

License Renewal – Quick Reference Guide

1. Log into Citizen Access

2. Access Renewal

- From the **Tax & Licensing** menu, select **Renew License**.

3. Step 1 of 4 – Select Account

- Choose the account from the **upper-right dropdown** (may auto-populate).
- Check the **License to Renew** box.
- Click **Next**.

4. Step 2 of 4 – Review Details

- Review the **license information** and **renewal amount**.
- Click **Next**.

5. Step 3 of 4 – Payment

- Enter **payment information**.
- Click **Next**.

6. Step 4 of 4 – Sign & Submit

- Complete the **signature**.
- Click **Submit** to finalize.

FYI:

If the license you are working with has already expired, you will need to repeat these steps for each year that requires renewal. If you do not see an option to renew the license, it may be a non-physical license type that does not require renewal and does not expire.