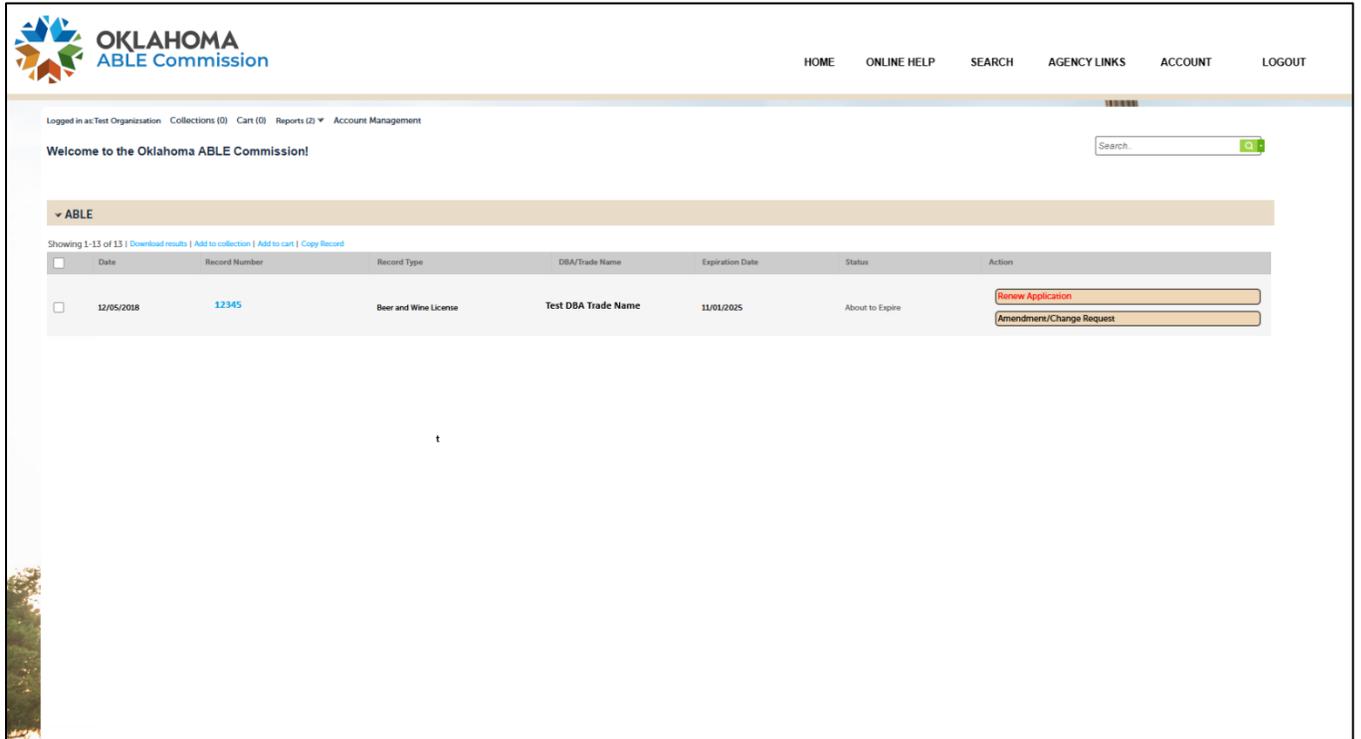


## How To Renew License

If you need to renew your License, login to your Accela account, click on View My Records. Your license should have an Action Status button that says Renew Application as shown in screen print below.



The screenshot displays the Oklahoma ABLÉ Commission website interface. At the top left is the logo for the Oklahoma ABLÉ Commission. To the right of the logo are navigation links: HOME, ONLINE HELP, SEARCH, AGENCY LINKS, ACCOUNT, and LOGOUT. Below the navigation is a user status bar indicating the user is logged in as 'Test Organization' with options for Collections (0), Cart (0), Reports (2), and Account Management. A search bar is located on the right side of the page. The main content area features a 'Welcome to the Oklahoma ABLÉ Commission!' message. Below this is a section for 'ABLE' records. A table lists records with columns for Date, Record Number, Record Type, DBA/Trade Name, Expiration Date, Status, and Action. The first record shown is for a 'Beer and Wine License' with a date of 12/05/2018, record number 12345, and an expiration date of 11/01/2025. The status is 'About to Expire'. The action column contains two buttons: 'Renew Application' and 'Amendment/Change Request'.

Date	Record Number	Record Type	DBA/Trade Name	Expiration Date	Status	Action
12/05/2018	12345	Beer and Wine License	Test DBA Trade Name	11/01/2025	About to Expire	<a href="#">Renew Application</a> <a href="#">Amendment/Change Request</a>

After clicking on the Renew Application button, follow the Accela screen prompts and provide the required information. Once you've completed the renewal process and submitted payment, your renewal will be reviewed by the ABLÉ Licensing Team, and you will receive an email notification when the renewal is approved.