



**RENEW YOUR BOUNTIFUL
BUSINESS LICENSE ONLINE**

ONLINE BUSINESS LICENSE RENEWAL INSTRUCTIONS:

1. Access bountifulutah.gov home page and click on the **Business License Online Services** in the **Announcements** box.
 2. Click on **Citizen Self Service**. Create a log-in by clicking **Register** following instructions for first-time **Self-Registration** Renewals & **Save**.
 3. Click on **Go To Module Homepage** (located under "Business License Accounts").
 4. Click on **Link to Account** (If you operate multiple businesses, you can link more than one business to your account.)
 5. Enter your **ID#** and **Company Name** (**Must be entered exactly** as printed on the first two lines of the address label on this postcard.)
 6. Click on **Account** – check information for accuracy (please email any changes to licensing@bountifulutah.gov). Please add **contact info** under contacts by clicking **Add New. Save** and then click **Return to Account Review**.
 7. Click on **Return to Accounts**, then click **Enter Filing**.
 8. Click on **Select** (Under **2019 & Unfiled**).
 9. If your business is classified **Home –No fee** – Skip to #11
 10. If your business is classified **Commercial or Home Business (With Fees)** - Fill in the **Amount of Gross Sales, Full-time and Part-time Employees, and Rentals**. (Note: Total fees will be calculated automatically. Amount of Gross Sales **MUST** be included in order for your application to be processed by Business Licensing.)
 11. Click on **Continue** – Check total fees. Read and **check** the **Acknowledgement Box**. Click **File**. **Home-No Fee Businesses** are finished.
 12. Click on **Add Bill to Cart** and proceed with payment by clicking **My Cart** and **Checkout** following directions. (Online renewals may be paid with *Visa, Mastercard* or *Discover* credit cards.)
- After your completed online renewal application has been reviewed by Business Licensing, your business license will be mailed.
-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 Hall/Business Licensing at 790 S. 100 E., Bountiful OR at licensing@bountifulutah.gov OR at 801-298-6190 for assistance with a paper copy of the renewal application form.

Please note: Renewals are due on or before February 14, 2019. Late fees will be applied after that date.