



Bradenton Beach Renewal Process

Oct, 2017

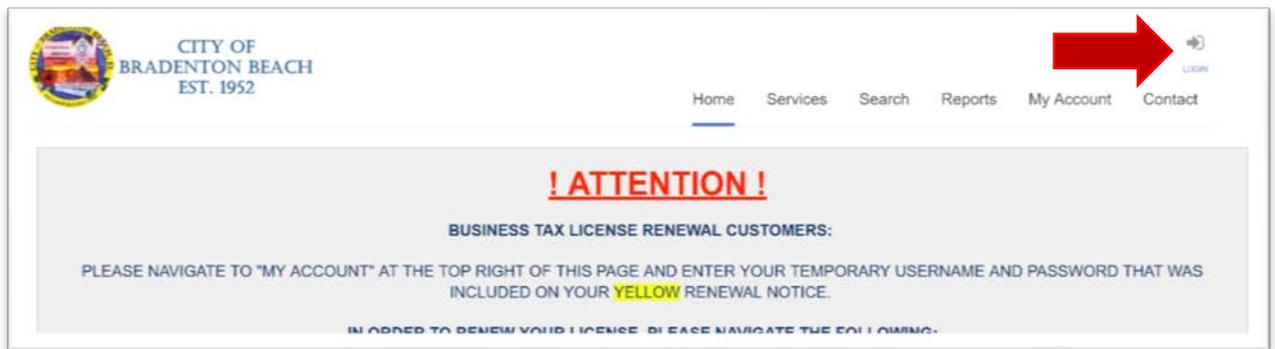
CONTENTS

How to finish renewal process if your payment has been made..... 2
How to start the renewal process and make an online payment..... 5

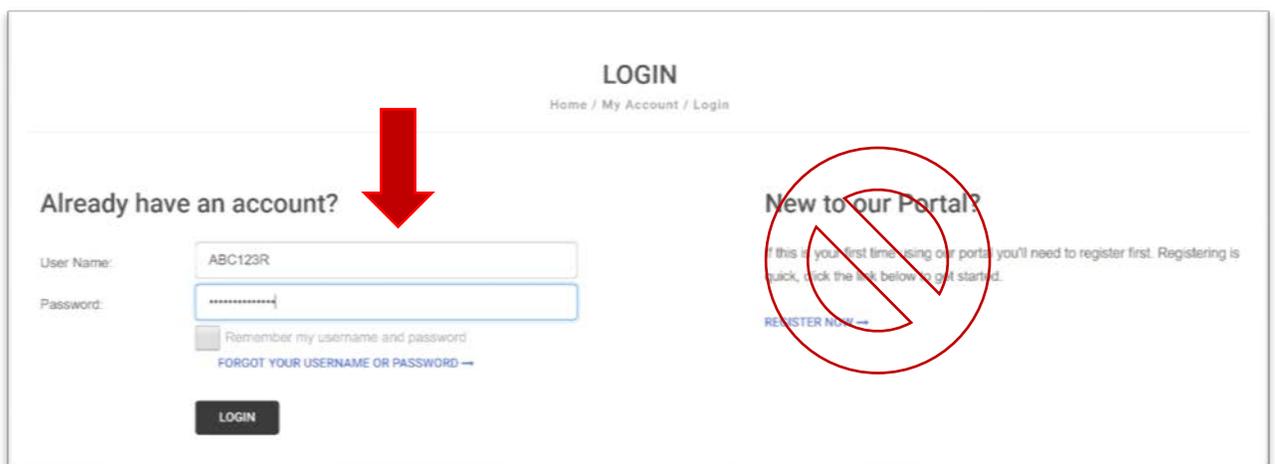
City of Bradenton Beach Renewal Process

If you made a payment but need to finish the renewal process follow these steps:

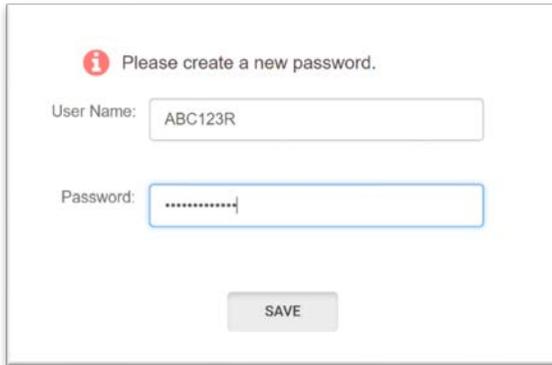
1. Click or copy the following link <https://www2.citizenserve.com/bradentonbeach>
2. Click LOGIN in the top right corner of the screen



3. Enter the login credentials sent to you with your yellow renewal notice. **If you do not have access to your login credentials**, click FORGOT YOUR USERNAME OR PASSWORD and enter the email address tied to your account. Your login credentials will be emailed to the email address saved on file. If you do not have an email address tied to your account please contact the City of Bradenton Beach to update your information. Do not click REGISTER NOW.



- a. Update your temporary user name and password then click SAVE



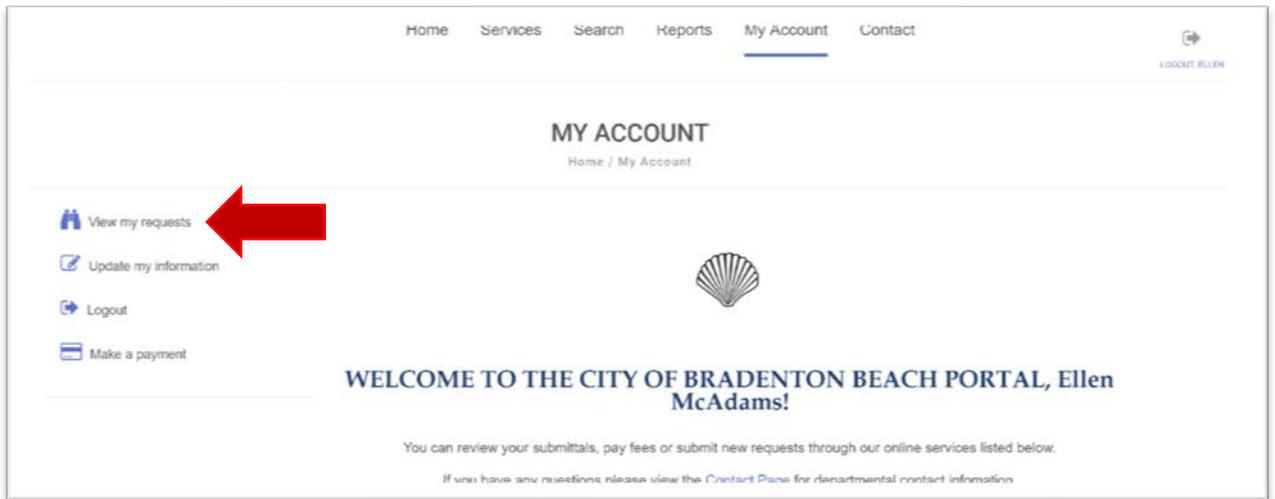
Please create a new password.

User Name: ABC123R

Password:

SAVE

4. Select View my requests from the left menu bar



Home Services Search Reports My Account Contact

LOGOUT ELLEN

MY ACCOUNT

Home / My Account

-  View my requests
-  Update my information
-  Logout
-  Make a payment

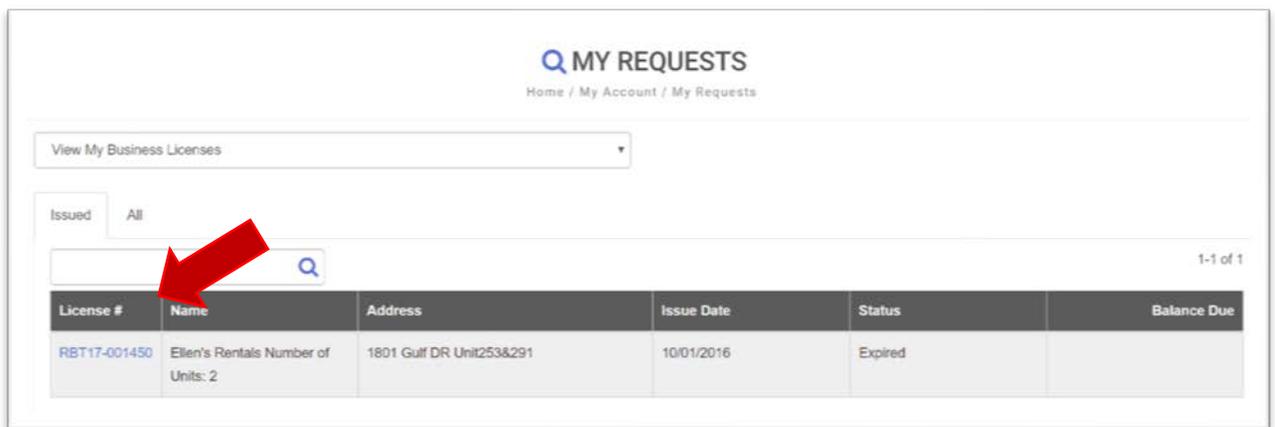


WELCOME TO THE CITY OF BRADENTON BEACH PORTAL, Ellen McAdams!

You can review your submittals, pay fees or submit new requests through our online services listed below.

If you have any questions please view the [Contact Page](#) for departmental contact information

5. Click on the license number you need to update



MY REQUESTS

Home / My Account / My Requests

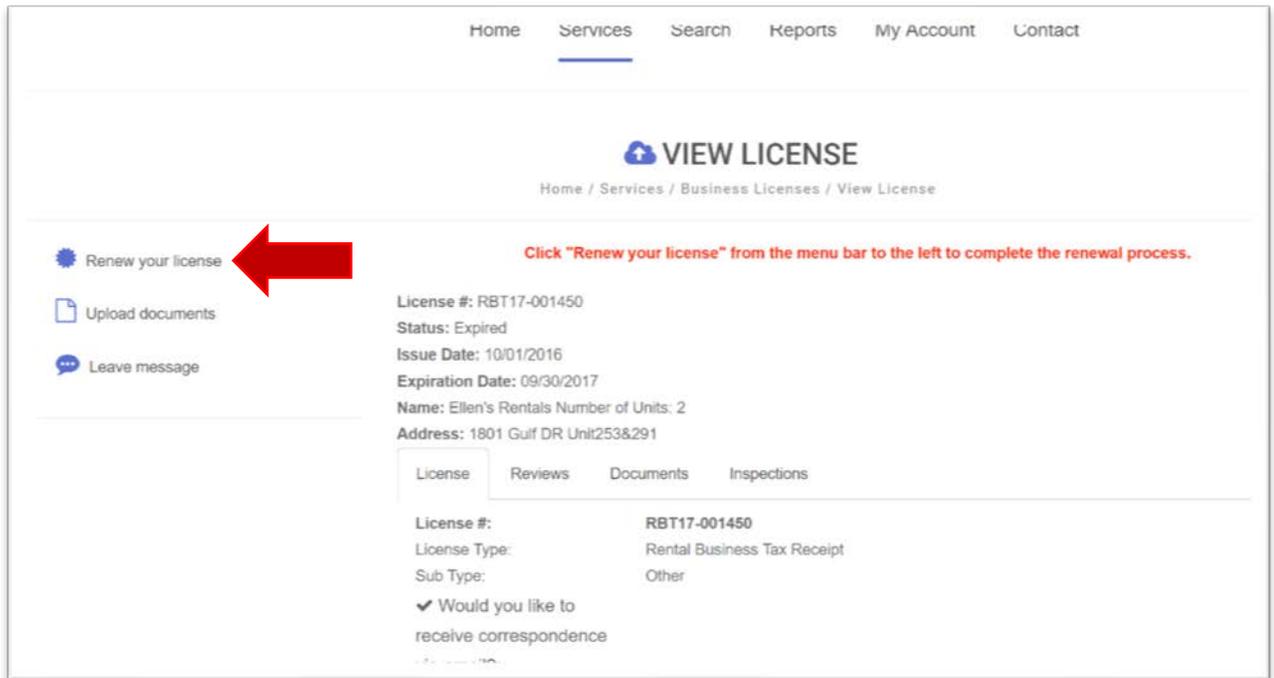
View My Business Licenses

Issued All

1-1 of 1

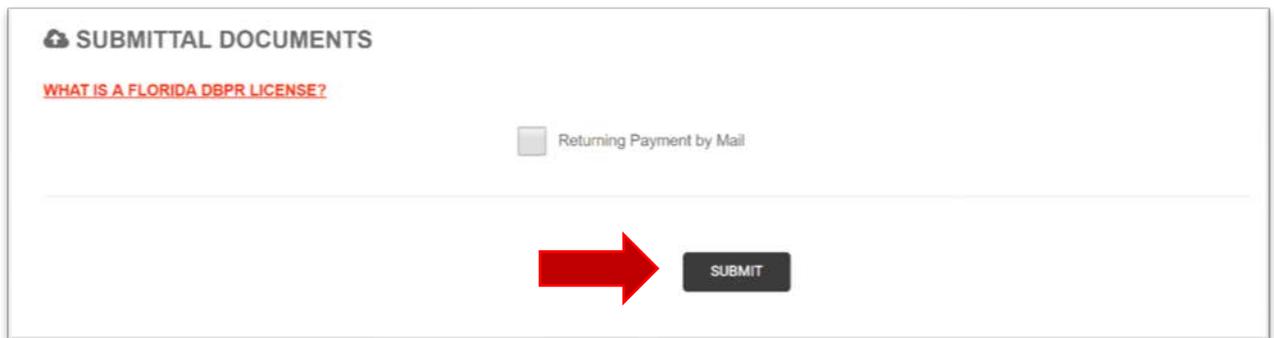
License #	Name	Address	Issue Date	Status	Balance Due
RBT17-001450	Ellen's Rentals Number of Units: 2	1801 Gulf DR Unit253&291	10/01/2016	Expired	

6. Click Renew your license from the left menu



The screenshot shows a web interface for viewing a license. At the top, there is a navigation bar with links: Home, Services (underlined), Search, Reports, My Account, and Contact. Below this is a header section with a blue icon and the text 'VIEW LICENSE', followed by a breadcrumb trail: Home / Services / Business Licenses / View License. On the left side, there is a vertical menu with three items: 'Renew your license' (with a gear icon), 'Upload documents' (with a document icon), and 'Leave message' (with a speech bubble icon). A large red arrow points to the 'Renew your license' item. To the right of the menu, there is a red text instruction: 'Click "Renew your license" from the menu bar to the left to complete the renewal process.' Below this instruction, license details are displayed: License #: RBT17-001450, Status: Expired, Issue Date: 10/01/2016, Expiration Date: 09/30/2017, Name: Ellen's Rentals Number of Units: 2, and Address: 1801 Gulf DR Unit253&291. There are four tabs: 'License' (selected), 'Reviews', 'Documents', and 'Inspections'. Below the tabs, more details are shown: License #: RBT17-001450, License Type: Rental Business Tax Receipt, Sub Type: Other, and a checked checkbox for 'Would you like to receive correspondence'.

7. Fill out the required information as indicated by the red vertical line next to the field.
8. Scroll down to the bottom of the screen and press submit

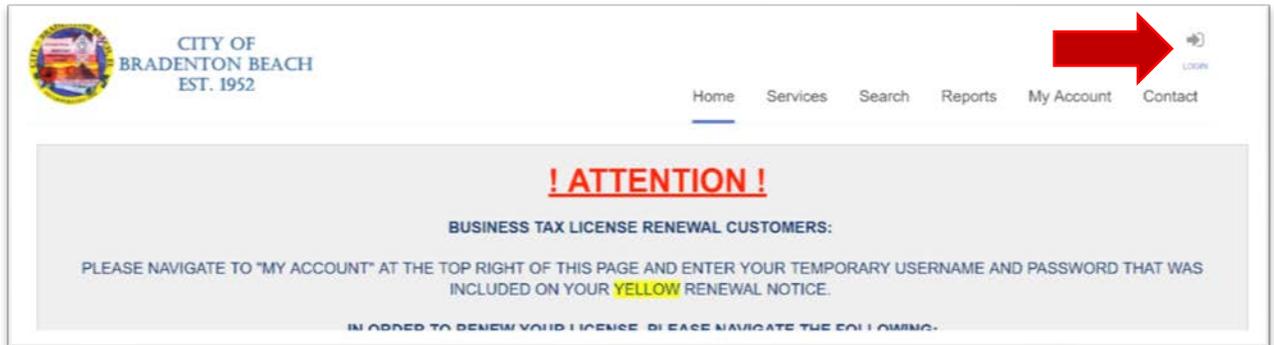


The screenshot shows a 'SUBMITTAL DOCUMENTS' page. At the top, there is a blue icon and the text 'SUBMITTAL DOCUMENTS'. Below this is a red text link: 'WHAT IS A FLORIDA DBPR LICENSE?'. There is a checkbox labeled 'Returning Payment by Mail'. At the bottom right, there is a dark gray button labeled 'SUBMIT'. A large red arrow points to the 'SUBMIT' button.

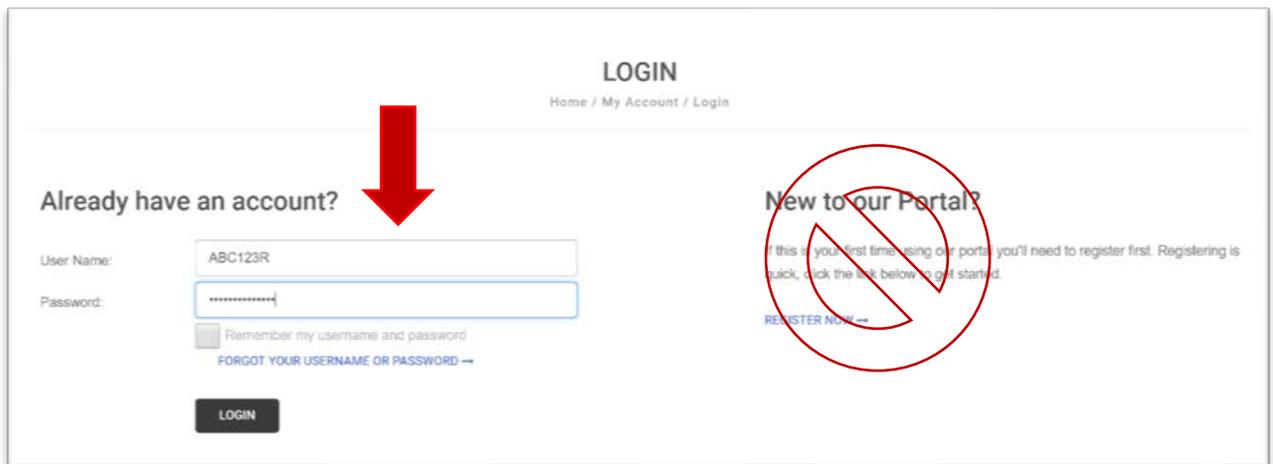
You will receive an email confirmation that your renewal was received. The City of Bradenton Beach will contact you once your license is issued.

If you have not made a payment or started the renewal process follow these steps:

1. Click the following link <https://www2.citizenserve.com/bradentonbeach>
2. Click LOGIN in the top right corner of the screen



3. Enter the login credentials sent to you with your yellow renewal notice. **If you do not have access to your login credentials**, click FORGOT YOUR USERNAME OR PASSWORD and enter the email address tied to your account. Your login credentials will be emailed to the email address saved on file. If you do not have an email address tied to your account please contact the City of Bradenton Beach to update your information. Do not click REGISTER NOW.



- a. Update your temporary user name and password then click SAVE.



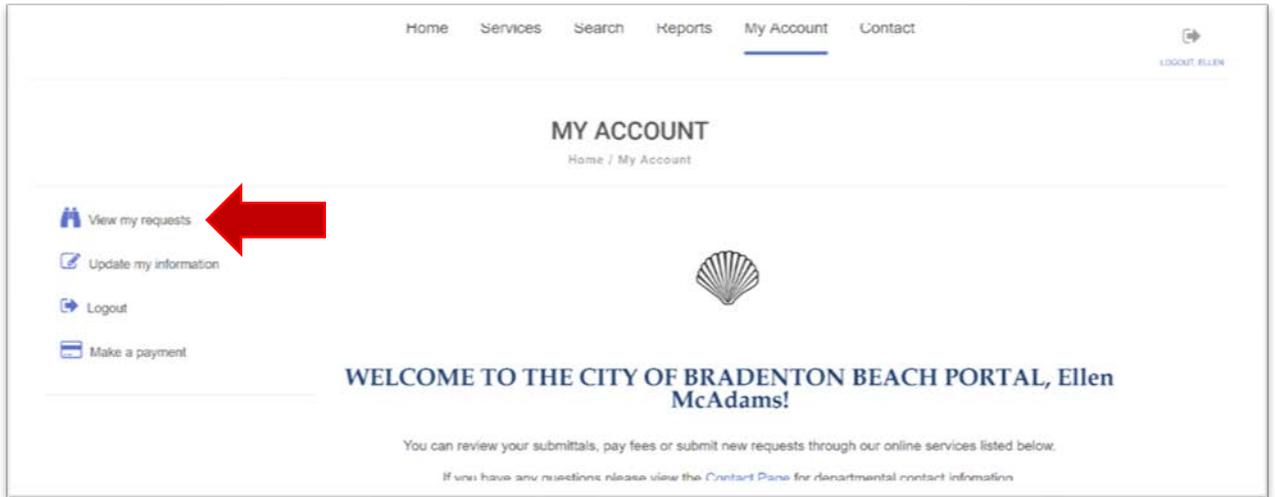
Please create a new password.

User Name: ABC123R

Password:

SAVE

4. Select View my requests from the left menu bar



Home Services Search Reports My Account Contact

LOGOUT ELLEN

MY ACCOUNT

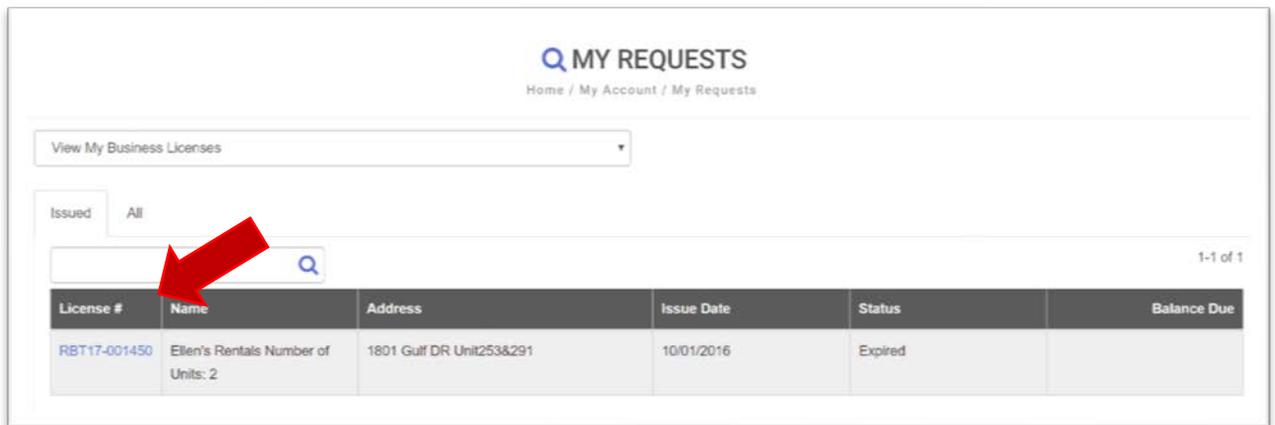
Home / My Account

- View my requests**
- Update my information
- Logout
- Make a payment

WELCOME TO THE CITY OF BRADENTON BEACH PORTAL, Ellen McAdams!

You can review your submittals, pay fees or submit new requests through our online services listed below.
If you have any questions please view the [Contact Page](#) for departmental contact information

5. Click the license number you need to update



MY REQUESTS

Home / My Account / My Requests

View My Business Licenses

Issued All

License #	Name	Address	Issue Date	Status	Balance Due
RBT17-001450	Ellen's Rentals Number of Units: 2	1801 Gulf DR Unit253&291	10/01/2016	Expired	

6. Click Renew your license from the left menu

The screenshot shows a web interface for viewing a license. At the top, there is a navigation bar with links: Home, Services (underlined), Search, Reports, My Account, and Contact. Below this is a header section with a blue icon and the text 'VIEW LICENSE', followed by a breadcrumb trail: Home / Services / Business Licenses / View License. On the left side, there is a vertical menu with three items: 'Renew your license' (with a gear icon), 'Upload documents' (with a document icon), and 'Leave message' (with a speech bubble icon). A large red arrow points from the right towards the 'Renew your license' menu item. To the right of the menu, there is a red text instruction: 'Click "Renew your license" from the menu bar to the left to complete the renewal process.' Below this instruction, the license details are displayed: License #: RBT17-001450, Status: Expired, Issue Date: 10/01/2016, Expiration Date: 09/30/2017, Name: Ellen's Rentals Number of Units: 2, and Address: 1801 Gulf DR Unit253&291. There are four tabs: License (selected), Reviews, Documents, and Inspections. Below the tabs, the license details are repeated: License #: RBT17-001450, License Type: Rental Business Tax Receipt, Sub Type: Other, and a checked checkbox for 'Would you like to receive correspondence'.

7. Fill out the required information as indicated by the red vertical line next to the field.
8. Scroll down to the bottom of the screen and press submit

The screenshot shows a web interface for submitting documents. At the top, there is a blue icon and the text 'SUBMITTAL DOCUMENTS'. Below this is a red text instruction: 'WHAT IS A FLORIDA DBPR LICENSE?'. There is a checkbox labeled 'Returning Payment by Mail' which is currently unchecked. At the bottom right, there is a dark gray button labeled 'SUBMIT'. A large red arrow points from the left towards the 'SUBMIT' button.

9. The next screen will send you to our **secure payment processor** so you may make a payment online.


[Home](#) / [My account](#) / [View license](#) / [Renew license](#)

There is a non-refundable 3.5% fee per transaction to provide this service.
This service fee is charged by MyFloridaCounty.com.
Your Credit Card Statement will display the vendor name of MyFloridaCounty.com for billing details.
For information on refunds or for general inquiries, please call customer support at (877) 326-8689.

License #:	RBT17-001450
Amount Due:	\$44.68
Convenience Fee:	\$1.56
Total Due:	\$46.24

| Indicates a required field

Payment Amount:	<input type="text" value="\$46.24"/>
Payment Type:	<input type="text" value="Credit Card"/>
Cardholder Name:	<input type="text" value="Ellen Test"/>
Card Number:	<input type="text" value="55555555"/>
Card Expiration Month / Year:	<input type="text" value="February"/> <input type="text" value="2023"/>

You will receive an email confirmation that your renewal was received. The City of Bradenton Beach will contact you once your license is issued.