

## Step by Step Online Renewal Instructions

tax & licensing menu

- file returns
- return history
- license information
- apply for license
- renew license
- account information
- manage accounts
- outstanding balances
- home
- log out



select renew license

### License Renewal Step 1/4:

If you have more than one account linked to your profile this page will be blank, you will need to 'select an account' top right.  
If you only have one account linked this screen will automatically show the license.

License Renewal Step 1/4 Select Account: <sup>\*=Required</sup> Select an account ▼

Please select license to renew:

<input checked="" type="checkbox"/>	License #	Type	Status	Effective Date	Expiration Date
License Fees: \$ 0.00					

cancel next



Please select license to renew:

<input type="checkbox"/>	License #	Type	Status	Effective Date	Expiration Date
<input checked="" type="checkbox"/>	9547	Sales Tax License	Active	01/01/2021	12/31/2021

License Fees: \$ 20.00

cancel

next

Must check the license to renew & click next. The license information is just showing the effective & expiration date of the current license. If it's not the current year, the license is not up to date. There will be no 'option' asking to renew for the next year. Just click the license to renew and next.

### License Renewal Step 2/4: Fees Due Summary

Click next

#### License Renewal Step 2/4: Fees Due Summary

The following fees are due for the licenses applied for:

License Type:	Sales Tax License
License Fee:	\$20.00
Total Due:	\$20.00

back

cancel

next

### License Renewal Step 3/4: Payment

Select Payment Method from drop down \*only one option eCheck, click next & the payment input screen pops up.

**License Renewal Step 3/4: Payment**

Total Amount Due: \$20.00

Payment Amount: \$20.00

\*Select Payment Method:

Enter Payment information and click next.

**License Renewal Step 3/4: Payment**

Total Amount Due: \$20.00

Payment Amount: \$20.00

\*Select Payment Method:

\*Name on Account:

\*Account Type:

\*Routing Number:

\*Account Number:

## License Renewal Step 4/4: Legal

### Sign & Submit

License Renewal Step 4/4: Legal \*Required

Processing may take a moment, please do not click the submit button more than once.

I declare, under penalty of perjury in the second degree, that this application has been examined by me that the statements made herein are made in good faith pursuant to state and local tax laws and regulations, and to the best of my knowledge and belief, and true, correct, and complete.

**The person signing this must be the person that is legally responsible for the business**  
(i.e., owner, partner, officer, etc.)

\*First Name:       \*Last Name:

\*Title:  x

[back](#)   [cancel](#)   [submit](#)

After you submit, a renewal confirmation will pop up. You will need to click on license information to print a copy of the license.

◀ tax & licensing menu

- file returns
- return history
- license information
- apply for license
- renew license
- account information
- manage accounts
- outstanding balances
- home
- log out

## Renewal Confirmation


Thank you for renewing your license! To see the updated license information please click the "license information" button to the left.

[main menu](#)

tax & licensing menu

- file returns
- return history
- license information
- apply for license

License Information Select Account

License #	Type	Status	Effective Date	Expiration Date	
9547	Sales Tax License	Active	01/01/2022	12/31/2022	



You will need to make sure you have the pop up blocker OFF as the license is a PDF and will open in a new window.