



ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS



THE PORTAL FOR ONLINE
RENEWAL WILL BE OPEN TODAY
THROUGH FEBRUARY 14, 2024

LOG-IN

Note: Your business license account and utility account can be linked together and use the same log in.

- (1) Access bountifulutah.gov home page. Click **Bountiful Business License Online Services** in the **Announcements** box.
- (2) Click **Citizen Self Service** and **Log-In*** using the account identification and password you created for your previous renewal.
- (3) Click **Business License**.

(***FOR FIRST TIME RENEWALS ONLY:** Create a log-in by clicking **Citizen Self Service** and follow instructions for **Self-Registration & Save**. Click **Go To Module Homepage** (located under "Business License Accounts"). Click **Link to Account** and enter your **ID#** and **Company Name**. **MUST BE ENTERED EXACTLY** as displayed on your business license.)

VERIFY ACCOUNT INFORMATION

- (1) Click **Account** – check information for accuracy. Add or correct **contact info** by clicking **Add New**. **Save** then click **Return to Accounts**.
*Emergency phone numbers for the Bountiful City Police Department can be added here.

RENEW 2022 BUSINESS LICENSE

- (1) After clicking **Return to Accounts**, click **Enter Filing**.
- (2) Click **Select** (Under **2023 & Unfiled**).

● **For businesses classified HOME BUSINESS–NO FEE:**

- (1) Click **Continue** (total fees should be zero).
- (2) Read and **checkmark** **Acknowledgement Box**.
- (3) Click **File**. **Congratulations!** Your license is renewed and will be mailed pending review by Business License personnel.

● **For businesses classified COMMERCIAL or HOME BUSINESS—WITH FEES:**

- (1) Fill in **BOX** with **Amount of Gross Sales for Preceding Year (MUST be included)**! Click **Recalculate**. Fill in **number of Full-time and Part-time Employees, and Rentals** (as applicable). **Note:** Total fees will be calculated automatically. Amount of Gross Sales for Preceding Year **MUST** be included for your application to be properly processed by Business Licensing.
- (2) Click **Continue** – Check total fees.
- (3) Read and **checkmark** the **Acknowledgement Box**.
- (4) Click **File**.
- (5) Click **Add Bill to Cart** and proceed to **My Cart** and **Checkout** following directions (*Visa, MasterCard or Discover credit cards accepted.*)

CONGRATULATIONS! Your license is renewed and will be mailed pending review by Business License personnel.

This renewal notice is provided as a courtesy. Annual business license renewal is the sole responsibility of the business owner.

If you DO NOT wish to renew online, please contact us at 801-298-6190 or licensing@bountiful.gov or **visit our website** to receive a renewal form.

Note: Renewals are due on or before February 14, 2024. After that date, late fees will be applied and renewals can no longer be completed online.