

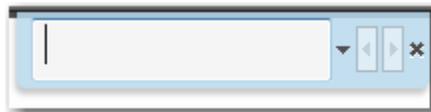


## Quick Tip Find Your Renewal Application *Fast*

Follow these five steps to find your renewal application fast!

1. on the renewals page (<http://www.azliquor.gov/renewals.cfm>) of the Department of Liquor website, open the link to the month your liquor license renewals.
2. on your keyboard press the keys **Ctrl + F**. A small "find" box will appear in the upper right-hand corner of your computer screen.

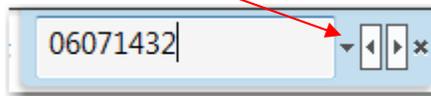
↓  
"find" box



3. in the find box, type in a word that best identifies your renewal information. For example, using licensee information (shown below), the words used would be:
  - a. **06071432** (your liquor license number), or
  - b. **ralph** (an identifying name in licensee/agent's name), or
  - c. **crazy** (an identifying word from the name of the licensed business), or
  - d. **3024** (the street numbers or P.O. Box numbers for the license/agent's address).

```
License# 06071432
Status:  Active
Agent:   DANIEL RALPH SMITH
Location: CRAZY PIE COCKTAILS
          3024 N MERANO, STE 90
          CLARKDALE AZ 86779
Business Phone: (968) 992-5555
```

4. hit the "enter" or return key after you have typed the a blue box will highlight the matching word/number.
5. continue to click on the forward arrow (▶) to advance to the next instance of the word/number you entered until you find your renewal application.

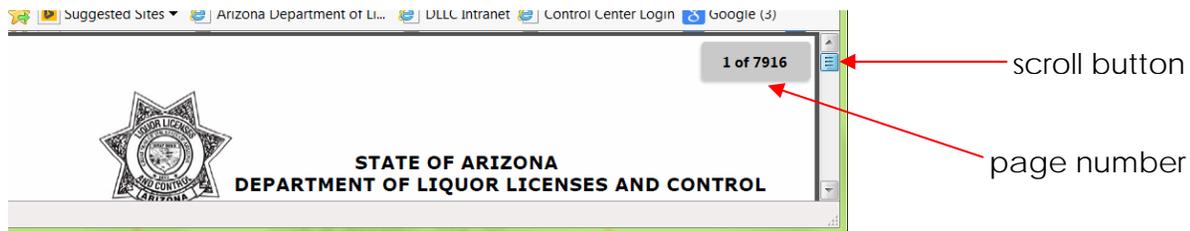




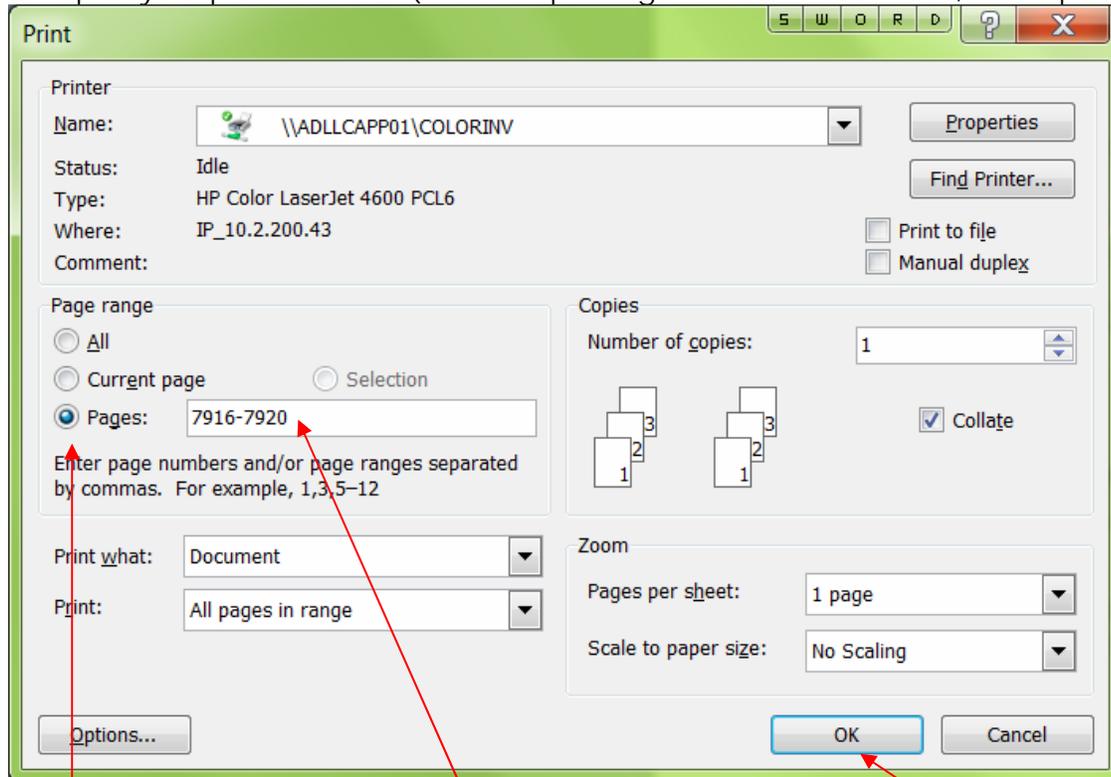
## Quick Tip Print Your Renewal Application

To print your renewal, you must first find the page numbers. Here's how:

1. right-click when your cursor is hovering over the scroll button. The scroll button will turn from the color gray to blue and the page number will appear. Write down the page number of the first and last pages of your renewal application.



2. open your printer screen (on the top navigation bar select "file", then "print")



#1: Select "pages"

#2: enter page numbers to print

#3: select "OK"