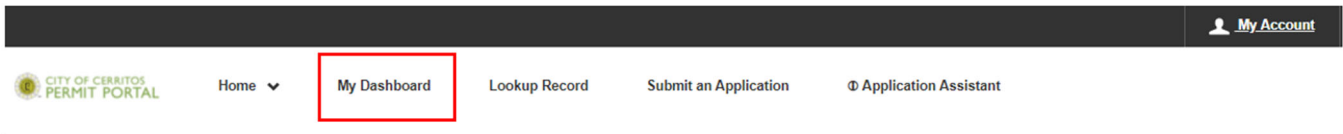




### HOW TO RENEW YOUR CITY BUSINESS LICENSE

1. Call (562) 916-1236 to have City staff assist you in setting up your online portal account and linking your existing business license to your portal account.
2. Once City staff has created your account, you will be provided a link to log in. Once logged in, find your license number under “My Dashboard”.



3. **Before you pay your renewal fee, you will need to update your business information by following the steps provided below. This is important to avoid any delays in processing your renewal.** To update business information, click “View Details” next to your license number.

My Projects

Filter ▼ 1 [Clear All](#) Map

Project <span>▼</span>	Added Date <span>▼</span>	Status <span>▼</span>	Fees <span>▼</span>	
PROFESSIONAL SERVICE/HOME OFFICE <a href="#">HOC1020</a>	12/04/2021	Active 1 Pending Task	Unpaid Balance \$52.00 <a href="#">Pay Balance</a> Minimum Due \$0.00	<a href="#">View Details</a>

4. Click the “Needs Action” tab.

[Needs Action](#) [All](#)

CSLB license(s) have expired or are inactive, or Workers' Comp insurance is not current. Applicant must update CSLB license(s) before proceeding.

Disclaimer ▼

Business Description [Edit](#) ▼

CONTINUED ON NEXT PAGE

5. Review the information under **Business Description, Statistics, Hours of Operation,** and **Business Use Details.** If you have any changes/updates, click “Edit” to revise the information. All fields marked with an asterisk are required. Once you are done, click “Save”.

Needs Action All

CSLB license(s) have expired or are inactive, or Workers' Comp insurance is not current. Applicant must update CSLB license(s) before proceeding.

Disclaimer

Business Description [Edit](#)

Statistics [Edit](#)

Hours of Operation [Edit](#)

Business Use Details [Edit](#)

Business Changes [Edit](#)

**YOU MUST REVIEW AND CONFIRM YOUR BUSINESS LICENSE INFORMATION BEFORE PAYING YOUR RENEWAL FEES. PAYMENT WITHOUT CONFIRMATION OF BUSINESS LICENSE INFORMATION WILL RESULT IN A DELAY IN PROCESSING.**

CONTINUED ON NEXT PAGE

- Next, click “Business Changes” to report whether or not any revisions were made. Click “Edit”. If you made changes, select “Yes” and describe your changes in the box. If no changes were made, select “No”. Once you are done, click “Save”.

Needs Action All

CSLB license(s) have expired or are inactive, or Workers' Comp insurance is not current. Applicant must update CSLB license(s) before proceeding.

Disclaimer

Business Description [Edit](#)

Statistics [Edit](#)

Hours of Operation [Edit](#)

Business Use Details [Edit](#)

Business Changes [Edit](#)

**Business Changes**

**Business Changes**  
Briefly describe any changes below.

Select Yes if you have updated information regarding your business (employee count, gross receipts, etc.).

500 characters left

Cancel Save

- Under “Fees”, click “Pay Balance”.
- Follow the onscreen instructions to enter payment information. All outstanding fees are required to be paid. Failure to pay all fees will result in delay in processing.

Should you need additional assistance, please call the City Business License Office at (562) 916-1236.