RENEWING A LICENSE IN EPS

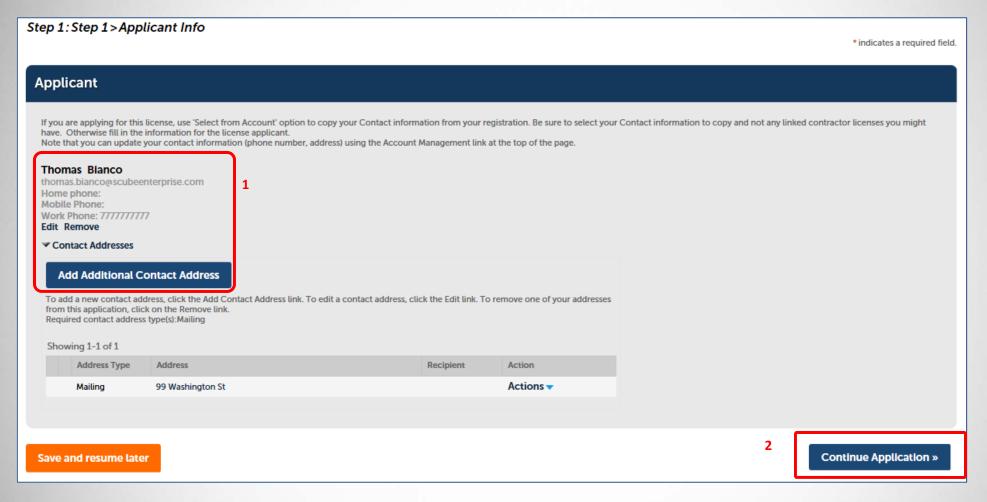From the home page, click on the "Licenses" tab shown here in the red square.

Home　**Licenses**　Permits　Complaints

⊕ **Apply for a License**　↻ **Search & Renew Licenses**

My Licenses

The Status field indicates whether the Business License is Active. Click any of the results below to view more details. Only limited information can be viewed by non-license holders.

Showing 1-3 of 3 | Download results | Add to collection | Add to cart

	Record Number	Record Type	DBA Name	Address	Expiration Date	Status	Action	Short Notes
☐	17TMP-000020	Outdoor Advertising License Application					Resume Application	
☐	16TMP-001984	Outdoor Advertising License Renewal					Resume Application	
☐	OAL-16-00400	Outdoor Advertising License			12/29/2016	Active	Renew License Amendment	

Click the indicated link labeled "Renew License". Be sure to not select "Amendment" by mistake.

Step 1: Step 1 > Applicant Info

* indicates a required field.

Applicant

If you are applying for this license, use 'Select from Account' option to copy your Contact information from your registration. Be sure to select your Contact information to copy and not any linked contractor licenses you might have. Otherwise fill in the information for the license applicant.
Note that you can update your contact information (phone number, address) using the Account Management link at the top of the page.

Thomas Bianco
thomas.bianco@scubeenterprise.com
Home phone:
Mobile Phone:
Work Phone: 7777777777
Edit Remove

▼ Contact Addresses

Add Additional Contact Address

1

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Address	Recipient	Action
Mailing	99 Washington St		Actions ▼

2

Save and resume later

Continue Application »

1. Here you will see the contact information for the applicant. You may add an additional contact address by pressing "Add Additional Contact Address".
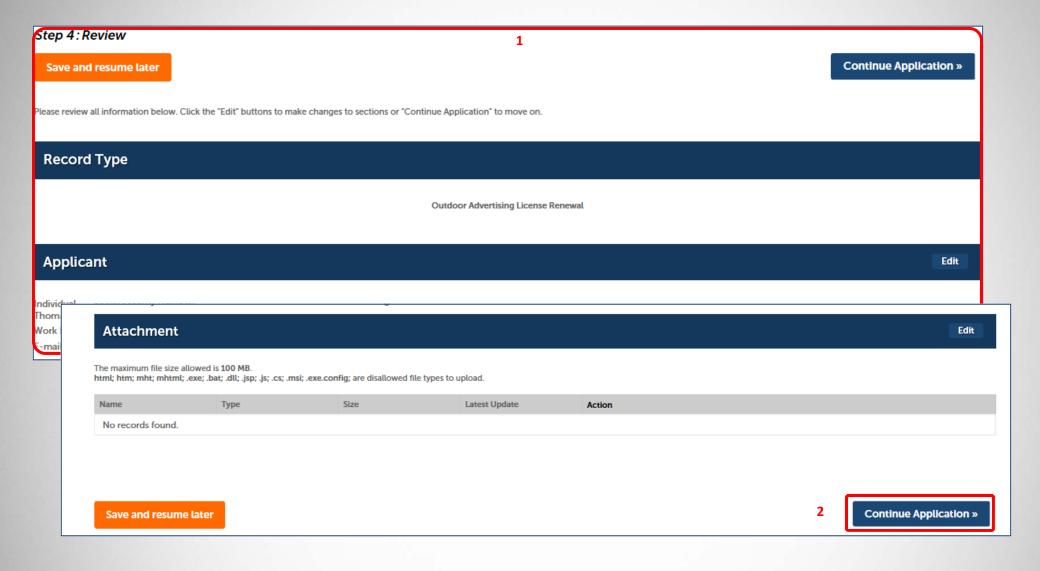
2. Press "Continue Application".

Custom Fields

LICENSE RENEWAL
Do you want to renew this license **1**
◉ Yes ◯ No

2   Continue Application »

1. Select "Yes" under "Do you want to renew this license?".
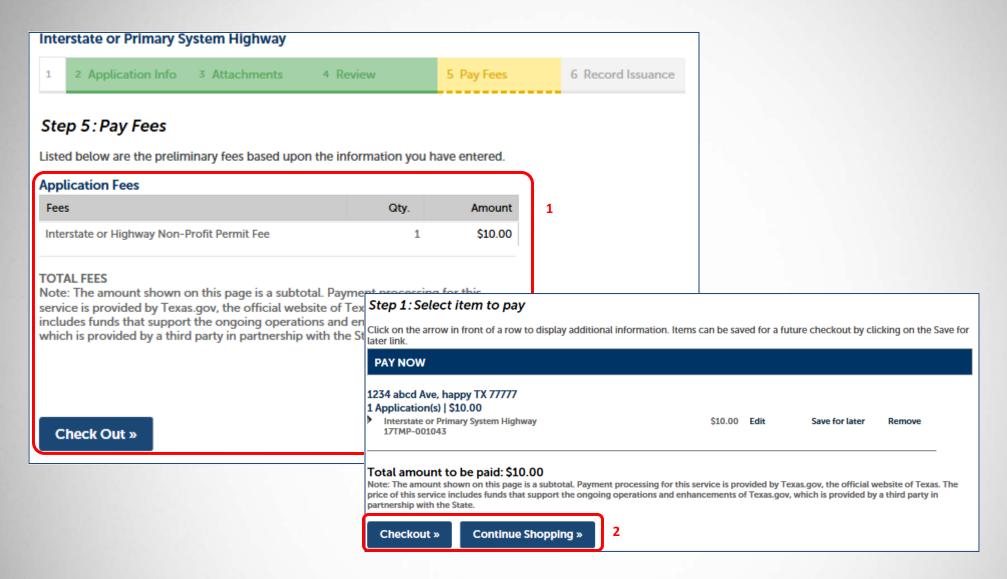
2. Press "Continue Application".

1. OPTIONAL: For the license renewal it is not currently necessary to attach any documentation. However, if there is any documentation you deem necessary to the renewal, you may attach it here by pressing the "Add" button. Otherwise, skip this step.

2. Press "Continue Application".

Step 4 : Review

Save and resume later

1

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Outdoor Advertising License Renewal

Applicant   Edit

Individual
Thom
Work
E-mail

Attachment   Edit

The maximum file size allowed is 100 MB.
html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe.config; are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Save and resume later

2

Continue Application »

1. This is the "Review" page. Scroll down through the information on the screen to ensure completeness and accuracy.
   NOTICE: The system does not provide an itemized receipt once you submit payment. You can print this page to attach to your receipt for your records.

2. Verify the information is correct and press "Continue Application".

1. Here you will see the application fee. Press "Check Out" to continue and place the application in your cart.

2. You will then be directed to your cart. Select "Checkout" to make payment on your application or select "Continue Shopping" to perform additional transactions before paying.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:
- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

*indicates a required field.

Payment Options

Amount to be charged: $10.00

◉ Pay with Credit Card
○ Pay with Bank Account

Submit Payment »

Select the form of payment you wish to use and press "Submit payment". You will be routed to a third-party site to complete the payment process. Once the payment is made, you will be automatically returned to the EPS website home page. The transaction receipt will the sent to you via email.