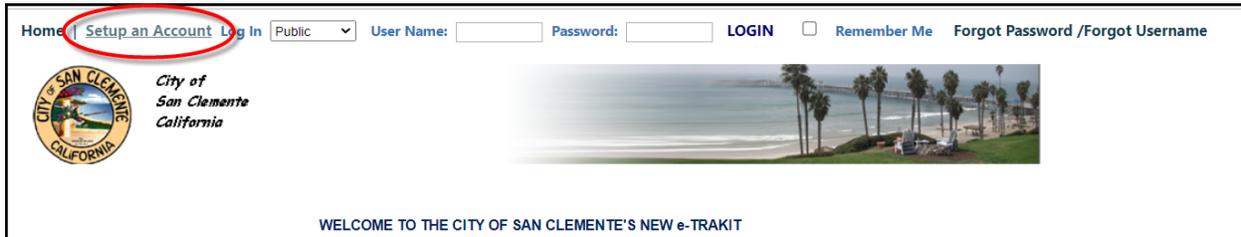


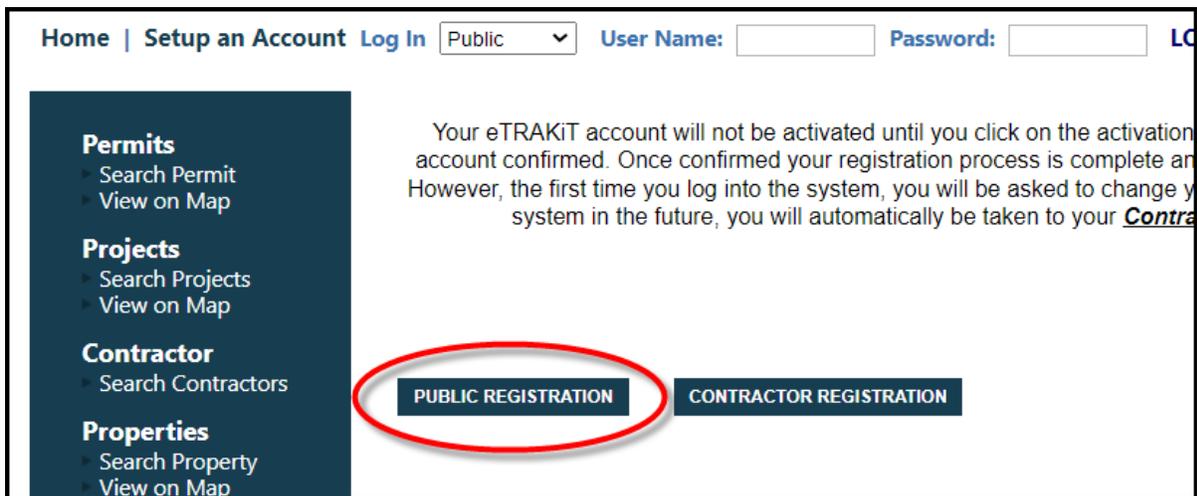
Online Business License Renewals

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



4. Complete the New Account information page:

Create New Public User Account
** Required fields*

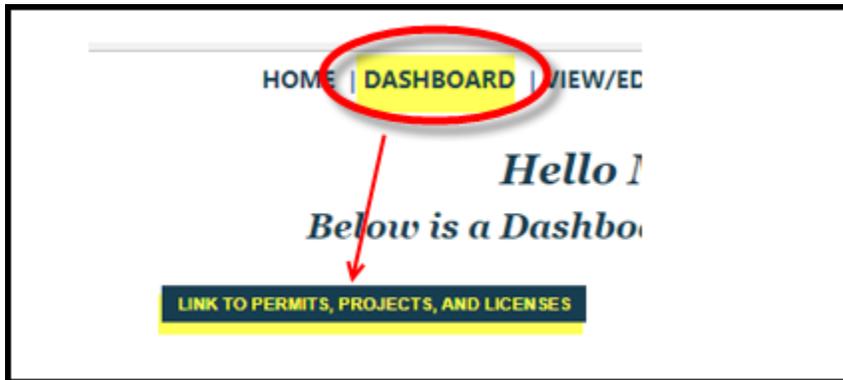
Note: Your privacy is important to the City of San Clemente. We ask for only the minimum information required to establish an account. Email information will be used for City purposes only. Please contact us at (949)361-6100 with questions.

Profile

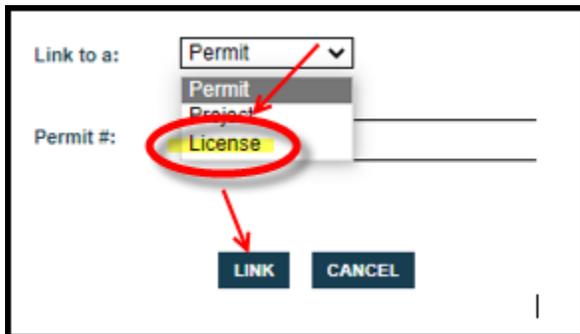
* **First Name:** |
* **Last Name:** |
* **Address:** |
* **City:** |
* **State:** |

Online Business License Renewals

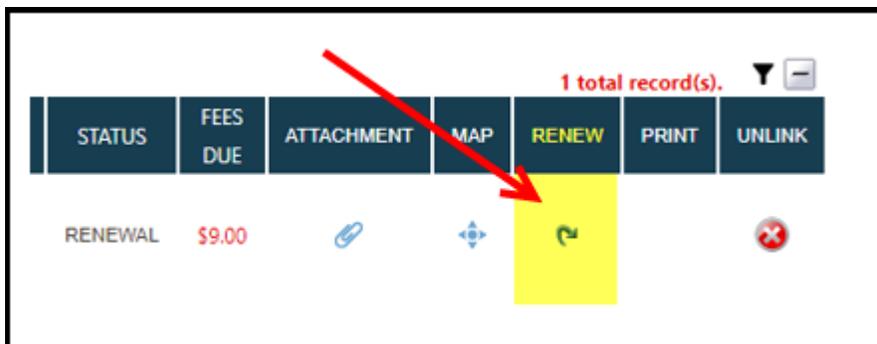
5. Once you have created your log in, and are logged-in to the system, choose “DASHBOARD” at the top of the window, and then click “Link to Permits, Project, and Licenses.”



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



7. One you choose “link”, you should see the “Renew” arrow button. Choose this & follow the steps for processing. (Note: DO NOT click the \$9.00 “Fees Due” amount. This will result in an incomplete fee calculation)



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 with a dark blue sidebar on the left and a white main content area. The sidebar contains several menu items under different 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 'Search Value' input field in the 'License Search' form. The search form 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. The top navigation bar includes links for 'Home', 'Setup an Account', 'Log In', a 'Public' dropdown menu, 'User Name:' and 'Password:' input fields, and a 'LOGIN' button.

Home | Setup an Account Log In Public User Name: Password: LOGIN

Permits
Search Permit
View on Map

Projects
Search Projects
View on Map

Contractor
Search Contractors

Properties
Search Property
View on Map

Inspections
Schedule
View on Map
Cancel
Scheduled

License
Search Licenses
Pay Fees
Renew

Complaints
Report Issue

License Search

Search By: COMPANY
Search Operator: Equals
Search Value:

SEARCH

MAP ON OFF