



ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS



THE PORTAL FOR ONLINE
RENEWAL WILL BE OPEN TODAY
THROUGH FEBRUARY 14, 2020

LOG-IN: (1) Access bountifulutah.gov home page. Click **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 2019 renewal. (3) Click **Business License**.
(*FOR FIRST TIME RENEWALS ONLY: Create a log-in by clicking **Register** and follow instructions for first-time **Self-Registration** Renewals & **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 the first two lines of this postcard address label.)

CHECK ACCOUNT INFORMATION: (1) Click **Account** – check information for accuracy. Please email changes to licensing@bountifulutah.gov. If applicable, add new **contact info** under contacts by clicking **Add New**. **Save** then click **Return to Accounts**.

RENEW 2020 BUSINESS LICENSE: (1) After clicking **Return to Accounts**, click **Enter Filing**. (2) Click **Select** (Under 2020 & 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 with payment by clicking **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 follow instructions posted on bountifulutah.gov under "Departments/Planning and Zoning." YOU MAY ALSO CONTACT US AT: **City Offices/Planning Department, 150 North Main Street, Suite #103, Bountiful** **OR** telephone 801-298-6190 **OR** email licensing@bountifulutah.gov. **Note: Renewals are due on or before February 14, 2020. After that date, late fees will be applied and renewals can no longer be completed online.**