

Renewing a Business Tax Receipt

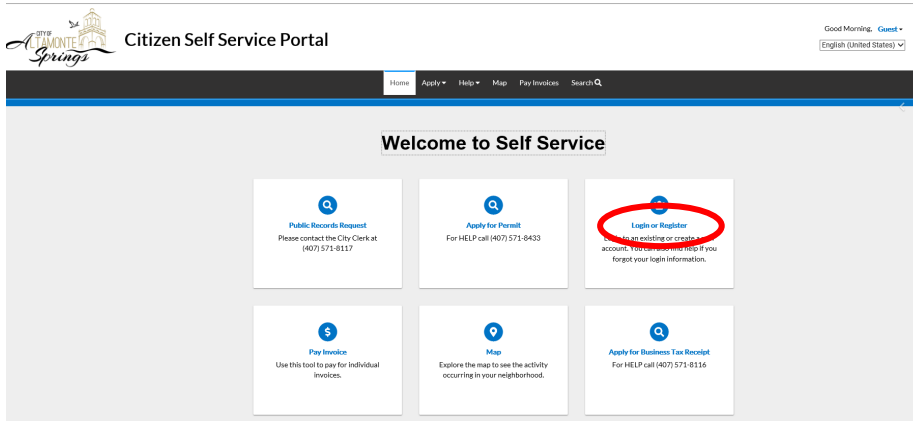
Access the Customer Self-Service (CSS) portal with this link:

[City of Altamonte Springs Customer Self Service Portal](#)

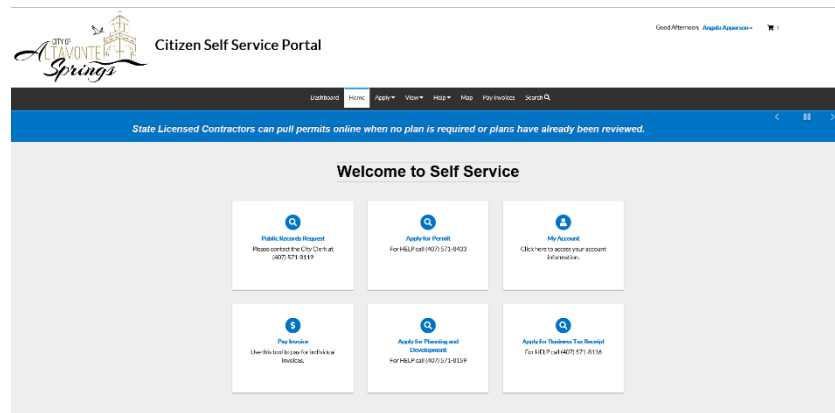
CSS can also be accessed through the City's website:

www.Altamonte.org, select the blue **"ePayments"** button and click **"Business Tax Receipts"**

1. Select "Login or Register"

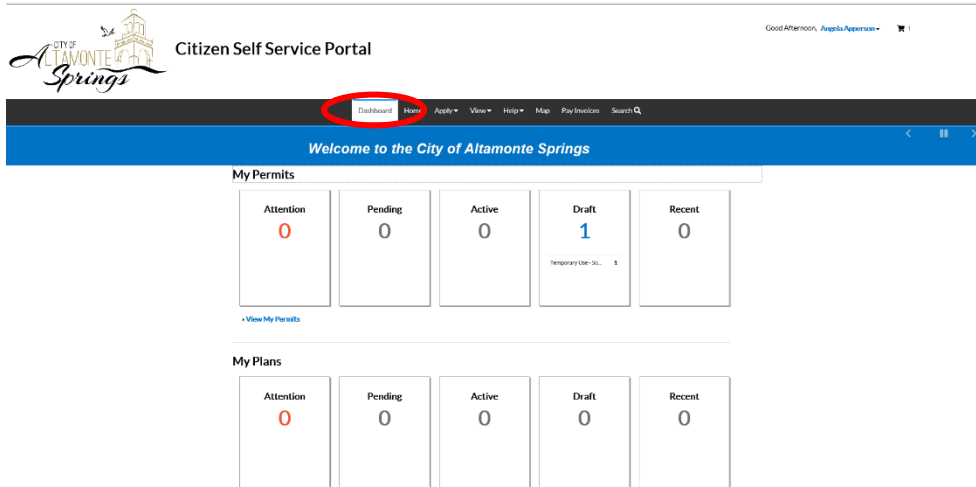


2. Enter your "Username" and "Password" and select "Log In." NOTE: Your "Username" is the full email address you used when you created your account; unless you chose a different name.

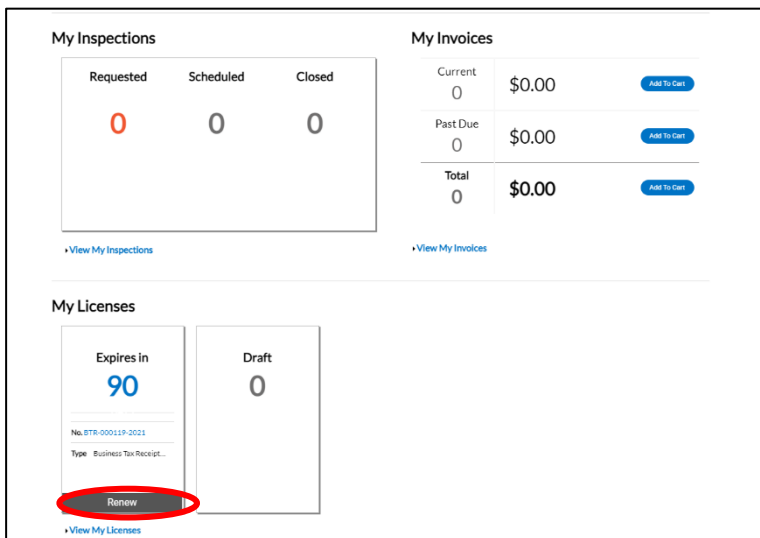
A screenshot of the Log In form. The form has two input fields: "Username" and "Password". Below the "Password" field is a "Remember Me" checkbox. A blue "Log In" button is circled in red. Below the button are links for "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

3. On the “Home” page, select “Dashboard” from the top tool bar.

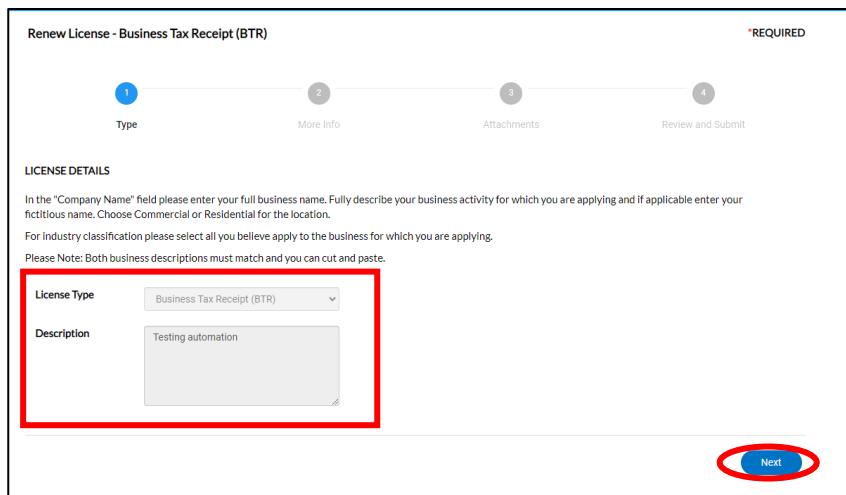
ATTENTION: In the State of Florida, a Business Tax Receipt is **not a license**. In several places, the program uses the word “License” in place of the words “Business Tax Receipt”.



4. Scroll to the bottom of the screen and begin the renewal process by selecting the Renewal tab.



5. Because this is a renewal, the “License Type” and “Description” fields are gray. There isn’t anything for you to enter. Please select “Next.”



6. At this point, the screen will look one of two ways:

- A. If all additional information is present on your record, the screen will look similar to this. You may skip to item 7.

Renew License - Business Tax Receipt (BTR) *REQUIRED

1 2 3

Type Attachments Review and Submit

Attachments

Please attach of copy of:
Any State License issued to you for the business activities for which you are applying.
If you have registered with the State of Florida Division of Corporations, please attach a screen clip of your Corporation Filing and/or your Fictitious Name Filing.

BTR Certificate (Single)
Add Attachment

+

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

REQUIRED

BTR Certificate (Single) ▼

+

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

Back Next

- B. If all additional information is not present on your record, you must enter the requested information and select “Next.”

Renew License - Business Tax Receipt (BTR) *REQUIRED

1 2 3 4

Type More Info Attachments Review and Submit

MORE INFO

Please answer the following items and check all that apply.

*Date opened or transferred: 📅

Date opened or transferred: is required.

*Name

Name is required.

*Phone

Phone is required.

Back Next

- i. **Date opened or transferred:** Enter the date you opened your business (Please estimate if you are unsure of the exact date.)
- ii. **Name:** Enter the name of an Emergency Contact.
- iii. **Phone Number:** Enter the after-hours phone number for the above listed Emergency Contact.

7. In this section, you **must add at least one** of the following attachments:

State License – If you are licensed by the State, attach a screen clip, photo or PDF copy of your state license.

Corporation Registration – If you are a corporation, attach a screen clip, photo or PDF of your filing as shown on the Division of Corporation’s Website (SunBiz.org). Ensure the status is visible.

Fictitious Name Registration – If you are operating under a fictitious name (AKA Doing Business As or DBA), attach a screen clip, photo or PDF copy of your Fictitious Name Registration as shown on the Division of Corporation’s Website (SunBiz.org). Ensure the expiration date is included.

None of the above apply – attach a screen clip, photo or PDF of your Business Tax Receipt which will expire on September 30, 2021.

To add an attachment:

- A. Click the **Add Attachment Plus Sign**
- B. Navigating to where the item you need to attach is stored
- C. Select the file you would like to attach and select open
- D. Repeat steps A, B and C if you have other documents to upload

Renew License - Business Tax Receipt (BTR) *REQUIRED

Progress: Type (✓) | More Info (✓) | **Attachments (3)** | Review and Submit (4)

Attachments

Please attach copy of:

Any State License issued to you for the business activities for which you are applying.

If you have registered with the State of Florida Division of Corporations, please attach a screen clip of your Corporation Filing and/or your Fictitious Name Filing.

BTR Certificate (Single) Add Attachment (REQUIRED)

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

Add Attachment

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

Back Next

8. The number of items attached should match those needed for your particular receipt. Select "Next."

Renew License - Business Tax Receipt (BTR) *REQUIRED



Attachments

Please attach a copy of:

Any State License issued to you for the business activities for which you are applying.

If you have registered with the State of Florida Division of Corporations, please attach a screen clip of your Corporation Filing and/or your Fictitious Name Filing.

The interface shows a removed attachment card for 'BTR Certificate (Single) BTR 3.JPG' (171.43 KB) with a 'Remove' button. To the right is an 'Add Attachment' button with a plus sign and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx.

Back

Next

9. Please select "Submit." (No changes can be made on this screen.) The system will take a minute to process and the confirmation message should appear:

Renew License - Business Tax Receipt (BTR) *REQUIRED



Submit

Locations	
Location	225 NEWBURYPORT AVE, ALTAMONTE SPRINGS, FL, United States, 32701
Parcel Number	1221295BE00004030

✓ Your license application was submitted successfully.

You are finished for now. The City will review your submittal, and when accepted, an invoice will be created. If there are any problems with your submittal we will be in contact.

10. When your submittal is accepted, an invoice will be emailed to you. Payment must be submitted by **September 30, 2021** or late fees will be applied.

11. Payments can be made by returning to your portal account. We do not charge online service fees or convenience fees for payments made via the portal account or the CSS site.

12. Log into your account, select the Dashboard button and scroll down to locate the “My Invoices Tab.” Select “Add to Cart.”

My Invoices

Current 1	\$120.75	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 1	\$120.75	Add To Cart

[View My Invoices](#)

13. The invoice will appear in the shopping cart. Select “Check Out.”

[Back](#)

Shopping Cart

Total \$120.75

[Check Out](#)

Invoice: INV-00037991	Description: testing	
Due Date: 09/30/2021	Billing: Apperson Testing LLC (Apperson, Angela)	
	Contact:	

Case Number	Project	Case Address	Amount Due
BTR-000517-2021		225 NEWBURYPORT AVE ALTAMONTE SPRINGS FL 32701	\$120.75

\$120.75

[Remove](#)

[Top | Main Menu](#)

Total \$120.75

[Check Out](#)

14. Using the drop-down arrow, select your desired Payment Method.

One Time Payment

Invoice Details

City of Altamonte Springs
Order Number: 45887
Tuesday, June 29, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00037991	testing	1	\$120.75	\$120.75
Item Total:				\$120.75
Service Fee:				\$0.00
Tax:				\$0.00
Order Total:				\$120.75

Payment Method Information

Payment Method

—SELECT—

Review Payment

Total Amount **\$120.75**

[Cancel Payment](#)
[Make Payment](#)

Payment Method Information

Payment Method

—SELECT—

Credit Card

Debit Card

PayPal

PayPal Credit

Venmo

Review Payment

15. The screen will change as dictated by your selection. Follow the on-screen directions to complete your payment.

ATTENTION: The payment screens for credit and debit card use a four-digit expiration year. (If your card has an expiration date of 02/22, please enter it as 02/2022.)

16. As soon as payment is received, the City will release the certificate, and you can return to your portal account to retrieve the certificate.

Thank you for doing business in the City of Altamonte Springs.

If you require assistance with renewal of a Business Tax Receipt via the Customer Self-Service Portal (CSS), please call (407) 571-8116.