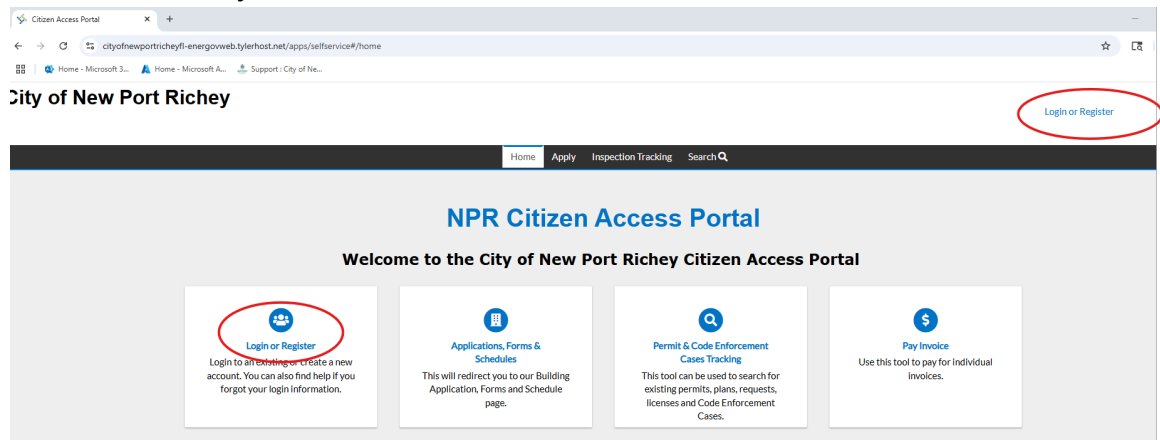


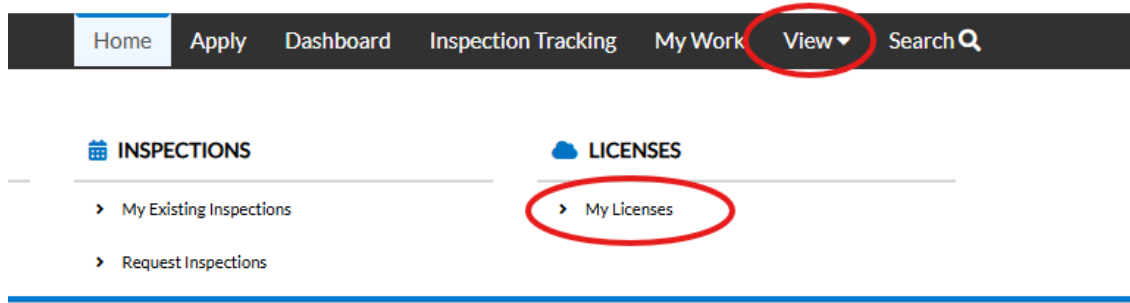
1. In an internet browser, navigate to <https://cityofnewportricheyfl-energovweb.tylerhost.net/apps/selfservice#/home>.
2. Select “Login or Register”. **Note:** *Login or Register with an email address associated with your business license.*



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 form titled 'Sign in to community access services.' It features a blue circular icon with a globe and arrows at the top. Below the title is a text input field for 'Email address' containing 'JaneDoe@domain.com'. Underneath is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Next' is circled in red. Below the button is the text 'OR'. At the bottom, there are four social login icons: Google, Apple, Microsoft, and Facebook, which are also circled in red. At the very 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. Select the **License Number** link to open the license record. You will need to review all the License Details, including: Locations, Contacts, and Classifications. You will be prompted to confirm or note changes in the **More Info** Step of the renewal process.

My Licenses

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
BTR-25-07-002446	Renew	Alex's Caving Ex...		5920 MAIN ST NEW PORT ...	Expired	Business Tax Receipt	07/24/2025
BTR-25-07-002447		Alex's Caving Ex...		5919 MAIN ST NEW PORT ...	Submitted - ...	Business Tax Receipt	07/30/2025

7. Once you have reviewed the license details, return to the My Licenses page and select the **Renew** button. You will repeat this process for each license listed that is eligible for renewal.

My Licenses

Search...

Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
BTR-25-07-002446	Renew	Alex's Caving Ex...		5920 MAIN ST NEW PORT ...	Expired	Business Tax Receipt	07/24/2025
BTR-25-07-002447		Alex's Caving Ex...		5919 MAIN ST NEW PORT ...	Submitted - ...	Business Tax Receipt	07/30/2025

8. The License type will be automatically completed based on the original business application. Select **Next** to continue.

9. On the More Info page, enter any changes that need to be made to the license that you noted in the License Detail review. If no changes type in “No Changes” and select **Next** to continue.

The screenshot shows the 'Renew License - Business Tax Receipt' page. At the top is a navigation bar with links: Home, Apply, Dashboard, Inspection Tracking, My Work, View, and Search. Below the navigation bar, the page title is 'Renew License - Business Tax Receipt' and a red asterisk indicates a required field. A progress bar shows four steps: 1. Type (green checkmark), 2. More Info (blue circle with '2'), 3. Attachments (gray circle with '3'), and 4. Review and Submit (gray circle with '4'). Below the progress bar, the section is titled 'MORE INFO'. The text reads: 'Be sure to review all business information associated with your license for accuracy. Use the Additional Comments section to include any information that needs to be changed about your business such as contacts, email address, phone number, industry. If no changes are needed, type "No Changes".' Below this text is a text input field labeled 'Additional Comments' containing the text 'Address Change 123 Main Street, New Phone Number 123-456-78910'. At the bottom of the page are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red.

10. On the Attachments Page, the required items to be uploaded are listed. For each attachment, select Additional Documents in the drop-down menu and then select the + to add the attachment. You will then browse your local computer to find the attachment to upload. This process will be repeated for each required document.

The screenshot shows the 'Add Attachment' modal. At the top is a dropdown menu labeled 'Select Type' with a checkmark icon. Below the dropdown is a large white plus sign inside a blue circle. At the bottom, the text reads: 'Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...'.

11. Each document added will appear on the page as Additional Documentation, select **Next** to continue.

Additional Documentation

payment receipt.png

Size: 46.65 KB

Remove

Additional Documentati

Add Attachment

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

Back

Next

12. On the final page, review the information for accuracy, then select Submit. Once Submitted the application status will be Submitted Online. Once received by the BTR Team, they will change the status to In Review.

13. Repeat these steps for each business license that you need to renew.

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