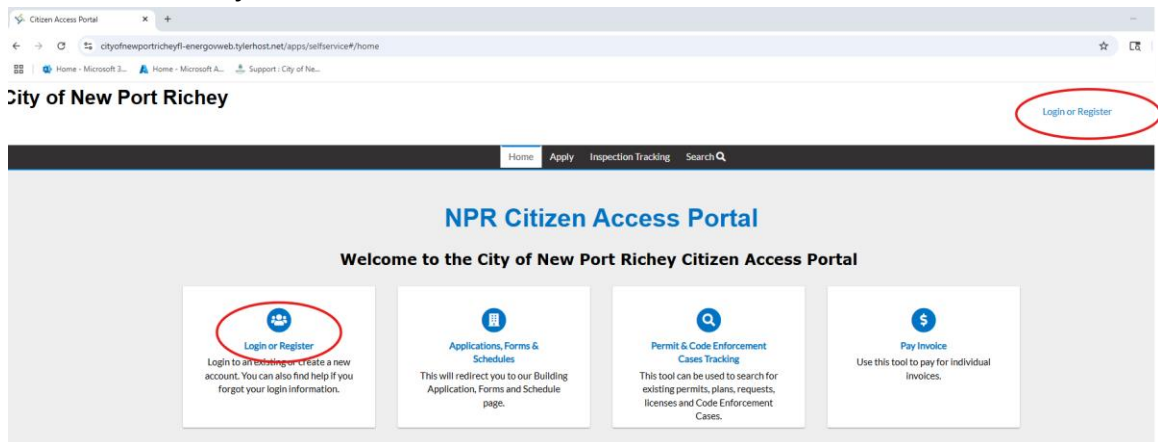


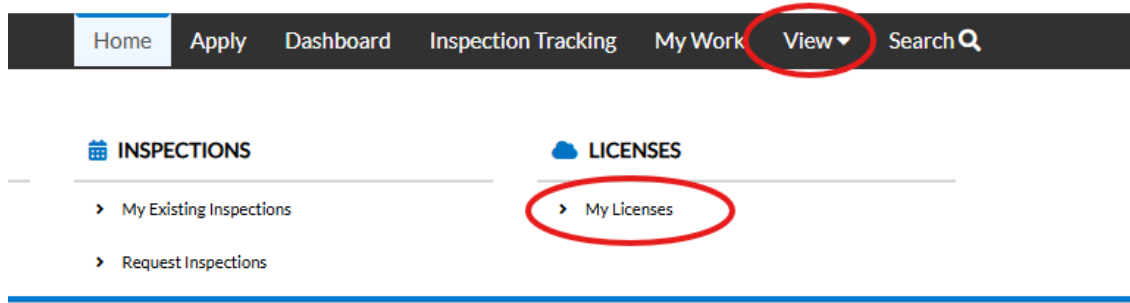
1. In an internet browser, navigate to <https://cityofnewportricheyfl-energovweb.tylerhost.net/apps/selfservice#/home>.
2. Select “Login or Register”. **Note:** *Login or Register with an email address associated with your business license.*



3. Refer to the “link to Citizen Access Portal Registration” video or document if you need to register your account.
4. Type in the email address that you used to register for Community Access Services and select next or the partner network used to register your account.

A screenshot of a login page titled 'Sign in to community access services.' It features a globe icon at the top. Below the title is an 'Email address' field containing 'JaneDoe@domain.com'. There is an unchecked checkbox for 'Keep me signed in'. A blue 'Next' button is circled in red. Below this is an 'OR' separator, followed by four social media login icons (Google, Apple, Microsoft, Facebook), which are also circled in red. At the bottom, there are links for 'Unlock account?' and 'Help'.

5. Once you are signed in, select **View** from the top menu and select **My Licenses**.



6. If an invoice has been issued, the status of the Business License will be “Fees Due”. To open the record, select the **License Number** link for license with the status of “Fees Due”.

City of New Port Richey

Learn More

My Licenses									
Search...									
Export to Excel									
License Number	Renew	Name	DBA	Address	Status	Type	Applied		
BTR-25-07-002446		Alex's Caving Ex...		5920 MAIN ST NEW PORT ...	Fees Due	Business Tax Receipt	08/05/2025		
BTR-25-07-002447		Alex's Caving Ex...		5919 MAIN ST NEW PORT ...	Submitted - ...	Business Tax Receipt	07/30/2025		

7. Select the **Fees Tab** to review the details of the fees assessed. Select **Add to Cart** to continue with the payment.

License Number: BTR-25-07-002446

Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

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

License Details

License Type: Business Tax Receipt **District:** INDUST **Applied Date:** 08/05/2025

Account Number: **Issued By:** **Period Start Date:**

Status: Fees Due **Expiration Date:**

Description:

[Business](#) | [Locations](#) | **[Fees 1](#)** | [Attachments](#) | [Contacts](#) | [Classifications](#) | [More Info](#)

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Fee Summary

Total Fees: \$2.00 **Paid Fees:** \$0.00 **Unpaid Fees:** \$2.00

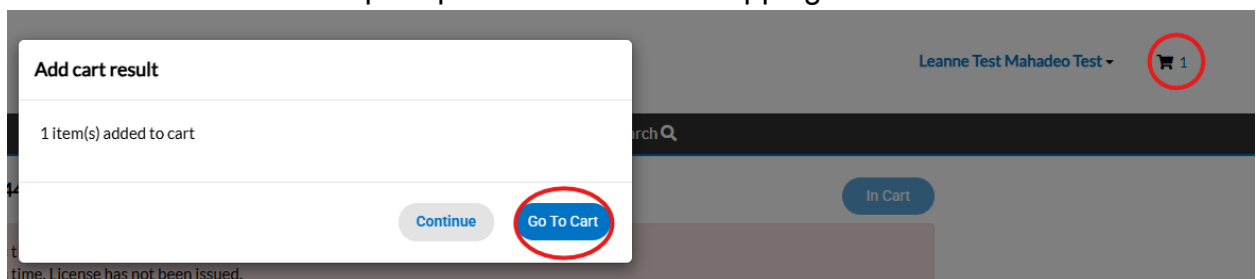
Add to Cart

Remaining Fees

Sort Fee ▼

Fee	Invoice	Computed	Amount Due
BTR Late Fee	25-08-00023632	\$2.00	\$2.00

8. Select **Go to Cart** when prompted or select the shopping cart icon to check out.



9. Once you have reviewed the items in the cart, select **Check Out**.

The screenshot shows a two-column layout. The left column, titled 'Review your cart items', contains a single item: a license with ID 'BTR-25-07-002446 | Invoice: 25-08-00023632' priced at '\$2.00'. Below the item are links for 'View details' and 'Remove'. The right column, titled 'Cart summary', shows a 'Subtotal' of '\$2.00' and a note that 'Additional fees may be applied at checkout'. A prominent blue 'Check out' button is circled in red. Below this, there is a section 'Find more items to pay' with a link 'Return to Citizen Access Portal'.

10. Select the radio button next to **Enter New Credit Card** or **Enter a new eCheck** to enter payment details. The email address field will be populated with the email address on file; you may also enter an alternate email address for the payment receipt at this time. Enter the credit card or checking account information then select **Continue**.

The screenshot displays a payment selection interface. At the top, two radio buttons are present: 'Enter new credit card' (which is selected) and 'Enter new eCheck'. Below the 'Enter new credit card' section are input fields for 'Card number', 'MM', 'YYYY', 'Cardholder name', 'Address', 'Billing ZIP code', and 'Security code'. A checkbox labeled 'Remember this card' is also present. Below these fields, the 'Enter new eCheck' option is shown, followed by a question 'Where should we send your receipt?' and an input field for 'Email for receipt*' containing 'Newaddress@address.com'. A disclaimer states 'You will not be charged until you review your payment on the next step'. At the bottom, there are 'Back' and 'Continue' buttons, with the 'Continue' button circled in red. On the right side of the form, a summary box shows 'Processing fee' as '\$2.50' and 'Total' as '\$4.50'.

11. To complete your payment, select **Submit Payment**.

Complete your payment

Review your payment method

Visa ending in [REDACTED]
Expiration date [REDACTED]

Summary of charges

License: BTR-25-07-002446 | Invoice: 25-08-00023632 \$2.00

Subtotal \$2.00

Processing fee \$2.50

Total \$4.50

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

[Back](#)[Submit payment](#)

Allow up to 48 hours to see this transaction on your credit card statement.

12. If your payment was successful, you will be presented with a payment confirmation, you can print or email the receipt by selecting the printer or email icons.

Thank you for your payment

Allow up to 48 hours to see this transaction on your credit card statement.

An email confirmation was sent to [REDACTED]

City of New Port Richey, FL
5919 Main Street New Port Richey, FL 34652
(727) 853-1016
<https://www.cityofnewportrichey.org/Home>

Transaction details

Date: August 12, 2025 12:08 PM EDT

License: BTR-25-07-002446 | Invoice: 25-08-00023632 \$2.00

Subtotal \$2.00
Processing fee \$2.50
Total \$4.50

Payment information

[REDACTED]
Visa ending in [REDACTED]
Confirmation number: TWLJWYLNMF
Transaction type: Purchase

Thank you for your payment.

[Return to Citizen Access Portal](#)

13. If the balance due on your business license is \$0 the system will process your license overnight, you will then receive an email the following morning notifying you that your BTR is now available to view and print online.

Please email BTR@cityofnewportrichey.org with any questions that you have about your Business License account or the renewal process.