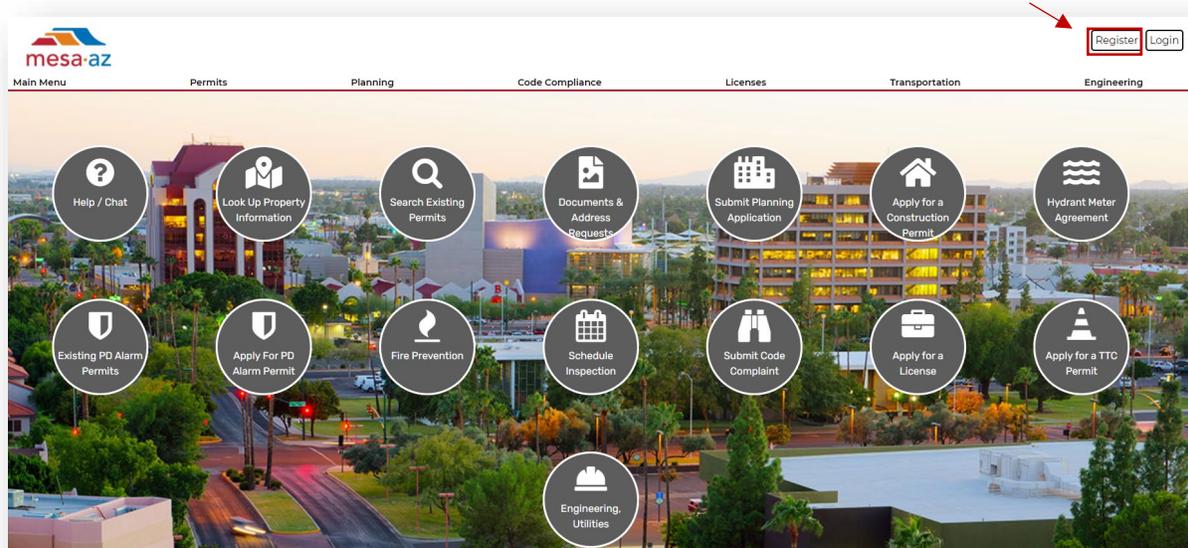**The following are step-by-step instructions to guide you through printing your Mesa license using DIMES.**

Access the DIMES portal using the link below. ***For best results, use either Google Chrome or Microsoft Edge browsers.*
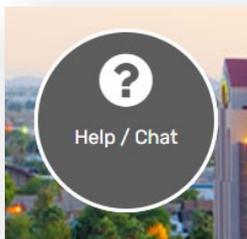
https://aca-prod.accela.com/MESA/Default.aspx

- 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. 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.

- Enter your login information and click *Login*

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

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

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

☐	12/14/2021	LIC21-01806	Business License	55 N CENTER ST MESA, AZ
☐	12/14/2021	LIC21-01805	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;m

Name	Record ID	Record Type	Entity Type	Type	Size
01_License_V3.3_20211214_182054.pdf	LIC21-01806	Business License	Record	License Report	117.26 KB
01_License_V3.3_20211214_182153.pdf	LIC21-01806	Business License	Record	License Report	117.26 KB