



## ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS



THE PORTAL FOR ONLINE RENEWAL WILL BE OPEN TODAY THROUGH FEBRUARY 15, 2021

**LOG-IN:** Note: Your business license account and utility account can be linked together and use the same log in. (1) Access [bountifulutah.gov](http://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 2021 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.)

**CHECK 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 2021 BUSINESS LICENSE:** (1) After clicking **Return to Accounts**, click **Enter Filing**. (2) Click **Select** (Under **2021 & 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 contact us at **801-298-6190** or [licensing@bountiful.gov](mailto:licensing@bountiful.gov) or [visit our website](#) to receive a renewal form.

**Note:** Renewals are due on or before February 15, 2021. After that date, late fees will be applied and renewals can no longer be completed online.