

## Renewing your Business License

Reminders are sent out, but it is the responsibility of each business to renew their license. Late licenses are subject to fines. It is also the responsibility of each business to alert the office if there are changes to the business.

If you need to create an account, see the instructions on [Registering / Creating an account](#).

If you need to link a license to your account, see the [Instructions for linking a business License to your account](#).



Log into e360 and go to the Home page.

Under the Existing section select the license you wish to renew.

### Existing

<b>Test</b> License Active New: Solicitor
<b>Test</b> Under Review New: Event License
<b>DUPAIX INC</b> License Expired Import: Home Business

The system reminds you the license has expired, and you are presented with two options. You can change details / renew the license or you can close your license.

### License Expired

This license has expired.

[Change Details or Renew License](#) [Request to Close License](#)

If you request to close your business, you will be asked to enter a final date of operation.

**Date Business Activity Will Cease** 

You will also be asked to certify your license will be closed.

I certify that all business activity has ceased at the address and on the date stated above.

**Submit Close Request**

Select the Submit Close Request button

You will see a close request pending on your home page until the request has been finished.

**DUPAIX INC** Close Request Pending  
Created on 06-13-2019

Renewing and changing License information follows a similar process. If you selected change Details or

**Change Details or Renew License**

Renew License button your are presented with an overview.

**Renewing Business License or Changing Business License Details**  
Your business license expires on 12/31/16. Renewal fees may be assessed.

Your licensed has expired. You may be required to pay late fees to renew your license.

**Renewing Business License**  
You can renew your license starting **11/01/16**. You may also change business license details during renewal. Renewal fees will be assessed. If renewing after license expiration, additional late fees will be assessed.

**Changing Business License Details**  
You may change business license details at any time. Additional reviews may be performed before reissuing a business license. Standard fees may apply.

Select proceed to Change/ Renew Expired Business License to continue. Select OK to proceed.

Are you ready to submit the form and proceed?

The system recognizes this license as expired and you are informed. If you change information or answers to questions you will have different renewal experiences. You are also not able to renew a license more than a month early.

## Renewal Initiated

Review the application forms to submit a license renewal or change request. If no changes are made to the forms, the application will be treated as a renewal request.

Proceed

Proceed

Select Proceed to continue

Based on the questions you answered last year and any changes in the laws you are asked to answer questions about your business.

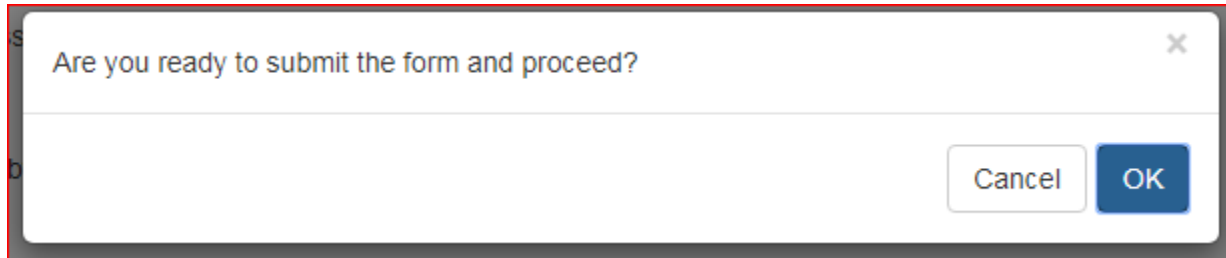
### Questions for New Businesses

1. Does this business sell a product?  
 Yes  No
2. Is this business a non-profit?  
 Yes  No
3. Does this business sell, maintain, or install security alarm systems?  
 Yes  No
4. Is this business an auto body repair shop?  
 Yes  No
5. Is this business be involved with cosmetology (beautifying hair, nails, skin, etc.), body piercing, permanent cosmetics, or tanning?  
 Yes  No
6. Is this business a doctor/dental or veterinarian office?  
 Yes  No
7. Is this business a dry cleaner, mobile pressure washer, or carpet cleaner?  
 Yes  No
8. Will this business/event distribute, sell, stock, store, or otherwise handle fireworks?  
 Yes  No
9. Does this business sell or prepare food?  
 Yes  No
10. Is this business a restaurant or deli?  
 Yes  No
11. Is this business a Grocery Store?  
 Yes  No

Save and Continue

Select Save and continue when you are ready

Select OK to Proceed.



Are you ready to submit the form and proceed?

Cancel OK

If you missed a question you are alerted. Fill in the missed item.

There were problems with your submission and the form was not saved. Please review the form and try again.

- Is Pawn Shop or Second-hand Dealer is required.

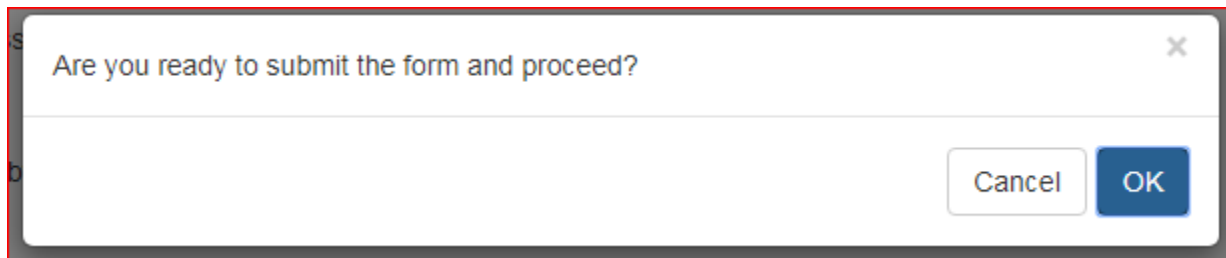
If you are a Home Business based on the questions you answered last year and any changes in the laws you are asked to answer Home business questions about your business.

## Home Business Compliance Review Checklist

Save and Continue

Select Save and continue when you are ready

Select OK to Proceed.



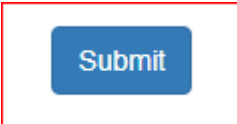
Are you ready to submit the form and proceed?

Cancel OK

Review and update any changes to the Application. Changes to the address some others may require an entirely new application.

Action Questions Checklist Application

## Business License Application



Select the Submit button when you are finished.

Select OK to Proceed.

Are you ready to submit the form and proceed?

Cancel OK

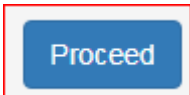
A reminder stating some of the next steps appear.

### Renewal Pending

Click the 'Proceed' button to submit a renewal or change request, or use the tabs above to navigate through license application forms to make further changes. Changing information on the forms may require a technical and agency review before the license can be reissued.

**Changes to the license may be submitted at any time, but a license may not be renewed early. Late renewals may be assessed late fees.**

Proceed



Select Proceed to continue.

You renewal request has been submitted.

## Submittal Uploaded

You have completed the application. It will now be reviewed by a Technician and you will be notified by e-mail when it has been accepted or rejected.

You are now finished with your renewal application at his time. The application is added to the queue of other Business License renewal Applications. Emails from the system will be sent as the application moves through the process. You will be notified when fees need to be paid. See the instruction on how to pay online.

As the application is reviewed but any applicable agency you will receive an email like this.

### Review Comments Accepted: Health Review


License Number: M1900029  
Date: 2019-06-03 13:02:47  
Business Address: 2763 S 8400 W  
MAGNA, UT 84044  
Business Description: dog services  
Scope: Submittal Documents: #1 Submittal

A review has accepted the submittal uploaded for the project referenced above. Click on the link below to view review comments.

After all the reviews and fees have been paid you can print your license. Select the Issuance Tab

Issuance

In the document section select the Business License Certificate. Download and Print this.

 Business License Certificate

The Business License is now licensed for another year.