



ONLINE PAYMENT PORTAL REGISTRATION INSTRUCTIONS (FIRST TIME USERS)

- First time users – click accept below to be directed to the Citizen Self Service page.
- Click Register.
- In the User ID field, type your **Account** number located on your business license and your D.B.A. (doing business as)
- Re-type your User ID.
- Create a password.
- Re-type your password.
- Type a password hint
- Provide email address of the business owner – *or, the email of a registered agent that will be responsible for the online filings.*
- Enter the validation numbers into the box below.
- Click Save.
- Then contact the Business License Office at 843-525-7025 or buslicense@cityofbeaufort.org to have your business account(s) linked to your User ID to make online payments. Please allow up to 24 hours or the next working day to have your business account(s) linked to you User ID.
- Once you have received confirmation from that Business License Office, you can then login into your online payment portal and access your account(s).
- Enter User ID and temporary password and then click login.
- You will then be prompted to change your password.

*****PLEASE NOTE, if you have MULTIPLE business licenses, you may have all accounts linked under one payment portal User ID by contacting the Business License Office after the initial registration. Otherwise, you may register each business under an individual payment portal User ID*****