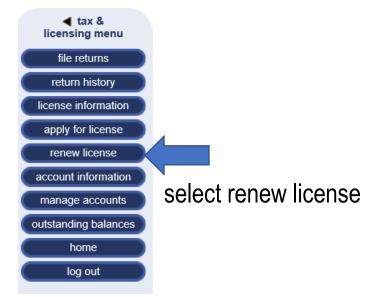
Step by Step Online Renewal Instructions



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.

ewal Step 1/4					Select Account: Select an account	
et license to renew:						
	License #	Туре	Status	Effective Date	Expiration Date	

Please sele	ct license to renew:					
		License #	Туре	Status	Effective Date	Expiration Date
		9547	Sales Tax License	Active	01/01/2021	12/31/2021
			License Fe	ees: \$ 20.00		

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 3/4: Payment

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

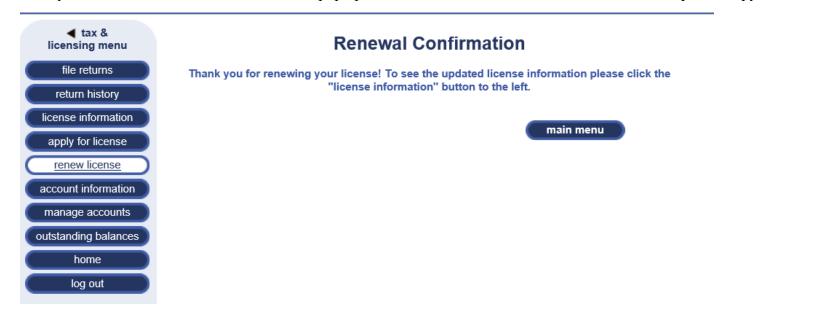
License Renewal Step 3/4: Payment	
	Total Amount Due: \$20.00
	Payment Amount: \$20.00
*5	Select Payment Method:
	back cancel next
Enter Payment information and click next.	
License Renewal Step 3/4: Payment	
	int Due: \$20.00
Payment A	mount: \$20.00
*Select Payment I	Method: eCheck
*Name on A	ccount:
*Accour	nt Type: Checking V
*Routing N	lumber: Help me find it!
*Account N	lumber: Help me find it!
back	Cancel next

License Renewal Step 4/4: Legal

Sign & Submit

License Renewal Step 4/4: Legal	*=Required
Processing may take a r	moment, please do not click the submit button more than once.
	mined by me that the statements made herein are made in good faith pursuant to state and local tax laws and regulations, and to the knowledge and belief, and true, correct, and complete.
The person signing th	nis must be the person that is legally responsible for the business (i.e., owner, partner, officer, etc.)
*First Name: Hi	
*Title: Officer ×	
	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	icense Information					
file returns	License #	Туре	Status	Effective Date	Expiration Date	
return history <u>license information</u> apply for license	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.