

## Renew a Business License on CSS

EnerGov – Business Management 2020.1

## **OVERVIEW**

Renewing a Business License on CSS allows for the online user to update information for the business, upload any required documents, and generate the invoice to pay if it is due.



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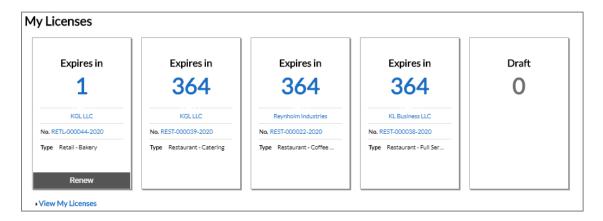
## Contents

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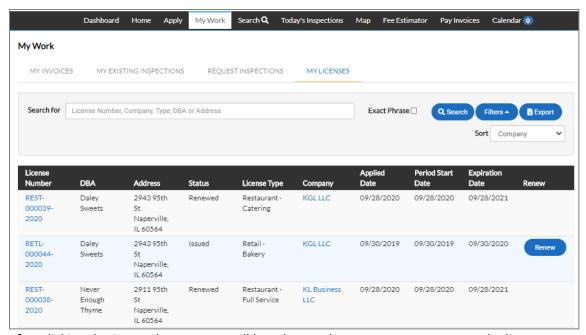
## ACCESS THE BUSINESS LICENSE TO RENEW IT ONLINE

CSS users can access the license they need to renew by logging into CSS and finding the business license that is available for renewal. The renewable license can be found in a few ways.

• On your Dashboard, scroll down to where your licenses are, and find the one that needs to be renewed. You can easily click on the Renew button and be taken to the renewal process.

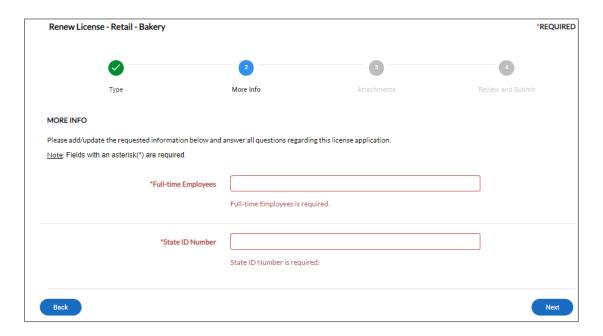


 Another way is to click on My Work on the menu bar, and then within My Work, click on My Licenses. From the list of licenses, you can view which needs to be renewed.



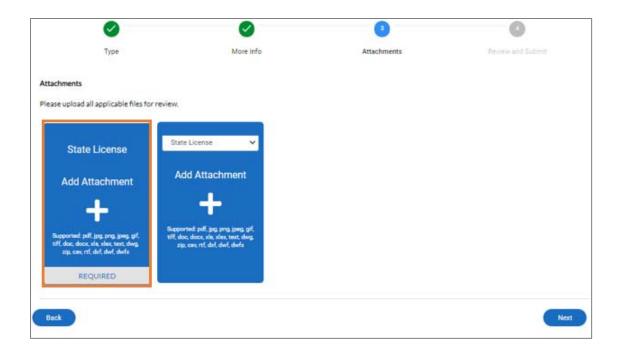
After clicking the Renew button, you will be taken to the step process to renew the license.

- 1. The first step is the License Details. Any fields with an asterisk are required and must be filled in, and then click Next.
- 2. On the More Info step, additional license application information may be required or need to be updated.



3. On the Attachments step, any required documents that need to be uploaded with your application will be indicated with the "Required" label. Click the plus button to open the File Search popup to find the document to upload from your computer. Click next when it has been uploaded.





4. The final step is Review and Submit. At this point you can click the Submit button at the top of the screen or scroll down and look over the application and then submit your renewal at the bottom of the screen.





5.	If the fees are not due upon submission and the municipality needs to review the application, you will not be able to print the license until after it is issued.