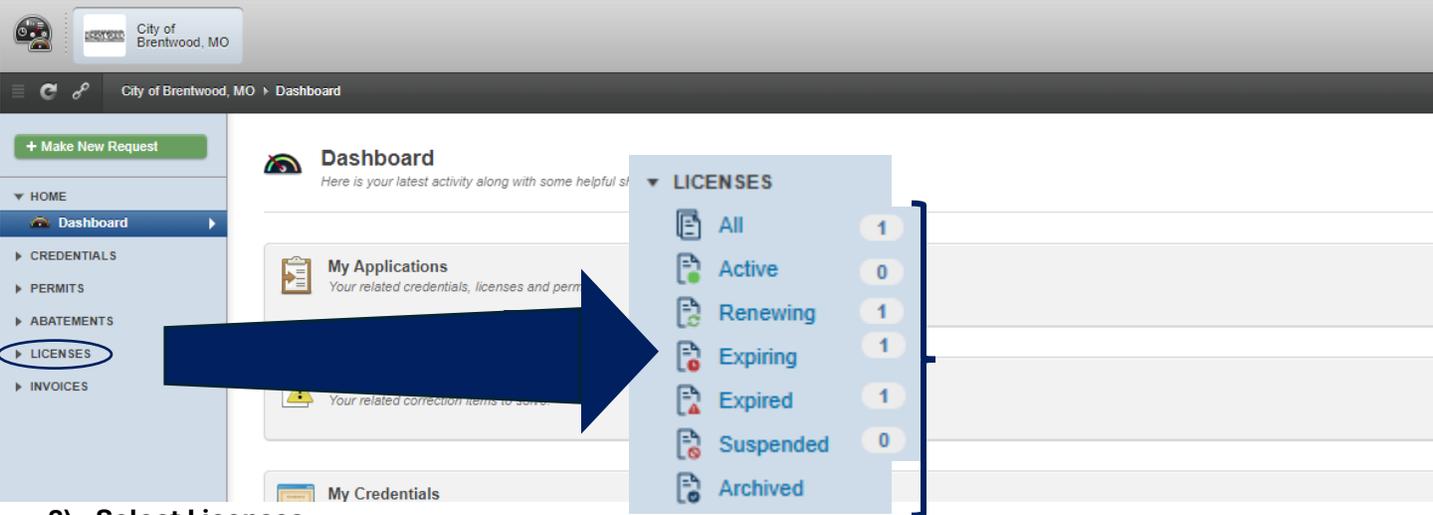


# Renew a Business License

- 1) Log into your MyGov Account
- 2) Go to the Sidebar on the left.



### 3) Select Licenses

If the license has not expired and it is after December 15th you can find your license under **ACTIVE**. To the far right of your screen you should see a GREEN RENEW button.

License #	Issue Date	Expiration Date	License Type	Name/Business	Address	Renew
Expired						



Click on it to review your renewal application. Make any updates and submit. The invoice will be issued once reviewed.

Select **EXPIRED**-If you are renewing after December 31<sup>st</sup>.

*All Gross Receipts licenses must submit gross receipt verification documents with their renewal application and must wait until January 1st to start the renewal process.*

License #	Issue Date	Expiration Date	License Type	Name/Business	Address	Renew
Expired						



To the far right of your screen you should see a GREEN RENEW button. Click on it to review your renewal application. Make any updates and submit. The invoice will be issued once reviewed.

Late fees are added from March 1<sup>st</sup>. Please make sure the renewal process has been completed by then to avoid late fees. Call 314-962-4800 for phone assistance.