

## ACA License Renewal TFU

1. Go to <https://aca-prod.accela.com/oaklandco>
2. Enter your username or email and password and click sign in.

### Sign In

USERNAME OR EMAIL:\*  
testuser3@oakgov.com

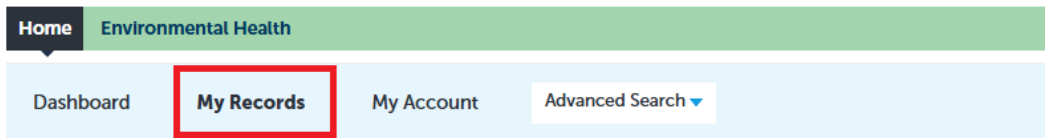
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PASSWORD:\*  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

3. Click on the My Records Tab.



4. Click on Renew Application next to the record to renew. (EHFSL/EHBEL)

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
<input type="checkbox"/>	04/05/2000	EHFSL-2024-	Food Service License	897387 --- FE - Fixed Establishment		04/30/2026	Active	<a href="#">Renew / Amend</a>

5. Review establishment address. If there are any errors, contact our office. Click Continue Application.

**Food Service Renewal**

1 Location and Contacts   2 General Information   3 Documents   4 Review   5 Pay Fees   6

**Step 1: Location and Contacts > Establishment Address** \* indicates a required field

**Address**

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

Unit Type:    Unit No.:

City:    State:    \* Zip:

6. Review Owner Information. If ownership has changed, contact our office. Click Select from Account for the Record Applicant.

**Food Service Renewal**

1 Location and Contacts	2 General Information	3 Documents	4 Review	5 Pay Fees	6
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**Step 1: Location and Contacts > Contacts** \* indicates a required field.

**Contact List**

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Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
System		Organization/Owner				Edit
Test User		Organization/Owner				Edit

**Record Applicant**

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To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Save and resume later

[Continue Application »](#)

7. Click Continue Application.

**Food Service Renewal**

1 Location and Contacts	2 General Information	3 Documents	4 Review	5 Pay Fees	6
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**Step 1: Location and Contacts > Contacts** \* indicates a required field

**Contact List**

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Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
		Organization/Owner				Edit
Test User		Organization/Owner				Edit

**Record Applicant**

---

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact added successfully.**

**Test User**

Primary Phone: (561) 114-9367  
 Secondary Phone:  
 Fax:  
[Edit](#) [Remove](#)

▼ **Contact Addresses**

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Save and resume later

Continue Application »

8. Review establishment name, phone number, and email. Enter the two Paid Inspection Dates. Then click Continue Application.

### Food Service Renewal

1 Location and Contacts	2 General Information	3 Documents	4 Review	5 Pay Fees	6
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### Step 2: General Information > General Information

\* indicates a required field.

### Detail Information

\* Establishment Name

Establishment Description:

[spell check](#)

### License Details

#### LICENSE DETAILS

\* Establishment Phone Number:

\* License Type:

\* Establishment Email:

\* Paid Inspection Date 1:

\* Paid Inspection Date 2:

[Save and resume later](#)

[Continue Application »](#)

9. Select Yes or No for Commissary Information. If yes, enter the information. Then click Continue Application.

## Commissary Information

### COMMISSARY INFORMATION

Do you have the Commissary information?:

Yes  No

Name:

Test

Address:

1200 N Telegraph Rd

City:

Pontiac

State:

MI

Zip Code:

48341

Phone Number:

123456789

Email:

testuser@oakgov.com

Save and resume later

Continue Application »

10. Upload the two Paid Inspection reports by clicking Add.

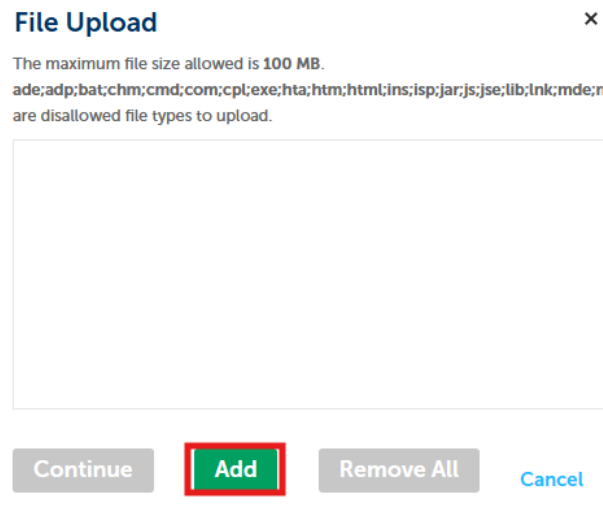
## Attachment

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;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;  
are disallowed file types to upload.

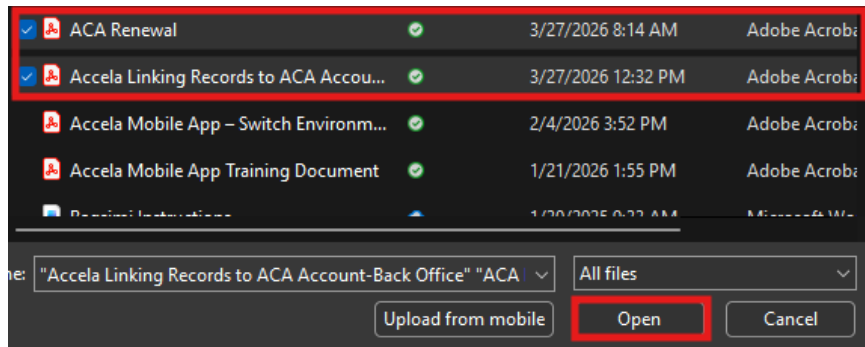
Name	Type	Size	Latest Update	Action
No records found.				

Add

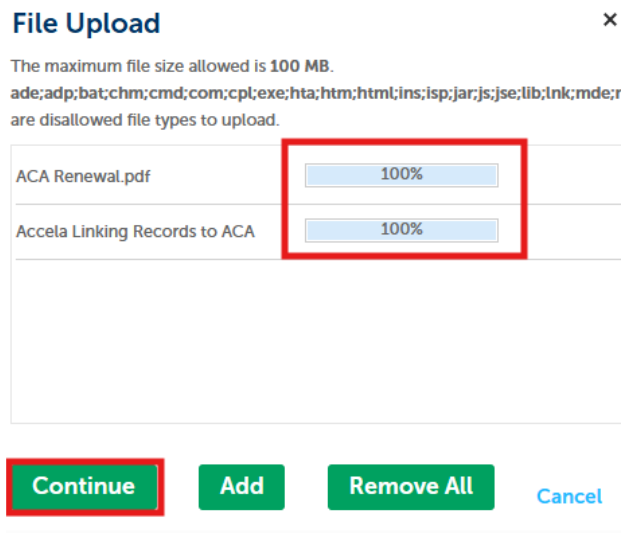
11. Click Add on the window that pops up.



12. Select your files. Then click open.



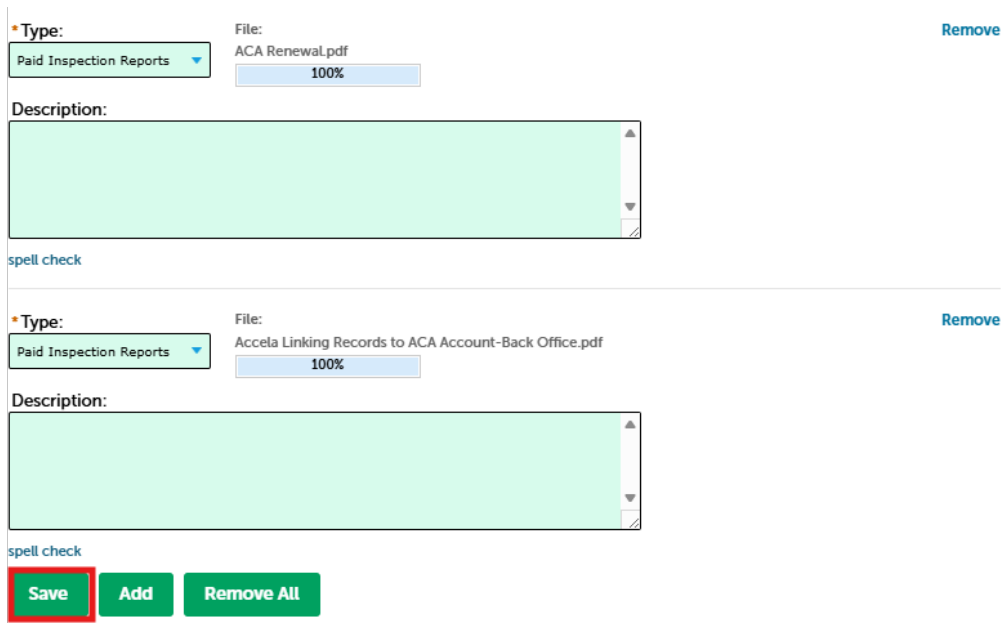
13. After the files have uploaded 100% click Continue.



14. For each inspection report uploaded, click on the Type drop down and select Paid Inspection Reports.



15. Click Save.



16. Click Continue Application.

### Attachment

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;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
ACA Renewal.pdf	Paid Inspection Reports	442.44 KB	03/27/2026	Actions ▼
Accela Linking Records to ACA Account-Back Office.pdf	Paid Inspection Reports	200.65 KB	03/27/2026	Actions ▼

Add

Save and resume later

Continue Application »

17. Review the application, Click the Agree checkbox and then click Continue Application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 03/10/2026

Save and resume later Continue Application »

18. Review the fees and Click Continue Application.

**Food Service Renewal**

1	2 General Information	3 Documents	4 Review	5 Pay Fees	6 Record Issuance
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**Step 5: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Transitory Food Unit Food License	1	\$127.65
State Fee - Transitory License	1	\$39.00
Education Fee License	1	\$5.00

TOTAL FEES: \$171.65  
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

19. Login, create an account, or Continue as Guest to pay for the application.

### Log in to PayIt.

New to PayIt? [Create an account.](#)

Email Address

Password

[Show](#)

Remember Me

[Log In](#)

[Forgot Password](#)

Or

[Continue as Guest](#)

20. Add or select your payment method.

### Payment Summary

Citizen Access Permit Fees. Transaction ID: 2056754	\$338.20
Processing Fee	\$11.84
<b>Total Payment</b>	<b>\$350.04</b>

### Payment Method

[Add Payment Method](#)

[Pay \\$350.04](#)

21. Review and click Pay.

**CHECKOUT**

**Payment Summary**

Citizen Access Permit Fees. Transaction ID: 2056754	\$338.20
Processing Fee	\$11.84
<b>Total Payment</b>	<b>\$350.04</b>

**Payment Method** [Change](#)

**VISA**

Visa ending in 1111

[Pay \\$350.04](#)

22. Your renewal application is complete, and your renewal ID will be displayed. This renewal will now show in your My Records page.

**Food Service Renewal**

1	2 General Information	3 Documents	4 Review	5 Pay Fees	6 Record Issuance
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**Step 6: Record Issuance**

Your application has been successfully submitted. Please allow 2-4 weeks for the application to be processed. Please print and retain a copy of this page for your records.

Thank you for using our online services.  
**Your license number is EHFSR-2026-00002.**

Your application for the renewal of this license has been successfully submitted. Please allow for 2-4 weeks of processing time. The license will be issued after the application is processed. You will be notified if any additional information is required.

[Print/View Receipt](#)