



# ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS



THE PORTAL FOR ONLINE RENEWAL WILL BE OPEN TODAY THROUGH FEBRUARY 15, 2022

## LOG-IN

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

(1) Click here to access **Citizen Self Service** and **Log-In\*** using the account identification and password you created for your previous renewal.

(2) 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 **2022 & 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 15, 2022. After that date, late fees will be applied and renewals can no longer be completed online.