

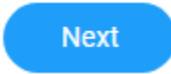
ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS

1. Click the drop-down arrow next to *Guest* and click *Log in*
2. On your dashboard, locate your license and click on the license number

Good Afternoon, **Guest** ▾
Log In
Register

My Licenses



3. Click on the *Renew* button 
4. On the *License Details* screen, click the *Next* button 
5. On the *More Info* tab, enter the information required to generate your Business License fee. If your business license fee is a flat fee, you will not see this screen/tab. Click the *Next* button

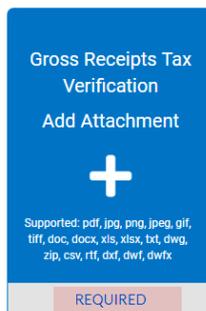
MORE INFO

*Gross Receipts Amount: \$

 Next

6. On the *Attachments* screen, upload required documents and click the *Next* button

Attachments



 Next

7. On the *Review and Summary* screen, click the *Submit* button

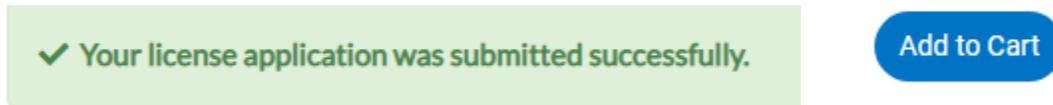
 4

Review and Submit

 Submit

ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS

- The renewal process had been completed. You will receive a message that *Your license application was submitted successfully*. Click the *Add to Cart* button



- On the *Shopping Cart* screen, click the *Check Out* button

Shopping Cart

Total \$64.00

Check Out

- Enter your credit card information. Click the *Pay Now* button when complete to submit payment

Payment Details

*all fields are required

Cardholder Name Test User	Billing Street 1635 FARADAY AVE	Billing Zip Code 92008
Card Type MasterCard	Card Number 1234123412341234	Expiration Date 12 - Dec 2020
CVV Code 123		

Pay Now - \$64.00

- After your payment has been submitted successfully, click the *Continue to site* button

Carlsbad, CA
Order Number: 14
Thursday, September 3, 2020

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
00069065	NONE	1	\$64.00	\$64.00
			Item Total:	\$64.00
			Order Total:	\$64.00

Continue to site

- Your business license has been renewed successfully. Click the drop-down arrow next to your name and click *Log Out*

Thank You!

Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt.

Good Afternoon, Kelly DeMille

- My Account
- My Businesses
- My Drafts
- My Templates
- Log Out