

HOW TO RENEW YOUR DANVILLE BUSINESS LICENSE ONLINE

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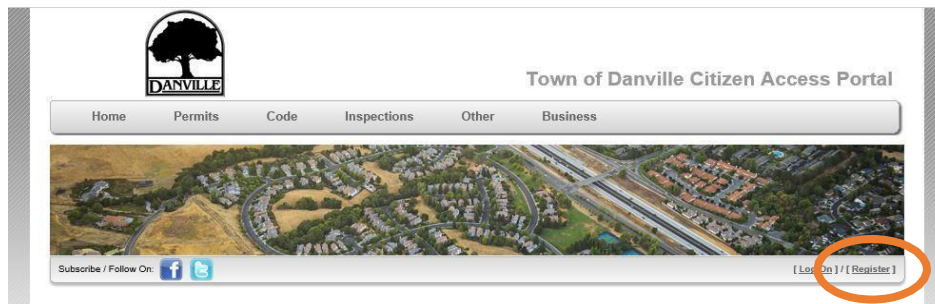
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Internet Explorer browser is recommended for full functionality of website.

A) Creating a New Online Account

If you have already created a login account for the Danville Citizen Access Portal (CAP) and have received an email indicating it has been activated, please skip this step and go to item B, Logging On)

Step 1: Create a new account by selecting the “**Register**” link and completing the “**New User Registration**” page. Be sure to fill in the company name for your business license account, and complete all required fields indicated with a red asterisk (*) and read the hints noted with an exclamation symbol.

The screenshot shows the 'New User Registration' form. The title 'New User Registration' is at the top. Below it are two main sections: 'User Details' and 'Address Fields'.
User Details:
- First Name: *
- Middle Name:
- Last Name: *
- Company:
- Reg Phone: *
- Email: *
- Confirm Email: *
- Password: *
- Confirm Password: *
- Contact Preference: *
Address Fields:
- Street Number: *
- Street Name: *
- Suite/Unit:
- Street Type: *
- Address Type: *
- City: *
- State: *
- Zip Code: *
- County:
To the right of the form are two callouts: 'BTW!' with an exclamation mark icon and the text 'Be sure your phone number is correct so we can contact you!'; and 'Hint' with an exclamation mark icon and the text 'Enter your house or street number as AddressLine1, then your Street Name as AddressLine2.'

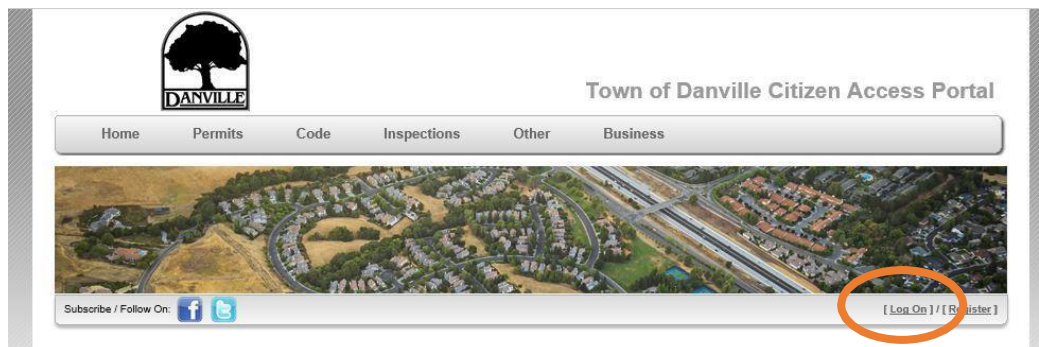
Step 2: Once the required information is complete, click the “**Submit**” button. Your request will be sent to town staff for review and processing, including linking it to your business license account.

You will be notified by email when your account has been activated.
Once activated, you will have full access to the Danville CAP.



B) Logging On

Step 1: To login to your Danville CAP account, click on “**Log On,**” located in the right hand corner of the screen.



Step 2: Enter your email and password (which was setup when you created your Danville CAP account) and click “**Log On.**”

C) Renewing Your Business License and Payment of License Fees


Step 1: Once you have logged into your Danville CAP account, click on the link containing the name of your business, located in the 'Businesses' section as shown below.

Citizen Access Portal

Businesses						Change Filter
Company Name	DBA	Company Type	Status	District	Business Type	
Danville Cafe		Sole Proprietorship	Active			

Step 2: Click on the link under the Business Licenses section for the license you wish to renew.

Business Name: Danville Cafe

Business Details		
Company Type: Limited Liability Company	DBA Name:	Location: Commercial
Status: Active	District:	Open Date: None
Description: Cafe 		Close Date: None
		Last Audit: None

Primary Address Details
Parcel :
Address : 510 LA GONDA WAY DANVILLE, CA United States

Business Licenses								
Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date	
100329-03-2017	Class A - Annual Danville	2017	Dine In	Active	6/30/2016	6/30/2016	6/29/2017	

Step 3: Click on the **Renew License** button.

License Number: 100329-03-2017



Subscribe

Renew License

Business Details

Company Name: Danville Cafe **DBA Name:** **Status:** Active

License Details

License Type: Class A - Annual Danville **District:** **Applied Date:** 7/1/2016
Classification: Dine In **Issued By:** Mark Guenther **Issued Date:** 7/1/2016
Status: Active **Account Number:** **Expiration Date:** 6/30/2017
Description: **License Year:** 2017 **Last Renewal Date:** None

Step 3-A: If the Renew License button does not show up for you, and your Renewal form that you received in the mail indicates a credit/balance due, you will instead click on **Invoiced** under license fees while in this screen.

Business License Fee Renewal Calculation

a. Previous Balance	\$	\$-65.00
b. Annual Flat Fee Per Business Class (refer to Fee Schedule)	\$	
c. Full-Time Employees#Employees _____ x \$10.00	\$	
d. State Mandated Fee (SB1186 refer to Fee Schedule)..... \$1.00	\$	1.00
e. Penalty (25% added on Aug 1st, 1.5% added on Sep 1st and each mo thereafter).....	\$	
Total Due (Add lines a-e)	\$	

License Number: 100333-04-2017



Subscribe

Business Details

Company Name: Danville's Cafe DBA Name: Status: Active

License Details

License Type: Class A - Annual Danville District: Applied Date: 4/28/2017
Classification: Administrative Issued By: Jessica Sanders Issued Date: None
Status: Active Account Number: Expiration Date: 6/30/2017
Description: License Year: 2017 Last Renewal Date: None

Primary Address Details

Parcel :
Address : 510 La Gonda WAY
Danville, CA 94526

Contacts

Table with columns: Type, Company, First Name, Last. Rows include Owner (Jessica Sand) and Applicant (Danville's Cafe).

License Fees

Table with columns: Fee Name, Status, Amount. Rows include Class A - Business License Fee (\$100.00) and SB1186 State Fee (\$1.00). Both 'Invoiced' status labels are circled in red.

If you have any employees to add (Danville businesses only), please call us before making payment so we can revise the invoice, you will be unable to add employees if the fees have already been invoiced.



Please skip to Step 8 to Make Payment.

If your license has already been invoiced, you will need to submit changes to BL-intown@danville.ca.gov or BL-outoftown@danville.ca.gov as it is unavailable to you in CAP at this point.

Step 4: Number of Danville Based Employees: if your business license type is *Class A – Annual Danville* or *Class A - Annual Home Based*, you must report the number of employees based in Danville. Do not include the business owner in the number of employees reported. Enter this number in the Number of Danville Based Employees box as shown below.

If your business license type is *Class A – Out of Town*, this box does not appear. You do not have to report the number of employees.

Business License Renewal

License Info	
License Number: 100329-03-2017	Account Number:
License Type: Class A - Annual Danville	Application Type:
License Year: 2017	Classification: Dine In
Description: 	Address: 510 LA GONDA WA...  510 LA GONDA WAY DANVILLE, CA United States

Business Info	
Business Name: Danville Cafe	DBA:

Additional Info:	
* Number of <input type="text"/>	
Danville Based	
Employees:	

Step 5: Click the **Calculate Fee** button.

Calculate

Fee	Amount
No records to display.	

Calculate Fee

Step 6: The business license fees are calculated for your business license renewal. Click the **Next** button.

Calculate

Fee	Amount
Class A - Business License Fee	\$100.00
BL - Employee Fee	\$30.00
SB1186 State Fee	\$1.00

Calculate Fee

Upload Attachments

Select...

Next

Step 7: To process your license renewal, click the **Confirm and Renew** button.

Calculate

Fee	Amount
Class A - Business License Fee	\$100.00
BL - Employee Fee	\$30.00
SB1186 State Fee	\$1.00

↻
Displaying items 0 - 0 of 0

Confirm and Renew

Step 8: In order to process your business license renewal, license fees must be paid. Click the **Make Payment** button to pay by credit card.

Invoice Number: INV-00003854



Make Payment

Invoice Details

Billing Contact : Danville Cafe (,)	Invoice Status : Due
Invoice Date : 3/23/2017	Invoice Number : INV-00003854
Invoice Due Date : 3/23/2017	Invoice Description :
	Invoice Total : \$131.00

Primary Fees

Fee Name	Fee Total	Amount Due	Reference Entity #	Entity	Notes
BL - Employee Fee	\$30.00	\$30.00	100329-03-2017	Business	
Class A - Business License Fee	\$100.00	\$100.00	100329-03-2017	Business	
SB1186 State Fee	\$1.00	\$1.00	100329-03-2017	Business	

↻
Displaying items 1 - 3 of 3

Step 9: Enter your credit card details in each box shown, then click **Process Payment** button. All fields shown below are required to process your credit card payment.

MyGovPay [Contact Us](#)

Thursday, March 23, 2017

Order Summary

Agency Name: Town of Danville, CA - Portal Test
Order Number: INV-00003854

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00003854	BL - Employee Fee	1	\$30.00	\$30.00
INV-00003854	Class A - Business License Fee	1	\$100.00	\$100.00
INV-00003854	SB1186 State Fee	1	\$1.00	\$1.00

Item Total: \$131.00
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$131.00

Payment Details

Cardholder Name: * Billing Street: * Billing Zipcode: *

Card Type: * Card Number: * Expiration Date: * CVV Code:

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Step 10: Once your payment processes successfully, click the **Return to Citizen Access Portal** button.

MyGovPay Thursday, March 23, 2017

Congratulations! Your order has been processed successfully!

Please print this page for your records.

Agency Name: Town of Danville, CA - Portal Test
Order Number: INV-00003854

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00003854	BL - Employee Fee	1	\$30.00	\$30.00
INV-00003854	Class A - Business License Fee	1	\$100.00	\$100.00
INV-00003854	SB1186 State Fee	1	\$1.00	\$1.00

Item Total: \$131.00
Service Fee: \$0.00
Tax: \$0.00
Order Total: \$131.00


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Step 11: Payment verification of your business license fees paid is shown. If you'd like to print a copy of the receipt, click the printer icon and follow the steps to print the receipt.


The online renewal process is complete.




You are not able to print your certificate directly from the Invoice/Receipt page. Please see the directions on the next page on how to print your Business License Certificate from CAP.



Government Connected Online Services

Home Permits Inspections



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Invoice Number: INV-00003854



Invoice Details

Billing Contact : Danville Cafe (,)	Invoice Status : Paid In Full
Invoice Date : 3/23/2017	Invoice Number : INV-00003854
Invoice Due Date : 3/23/2017	Invoice Description :
	Invoice Total : \$0.00

Primary Fees

Fee Name	Fee Total	Amount Due	Reference Entity #	Entity	Notes
BL - Employee Fee	\$30.00	\$0.00	100329-03-2017	Business	
Class A - Business License Fee	\$100.00	\$0.00	100329-03-2017	Business	
SB1186 State Fee	\$1.00	\$0.00	100329-03-2017	Business	

Displaying items 1 - 3 of 3

D) Printing your Business License Certificate in CAP

Once the invoice has been paid, you are then free to print your Business License from CAP. Click on the Home button to navigate back to the CAP home page. Click on your Company Name, and then choose the License number of the year you would like to print. Once you are in that license year, click on the printer icon to print your Business License certificate.

Internet Explorer browser is recommended for full functionality of website.

License Number: 100333-04-2017

 [Subscribe](#) [Renew License](#)

Business Details

Company Name: Danville's Cafe	DBA Name:	Status: Active
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License Details

License Type: Class A - Annual Danville	District:	Applied Date: 4/28/2017
Classification: Administrative	Issued By: Jessica Sanders	Issued Date: None
Status: Active	Account Number:	Expiration Date: 6/30/2017
Description: 	License Year: 2017	Last Renewal Date: None

Danville businesses with a storefront location will receive their Business License certificates with 3-4 weeks of payment, and will be able to access the certificate 24/7 from CAP with a registered account.

Out of Town, Home Based, and Tax Exempt businesses will not be receiving their Business License certificates in the mail, but will be able to access 24/7 from CAP with a registered account.

Any changes requested for the Business License will not be effective immediately. They need to be input by Staff before changes can be seen in CAP.

Please direct your questions regarding your Business License to BL-intown@danville.ca.gov or to BL-outoftown@danville.ca.gov