



## ANNUAL BUSINESS LICENSE FILING/PAYMENT INSTRUCTIONS

- Once logged in, click the Payment Portal tab to the right of the screen.
- Click the Business Tax tab to the right of the screen under the Payment Portal tab.
- Click Enter Filing for the account you want to make a payment for.
- Under Renewal Cycle, click [select](#) ANNUAL.
- Click [select](#) by the appropriate year to file **\*\*if you are delinquent for the previous two years you must renew those business licenses before you can renew the current year business license\*\***
- Enter the previous year total gross income (***“gross income” means the total revenue of a business, received or accrued, for one (1) calendar year collected or to be collected from business done within the City of Beaufort, excepting there from income earned outside of the City on which a license tax is paid to some other municipality or a county and fully reported to the City***)
- Click Continue.
- Please review that the information is correct before submitting. If you need to make a change, click Revise this Filing. If the information is correct then click the File tab at the bottom.
- Click Add to Cart.
- At the top right of the screen click My Cart and then click Checkout.
- Select payment method
- Enter the payment information.
- Click Continue
- Enter your billing information **exactly** as it appears on your credit card or bank statement.
- Click Continue
- Review the information below. Make changes if necessary, then click Submit, to submit your payment request.
- Print your confirmation number.