

You must have an ACA account and completed the PIN registration process before you will be able to see your records to renew.

ACA License Renewal

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

Sign In

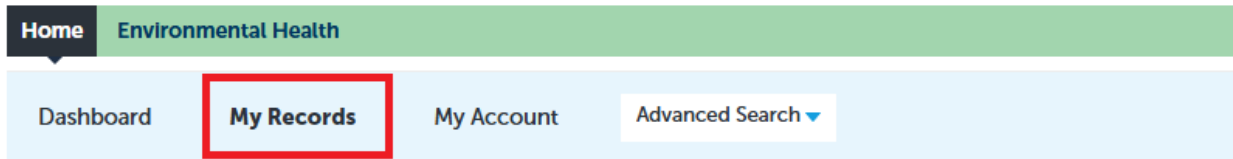
USERNAME OR EMAIL:*
testuser3@oakgov.com

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-2024-6 DICOQ-	Food Service License	897387 --- FE - Fixed Establishment		04/30/2026	Active	Renew / Amend

5. Review the address. If changes are needed, please 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.: 7000 | Direction: --Select-- | *Street Name: | Street Type: --Select--

Unit Type: --Select-- | Unit No.:

City: CITY OF VILLAGE OF CLARKSTON | State: MI | *Zip: 48348

6. Review Owner information. If ownership had 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

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.

Select from Account

Continue Application »

Save and resume later

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

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
CC:11111		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:5551234567
 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.			

Continue Application »

Save and resume later

8. Review establishment name, phone number and email. 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: Fixed Establishment

* Establishment Email:

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

9. Review seat count. If there are any changes, contact our office. 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 > Fixed Information * indicates a required field.

Fixed Food Information

FIXED FOOD INFORMATION

* Seating Capacity (include bar & outdoor):

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

10. 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 3: Documents > Documents * indicates a required field.

Attachment

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

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

11. Click 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 >](#)

12. 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
Fixed Food Service License 0-24 Seats	1	\$308.20
State Fee - Fixed and Mobile License	1	\$25.00
Education Fee License	1	\$5.00

TOTAL FEES: \$338.20
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application >](#)

13. 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](#)

14. Add or select your payment method.

Payment Summary

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

Payment Method

[Add Payment Method](#)

[Pay \\$350.04](#)

15. Review and click Pay.

CHECKOUT

Payment Summary

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

Payment Method

[Change](#)

VISA

Visa ending in 1111

[Pay \\$350.04](#)

16. Your renewal application is complete and your renewal ID will be displayed. This renewal will now show in your **My Records**.

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](#)

Once your renewal application has been processed, the new license will be mailed out. Please allow 2-3 weeks to receive your new license.