

Renew Business License in Civic Access User Guide

Enterprise Permitting & Licensing

powered by EnerGov – 2021

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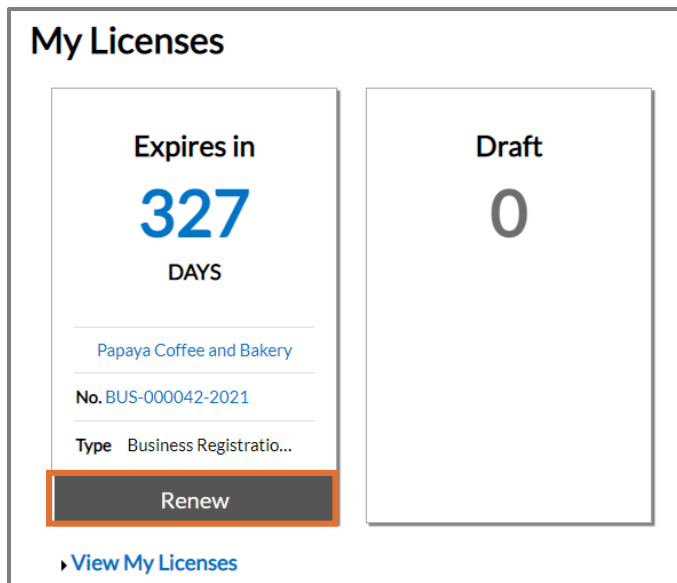
Overview

Renewing a business license on Civic Access, previously known as Citizen Self Service (CSS), allows for a citizen (a user) to update information for a business, upload required documents, and generate an invoice if funds are due.

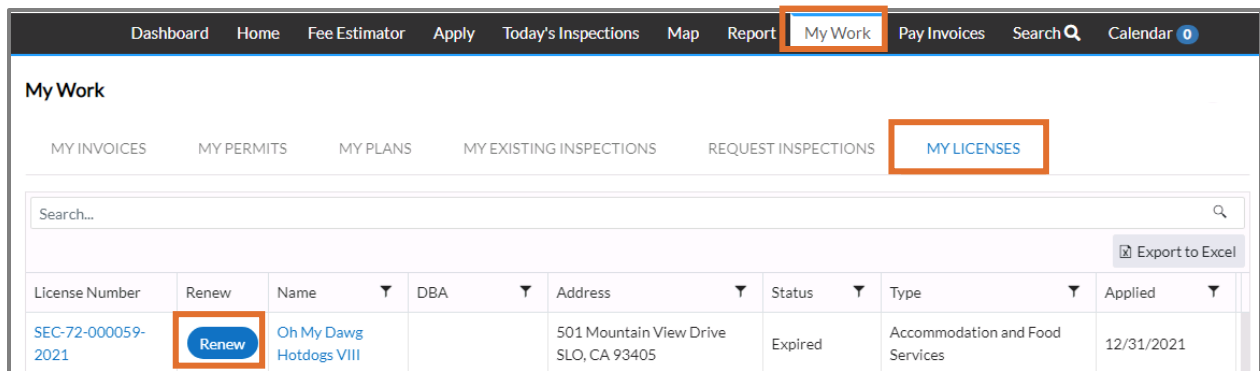
Navigation

To renew a business license in Civic Access as a user:

1. Log into Civic Access.
2. Navigate to the license in one of the following ways:
 - a. Click **Dashboard** on the menu bar.
 - b. Click **Renew** on the card for the desired license in the My Licenses section.



- c. Or click **My Work** on the menu bar.
 - i. Click the **MY LICENSES** tab.
 - ii. On the row with the desired license, click **RENEW**.



Renew License Steps

Type

1. Complete any required fields.
2. Click **Next**.

Renew License - Business Registration - Restaurant *REQUIRED

1 — 2 — 3 — 4

Type — More Info — Attachments — Review and Submit

LICENSE DETAILS

Please enter all applicable business and license details.

Note: Fields with an asterisk(*) are required.

License Type: Business Registration - Restaurant

Description: coffee shop and a restaurant

RECEIPT DETAILS

Original Estimated Receipts	0
Reported Receipts	0
Allowed Deductions	0
Actual Gross Receipts	0
Estimated Receipts	0

Next



More Info

1. Update information as needed.
2. Complete required information.
3. Click **Next**.

Renew License - Business Registration - Restaurant *REQUIRED

Progress: 1. Type (✓) 2. More Info (2) 3. Attachments (3) 4. Review and Submit (4)

MORE INFO

Please add/update the requested information below and answer all questions regarding this license application.

Note: Fields with an asterisk(*) are required.

Full-time Employees

State ID Number

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Attachments

1. Click **Add** (plus button) to upload any required documents.
 - a. Navigate to the location of the file on your computer or drive.
 - b. Select the file.
 - c. Click **Open**.
2. Click **Next**.

Renew License - Business Registration - Restaurant *REQUIRED

Progress: ✓ Type ✓ More Info 3 Attachments 4 Review and Submit

Attachments

Please upload all applicable files for review.

Certificate of Insurance

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Driver's License

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

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Review and Submit

1. Review the renewal application.
2. If any corrections are required, click **Back**.
3. Click **Submit**.

Progress indicators: Type (✓), More Info (✓), Attachments (✓), Review and Submit (4)

Submit

Locations

Physical	400 S Eagle St, Naperville, IL, 60540
Parcel Number	0713441019

Basic Info

Type	Business Registration - Restaurant
Description	coffee shop and a restaurant
Applied Date	11/10/2021

Receipt Details

Original Estimated Receipts	\$0.00
Reported Receipts	\$0.00
Allowed Deductions	\$0.00
Actual Gross Receipts	\$0.00
Estimated Receipts	\$0.00

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Business Registration - Restaurant Renewal Fee	\$25.00

Total: \$25.00

Attachments

Back **Submit**

NOTE If fees are not due upon submission and the municipality needs to review the application, citizens cannot print the license until after it is issued.



Appendix A: Terminology and FAQs

For information about the following topics, please refer to the Terminology and FAQs user guide:

- Universal Buttons for HTML Apps
- Universal Icons for HTML Apps
- Terminology
- FAQs
- Common Key Commands
- Common Acronyms

