Steps 1-3

Step 1: Enter your Business License Account Number into the Account Number field at the top of the page and click Verify Account Number.

NOTE: Exclude any dashes, spaces and/or letters.

~ If you do not know your Business License Account Number, you can use the Search button to open the Company Search screen where you can search based on any combination of the following:
  - Street Number
  - Pre Direction (N, E, S, W, etc.)
  - Street Name
  - Street Type (Rd., St. Ave., etc)
  - Post Direction (N, E, S, W, etc.)
  - Apt/Suite
  - City
  - Zip
  - Company Name
  - Account #

~ Once you’ve found the desired company, click the next to it and then click Apply.

Step 2: You should now see your Company Name and License Type listed just below the Account Number section.

Step 3: You may now enter your reported Gross Receipts for the previous year into the appropriate box followed by your allowed Deductions.

NOTE: You do not need to enter the Actual Gross receipts into the next field, as this amount will be calculated automatically.

~ The Date Received box indicates today’s date and cannot be changed.

Step 4: You can now click the Calculate and the site will refresh with the calculated Actual Gross receipts (rounded to the nearest thousandth) and a preview of the fee(s) due in order to renew this license for the new year.

How to Renew Your License

Step 5: After having completed Steps 1-4, you may now enter your credit card information in the fields provided at the bottom, be sure to fill in all required fields before clicking Pay Now.

Step 6: If the information you entered is valid and processed successfully you should receive a popup message saying “Your payment has been processed.” and you will receive a confirmation email to the email address provided with the credit card information.

~ If the information provided was invalid and failed to process you will receive a popup message explaining what failed and you may re-enter your credit card information and try again.