

Step 1 - Log into [Accela Citizen Access](#) (or create a log in).

## Denver's Permitting and Licensing Center

- Home**
- Development Services
- Business Licenses
- Contractor Licensing
- Right-of-Way

Username or E-mail:  Password:

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

### Please Log In

Online services require login. If you are an existing user, please enter your username and password in the box on the right.

### New Users

If you are a new user, please register for a free account.

Step 2 - Once you've logged onto the platform, you can click 'Advanced Search' then 'Search Records/Applications' and then 'Business Licenses'.

Logged in as: n i Collections (0) Account Management Logout

## Denver's Permitting and Licensing Center

**Home** Development Services Business Licenses Contractor Licensing Right-of-Way

Dashboard My Records My Account **Advanced Search**

Look up Licensed Contractors

**Search Records/Applications**

Development Services

**Business Licenses**

Contractor Licensing

Right-of-Way

Hello, n i

My Collection (0)

View Collections

You do not have any

**Step 3 - SCROLL DOWN.** You will find a 'General Search' section. Search for the application using either the assigned BFN or the applicant name (recorded in our system as Record ID).

General Search

General Search ▾

*\*Add the percent sign (%) before and/or after a search term to broaden your search.*

Search my licenses only

**EITHER enter  
Record ID here**

License Number:

YYYY-BFN-XXXXXXX

LicenseType:

--Select-- ▾

**Or the applicant  
name here**

Record Name:

Start Date: ⓘ

01/01/1900

End Date: ⓘ

12/09/2018



Street No.:

From - To

Direction: ⓘ

--Select-- ▾

Street Name: ⓘ

Street Type:

--Select-- ▾

Unit Type: ⓘ

--Select-- ▾

Unit No.: ⓘ

Parcel No.:

City:

State:

Zip:

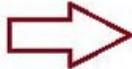
**Then search**

Search

Clear

Step 4 - Once you are in the record, select 'Record Info', then 'Processing Status'

example



Home   Development Services   **Business Licenses**   Contractor Licensing   Right-of-Way

Apply for a License   Search Licenses

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Record 2018-BFN- [REDACTED]

Security Guard License

Record Status: Pending  
Expiration Date: 11/30/2018

Record Info ▼

Record Details

Processing Status

Inspections

own below. Sections and subsections may be expanded or collapsed by clicking on any black triar

Step 5 - Click the little arrow next to any step in the process to see detailed history of our “workflow” status.

### Processing Status

- ✔ ▶ Application Intake
-   Quality Control
- Detective Review
- Appeal
- Badging
- Closure

### Processing Status

- ✔ ▶ Application Intake
-  ▼ Quality Control
  - Due on 11/30/2018,  
Marked as Pending on 11/30/2018

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  - Due on 12/03/2018,  
Marked as Additional Info Required on 12/03/2018

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  - Due on 12/17/2018,  
Marked as TBD on TBD
- Detective Review
- Appeal
- Badging
- Closure

Step 6 – If you see the ‘Additional Info Required’ indicator, you can click on the plus sign to its left to see exactly what is missing.

## Processing Status

✔ ▶ Application Intake

🕒 ▼ Quality Control

Due on 11/30/2018,  
Marked as Pending on 11/30/2018



Due on 12/03/2018,  
Marked as Additional Info Required on 12/03/2018

**Comment:** Your Affidavit of Criminal and Employment History must be completed in its entirety. Your submission was found to be incomplete because it did not list five (5) years of work and/or school history immediately preceding the date of application.

Due on 12/17/2018,  
Marked as TBD on TBD

Detective Review

Appeal

Badging

Closure

Please contact [EXL\\_Notifications@denvergov.org](mailto:EXL_Notifications@denvergov.org) with questions.