



Business License Renewal- Portal





Click “GO” under Business Portal.

The screenshot displays two side-by-side panels. The left panel, titled 'My Portal', features a person icon and the text 'Coming Soon - Building Safety - UNDER CONSTRUCTION'. Below it is a blue 'GO »' button. The right panel, titled 'Business Portal', features a briefcase icon, the text 'Apply or renew your Glendale Business License', and a warning icon with the text 'Action Needed'. Below this is a dark blue 'GO »' button, which is highlighted with a red rectangular border.



To view you Glendale Business License, click on your business name.



[Home](#) |

My Business Portal



Start a New Business

Create a new business account

Create a new business account to group and manage business licenses, applications, and related permits



My Businesses

Glendale Business License Demo



⚠ License Ready for Renewal

⚠ Application Not Complete



From this screen, you'll be able to view your business license ready to be renewed.

Glendale Business License Demo

[Return to Business Portal](#)

Account: 2020-010783 [Edit Business Account](#)

Pay Online Pay your application securely

Due Now **\$0.00**

[Pay →](#)

Ready for Renewal

▼ 1 record

Business Licenses

[ADD A NEW LICENSE](#)



Click "RENEW" to begin the renewal process.

Glendale Business License Demo

[Return to Business Portal](#)

Account: 2020-010783 [Edit Business Account](#)

Pay Online Pay your application securely

Due Now **\$0.00**

[Pay →](#)

Ready for Renewal

▲ 1 record

	Expires	Renewal Status	Fees	
Glendale Business License Demo 5850 w glendale ave Glendale, AZ 85301				
600000664-GBL	Glendale Business License	Not Submitted	--	RENEW ↻



You should see a popup message stating your renewal has been created, click “GET STARTED”

A renewal application has been created



Please update or verify the information in the following form to submit your renewal application

GET STARTED



Update any sections showing “Not Complete”.

[← Glendale Business License Demo](#)

Glendale Business License Demo

600000663-GBL

Status

Not Submitted

Glendale Business License

Effective Date

1/1/2021

Business Location

Expires On

5850 W Glendale Ave
Glendale AZ 85301

Estimated Fees

\$25⁰⁰

Additional fees may be required

Application Checklist

Please complete the following tasks. Once the required information is added, you will be able to submit your final application.

[SUBMIT FINAL INFORMATION](#)

▼ Business Account Information

✔ Done

▼ Business Location

✔ Done

▼ Owners & Contacts

❗ Not Complete

▼ License Details

❗ Not Complete

▼ License Fees

Estimated Fees \$25.00



If the information is correct and has not changed, you can select the checkbox “This information hasn’t changed” for each area that shows “Not Complete”.

▲ Owners & Contacts

✔ Done

ⓘ An email address is required for each contact.

Contact Name	Email	Title/Role	Portal Access	Profile Remove
Glendale Business License Demo	taxlic@glendaleaz.com	Business Owner	Yes	✔ Done

+ ADD CONTACT

This information hasn't changed

Primary Business Type:

Retail

Describe Nature of Business:

paying online

Does your Business sell alcohol?:

No

SAVE

This information hasn't changed



Once all the sections have a status showing “Done”, click “SUBMIT FINAL INFORMATION” to submit your renewal.

[← Glendale Business License Demo](#)

Glendale Business License Demo

600000663-GBL

Status

Not Submitted

Glendale Business License

Effective Date

1/1/2021

Business Location

Expires On

5850 W Glendale Ave
Glendale AZ 85301

Estimated Fees

\$25⁰⁰

Additional fees may be required

Application Checklist

Please complete the following tasks. Once the required information is added, you will be able to submit your final application.

SUBMIT FINAL INFORMATION

▼ Business Account Information

✔ Done

▼ Business Location

✔ Done

▼ Owners & Contacts

✔ Done

▼ License Details

✔ Done

▼ License Fees

Estimated Fees \$25.00



Before you can make a payment, please verify your email address. You should receive an email from noreply@smartgovcommunity.com. Click “Verify” to verify your email address.

From: noreply@smartgovcommunity.com <noreply@smartgovcommunity.com>

Sent: Monday, October 26, 2020 4:57 PM

To: TaxLic <TaxLic@GLENDALEAZ.com>

Subject: [Training] CITY OF GLENDALE, AZ online account verification



[Training] CITY OF GLENDALE, AZ online account verification

Your account has been created for the portal. Please click on the link below to verify your account.



www.glendaleaz.com/businesslicense



After clicking “Verify”, you should see the message below acknowledging your account has been verified.

The screenshot shows a website header with a blue navigation bar. On the left is the City of Glendale logo. In the center, a light blue notification box contains the text "Your account has been verified" with a close button (an 'x' in a circle) on the right. To the right of the notification box are the links "Home" and "Tax & Lic" with a dropdown arrow. Below the navigation bar, a grey footer bar contains the text "City of Glendale, AZ" on the left and "support: (623) 930-3190" and "taxlic@glendaleaz.com" on the right.



Once your renewal has been submitted, click “PAY ONLINE” to pay your renewal.

[← Glendale Business License Demo](#)

Glendale Business License Demo

600000663-GBL

Status

Pending

Glendale Business License

Effective Date

1/1/2021

Business Location

Expires On

5850 W Glendale Ave
GLENDALE AZ 85306

Current Fees

\$25⁰⁰

PAY ONLINE

Additional fees may be required

Application Checklist

Please complete the following tasks. Once the required information is added, you will be able to submit your final application.

SUBMIT FINAL INFORMATION

▼ **Business Account Information**

✔ **Done**



If fees are not added, click “+Add” to add the license fee to your cart. Then click “Proceed to checkout”

Pay Online Click "add" to add the item to your shopping cart.

Add All to Cart

600000633-GBL
Glendale Business License
Glendale Business License Demo

5850 w glendale ave
Effective 1/1/2021

Fees: **\$1.00**

+ Add

Cart

Your cart is empty.

Proceed to checkout

Pay Online Click "add" to add the item to your shopping cart.

600000633-GBL
Glendale Business License
Glendale Business License Demo

5850 w glendale ave
Effective 1/1/2021

Fees: **\$25.00** Payment: **\$25.00**

✕ Remove

Cart

600000633-GBL \$25.00

Total: **\$25.00**

Proceed to checkout

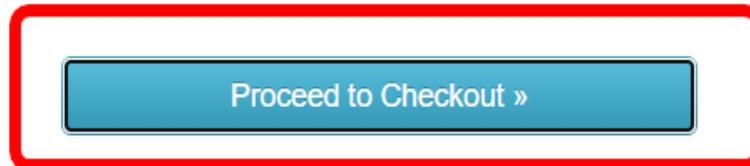


Verify total is correct and click “Proceed to checkout”

Review your invoice

Item Number	Total Amount Due	Payment
600000633-GBL	\$25.00	\$25.00
Total:	\$25.00	\$25.00

[edit invoice](#)





Enter all required fields. Then select your preferred Payment Method, click “Continue” when finished.

 **Enter Payment Information**

All fields are required unless labeled as optional.

First Name <input type="text"/>	Middle Name <input type="text"/>
	Optional
Last Name <input type="text"/>	Daytime Phone Number <input type="text"/>
ZIP Code <input type="text"/>	
Email  <input type="text" value="Enter email address"/>	Re-Enter email <input type="text" value="Re-enter email address"/>

Pay this Amount \$

Payment Method

<input type="radio"/> 	eCheck / Bank Account
<input type="radio"/> 	Debit Card
<input type="radio"/> 	Credit Card



Check the box below to authorize the payment and click “Pay”

 **Confirm Payment**

Payment Method  

Payment Date

Payment Amount \$1.00

[Click to read the Payment Authorization Terms](#)

authorize payment and agree to the Payment Authorization Terms

Click the **PAY** button to complete your payment.

< Back Pay \$1.00 Cancel



You can print your license by clicking “Print”.
To go back to your license page, click “My Business Portal”.

Payment Confirmation

[Print Receipt](#)

Payment Received

Transaction Summary

Receipt #: LI20-01780

Confirmation #: 482850965

Amount: \$1.00

Issued Licenses Fees associated with the following issued licenses have been paid.

#	Type	Address	Submitted	Expires	License Status
600000633-GBL	Glendale Business License	5850 w glendale ave	10/28/2020	12/31/2021	VALID Print »

[Payment History](#)

[My Business Portal](#)

[My Portal](#)



Once the license is paid in full, you can print your license anytime by clicking “Print License” from the license details page.

< **Glendale Business License Demo**

 **Print License**

Glendale Business License Demo

600000633-GBL

Status **Issued**

Current Fees

\$0⁰

Glendale Business License

Effective Date **10/5/2020**

Additional fees may be required

Business Location

Expires On **10/4/2021**

5850 w glendale ave
Glendale AZ 85301

Application Checklist
License Information

▼ **Business Account Information**

✔ **Done**

▼ **Business Location**

✔ **Done**