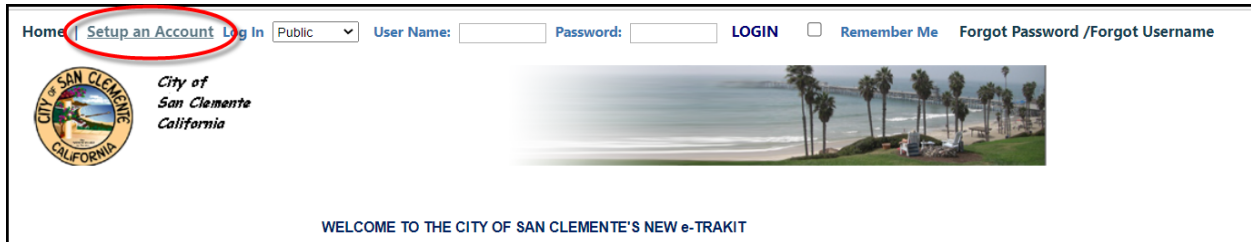


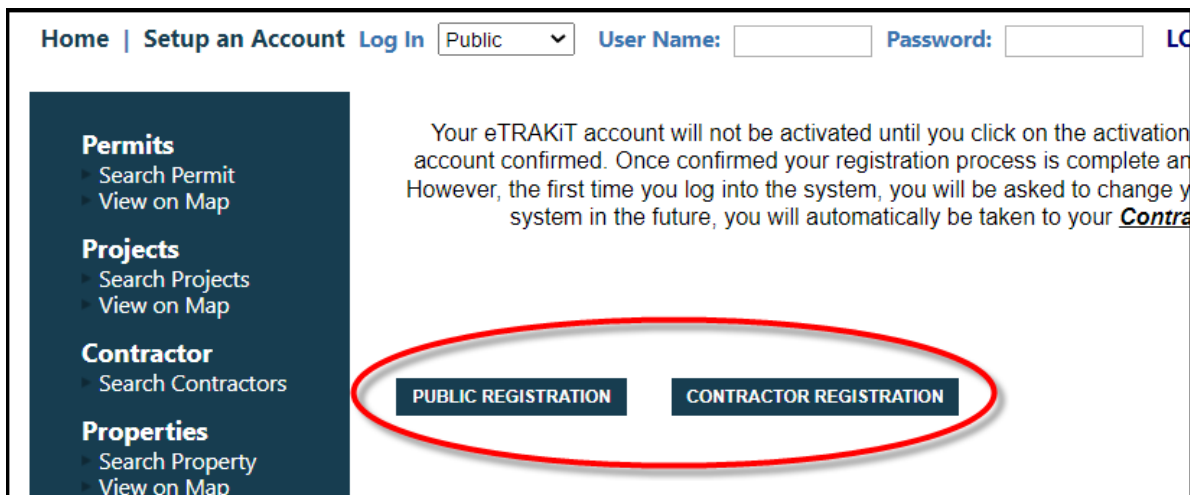
## Online Business License Renewals

To renew your business license online with our new online payment portal, please follow the steps below:

1. Browse to <https://cdweb.san-clemente.org/eTRAKiT/>
2. Choose "Setup an Account"



3. Select Public or Contractor (if licensed contractor)



4. Complete the New Account information page:

**Create New Public User Account**  
*\* Required fields*

Note: Your privacy is important to the City of San Clemente. We ask for only the minimum information required to establish an account. Email information will be used for City purposes only. Please contact us at (949)361-6100 with questions.

*Profile*

\* **First Name:**

\* **Last Name:**

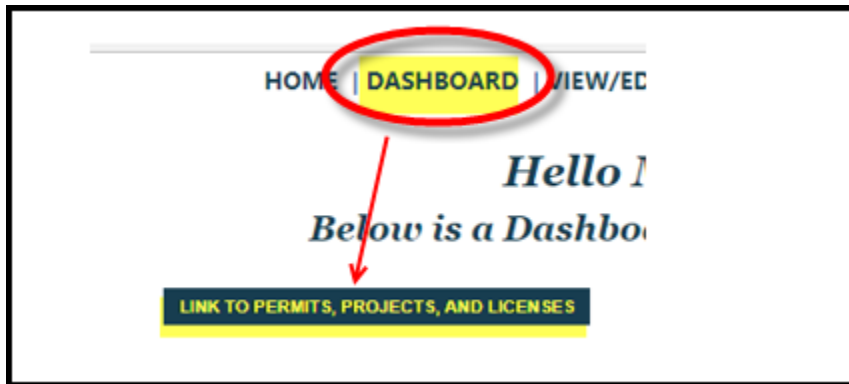
\* **Address:**

\* **City:**

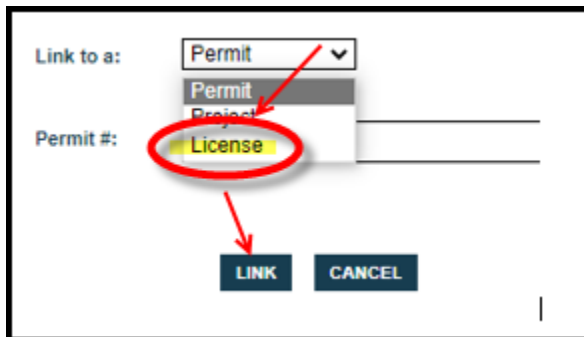
\* **State:**

## Online Business License Renewals

5. Once you have created your log in, and are logged-in to the system, choose “DASHBOARD” at the top of the window, and then click “Link to Permits, Project, and Licenses.”



6. For Business License Renewal, select “License”, enter your License number, and click “LINK.”



7. One you choose “link”, you should see your “Renew” arrow. Choose this & follow the steps for processing.



## Online Business License Renewals

NOTE: You will need your **NEW** license number to link your license to your newly created account. If you do not have this, you will need to first "Search Licenses" and find your license number. See screenshot below for how to search your license number:

The screenshot displays a web application interface. At the top, there is a navigation bar with links for 'Home', 'Setup an Account', and 'Log In'. A dropdown menu is set to 'Public'. There are input fields for 'User Name:' and 'Password:', followed by a 'LOGIN' button. On the left side, a dark blue sidebar menu contains several categories: 'Permits', 'Projects', 'Contractor', 'Properties', 'Inspections', 'License', and 'Complaints'. The 'License' category is circled in red, and a red arrow points from this circle to the 'License Search' form. The 'License Search' form is titled 'License Search' in red. It includes a 'Search By:' dropdown menu set to 'COMPANY', a 'Search Operator:' dropdown menu set to 'Equals', and a 'Search Value:' input field. A 'SEARCH' button is located below the input field. To the left of the search form, there is a 'MAP' label and a toggle switch with 'ON' and 'OFF' options.