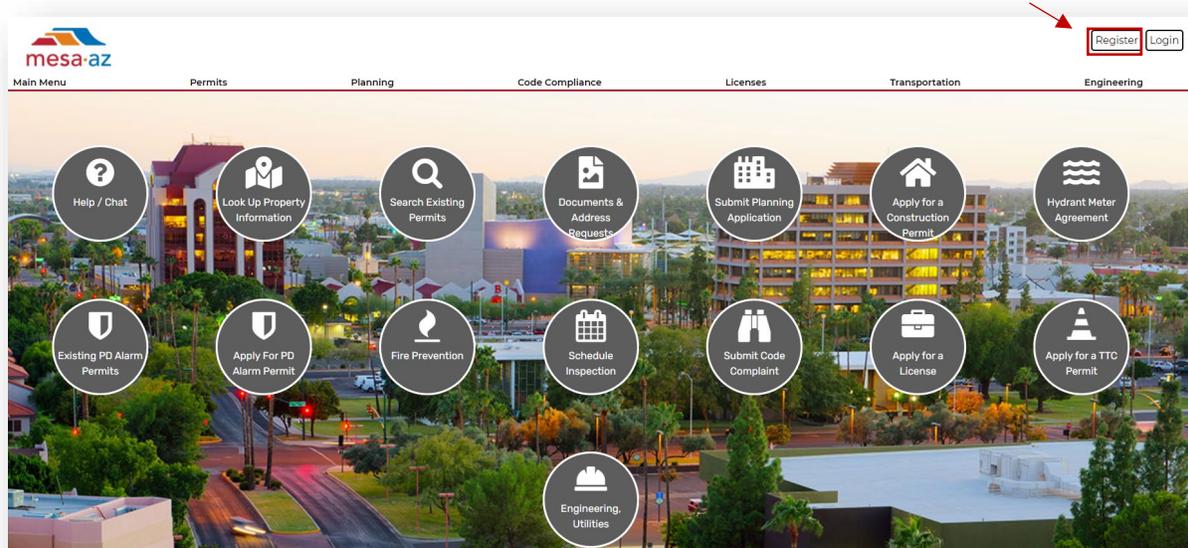


## The following are step-by-step instructions to guide you through printing your Mesa license using DIMES.

Access the DIMES portal using the link below. *\*\*For best results, use either Google Chrome or Microsoft Edge browsers.*

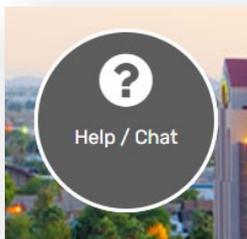
<https://aca-prod.accela.com/MESA/Default.aspx>

- Login to your account by clicking **Login**



If you don't already have an account, you will first need to register. Once registered, you will need to provide the email address used during the registration process to the Mesa Licensing office at [Licensing.Info@mesaaz.gov](mailto:Licensing.Info@mesaaz.gov). Once received, the Licensing staff will connect your new account to the existing license record that you'd like to print.

Instructions on completing the registration process can be found by clicking the **Help/Chat** icon on the Home screen.



### How To Guides for Using the DIMES system

We are in the process of redesigning and updating our DIMES Help page to make it easier to navigate for our customers and provide updated content that reflects recent changes to the citizen access portal and the online permitting system. Please be patient with us as these changes are rolled out over the next few months.

How to guides provided are in PDF format

General System Help	>
Planning	>
Building Permits	>
Alarm Permits	>
Engineering	>
Fire Safety Operational Permit	>
Licensing	>

- Enter your login information and click **Login**

**Please Login**  
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

**New Users**  
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

**Login**  
User Name or E-mail:  
[Input Field]  
Password:  
[Input Field]

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)

[Login »](#)

- From the Dashboard, hover your mouse over **Main Menu** and select **“My Records”** from the dropdown menu

**mesa-az** [Log Out](#)

Main Menu | [Permits](#) | [Planning](#) | [Code Compliance](#) | [Licenses](#) | [Transportation](#) | [Engineering](#)

[Return Home](#)  
[Dashboard](#)  
**[My Records](#)**  
[My Account](#)  
[Advanced Search](#)

[View Cart](#)

**My Collection (1)** [View Collections](#)

**8** Records  
**Active Liquor Licenses**  
Last Updated 01/21/2021

There are no items in your shopping cart right now.

Work in progress ⓘ [View All Records](#)

- Click the arrow next to the **Licenses** heading. This will expand your view of all available records currently attached to your account.

[▶ Licenses](#)

- Click the blue hyperlink associated with the record number for the license you want to print.

<input type="checkbox"/>	12/14/2021	<a href="#">LIC21-01806</a>	Business License	55 N CENTER ST MESA, AZ
<input type="checkbox"/>	12/14/2021	<a href="#">LIC21-01805</a>	Business License	55 N CENTER ST MESA, AZ

- Hover your mouse over **Record Info** and select **“Attachments”** from the dropdown menu

**License LIC21-01806:**  
**Business License**  
**Record Status: Active**  
**Expiration Date: 12/14/2022**

Record Info ▾      Payments ▾

License Details

Processing Status

Related Records

**Attachments**

- Find the attachment labeled **“License Report”** and click on the associated blue hyperlink to generate a PDF version of your license. You will now be able to save or print your license.

### 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.

The maximum file size allowed is **1000 MB**.  
 The following file types are NOT allowed: ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;...

Name	Record ID	Record Type	Entity Type	Type	Size
<a href="#">01_License_V3.3_20211214_182054.pdf</a>	LIC21-01806	Business License	Record	License Report	117.26 KB
<a href="#">01_License_V3.3_20211214_182153.pdf</a>	LIC21-01806	Business License	Record	License Report	117.26 KB