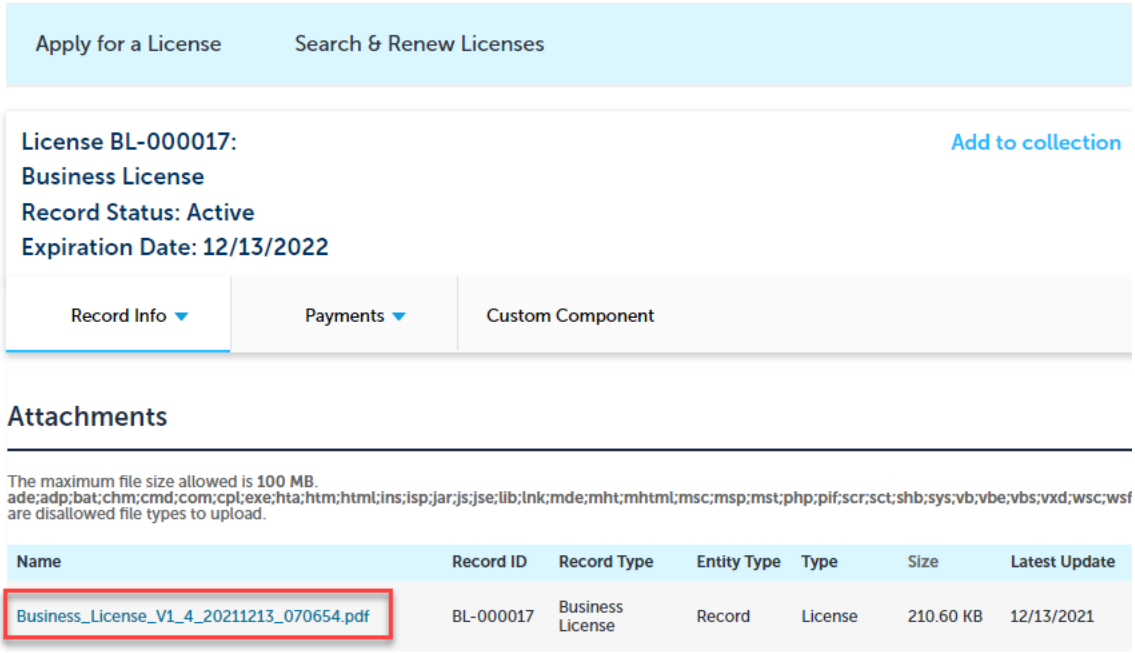
12. The Licensing Department at Cupertino will process your application, and once it's approved, you will receive an email notification.
13. When your application is approved, you can navigate to the Business License Portal to print your License using the following steps:
    a) Log in to the Business 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"

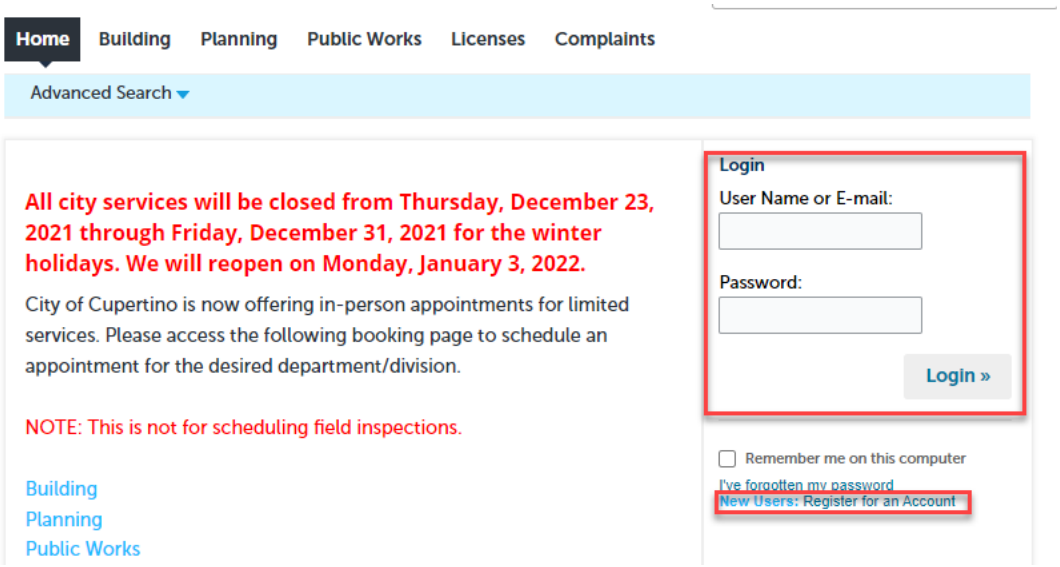


d) Click the Attachment name to open the License.

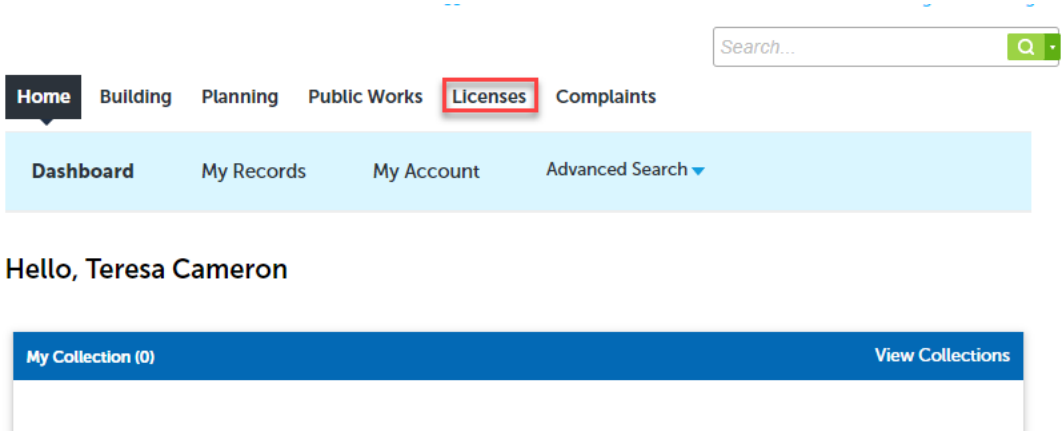


Renew an Existing Business License

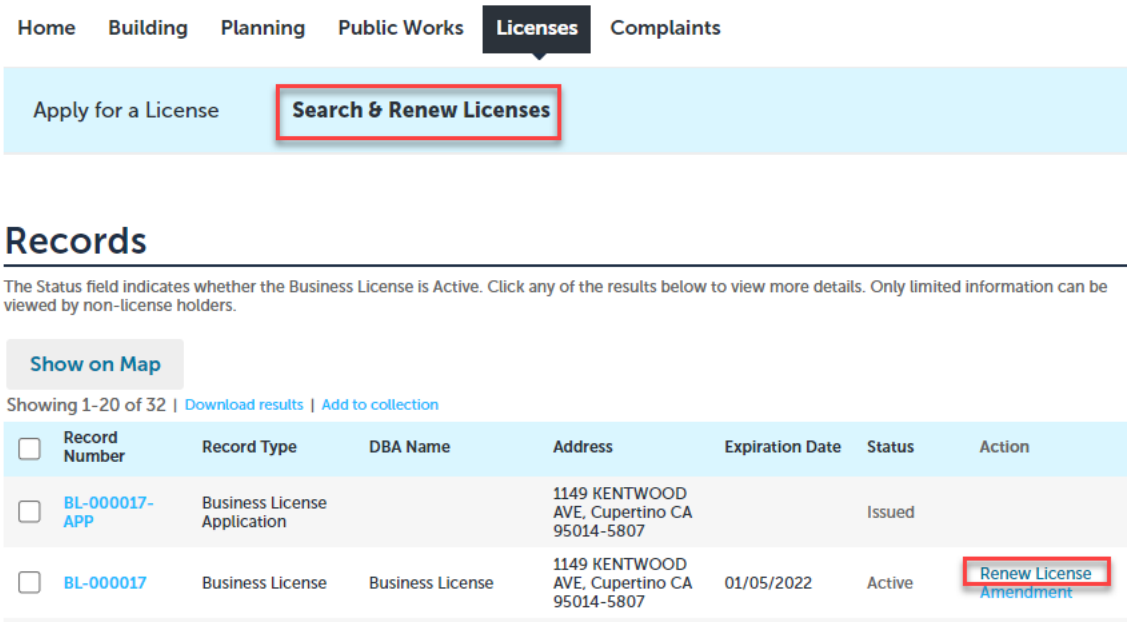
1. Go to the Business License portal at: https://cupertino.org/aca.
2. If you are the first-time user, create an Accela (ACA) customer account and login the portal using the "Register for an Account link". Existing users can login with their username and password.



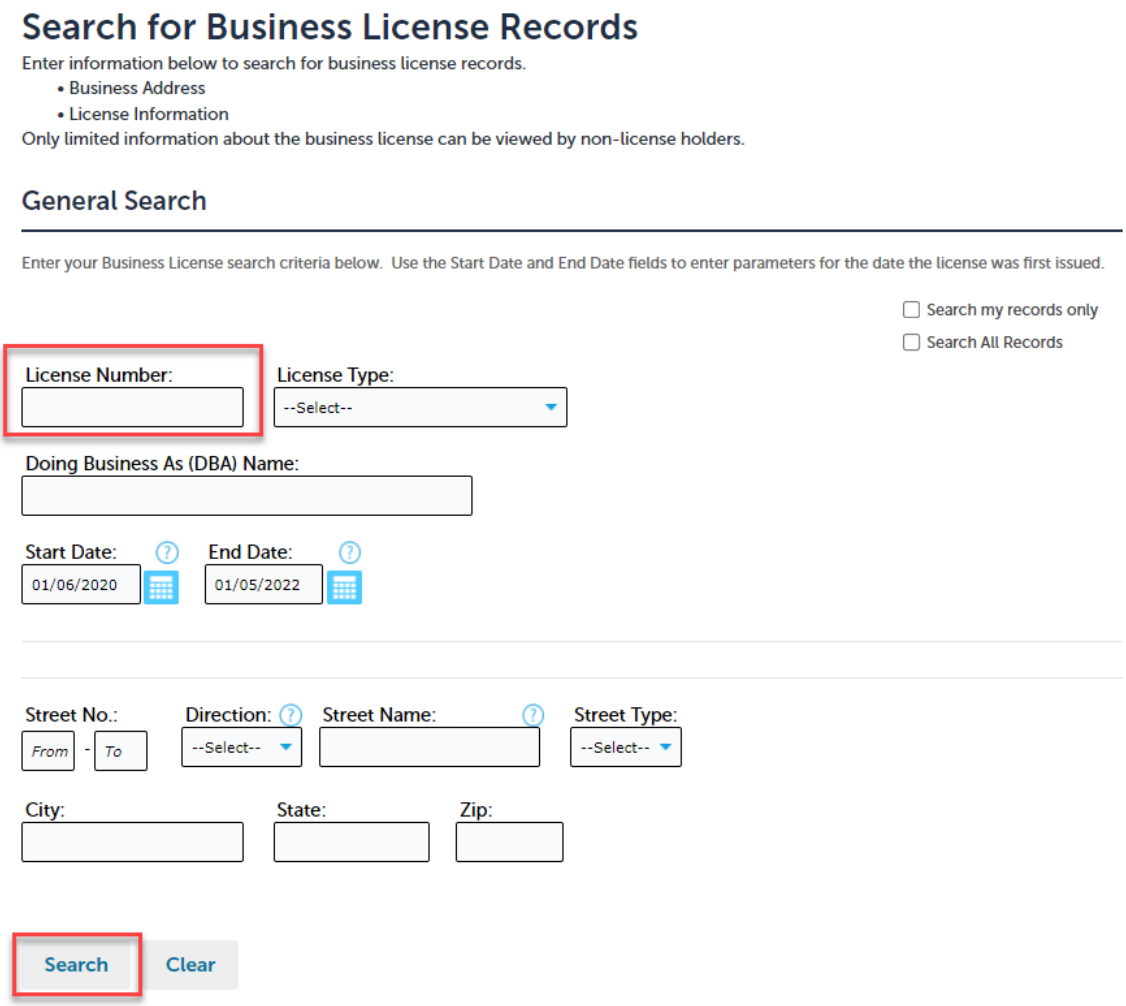
3. Click on Licenses



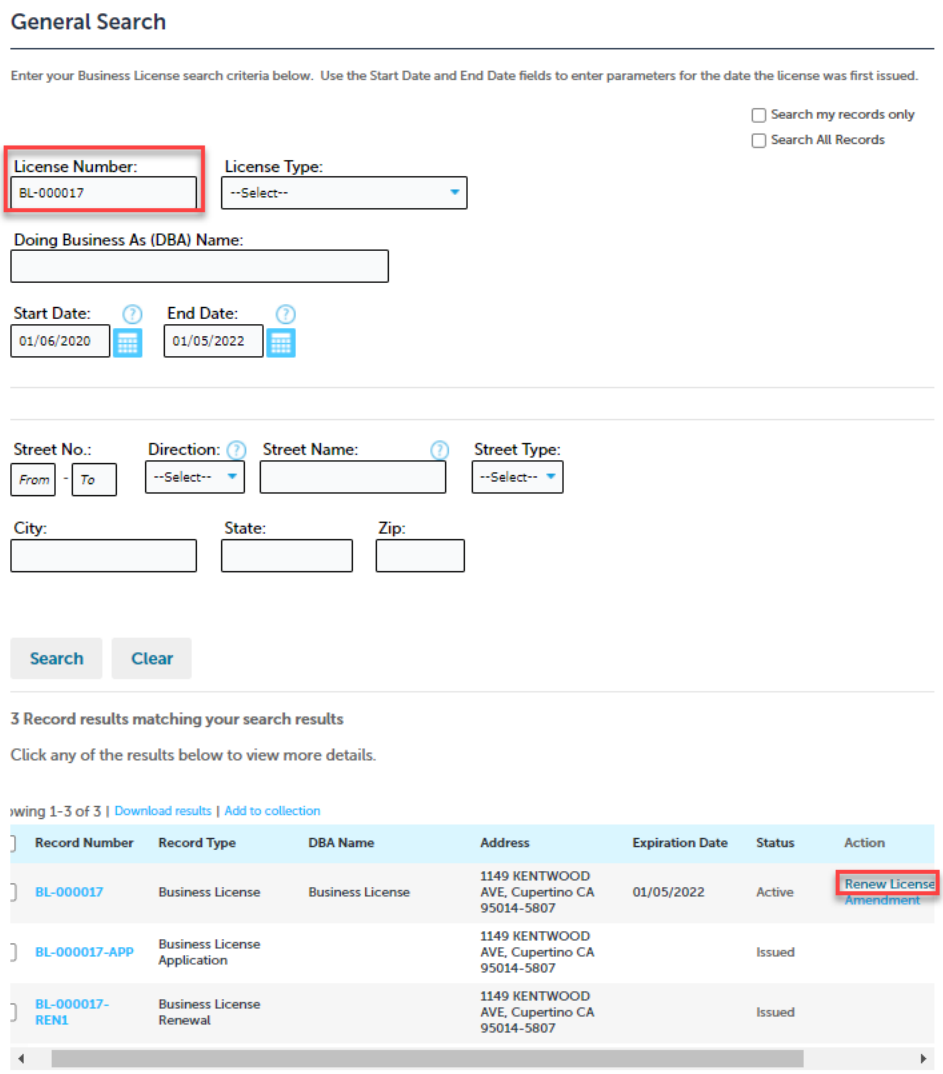
4. The list of your Application, License and Renewal records (if applicable) will display. If a License is available for Renewal, there will be a "Renew License" link under the Action column.



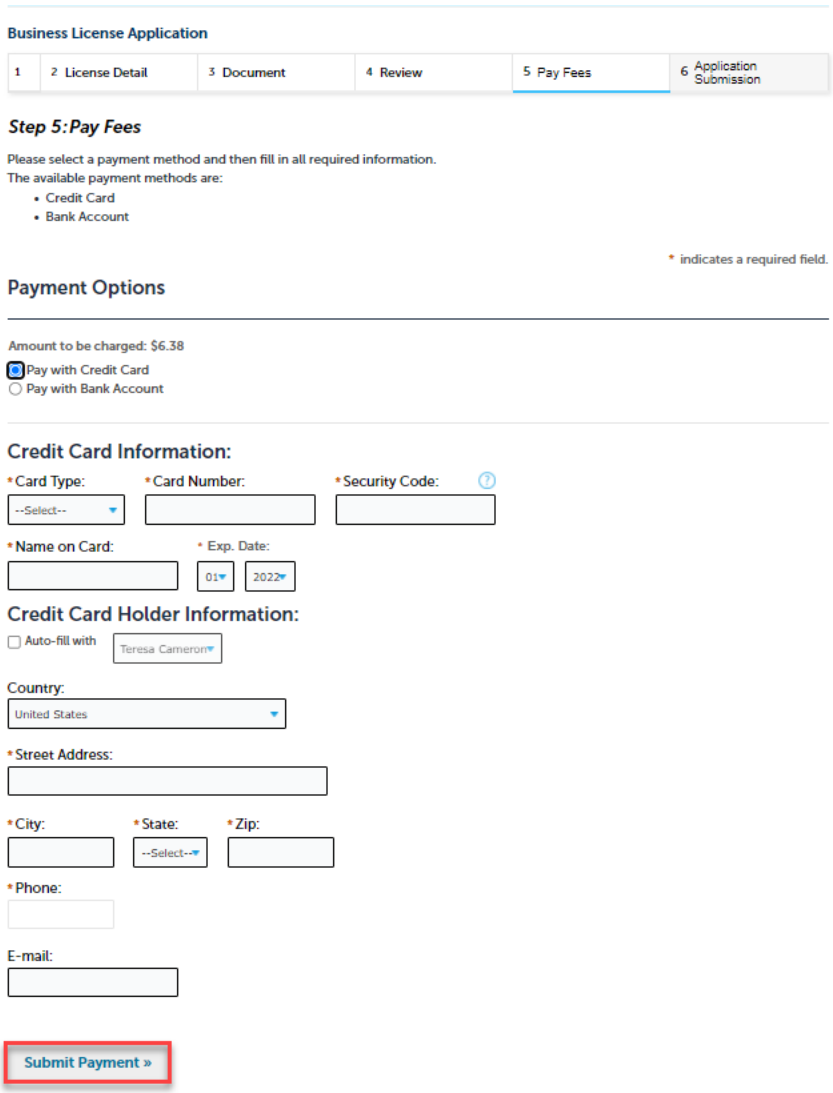
5. If you have multiple Licenses, you are able to search for the specific one using the Search & Renew Licenses link (see screenshot above), and scroll to the bottom of the screen, enter your search criteria and click “Search”. It is recommended to enter your License number, **including the “BL” at the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



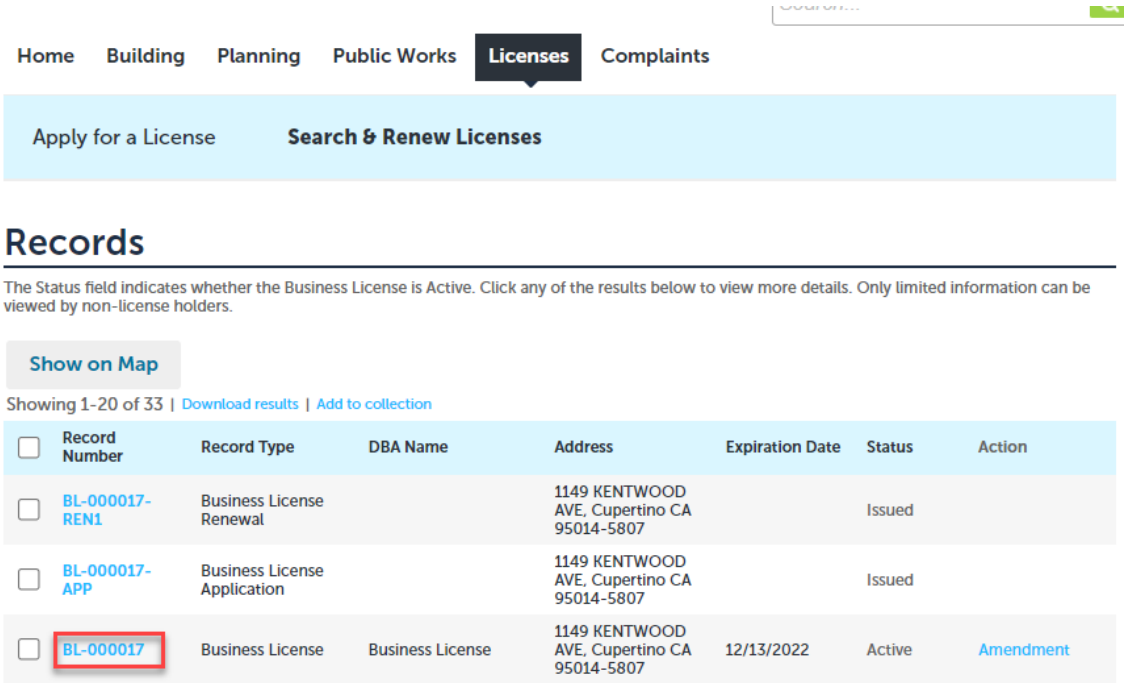
6. The License(s) that meet the search criteria will display under the search fields.



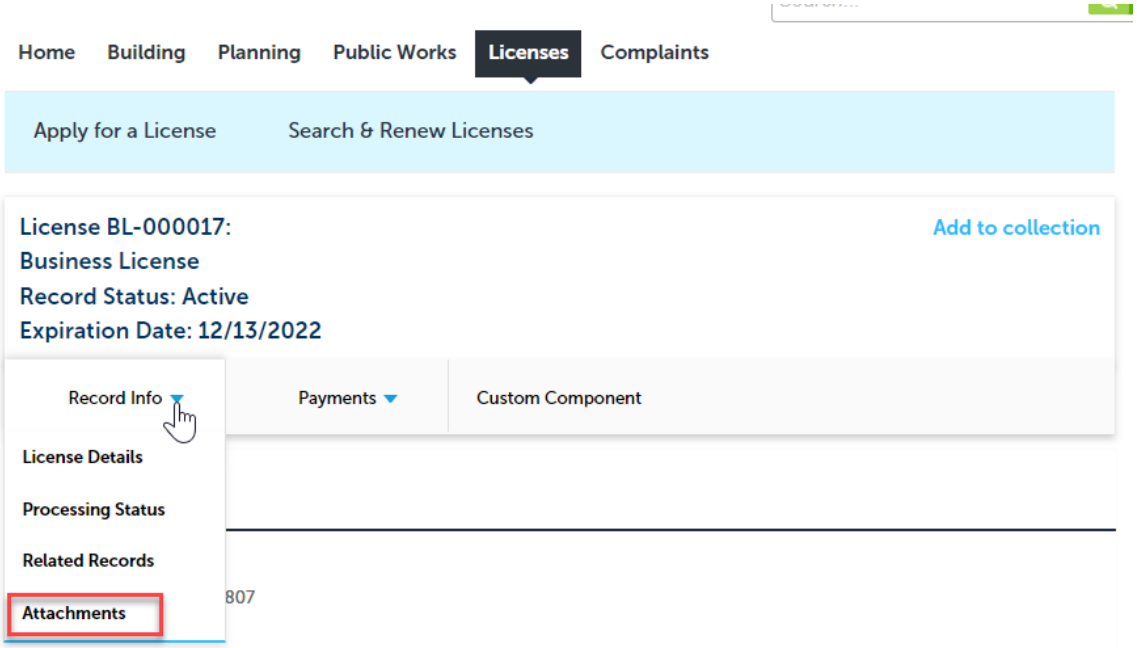
7. After you find your license, click on the Renew License link and follow the steps to verify your renewal information and submit payment.
8. To submit payment, complete the required fields (indicated with the asterisk) for the Credit Card Information, and click “Submit Payment”.



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.

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 Payments Custom Component

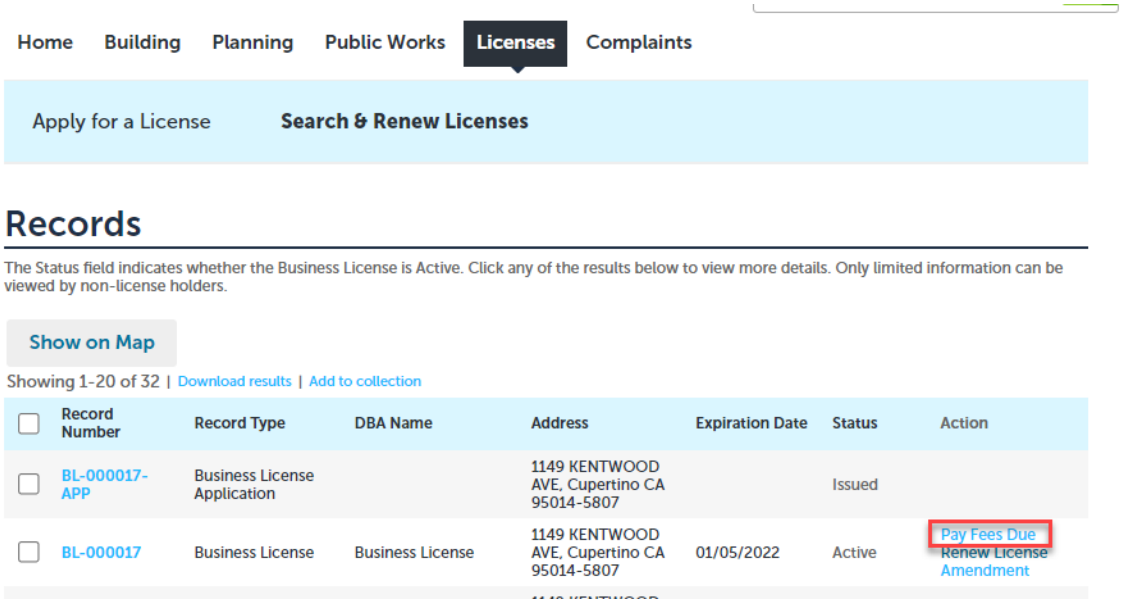
Attachments

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

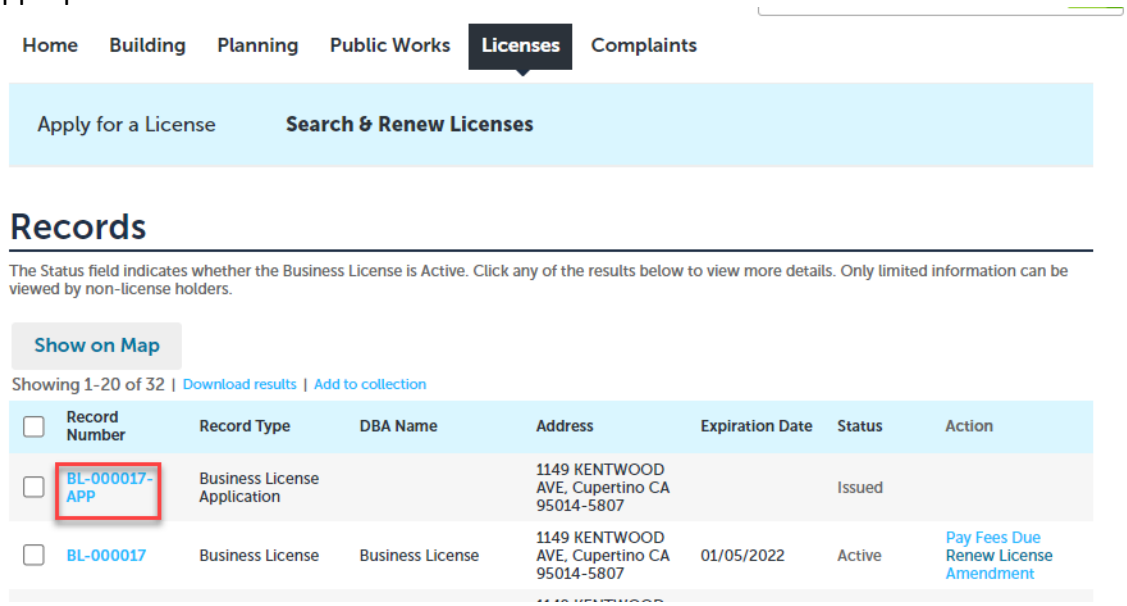
1. If additional fees are added by Cupertino Licensing staff, you will receive an email to pay the fees. To pay these fees, log in to the Business License portal and click the Licenses menu
2. The list of your Application, License and Renewal records (if applicable) will display. The record that has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



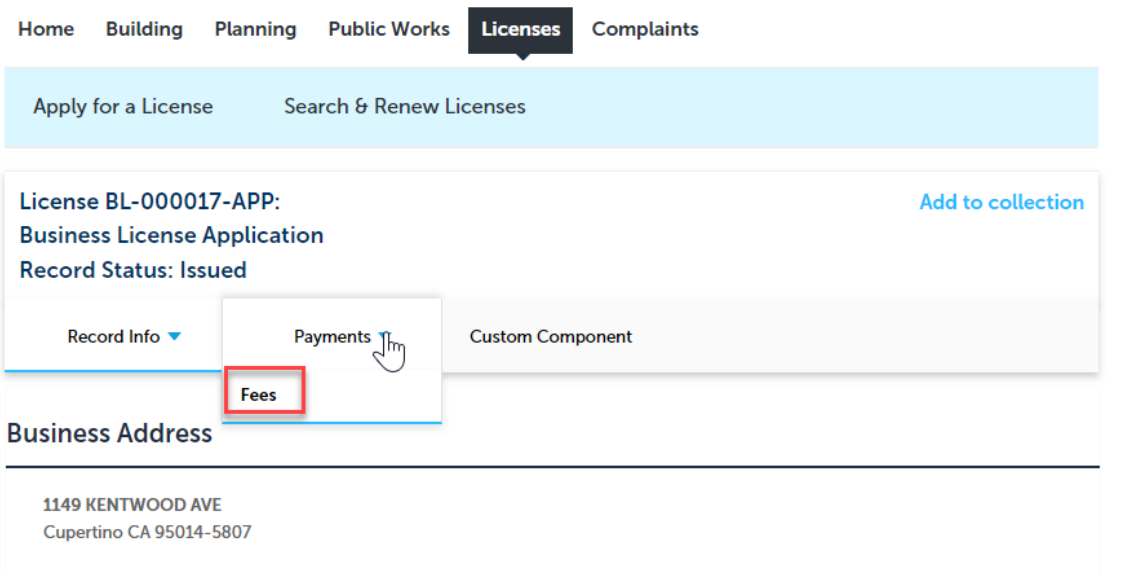
3. Click this link and complete the payment information.

Printing Receipts

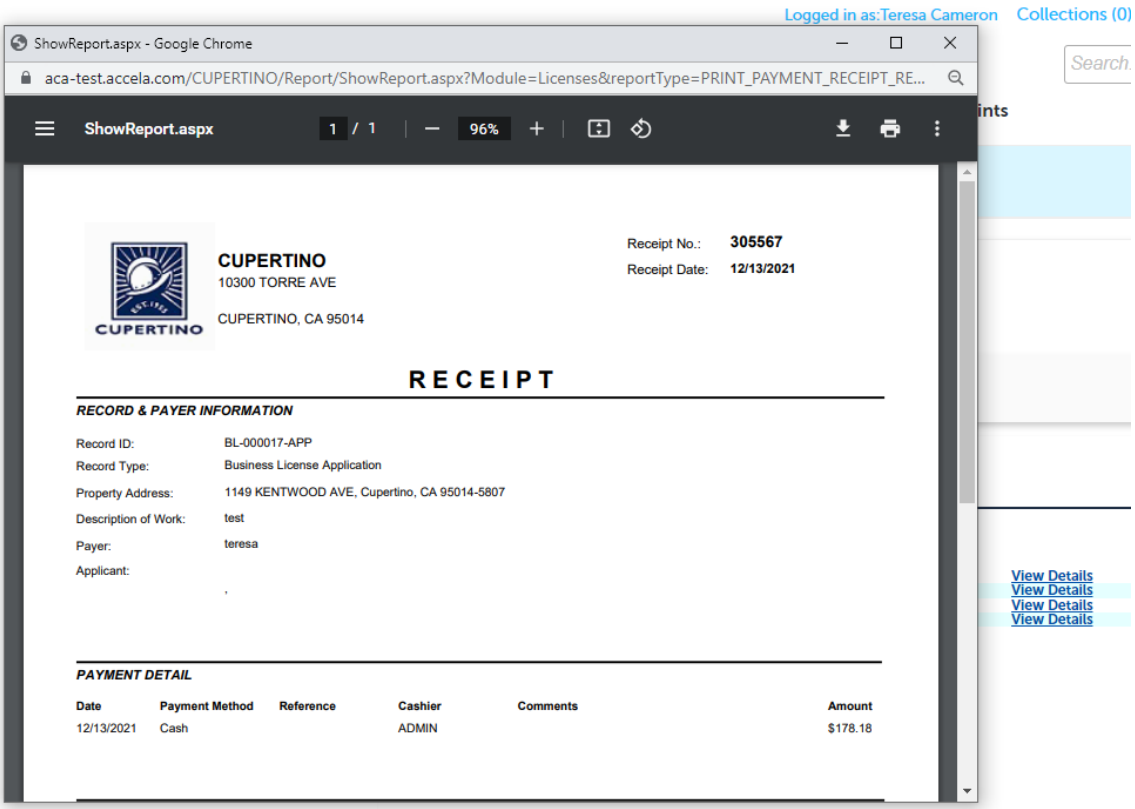
1. To print a receipt, log in to the Business License portal and click the Licenses menu.
2. The list of your Application, License and Renewal records (if applicable) will display. Fees are paid on Applications and Renewal records. Click the appropriate record.



3. Expand the Payment menu and select “Fees”.

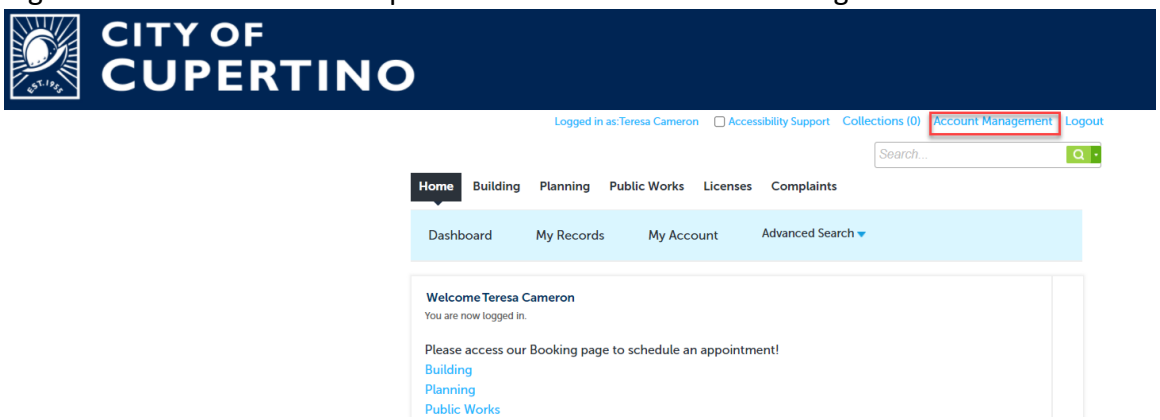


4. A list of payments displays. Click the “View Details” link next to the payment you would like the receipt for. The receipt will display in a new window.

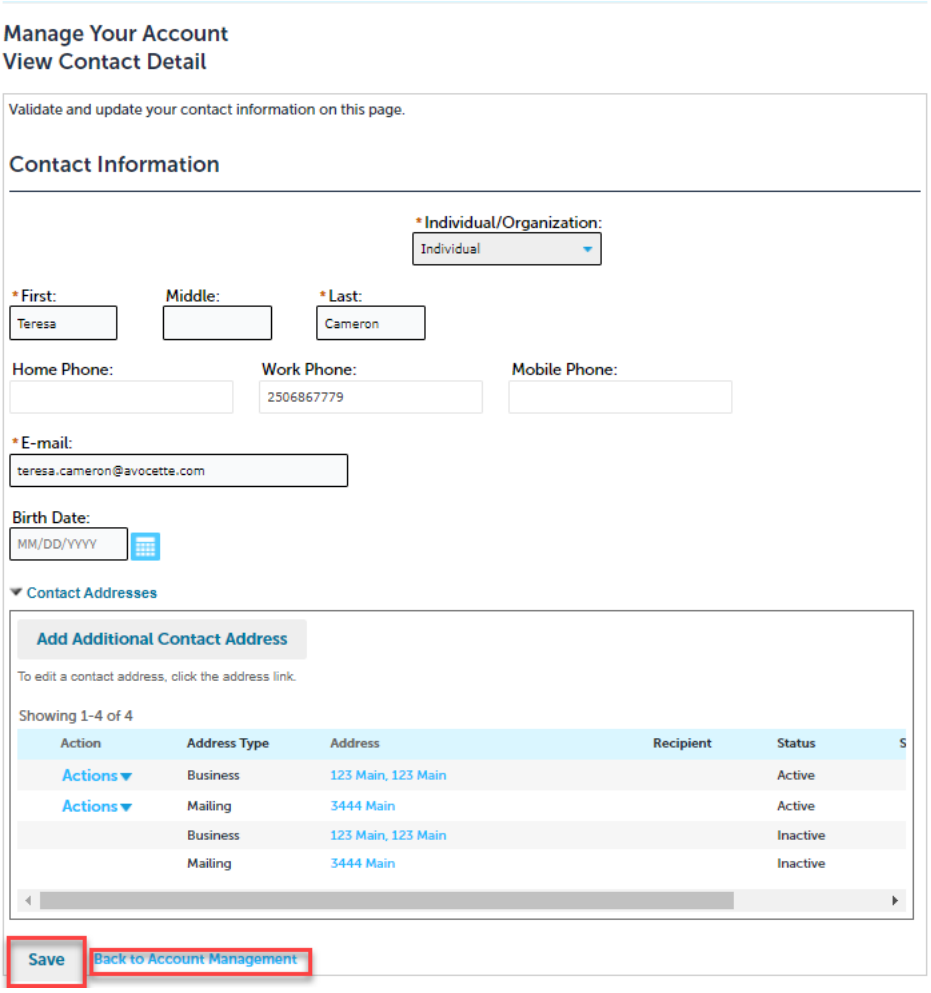

Logged in as:Teresa Cameron
Collections (0)
ShowReport.aspx - Google Chrome
aca-test.accela.com/CUPERTINO/Report/ShowReport.aspx?Module=Licenses&reportType=PRINT_PAYMENT_RECEIPT_RE...
ShowReport.aspx
1 / 1
96%
CUPERTINO
CUPERTINO
10300 TORRE AVE
CUPERTINO, CA 95014
Receipt No.: 305567
Receipt Date: 12/13/2021
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
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”.



Inactive License Instructions

If you find that your license is inactive, please contact the Cupertino Business License team at bl@cupertino.org.