# EASY GUIDE TO RENEW YOUR BUSINESS LICENSE ONLINE



County of Ventura Treasurer-Tax Collector (805) 654-3744 To renew online, you will need your <u>Account number</u> and <u>Security code</u> to log in. This information can be found on the Renewal Form that was mailed to you.

## **Renewal Logon Screen**

This is the page where you will be prompted to enter your Account Number and Security code. https://ventura.progressivecloud.net/webrenewals/default.aspx



# **Verify Information**

Review the information associated with your account.

Treasurer-Tax Collecto Business License Payments Please confirm that the following information provide correct for account: 18009					
				License Expiration Date:	
				Expiration Date:	6/30/2019
Business Attributes:					
Business Name:	Super Helpers				
Business Type:	Hawker				
Account Number:	18009				
Business Phone:	(805) 555-3344				
Business Address:					
Address:	1853 Halloway Ave				
City:	CAMARILLO				
State:	CA				
Zip coda:	93012-9186				
Mailing Address:					
Attention:	Accounts Payable				
Mailing Address:	1853 Halloway Ave				
City:	CAMARILLO				
State:	CA				
Zip code:	93012-9186				
Contact:					
Name:	Karen Smith				
Contact Type:	Owner				
Address:					
City:					
State:					
Zip Code:					
Home Phone:					
Email Address:	@ventura.org				
Additional Contact:					
Contact Type:					
Name:					
Phone:					
Phone Extension:					

# Selecting an Action Type

After verifying your account information, you can continue by selecting from the following options:

Select Action Type:
O Make a Payment
O Modify: I wish to update information listed above.
$\bigcirc$ Business Closed: I am no longer conducting business in Ventura .
O Print License or Renewal Notice
Click Continue when ready:
Continue

\*Note: If you Modify the account, the Tax Collector's Office will receive a notice to approve the modifications. When approved, you will receive an email which will allow you to continue to the next step of making a payment.

You must select these two lines to move forward:

Click Continue when ready:

 $\bigcirc$  I certify that the above mailing address is correct.

 $\bigcirc$  I certify that the above business address and business phone are correct.

Continue

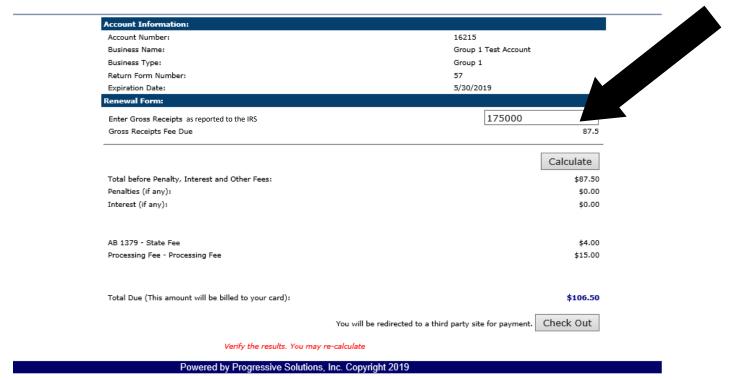
## **Calculating the Tax**

Once you enter the unit required for your business type (i.e. in this case, Gross Receipts-as reported to the IRS), click the calculate button. The tax due will calculate for you and include all necessary fees and/or penalties. Be sure to use numbers only rounded to the nearest whole dollar.



Log Out Last Logged in: 6/17/2019 11:15:31 PM

#### **Business License Payments**



You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at <u>www.dgs.ca.gov/dsa/Home.aspx</u> The Department of Rehabilitation at <u>www.rehab.cahwnet.gov</u> The California Commission on Disability Access at <u>www.ccda.ca.gov</u>

Report a Problem

# Making a Payment

Click on "Check Out" to go to the payment screen. Visa, Mastercard and Discover are the credit cards accepted.

This screen is hosted by a secure payment processor and your payment information is not shared with the County of Ventura.



## **Ventura County Business License Renewals**

## Amount Due: \$91.50

-Card Informa	ation	
Card Holder First Name		
Card Holder Last Name		
Card Number		
Accepted Card Types		
Expiration	MM/YYYY 🗰	
Security Code		What is a Security Code?
Billing Addre	SS	
Address		
City		
State		
Zipcode		
Your use of this for	orm constitutes agreement	to our Terms of Service
Submit Payment		

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Privacy Policy

Report a Problem

# **Confirmation**

You have competed the Renewal process. The Treasurer-Tax Collector's Office will receive your renewal, review it, and mail out your Business License Certificate. You can also download and print your license online once approved!

#### Your payment has been received!

If this payment was for a Business License Application/Renewal, please allow time for review before your Business Tax Certificate in the mail.

Account Number: Business Number: Amount Paid: Date and Time of Payment:	18009 Testing 123 \$74.14	6/5/2017 11:50:23 AM
County of Ventura Treasurer-Tax Collector 800 South Victoria Avenue Ventura, CA 93009-1290 (805) 654-3744 Tax.Collector@ventura.org		Print Results

## **Confirmation Email:**

🖫 🎾 🔿 🕆 🕹 🗧 🗧 🗧 🗧 🗧 🗧 🗧 🗧 🗧 🗧 🗧 🗠 [External] Merchant Email Receipt - Message (Plain Text) 🛛 🗖 🗖 🗖 🗖	$\times$
File Message Help Acrobat Q Tell me what you want to do	
Image: Delete Archive <td< td=""><td></td></td<>	
A Mon 6/17/2019 3:52 PM Auto-Receipt < noreply@mail.authorize.net> [External] Merchant Email Receipt To • Tosato. Tara 1 We removed extra line breaks from this message.	~
	-
======================================	
Invoice : Description : BL Payment Amount : 0.02 (USD) Payment Method: MasterCard xxxx8873 Transaction Type: Authorization and Capture	
======================================	
<pre>====== RESULTS ====================================</pre>	
E-Mail : tara, @ventura.org	
==== CUSTOMER SHIPPING INFORMATION === First Name : Last Name : Company : Address : City : State/Province : Zip/Postal Code : Country :	
====== ADDITIONAL INFORMATION ======	
Tax : Duty : Freight : Tax Exempt :	
PO Number :	-

### **Credit Card Statement:**

This is how the charge will look on your credit card statement. Please do not dispute this charge with your credit card processor. Contact our office if you have any questions.

A returned payment for any reason will result in an additional \$50.00 fee owed.

Pending Transaction	s (i)						🖨 Print
DATE 🗸		DESCRIPTION		CATEGORY	CARD	AMOUNT	
	R	VC TAX COLLECTOR BUS L		Other Services	Tara L8873	\$0.02	
		Purchased: Purchased By:	Mon, Jun 17, 2019 TARA LEIGH TOSATTO				
	1	Report a problem					

For any questions, please contact the Treasurer-Tax Collector's Office at (805) 654-3744 or email us at Tax.Collector@ventura.org