

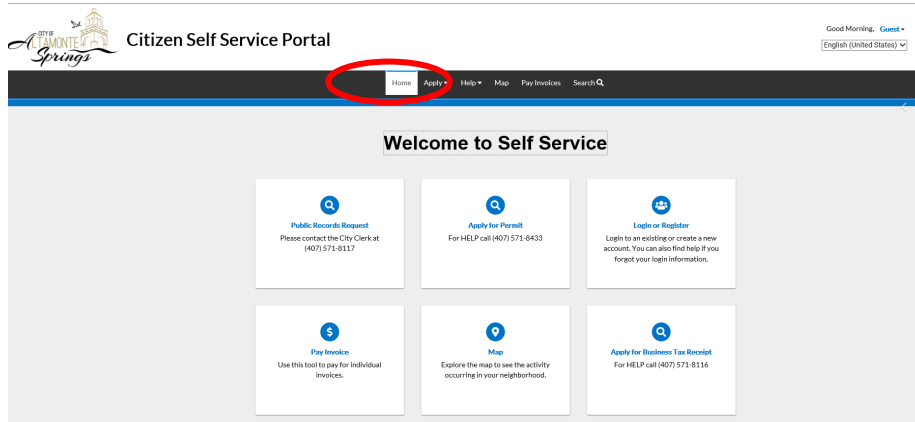
Renewing a Business Tax Receipt

Navigate to the Customer Self-Service (CSS) portal by using the below link

<https://altamontefl-energovpub.tylerhost.net/Apps/SelfService#/home>

Or you can go to the City's website, www.altamonte.org, select “ePayments”, which is just below the picture, and select “Business Tax Receipts.”

1. Select “Login or Register”



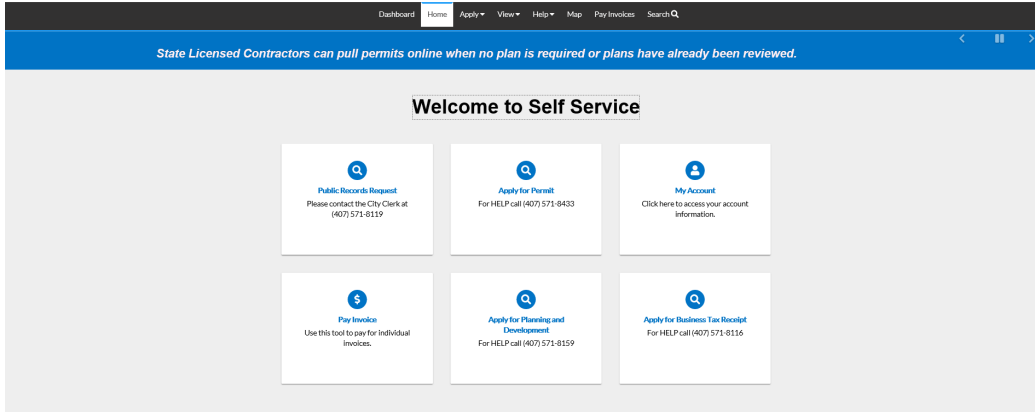
2. Enter your “Username” and “Password” and select “Log In.” Please Note: Your “Username” is the full email address you used when you created your account; unless you chose a different name.

The image shows a 'Log In' form. It 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'.

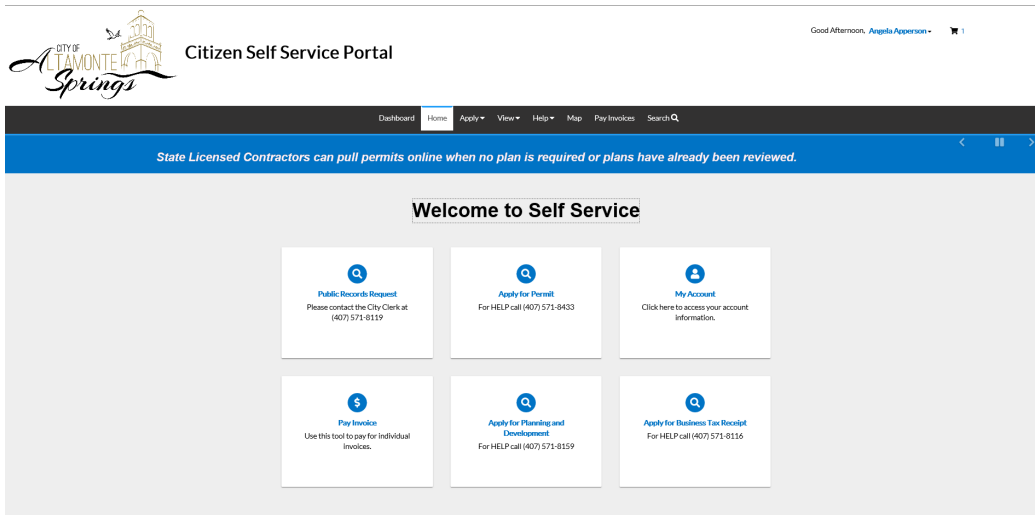
❖ **Please note.** Your “Username” is the full email address you used when you created your account; unless you chose a different name.

3. You should land on the “Home” page which looks similar to the photo at the top of the next page.

❖ **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.”



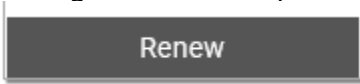
4. Select “Dashboard” from the top tool bar and the screen will change to look similar to:



5. Scroll all the way to the bottom and the screen will change to look similar to:

| My Inspections | | | My Invoices | | |
|-------------------------------------|-----------|-------------------|----------------------------------|--------|-----------------------------|
| Requested | Scheduled | Closed | Current | \$0.00 | Add To Cart |
| 0 | 0 | 0 | Past Due | \$0.00 | Add To Cart |
| | | | Total | \$0.00 | Add To Cart |
| View My Inspections | | | View My Invoices | | |
| My Licenses | | | | | |
| Expires in 90 | | Draft 0 | | | |
| No. BTR-000119-2021 | | | | | |
| Type: Business Tax Receipt... | | | | | |
| Renew | | | | | |
| View My Licenses | | | | | |

6. To begin the renewal process, please select the “Renewal” tab, which looks like:



7. The screen will change to look similar to:

Renew License - Business Tax Receipt (BTR) *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

LICENSE DETAILS

Please complete any field that is not grey. If both fields are grey, please move to the next step.

License Type: Business Tax Receipt (BTR)

Description: testing for required fields

Next

8. Because this is a renewal, the “License Type” and “Description” fields should be gray. If this is the case, there isn’t anything for you to enter. Please select “Next.”

9. The screen will change to look similar to:

Renew License - Business Tax Receipt (BTR) *REQUIRED

1 Type 2 More Info 3 Attachments 4 Review and Submit

MORE INFO

Please list a person who will respond with keys to the business or residence and is capable of resetting the alarm system and assisting first responders.

*Name **A.**
Name is required.

*Phone **B.**
Phone is required.

Under penalty of perjury, I swear or affirm that any required Federal or State License, Corporation Registration or Fictitious Name Registration for this business or profession is active and/or valid at the time I am making this application or renewal.

*Type Your Name to Acknowledge the Above Statement **C.**
Type Your Name to Acknowledge the Above Statement is required.

Back Next

- A. Name: Enter the name of an Emergency Contact.
- B. Phone Number: Enter the **after-hours** phone number for the above listed Emergency Contact.
- C. Type your name in the box to acknowledge the above statement

10. Select:  and the screen will change to look similar to:

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 or picture of your Corporation filing and/or your Fictitious Name filing.

If you have no State License, Corporation filing or Fictitious Name filing, please attach a screen clip or picture of this page.







❖ **Please note:** In this section you are **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, or photo of this screen.

This will be done by:

- Selecting the ,
- Navigating to where the item you need to attach is stored
- Select the file you would like to attach and select open
- Repeat steps A, B and C, if you have other documents to upload


11. The screen will change to look similar below. The number of items attached should match those needed for your particular receipt.

Renew License - Business Tax Receipt (BTR) *REQUIRED

Type More Info 3 Attachments 4 Review and Submit

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 or picture of your Corporation filing and/or your Fictitious Name filing.
If you have no State License, Corporation filing or Fictitious Name filing, please attach a screen clip or picture of this page.



BTR Certificate (Single)

Important Notice.pdf
Size: 636.71 KB

Remove

Select Type ▼

Add Attachment

+

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

Back Next

12. Select Next and the screen will change to look similar to:

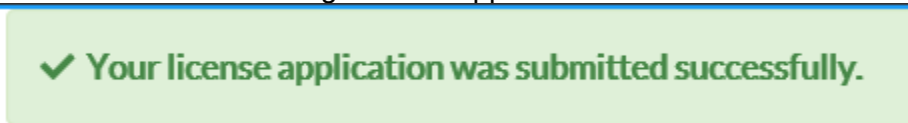
Renew License - Business Tax Receipt (BTR) *REQUIRED

Type More Info 4 Attachments Review and Submit

Submit

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

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



14. An invoice will be created and sent automatically from NoReply@Altamonte.org. The invoice will also show in your Portal account. Payment must be submitted by September 30, 2022 or late fees will be applied.

15. We do not charge online service fees or convenience fees for payments made via the portal account or the CSS site.

16. To make a payment, return to your portal account and log in. Select the Dashboard button and scroll down to locate the “My Invoices Tab” which looks similar to:

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](#)

17. Select [Add To Cart](#) The invoice will appear in the shopping cart and the screen will change to look similar to:

[Back](#)

Shopping Cart

| | | | | |
|---|----------------|--|-------------------|---|
| | | Total \$120.75 | | Check Out |
| Invoice: INV-00037991 Due Date: 09/30/2021 | | Description: testing Billing Contact: Apperson Testing LLC (Apperson, Angela) | | \$120.75 Remove |
| Case Number | Project | Case Address | Amount Due | Top Main Menu |
| BTR-000517-2021 | | 225 NEWBURYPORT AVE ALTAMONTE SPRINGS FL 32701 | \$120.75 | |
| | | Total \$120.75 | | Check Out |

18. Select [Check Out](#) and the screen will change to look similar to:

Altamonte Springs One Time Payment

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

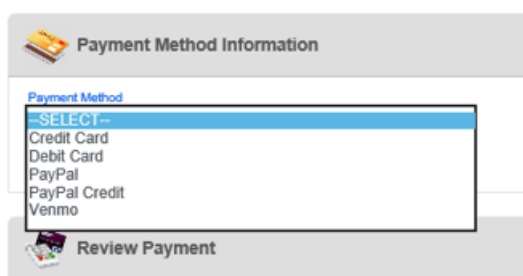
Payment Method
 --SELECT--

Review Payment

Total Amount **\$120.75**

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

19. Using the drop-down arrow, select your desired Payment Method from the pick list:



20. 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 date. (If your card says it expires 02/23, please enter as 02/2023)

21. As soon as possible after payment is received, the City will issue the certificate. An automated email will be sent with your certificate from NoReply@Altamonte.org or 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.