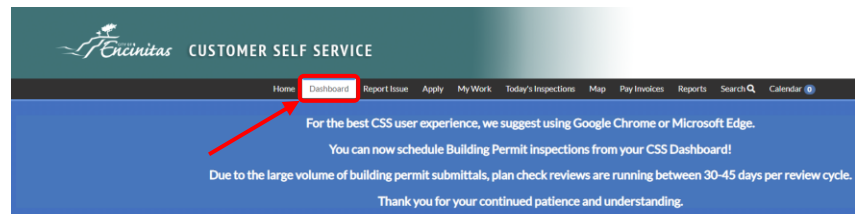


How to Renew a Business Registration

1. Log in to your CSS account and click on the 'Dashboard' button.



My Permits

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
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2. Scroll down to the section titled 'My Licenses' and click on your business registration number.

Attention 0	Pending 0	Active 0	Recent 0	Draft 0
----------------	--------------	-------------	-------------	------------

[View My Plans](#)

My Licenses

Expires in 22 DAYS	Draft 0
No. R000000-00-0000 Type: Business Registration	
Renew	

My Inspections

Requested 0	Scheduled 0	Closed 0
----------------	----------------	-------------

My Invoices

Current 0	\$0.00
Past Due 0	\$0.00
Total 0	\$0.00

- Click on the 'Renew' button in the upper right.

License Number: B000000-00-0000

Renew

• License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type:	Business Registration	District:	Old Encinitas	Applied Date:	06/06/2022
Account Number:		Issued By:	Luther, Maile	Period Start Date:	06/14/2022
Status:	Renewal Pending			Expiration Date:	06/14/2023
Description:					


[Business](#) | [Locations](#) | [Fees](#) | [Attachments](#) | [Contacts](#) | [Holds](#) | [Classifications](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name:	Company Name	DBA:		Open Date:	
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	Old Encinitas			Last Audit Date:	
Location:	Commercial				
Description:	Business description				

- Click the 'Next' button to continue to the next step.

 **CUSTOMER SELF SERVICE**

[Home](#) | [Dashboard](#) | [Report Issue](#) | [Apply](#) | [My Work](#) | [Today's Inspections](#) | [Map](#) | [Pay Invoices](#) | [Reports](#) | [Search](#) | [Calendar](#)

Renew License - Business Registration *REQUIRED

1

2

3

4

Type | More Info | Attachments | Review and Submit

LICENSE DETAILS

Please provide a detailed DESCRIPTION of your business operation under LICENSE DETAILS.

License Type:

Description:

Next

[Need Help? Email](#)
Encinitas CSS Support: 760.633.2708 | Encinitas Building Division: 760.633.2730 | Encinitas Engineering Division: 760.633.2706 | Encinitas Planning Division: 760.633.2710 | Encinitas Fire Prevention: 760.633.2820 | Encinitas Parks, Recreation District: 760.633.2650
City Hall: 505 S Vulcan Ave, Encinitas, CA 92024-2879

- Click on the drop down menu and select 'Yes' from the list to agree to the renewal text then click 'Next.'

The screenshot shows the 'Renew License - Business Registration' page with a progress bar indicating four steps: 1. Type (completed), 2. More Info (current step), 3. Attachments, and 4. Review and Submit. Below the progress bar, a 'MORE INFO' section contains a disclaimer: 'FOR RENEWALS ONLY: By proceeding you are agreeing that no part of the Business - such as location, owners, and/or type of business - has changed. If these details have changed, please do not proceed to the next step. Contact the City of Encinitas permits@encinitasca.gov/760-633-2708.' Below this is a dropdown menu labeled 'I Agree to Renewal Text Above:' with 'Yes' selected. A red box highlights the dropdown menu and the 'Next' button at the bottom right. A red arrow points from the 'Next' button to the 'Back' button at the bottom left.

- There aren't any required documents for a business registration renewal. Click the 'Next' button to continue to the next step.

The screenshot shows the 'Renew License - Business Registration' page with a progress bar indicating four steps: 1. Type (completed), 2. More Info (completed), 3. Attachments (current step), and 4. Review and Submit. Below the progress bar, an 'Attachments' section states 'No Attachments Required.' and displays a blue box with a plus sign and the text 'click or drag files', 'Add Attachment', and 'Supported: pdf, png, jpg, gif, zip'. At the bottom right, a red box highlights the 'Next' button, with a red arrow pointing to it from the left.

7. Review your business information shown and click the 'Submit' button after you have confirmed that all information is correct. If there have been changes to your business information, do not proceed. Email permits@encinitasca.gov for further instruction.

Encinitas CUSTOMER SELF SERVICE

Home Dashboard Report Issue Apply My Work Today's Inspections Map Pay Invoices Reports Search Q Calendar

Renew License - Business Registration *REQUIRED

Progress: Type (✓) More Info (✓) Attachments (✓) Review and Submit (1)

Locations

Location	505 S Vulcan Ave, Encinitas, CA, United States, 92024
Mailing	505 S Vulcan Ave, Encinitas, CA, United States, 92024
Parcel Number	000000000

Basic Info

Type	Business Registration
Description	Business description
Industry Classification(s)	000000 - Classification Title
Applied Date	05/23/2023

Contacts

Agent	Brayden Davis
	505 S Vulcan Ave, Encinitas, CA, United States, 92024

- 8.
9. Click on the 'Add to Cart' button to pay your Business Registration Renewal Fee.

Encinitas CUSTOMER SELF SERVICE

Home Dashboard Report Issue Apply My Work Today's Inspections Map Pay Invoices Reports Search Q Calendar

✓ Your license application was submitted successfully.

License Number: B000000-00-0000

Add to Cart

License cannot be printed at this time. License has unpaid fees.

License Details | Tab Elements | Main Menu

License Details

License Type:	Business Registration	District:	Old Encinitas	Applied Date:	05/23/2023
Account Number:		Issued By:	Luther, Malle	Period Start Date:	06/14/2023
Status:	Issued			Expiration Date:	06/14/2024
Description:	Business description				

Business Locations Fees Attachments Contacts Classifications More Info

Business | Next Tab | License Details | Main Menu

Business

Company Name:	Company Name	DBA:	Open Date:
Company Type:	Corporation	Status:	Active
District:	Old Encinitas		

10. Click the 'Check Out' button to continue to the payment method screen.

Encinitas CUSTOMER SELF SERVICE

Home Dashboard Report Issue Apply My Work Today's Inspections Map Pay Invoices Reports Search Calendar

Back

Shopping Cart

Invoice: 00000000 Description: B0000000-00-0000
Due Date: 06/22/2023

Case Number	Project	Case Address	Amount Due
B0000000-00-0000		505 S Vulcan Ave, Encinitas, CA 92024	\$24.00

\$24.00
Remove
Top | Main Menu

Total \$24.00
Check Out

Total \$24.00
Check Out

MyGovPay

City of Encinitas
Order Number: 00000
Tuesday, May 23, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
000000	B0000000-00-0000	1	\$24.00	\$24.00
Item Total:				\$24.00
Order Total:				\$24.00

Payment Details

*all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

Pay Now: \$24.00

Cancel

11. Complete the process by entering your payment information and processing your payment.

MyGovPay

City of Encinitas
Order Number: 00000
Tuesday, May 23, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
000000	B0000000-00-0000	1	\$24.00	\$24.00
Item Total:				\$24.00
Order Total:				\$24.00

Payment Details

*all fields are required

Cardholder Name Billing Street Billing Zip Code

Card Type Card Number Expiration Date

CVV Code

Pay Now: \$24.00

Cancel