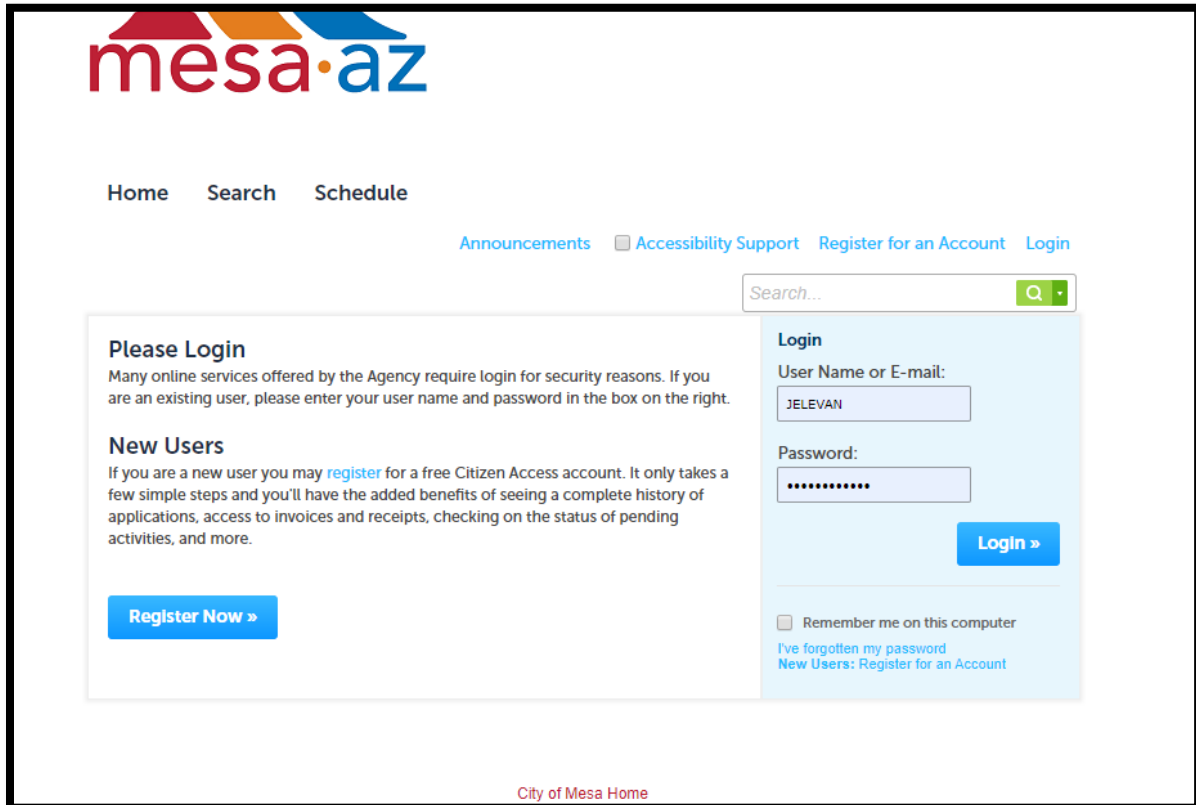


Liquor License Renewal: DIMES-Accela Citizen Access Portal

Access the DIMES-Accela Citizen Access (ACA) Portal through the link below:

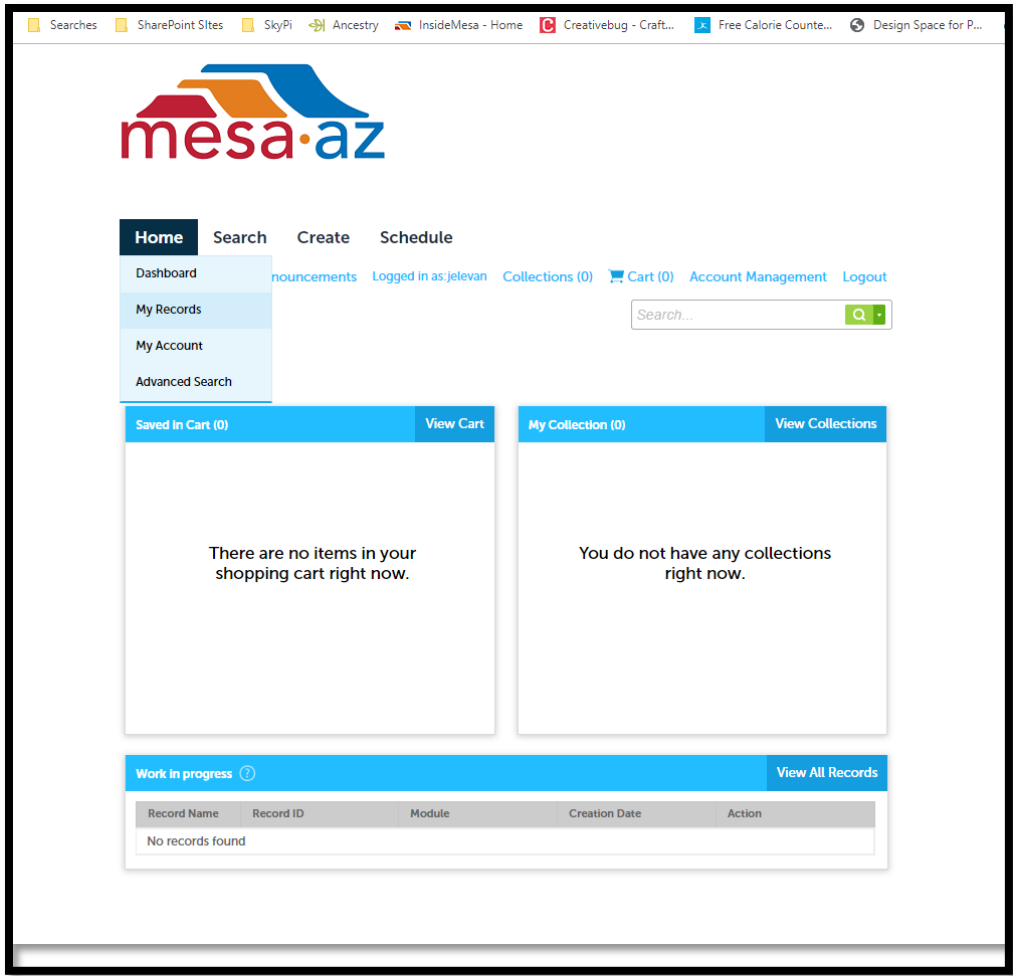
<https://aca.accela.com/mesa/Default.aspx>

Log into your ACA account. If you have not already registered the instructions are available on the City of Mesa website. <https://www.mesaaz.gov/business/licensing/liquor-license>

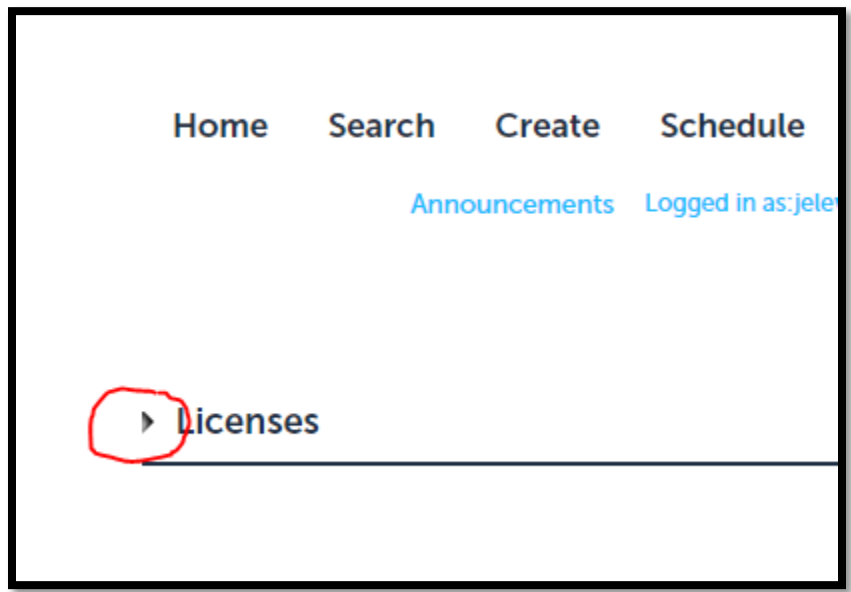


Click on HOME

Click on MY RECORDS

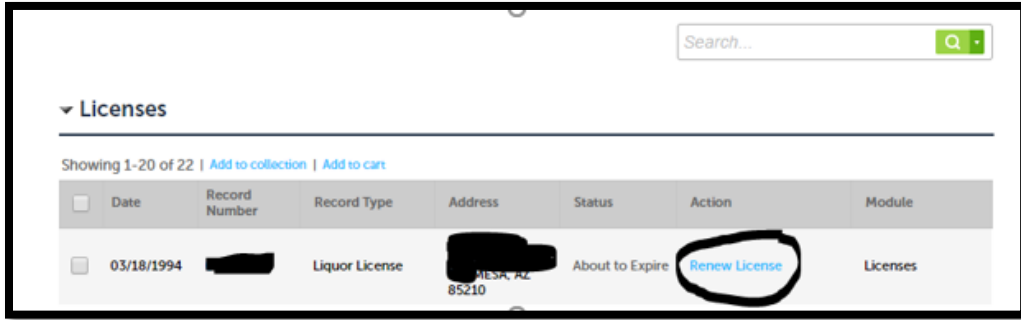


Click on LICENSES



A list of all records, your email is associated with, will appear.

Click on RENEW LICENSE

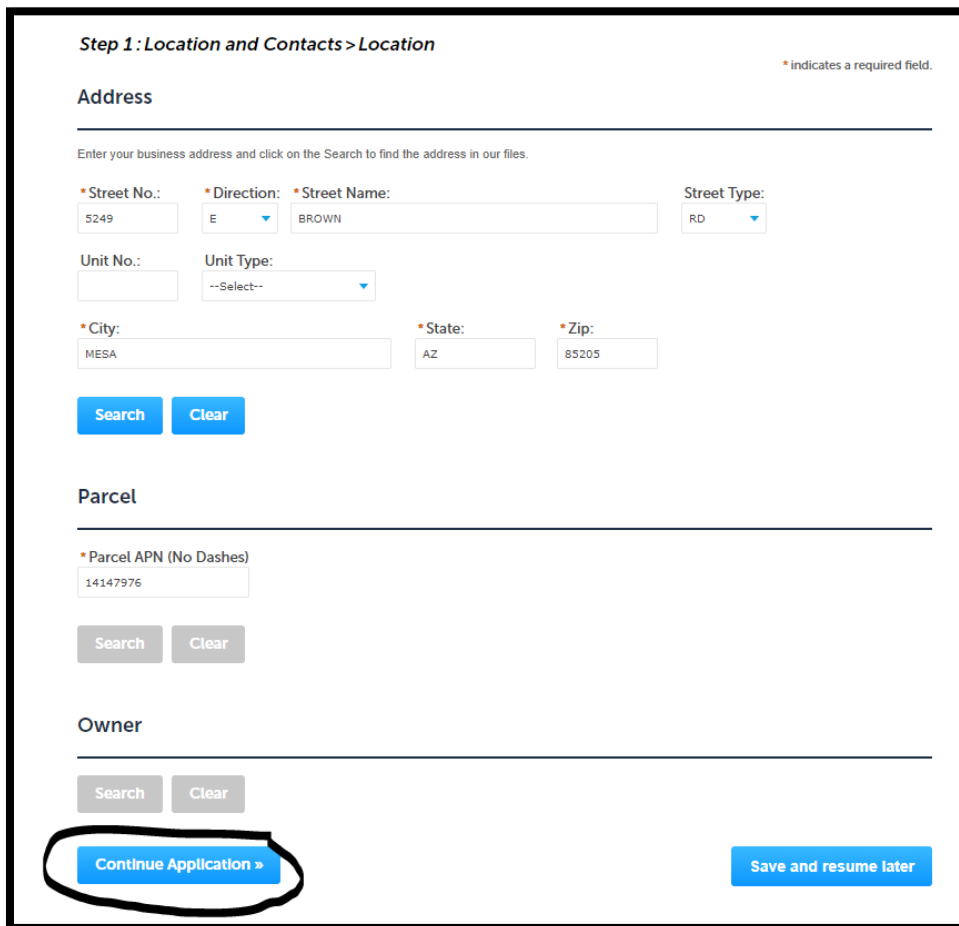


<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Module
<input type="checkbox"/>	03/18/1994	[REDACTED]	Liquor License	[REDACTED] MESA, AZ 85210	About to Expire	Renew License	Licenses

Step1: Location verification.

If the address is the correct location address, scroll to the bottom of the page and click CONTINUE APPLICATION.

Note: If the address is incorrect, discontinue the renewal process and contact the City of Mesa Licensing Office at licensing.info@mesaz.gov or 480-644-2316.



Step 1: Location and Contacts > Location * Indicates a required field.

Address

Enter your business address and click on the Search to find the address in our files.

* Street No.: * Direction: * Street Name: Street Type:

Unit No.: Unit Type:

* City: * State: * Zip:

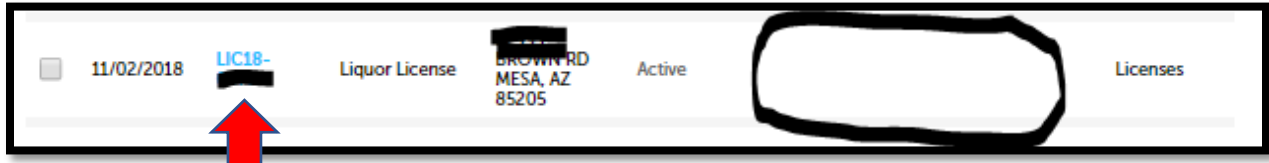
Parcel

* Parcel APN (No Dashes)

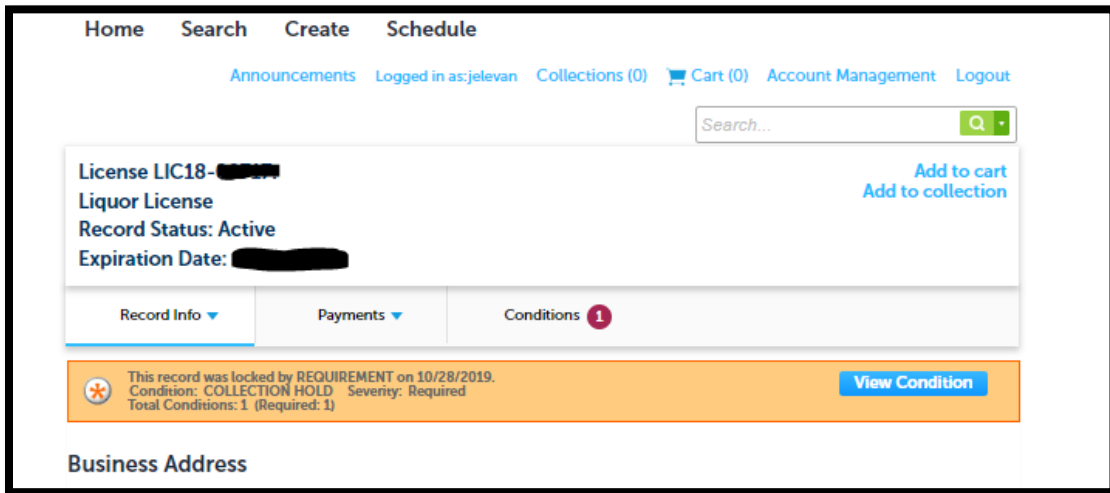
Owner

CONTINUE TO STEP 2

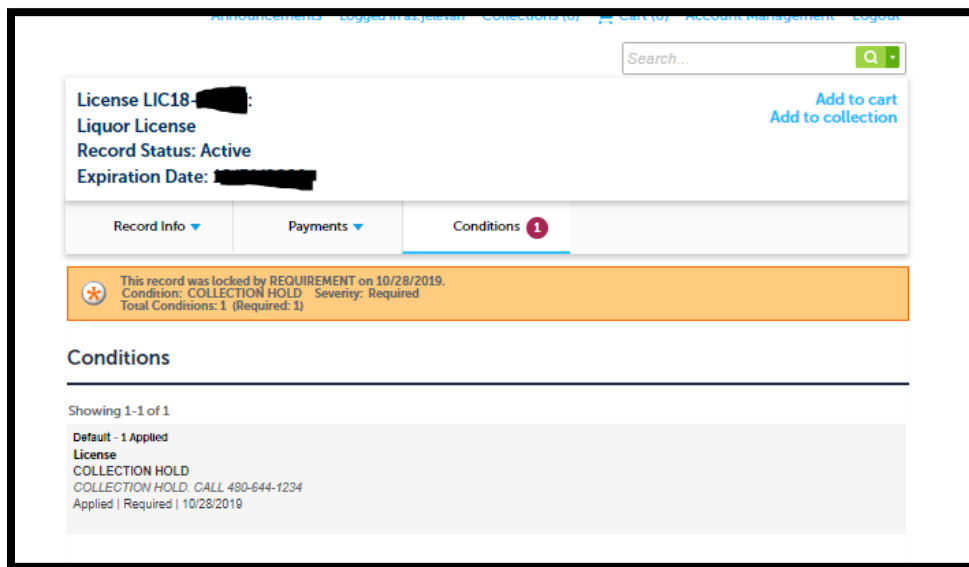
Note: If the RENEW LICENSE message is not displayed, click on your license number for additional information.



The below message indicates that a requirement hold has been placed. Click on the VIEW CONDITION button for additional information.



Until the requirement is met the liquor license cannot be renewed. Follow the instructions noted under CONDITIONS.



Step 2: Attachments and Documents.

Submitting documentation is not required. Click CONTINUE APPLICATION.

Step 2: Attachments > Documents

* indicates a required field.

Attachment

PLEASE READ

If you are attaching anything related to a Resubmittal or Corrections Needed, you *must attach those in the Attachments section of the record itself.*

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is NOT automatically attached to a record.

Document Submittal Requirements

The maximum file size allowed is **1000 MB**.
The following file types are NOT allowed: html;htm;mht;mhtml .

Name	Type	Description	Document Status	Action
No records found.				

[Add](#)

[Continue Application »](#)

[Save and resume later](#)

Step 3: Review

If all information is correct click CONTINUE APPLICATION.

Step 3: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Liquor License Renewal

Address

[Edit](#)

██████████ MESA, AZ 85205

Parcel

[Edit](#)

Parcel APN (No Dashes) 14147976

Owner

[Edit](#)

Attachment

[Edit](#)

PLEASE READ

If you are attaching anything related to a Resubmittal or Corrections Needed, you *must* attach those in the Attachments section of the record itself.

In your record list:

1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is NOT automatically attached to a record.

Document Submittal Requirements

The maximum file size allowed is 1000 MB.
The following file types are NOT allowed: html;htm;mht;mhtml .

Name	Type	Description	Document Status	Action
No records found.				

[Continue Application »](#) [Save and resume later](#)

Step 4: Pay Fees

Click CHECK UT

Search...

Liquor License Renewal

1 Location and Contacts2 Attachments3 Review4 Pay Fees5 Record Issuance

Step 4: Pay Fees

Listed below are the license application fees based upon the information you've entered. The following screen will display your total fees due at this time. This amount may not reflect your total amount due to the City of Mesa.

Application/Renewal Fees

Fees	Qty.	Amount
Technology Fee	1	\$2.00
Annual Fee Series 1-4,8 and 13	1	\$500.00

TOTAL FEES: \$502.00
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)

Click CHECKOUT

1 Select item to pay2 Payment information3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

MESA, AZ 85205

1 Application(s) | \$502.00

▶ Liquor License Total due: \$502.00

Total amount to be paid at this time: \$502.00
Note: This does not include additional fees which may be assessed later.

[Checkout »](#)

Edit Cart »

Continue Shopping »

Acceptable forms of payment are credit card or Echeck. Choose the preferred option. Click SUBMIT PAYMENT

Step 2: Payment information

Select a payment method and fill in all required information.

ATTENTION: Beginning Monday, April 30th, 2018 a 2.37% service fee will be applied to all credit and debit card transactions submitted through the DIMES Portal. The fee will not apply to e-check transactions. For more information regarding the service fees please click [here](#). If you have question regarding the service fee please email servicefee@mesaaz.gov.

PAYMENT DISCLAIMER:

Please refer to the [Privacy Policy and Terms of Use/Disclaimers](#). The City of Mesa takes reasonable steps to protect your personal information from unauthorized parties. The payment and billing options are on secure servers and use Secure Sockets Layering (SSL) to encrypt your personal credit information including your credit card number, before it travels over the Internet.

CREDIT CARD DISCLAIMER: When making a payment by credit card you agree, and specifically authorize the City of Mesa to charge your credit card for the services provided. You further agree that in the event your credit card becomes invalid, you will provide a new valid credit card upon request, to be charged for the payment of any outstanding balances owed. If for any reason, the City of Mesa is unable to obtain funds associated with the credit card provided, you authorize us to charge a returned payment fee of \$25.00 per transaction.

RETURNED E-CHECK PAYMENT DISCLAIMER: When you make a payment by electronic check, you authorize us to make a one-time electronic fund transfer from your checking account. If there are insufficient funds in your checking account, or we are unable to obtain funds due to an error in the routing and/or the account number entered, you authorize us to charge a returned payment fee of \$25.00 per transaction. The City of Mesa is not responsible for any additional bank fees that may accrue due to the returned item.

To minimize the chances of being charged the return payment fee please do the following:

- Ensure your bank account has sufficient funds.
- Take care in entering your routing and account numbers to make sure they are correct.
- If using the same account to make multiple payments on multiple items, please wait 2-3 minutes between transactions. This will minimize the chances of the payment being rejected as fraudulent.

If payment is returned for any reason, no further action will be taken on your application until the issue is resolved.

By proceeding you understand and agree to the terms set forth in this agreement.

* indicates a required field.

Payment Options

Amount to be charged: \$502.00

- Pay with Credit Card
 Pay with Bank Account

Submit Payment »



Review the payment amount, choose the payment type and click SELECT TYPE

Payment Information

Note: We accept eCheck payments from US banks only.

Transaction ID 774831	Payment \$502.00
Full Name jelevan	Payment Type Business eCheck
Email [redacted]@mesaaz.gov	

The screenshot shows the 'Payment Information' section of a form. It includes a note about eCheck payments, transaction details (ID: 774831, Amount: \$502.00), and recipient information (Name: jelevan, Email: [redacted]@mesaaz.gov). A dropdown menu for 'Payment Type' is open, showing 'Business eCheck' as the selected option, with 'Business eCheck' and 'Personal eCheck' as visible choices.

Enter all information indicated. Click SUBMIT PAYMENT

Payment Information

Note: We accept eCheck payments from US banks only.

Transaction ID 774831	Payment \$502.00
Full Name jelevan	Payment Type Business eCheck
Email [redacted]@mesaaz.gov	

Account Information

Routing Number: [redacted]

Account Number: [redacted]

Confirm Account Number: [redacted]

Check Number (optional): 1234

Account Holder Information

Business Name: test

First Name: test, Last Name: test

Street Address: 55 N Center, City: Mesa

State: Arizona, Zip Code: 85201

Phone: 4806441234, Email: janet.evelan@mesaaz.gov

Buttons: Cancel, Submit Payment

The screenshot shows the 'Account Information' and 'Account Holder Information' sections. The 'Account Information' section includes fields for Routing Number, Account Number, Confirm Account Number, and Check Number (optional). The 'Account Holder Information' section includes fields for Business Name, First Name, Last Name, Street Address, City, State, Zip Code, Phone, and Email. A 'Submit Payment' button is highlighted with a red circle.

A payment confirmation screen will display. It is here the receipt can be accessed and printed for your records by clicking on PRINT/REVIEW RECEIPT.

NOTE: The record number LICR19-XXXXX is the renewal record **associated** with your liquor license. It is not your liquor license number.

The screenshot shows a web interface with a search bar at the top right containing the text "Search...". Below the search bar is a progress indicator with three steps: "1 Select item to pay", "2 Payment information", and "3 Receipt/Record issuance", with the third step highlighted. The main heading is "Step 3: Receipt/Record issuance" followed by the warning "**Not All invoices may be displayed**". Under the heading "Receipt", there is a green success message: "Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records." Below this is a blue button labeled "Print/View Receipt". The address "RD MESA, AZ 85205" is displayed. A horizontal line separates the address from the record details. Below the line, the record number "LICR19-01988" is shown, circled in black, with a blue "View Receipt" link to its right. Below the record number is another blue button labeled "Print/View Receipt", also circled in black.

Receipt Example:

	City of Mesa Licensing Office	Receipt Number: 82570
	P.O. Box 1466	Receipt Date: 10/28/2019
	55 North Center Street	Submittal Date: 10/28/2019
	Mesa, Arizona 85211-1466 480-644-2316	

RECEIPT

RECORD INFORMATION

Record ID: LICR19-01988
Record Type: Liquor License Renewal
Application Name: ██████████
Property Address: ██████████ MESA, AZ 85205
14147976
Description of Work:
Applicant:
Contractor: License No:

PAYMENT DETAIL

Date	Method	Reference	Cashier	Comments	Amount
10/28/2019	Check		PUBLICUSER137 111	Payment by business eCheck was successful! ACA TransactionID = 774831. Transaction Code = 281019ID4-15F34D39-0D0D-4 2E1-B5B4-73292AA57E55.	\$502.00

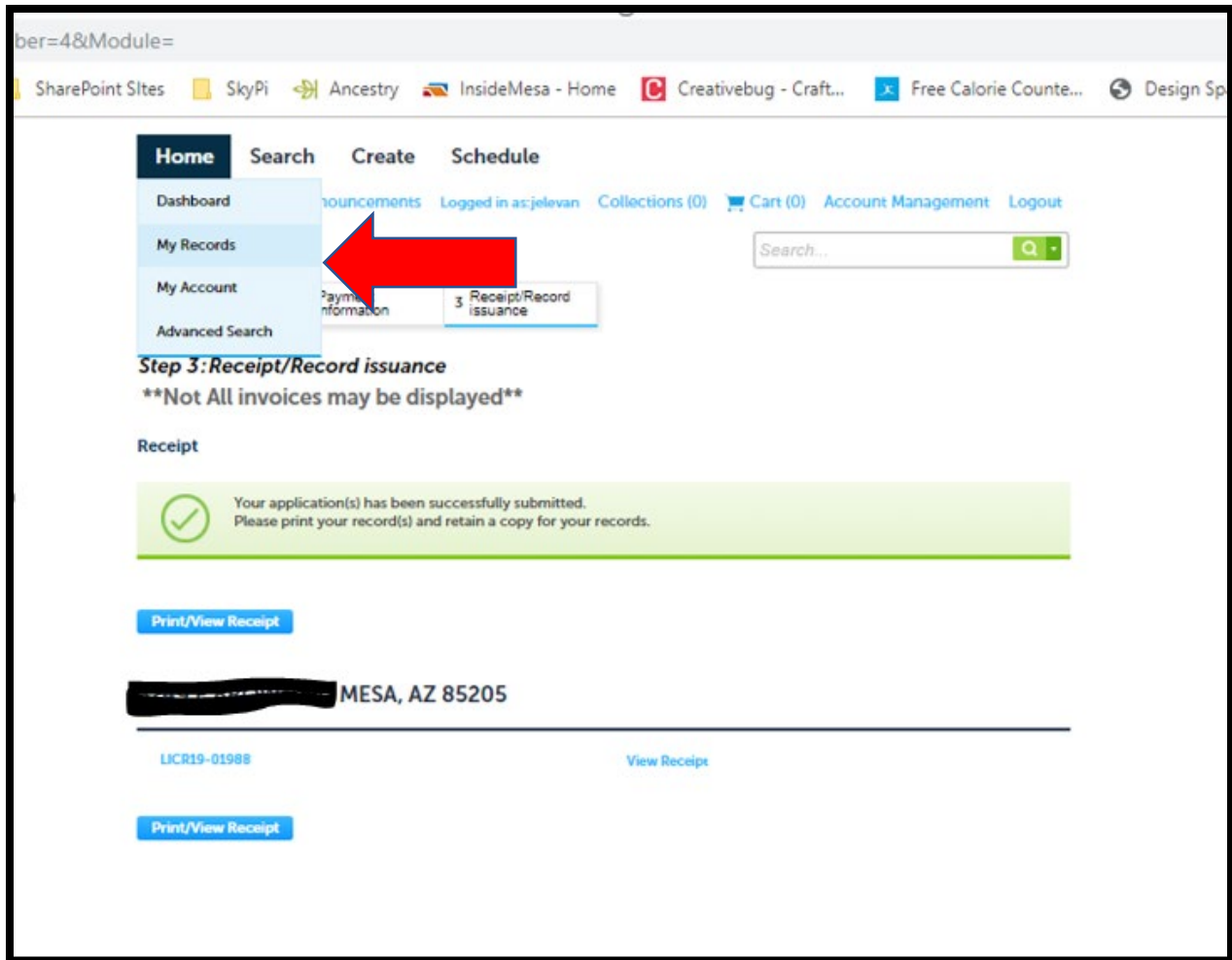
Paid by: jelevan

FEE DETAIL

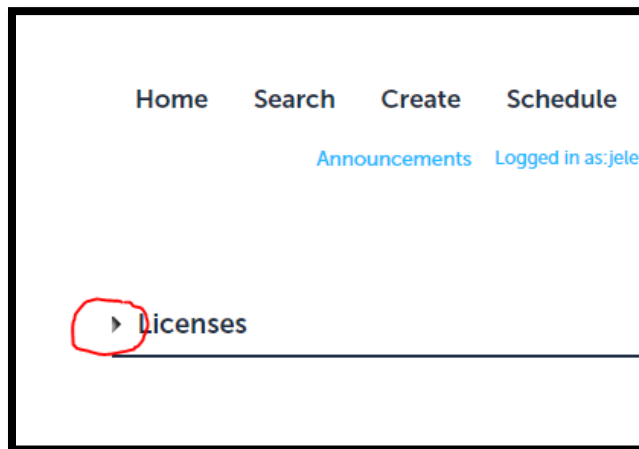
Fee Description	Accounting Nbr	Cashier Pay	Invoice #	Fee Amount	Current Paid
Annual Fee Series 1-4,8 and 13	ACC	0580	996630	\$500.00	\$500.00
Technology Fee	ACC	0375	996630	\$2.00	\$2.00
				\$502.00	\$502.00

Balance Due: \$0

To print your renewed liquor license; Click HOME then click MY RECORDS.



Click on LICENSES



Click on your liquor license number

<input type="checkbox"/>	11/02/2018	LIC18- [REDACTED]	Liquor License	85201 5249 E BROWN RD MESA, AZ 85205	Active	Licenses
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Click on RECORD INFO. Click on ATTACHMENTS

Note: The expiration date has been updated.

Home Search Create Schedule

Announcements Logged in as: jelevan Collections (0) Cart (0) Account Management Logout

Search [input type="text"] [button]

License LIC18-[REDACTED]
Liquor License
Record Status: Active
Expiration Date: 12/31/2020

Add to cart
Add to collection

Record Info Payments

License Details
Processing Status
Related Records
Attachments

SA, AZ 85205

Click on the attachment name.

Attachments

PLEASE READ
If you are attaching anything related to a Resubmittal or Corrections Needed, you must attach those in the Attachments section of the record itself.

In your record list:


1. Click on the record number
2. Then click Record Info > Attachments
3. Under the attachments list, there will be a blue Add button.

Anything attached in the Account Management > Attachments section is NOT automatically attached to a record.

Document Submittal Requirements


The maximum file size allowed is 1000 MB.
The following file types are NOT allowed: html;htm;mht;mhtml .

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Ac
01_License_V2_20191028_094921.pdf	LIC18- [REDACTED]	Liquor License	Record	License Report	120.10 KB	10/28/2019	Ac



Add

Download and print your current liquor license.

 Business Services
Revenue Collections Operations
Licensing Office

LIC18- [REDACTED]
LICENSE NUMBER

Location:
55 North Center Street
Mesa, AZ 85201
Phone: 480-644-2316
Hours: 7:00 AM - 6:00 PM
Days: Monday - Thursday
Closed on Fridays

Mailing:
P.O. Box 1466
Mesa, Arizona 85211-1466
Fax: 480-644-3999
www.mesaaz.gov/business/licensing

12/31/2020
EXPIRATION DATE

LIQUOR LICENSE
License Type: Series 12 - Restaurant
IMPORTANT: DO NOT DESTROY!

This original license must be on display where it is in plain view by all employees and customers of the business. If not, this business will be in violation of the Mesa City Code.

If this original license is lost or misplaced, a duplicate license can be re-issued.

This license is not transferable between owners, entities or locations.


This license does not constitute an endorsement by the City of Mesa or any of its Departments, Officers or Employees.

If you need to cancel this license, change the business name or address, change the mailing address or any other license information, please contact the City of Mesa Licensing Office at:

City of Mesa Licensing Office
P.O. Box 1466
Mesa, Arizona 85211-1466
Phone: 480-644-2316
Fax: 480-644-3999

Cut along dotted line and post this original license at the business location.

Business Services
Revenue Collections Operations
Licensing Office
P.O. Box 1466
Mesa, Arizona 85211-1466

 **LIC18- [REDACTED]**
LICENSE NUMBER

LIQUOR LICENSE

This License is granted to the Licensee upon the condition that such Licensee shall comply with and abide by the provisions of Title 5, Chapter 9 of the Mesa City Code.

This license does not constitute an endorsement by the City of Mesa or any of its Departments, Officers or Employees.

ORIGINAL LICENSE MUST BE POSTED IN PUBLIC VIEW

BUSINESS: [REDACTED]
LOCATION: [REDACTED]
MESA, AZ 85205

12/31/2020
EXPIRATION DATE

To log out of DIMES-Accela Citizen Access, click on LOGOUT

The screenshot displays the user interface of the DIMES-Accela Citizen Access system. At the top, there is a navigation bar with links for Home, Search, Create, and Schedule. Below this, a secondary navigation bar includes links for Announcements, Logged in as: jelevan, Collections (0), Cart (0), Account Management, and Logout. The Logout link is circled in black. A search bar is located to the right of the secondary navigation bar. The main content area shows a record for a License LIC18- [REDACTED], which is a Liquor License with an active status and an expiration date of 12/31/2020. There are buttons for 'Add to cart' and 'Add to collection'. Below the record details, there are tabs for 'Record Info' and 'Payments'. At the bottom of the record view, there is an 'Attachments' section.