Liquor License Renewal: DIMES-Accela Citizen Access Portal

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

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

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@mesaaz.gov or 480-644-2316.
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 3: Review

If all information is correct click CONTINUE APPLICATION.

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**

MESA, AZ 85203

**Parcel**

Parcel APN (No Dashes) 14147976

**Owner**

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.mhtml

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Description</th>
<th>Document Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

Continue Application »
Step 4: Pay Fees

Click CHECKOUT

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 DIME5 Portal. The fee will not apply to e-check transactions. For more information regarding the service fee please click here. If you have question regarding the service fee please email service@cityofmesa.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

Enter all information indicated. Click SUBMIT PAYMENT
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.
Receipt Example:

![Receipt Image]

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**RECEIPT**

**RECORD INFORMATION**
- Record ID: LICR19-01988
- Record Type: Liquor License Renewal
- Application Name: [Redacted]
- Property Address: [Redacted] MESA, AZ 85205
- Description of Work: 
- Applicant: 
- Contractor: 

**PAYMENT DETAIL**

<table>
<thead>
<tr>
<th>Date</th>
<th>Method</th>
<th>Reference</th>
<th>Cashier</th>
<th>Comments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2019</td>
<td>Check</td>
<td>PUBLICUSER137</td>
<td>PUBLICUSER137</td>
<td>Payment by business eCheck was successful ACA TransactionID = 774831. Transaction Code = 281019ID4-15F3A3DC-000D-4 2E-8584-73292AA56E56.</td>
<td>$502.00</td>
</tr>
</tbody>
</table>

Paid by: jelevan

**FEE DETAIL**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Accounting Nbr</th>
<th>Cashier Pay</th>
<th>Invoice #</th>
<th>Fee Amount</th>
<th>Current Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Fee Series 1-4,8 and 13</td>
<td>ACC 0580</td>
<td>956630</td>
<td>$500.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>ACC 0375</td>
<td>956630</td>
<td>$2.00</td>
<td>$2.00</td>
<td></td>
</tr>
</tbody>
</table>

Balance Due: $0
To print your renewed liquor license; Click HOME then click MY RECORDS.

Click on LICENSES
Click on your liquor license number

Click on RECORD INFO. Click on ATTACHMENTS

Note: The expiration date has been updated.
Click on the attachment name.

Download and print your current liquor license.
To log out of DIMES-Accela Citizen Access, click on LOGOUT