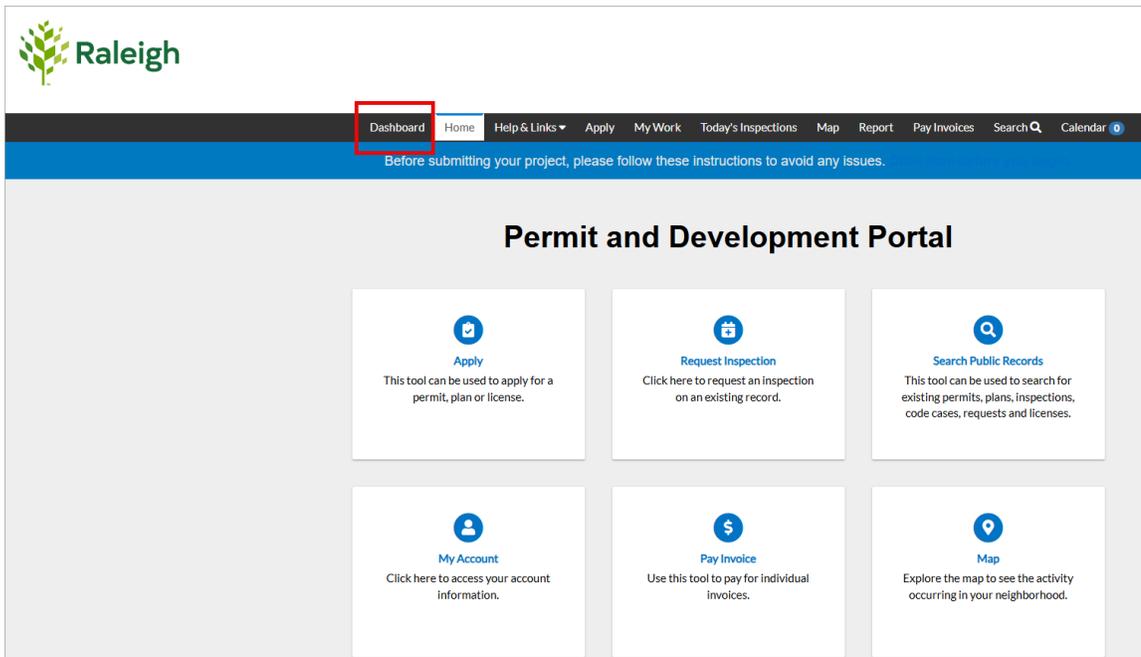
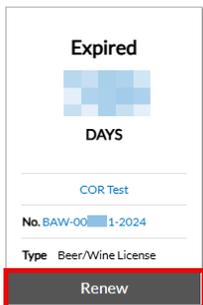


How to Renew Beer/Wine License

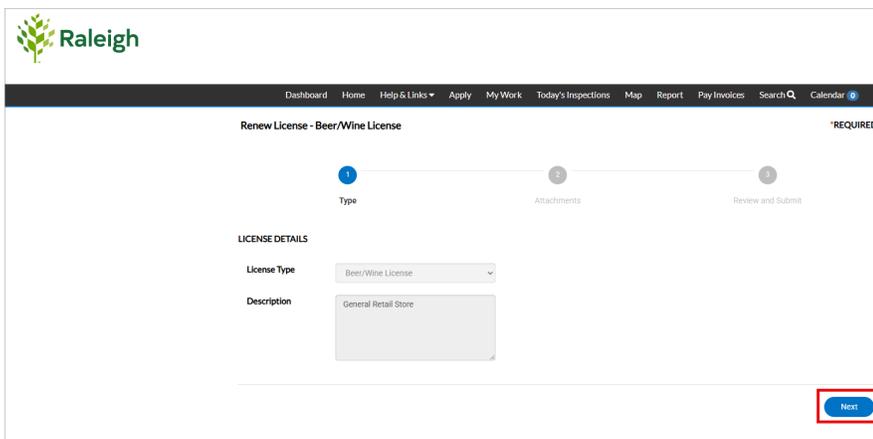
Log in to Civic Access, navigate to your “Dashboard”



Once your dashboard has loaded, scroll to the bottom of the screen and you will see a panel for “My Licenses”. Within the panel you will have links to your current licenses and once it is time to renew your licenses, a bar will appear for you to select and renew your license.



Next screen will show static information initially filled out on the original license. Select “Next” to continue.



You may select “Next” on the next screen as no attachments are required.

The screenshot shows the Raleigh website interface for the 'Renew License - Beer/Wine License' process. The progress bar indicates that the 'Type' step is complete (green checkmark), the 'Attachments' step is the current active step (blue circle with a plus sign), and the 'Review and Submit' step is pending (grey circle with a plus sign). Below the progress bar, the text states 'Attachments: No attachments are needed.' A large blue button labeled 'Add Attachment' with a plus sign is prominently displayed. Below this button, a list of supported file formats is provided: pdf, jpg, png, jpeg, gif, hif, doc, docx, xls, stlx, text, dwg, zip, csv, rtf, dxf. At the bottom of the screen, there are two buttons: 'Back' on the left and 'Next' on the right, which is highlighted with a red rectangular box.

On the final screen you will review your information and then select the “Submit” button, found at the bottom right of the screen once you have scrolled down.

The screenshot shows the 'Review and Submit' step of the 'Renew License - Beer/Wine License' process. The progress bar now shows that both 'Type' and 'Attachments' steps are complete (green checkmarks), and the 'Review and Submit' step is the current active step (blue circle with a plus sign). A 'Submit' button is visible in the top right corner of the form area. The form content is organized into several sections: 'Locations' (with fields for Location and Parcel Number), 'Basic Info' (with fields for Type: Beer/Wine License, Description: General Retail Store, and Applied Date: 03/19/2025), 'Contacts' (with fields for Applicant and Alternate Applicant), and 'Estimated Fees'. A table of fees is shown below the 'Estimated Fees' section:

| Fee | Amount |
|--------------------------|----------------|
| RS - Beer - Off Premises | \$5.00 |
| RS - Wine - Off Premises | \$10.00 |
| Total: | \$15.00 |

At the bottom of the screen, there are two buttons: 'Back' on the left and 'Submit' on the right, which is highlighted with a red rectangular box.

You will be taken to a confirmation page showing all submitted information. From this screen you can also add your fees to your cart and pay for your licenses. Once you have paid your fees, Revenue will review your license request. You will receive an email letting you know once approved and then you can print your license.

The screenshot shows the Raleigh website interface for a license application confirmation. At the top left is the Raleigh logo. A navigation bar includes links for Dashboard, Home, Help & Links, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. A green notification banner states: "Your license application was submitted successfully. Please click the Add to Cart button to pay for the Invoiced fees to complete the process." Below this, the license number "BAW-0000-2025" is displayed next to an "Add to Cart" button. A red box highlights this button. A pink error message box contains the text: "License cannot be printed at this time. License has unpaid fees." and "License cannot be printed at this time. License has not been issued." The "License Details" section includes: License Type: Beer/Wine License; District: CITY-RALEIGH; Applied Date: 03/14/2025; Account Number; Issued By: Administrator, System; Period Start Date; Status: Renewed - Online; Expiration Date: 01/01/2999; and a detailed description of the establishment's intent to sell beer and wine. Below this is a "Business" section with tabs for Business, Locations, Fees, Attachments, Contacts, and More Info. The Business details include: Company Name, DBA, Open Date, Company Type: Limited Liability Company, Status: Active, Closed Date, District, Location: Commercial, and Last Audit Date.

Note: if you need to make any changes to your license, please contact Revenue Services at 919-996-3200 or RevenueServices@raleighnc.gov