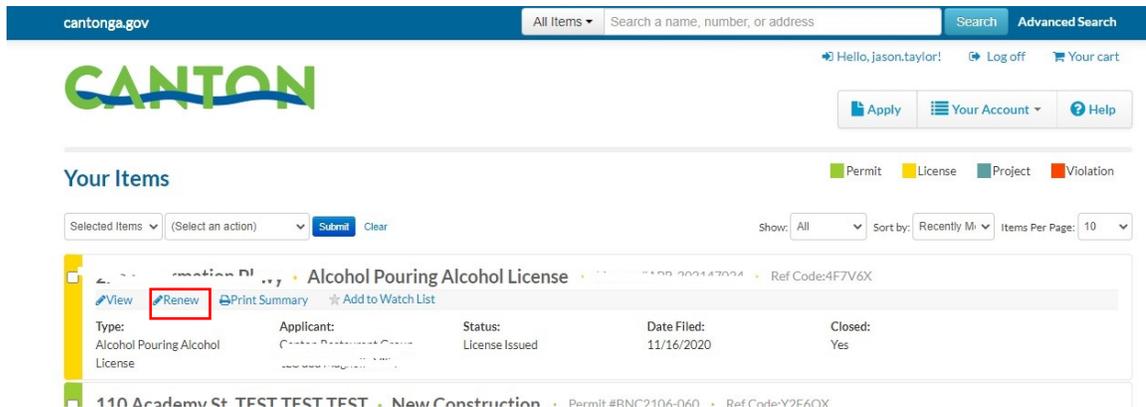


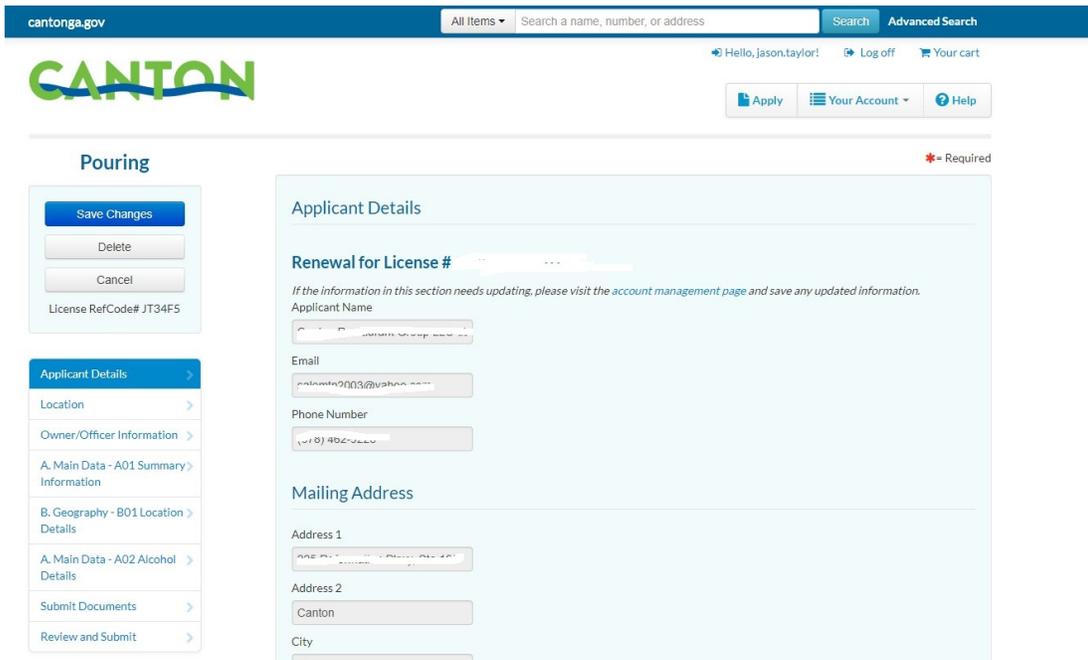
# Renewing Licenses Online (Business Licenses and Alcohol Licenses)

When it is time to renew your license go to Your Account > Your Items you will see a link for renewing your license just under the Location Address. To renew your license:

1. Click on the “Renew” Link.



2. A details screen will appear so you can make changes and enter updated information such as gross receipts, owner information, etc. All information with a red asterisk is required.



3. Upload Required Documents such as the Status of Citizenship Affidavit and Renewal Application.

4. Click Submit to send your renewal.

**Pouring**

Save Changes  
Delete  
Cancel  
License RefCode# JT34F5

Applicant Details >  
Location >  
Owner/Officer Information >  
A. Main Data - A01 Summary > Information  
B. Geography - B01 Location > Details  
A. Main Data - A02 Alcohol > Details  
Submit Documents >  
Review and Submit >

**Applicant Record Notification (REQUIRED)**  
Choose File Secondary Screenshot.jpg

**Excise Tax Acknowledgement (REQUIRED)**  
Choose File Secondary Screenshot.jpg

**Scale Drawing of Bldg & Drive-In-Windows (REQUIRED)**  
Choose File Secondary Screenshot.jpg

**Submit General Document(s)**  
Choose File No file chosen Add

Existing Documents:  
Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

**Review and Submit Application**  
Submit

5. Type your Name in the print name field and click Submit

**Pouring**

Save Changes  
Delete  
Cancel  
License RefCode# JT34F5

Applicant Details >  
Location >  
Owner/Officer Information >  
A. Main Data - A01 Summary > Information  
B. Geography - B01 Location > Details  
A. Main Data - A02 Alcohol > Details  
Submit Documents >

**Applicant Record Notification (REQUIRED)**  
Choose File Secondary Screenshot.jpg

**Excise Tax Acknowledgement (REQUIRED)**  
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**Scale Drawing of Bldg & Drive-In-Windows (REQUIRED)**  
Choose File Secondary Screenshot.jpg

**Submit General Document(s)**  
Choose File No file chosen Add

Existing Documents:  
Information entered, including document attachments, will not be saved until you click Save Changes or Submit.

**Review and Submit Application**  
Submit

Print Name \*  
Account Email  
Date & Time  
Your IP Address  
Close Submit