



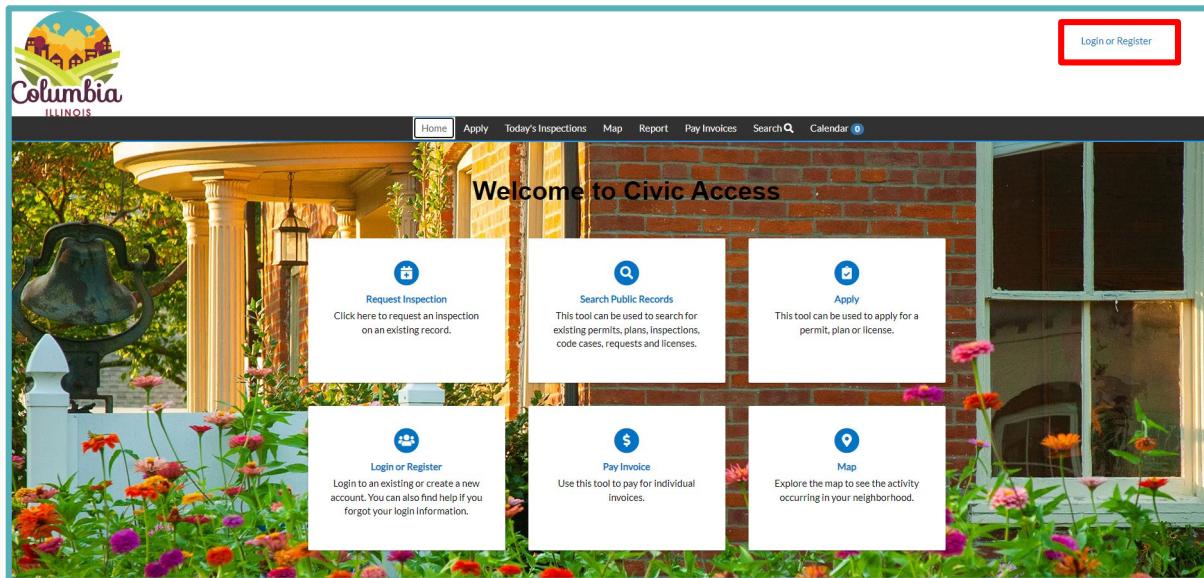
# ePermit Center: How to Renew a Business License

CITY OF



This online user guide will walk applicants through how to renew a business license.

- Navigate to  
<https://columbial-energovweb.tylerhost.net/apps/SelfService>
- Login or Register –  
 for assistance in  
 registering see our  
 user guide on [How  
to Set Up a User  
Account](#)



Log In

\* Username

Username is required.

\* Password

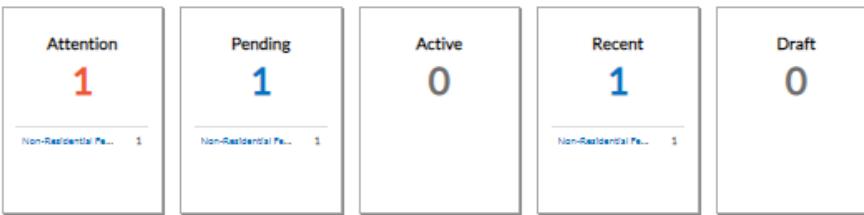
Password is required

Log In

Forgot your password? Reset it  
 Forgot your username? Email it  
 Don't have an account yet? [Register Here](#)

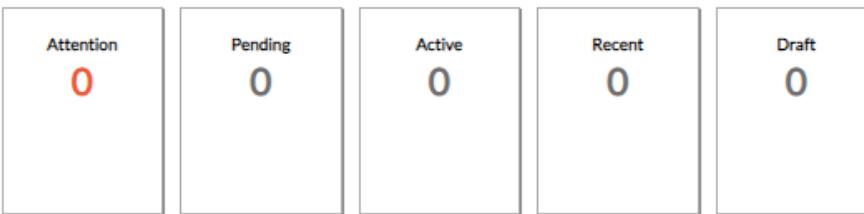
- Go to [My Licenses](#) on the Dashboard or click on [My Work](#) and then [My Licenses](#)
  - If after you have registered you do not see your license, please email City Hall at [CommunityDev@columbiaillinois.com](mailto:CommunityDev@columbiaillinois.com) with your business name and address, your name and the email address you used to register your account. Staff will email you when you can access your license
- Choose the license you would like to renew
- Click the [Add to Cart](#) button to create your invoice
- Click on the [Check Out](#) button to pay the fee
  - This will take you to the [MyGovPay](#) site to enter your payment information
- When your license has been paid, we will issue the license. Once issued you will receive an email that you can go into your account and [print the license](#)
- Please see the [special circumstances that may apply](#) to your license renewal at the end of this guide.

### My Permits



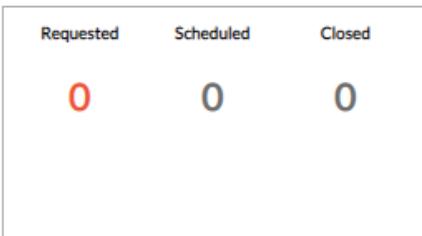
[View My Permits](#)

### My Plans



[View My Plans](#)

### My Inspections



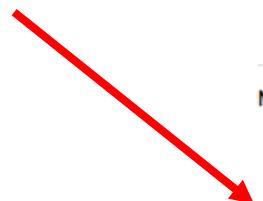
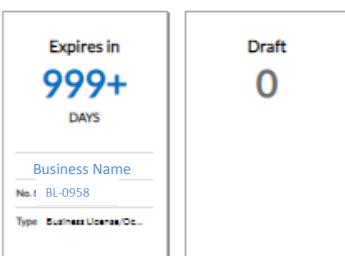
[View My Inspections](#)

### My Invoices

Current <b>1</b>	\$1.00	<a href="#">Add To Cart</a>
Past Due <b>0</b>	\$0.00	
Total <b>1</b>	\$1.00	<a href="#">Add To Cart</a>

[View My Invoices](#)

### My Licenses



Dashboard Home Apply **My Work** Today's Inspections Map Report Pay Invoices Search  Calendar 0

## My Work

MY INVOICES

MY PERMITS

**MY LICENSES**

Export to Excel

License Number	Renew	Name	▼	DBA	▼	Address	▼	Status	▼	Type	▼	Applied	▼
BL-0958		Business Name				123 FIRST STREET		In Review		Business License/Occupanc...		04/19/2023	

License Number: BL-0585



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  
License/Occupancy  
Permit

District: Commercial

Applied Date: 04/19/2023

Account Number:

Issued By: User, Energov

Period Start Date:

Status: In Review

Expiration Date: 01/01/2999

Description:

**Business**

Locations

Fees

Inspections

Attachments

Contacts

More Info

[◀ Back](#)

## Shopping Cart

Invoice: <a href="#">INV-00000190</a>	Description: BL-0585	Total \$25.00	
Due Date: 05/19/2023		<a href="#">Check Out</a>	
Case Number	Project	Case Address	Amount Due
BL-0585		170 COLUMBIA CTR COLUMBIA IL 62236	\$25.00

[Remove](#)

[Top | Main Menu](#)

**OR**

Total \$25.00  
[Check Out](#)

# MyGovPay

EMPOWERED BY  
TYLER TECHNOLOGIES

Columbia, IL

Order Number: 8

Thursday, May 4, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000190	BL-0958	1	\$25.00	\$25.00
Item Total:				\$25.00
Order Total:				\$25.00

## Payment Details

\*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
CVV Code		
<input type="text"/>		
<b>Pay Now - \$25.00</b>		

License Number: BL-0694

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



#### License Details

License Type: Business  
License/Occupancy  
Permit

District: Commercial

Applied Date: 05/03/2023

Account Number:

Issued By: Maness, Connie

Period Start Date: 05/01/2023

Status: Issued

Expiration Date: 04/30/2024

Description:

## Special circumstances that may apply when renewing your license –

- You may get a message to go into the license application and enter additional information. Once you have added the additional information you can go back to renewing the license.
- If you are renewing a video gaming license:
  - You will be required to enter the number of terminals
  - You will be required to indicate if you would like to pick up your stickers or if you would like them mailed and the address to mail them to
- If you are renewing a liquor license:
  - You will be required to indicate the type of liquor license you are requesting
  - Your liquor license will not be able to be printed out – it will need to be hand signed by the Liquor Commissioner and mailed to you

