Bradenton Beach Renewal Process

Oct, 2017

CONTENTS

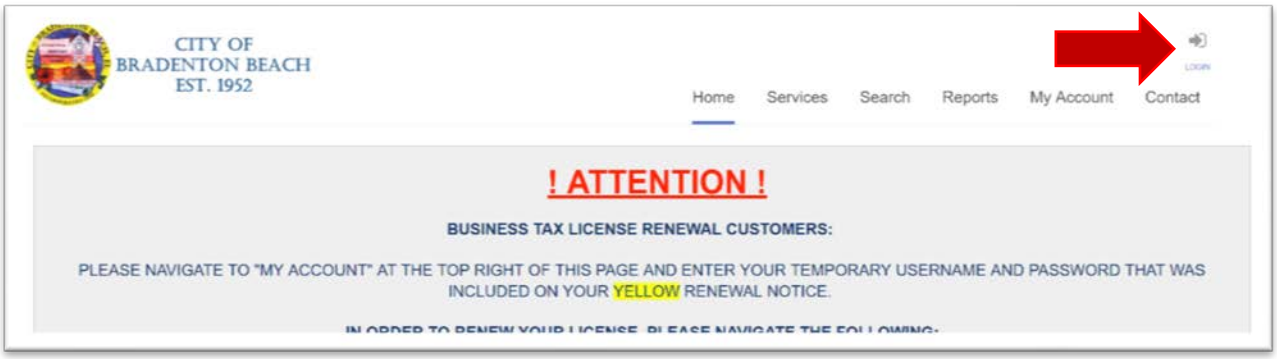
How to finish renewal process if your payment has been made..... 2
How to start the renewal process and make an online payment..... 5

City of Bradenton Beach Renewal Process

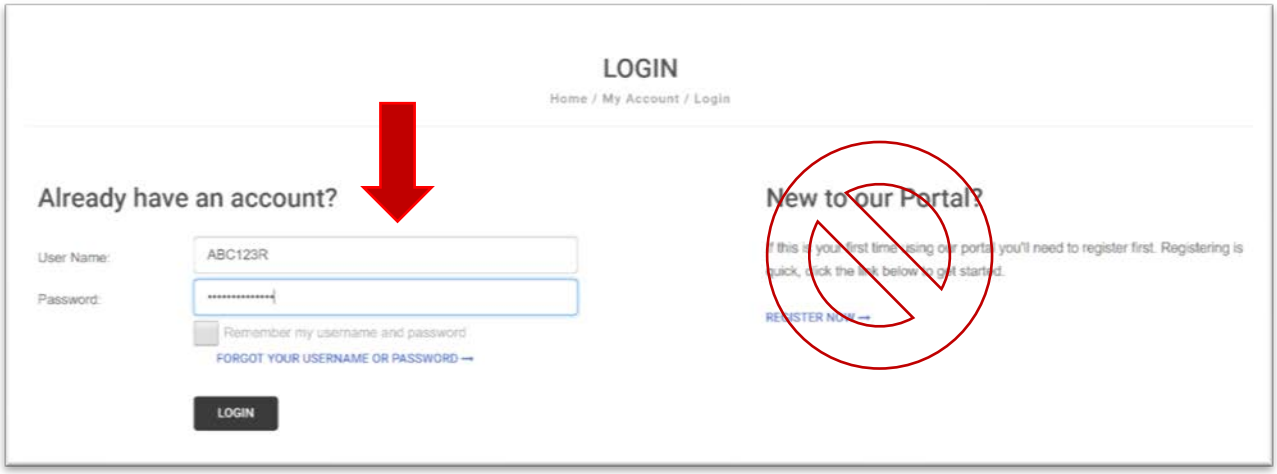
If you made a payment but need to finish the renewal process follow these steps:

1. Click or copy the following link https://www2.citizenserve.com/bradentonbeach

2. Click LOGIN in the top right corner of the screen

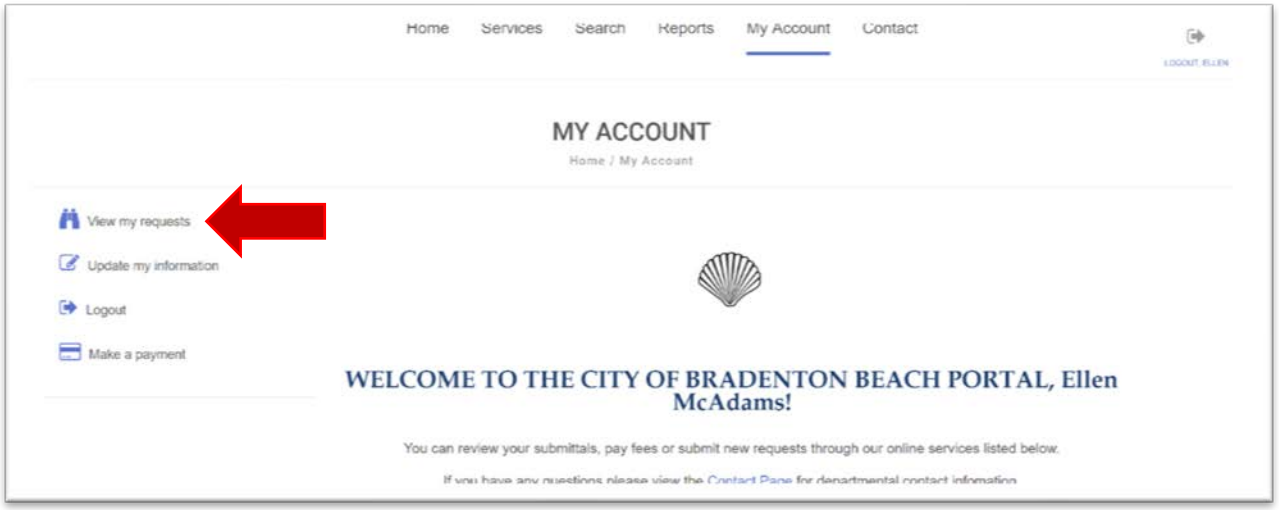


3. Enter the login credentials sent to you with your yellow renewal notice. **If you do not have access to your login credentials,** click FORGOT YOUR USERNAME OR PASSWORD and enter the email address tied to your account. Your login credentials will be emailed to the email address saved on file. If you 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.

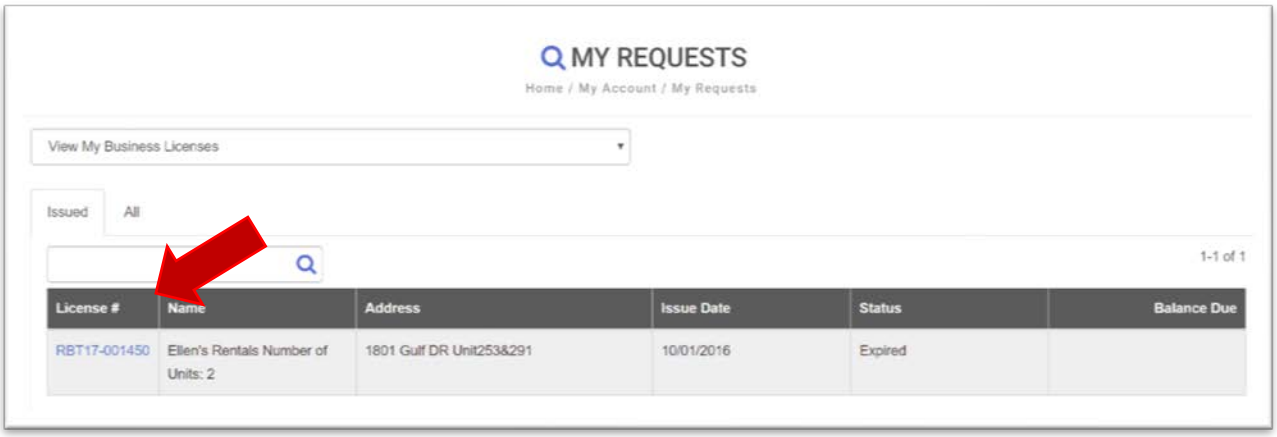


a. Update your temporary user name and password then click SAVE

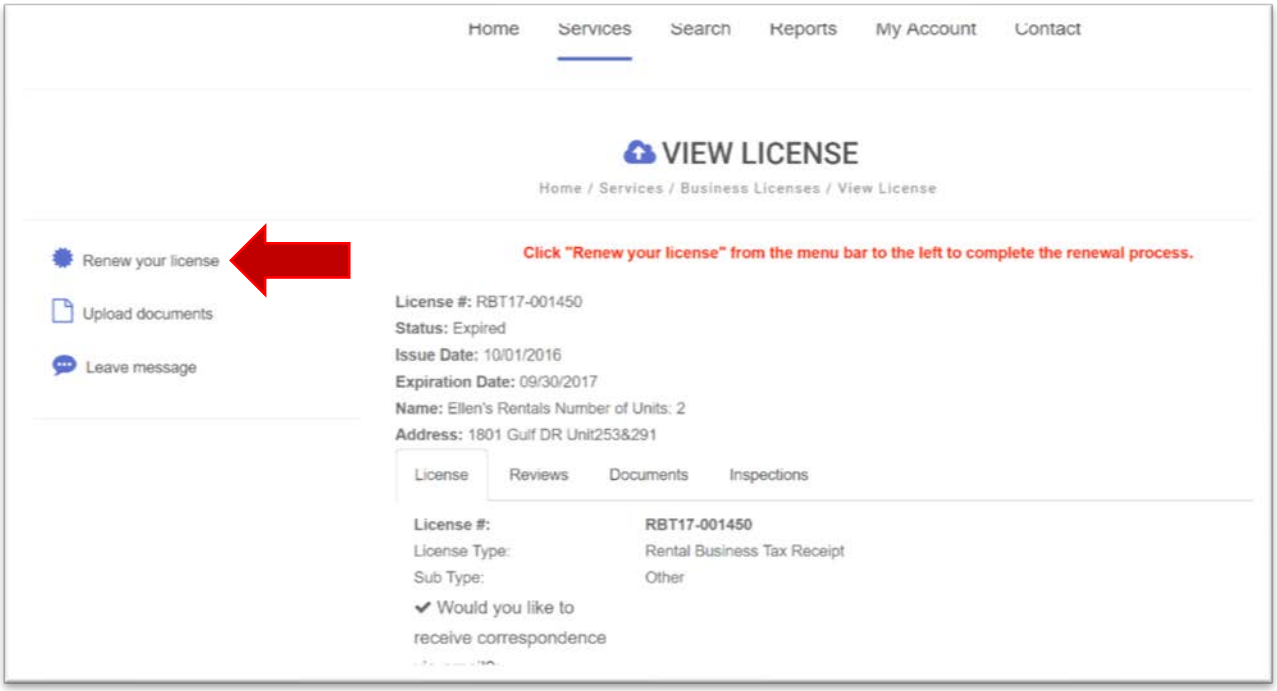
4. Select View my requests from the left menu bar



5. Click on the license number you need to update

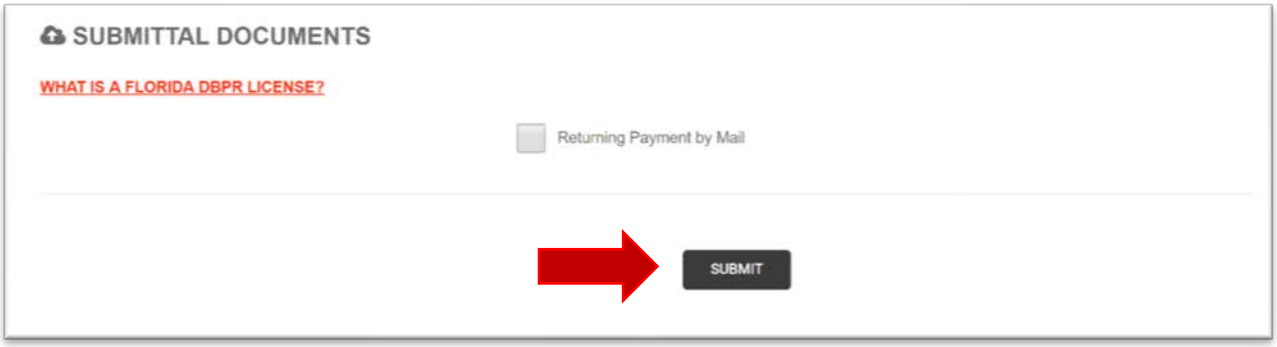


6. Click Renew your license from the left menu



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

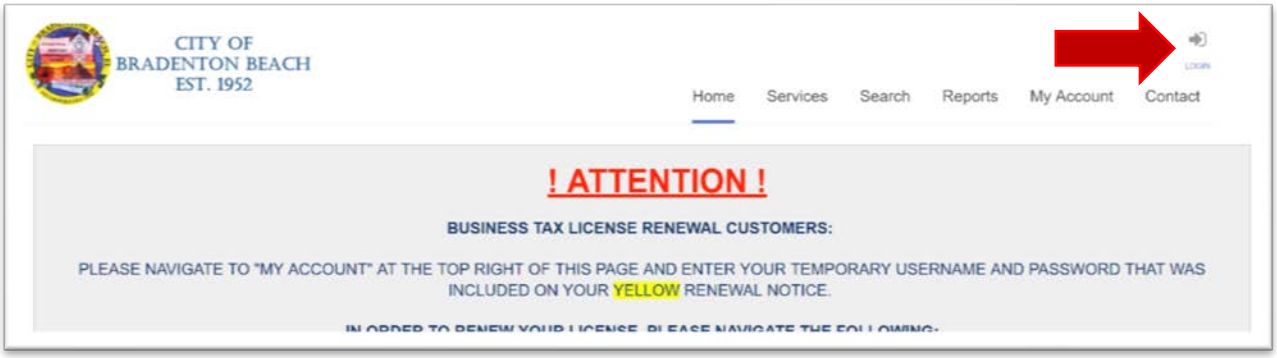


You will receive an email confirmation that your renewal was received. The City of Bradenton Beach will contact you once your license is issued.

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



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

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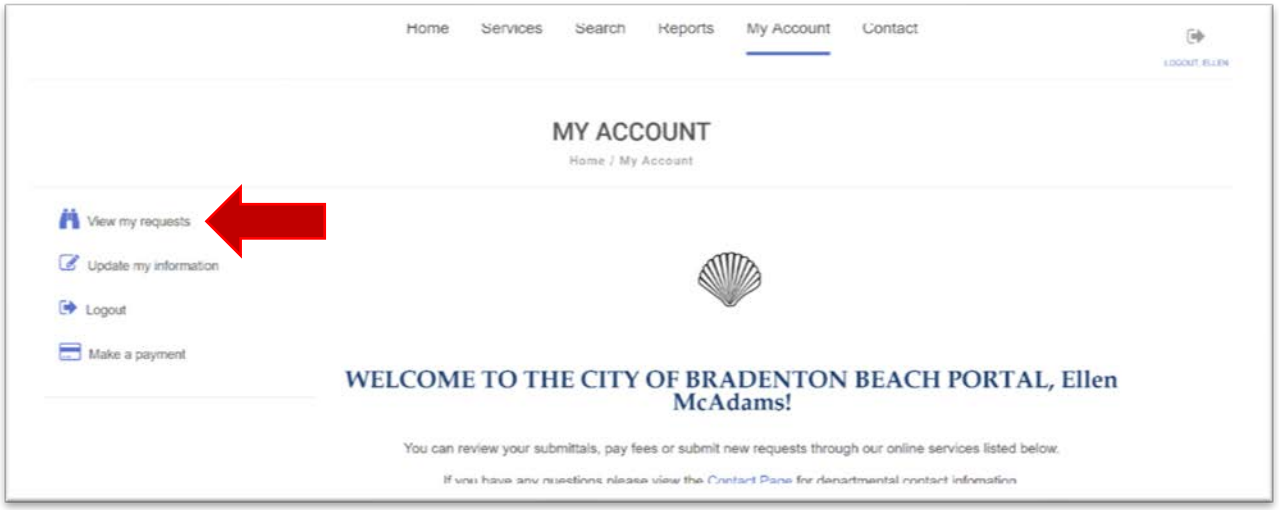
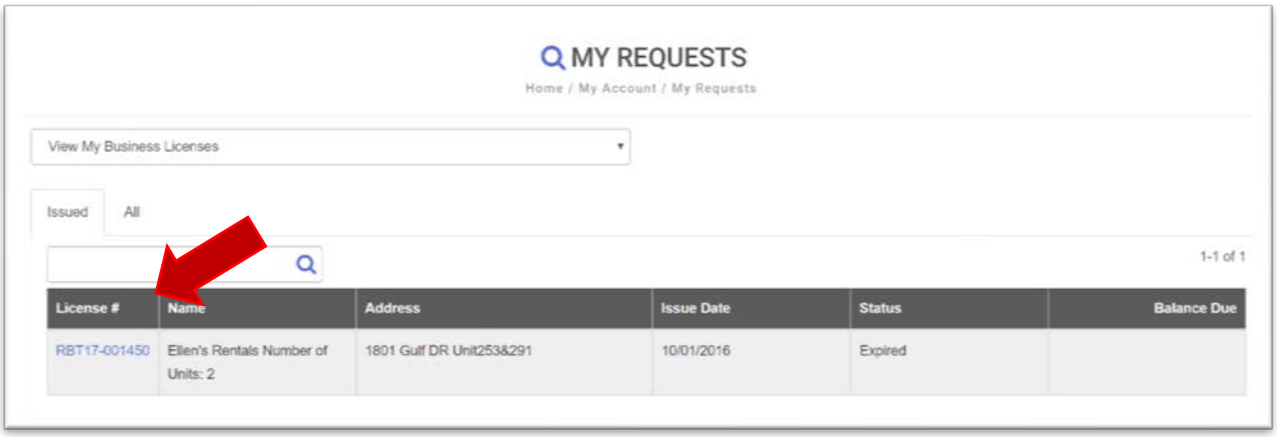
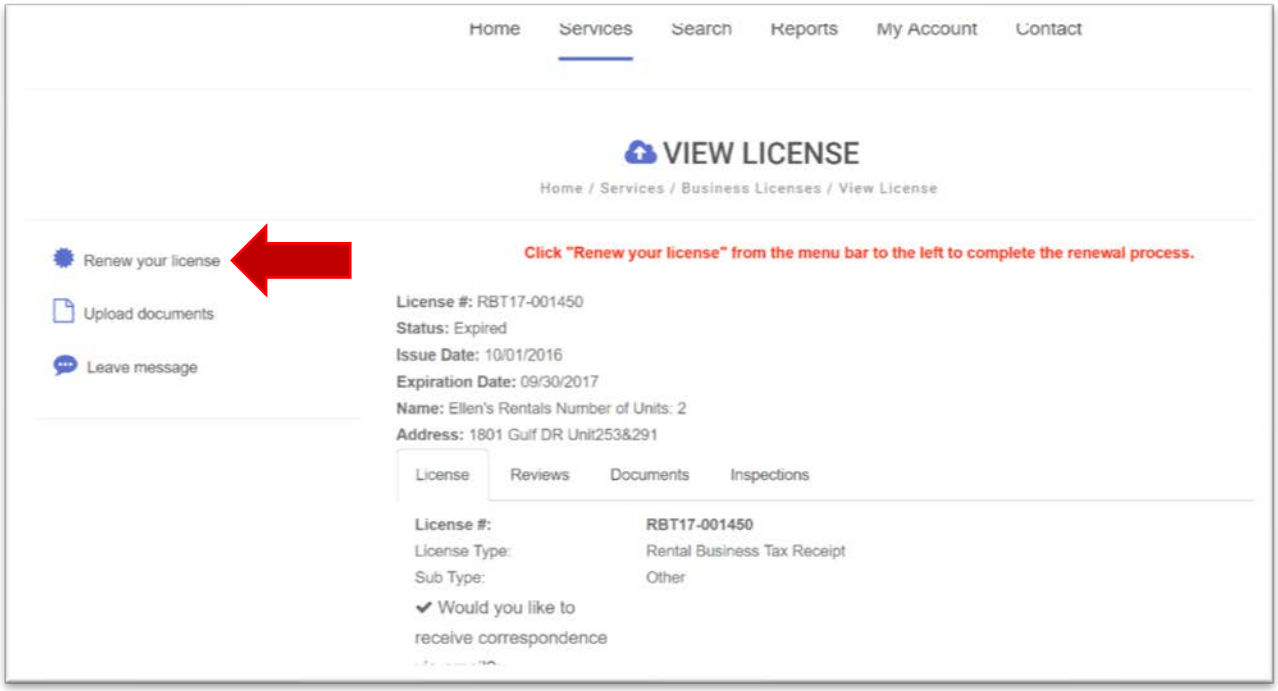


5. Click the license number you need to update

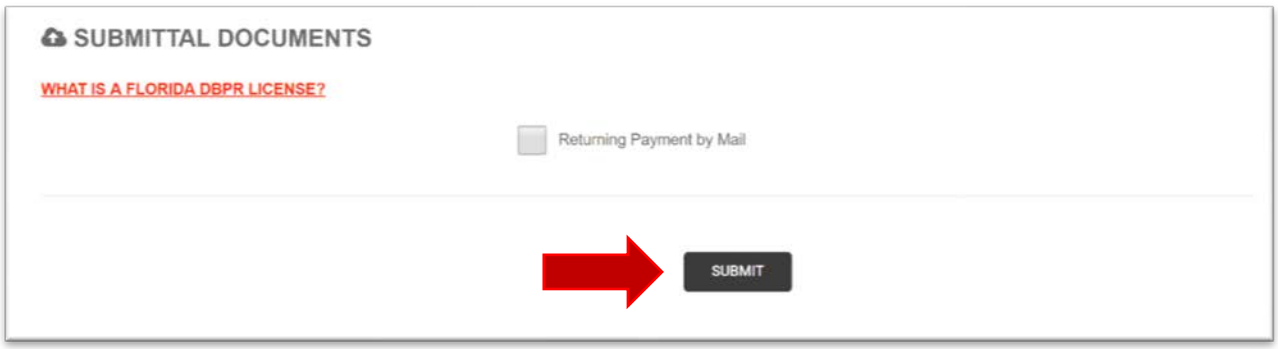


6. Click Renew your license from the left menu

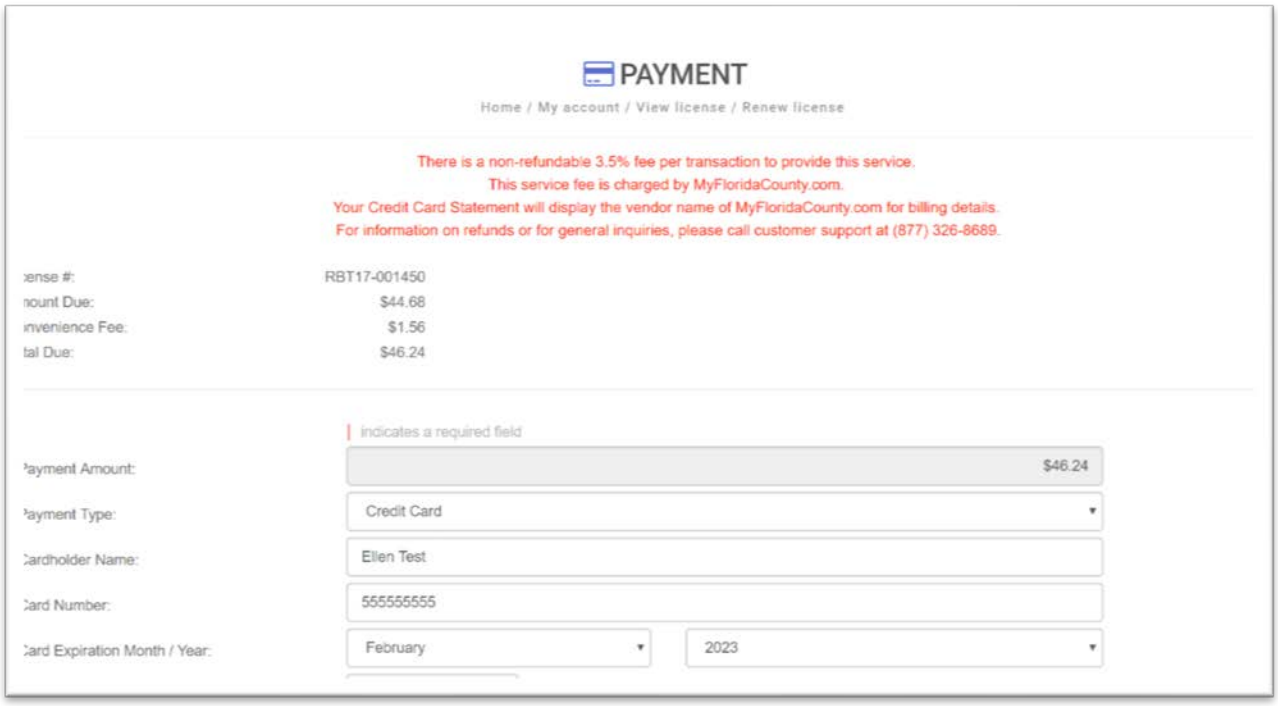


7. Fill out the required information as indicated by the red vertical line next to the field.

8. Scroll down to the bottom of the screen and press submit



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



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