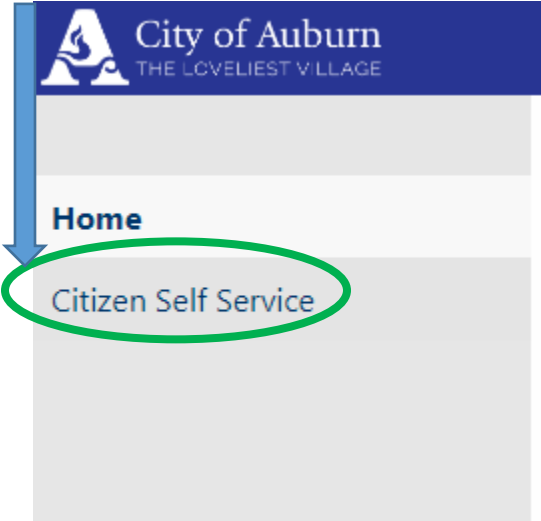
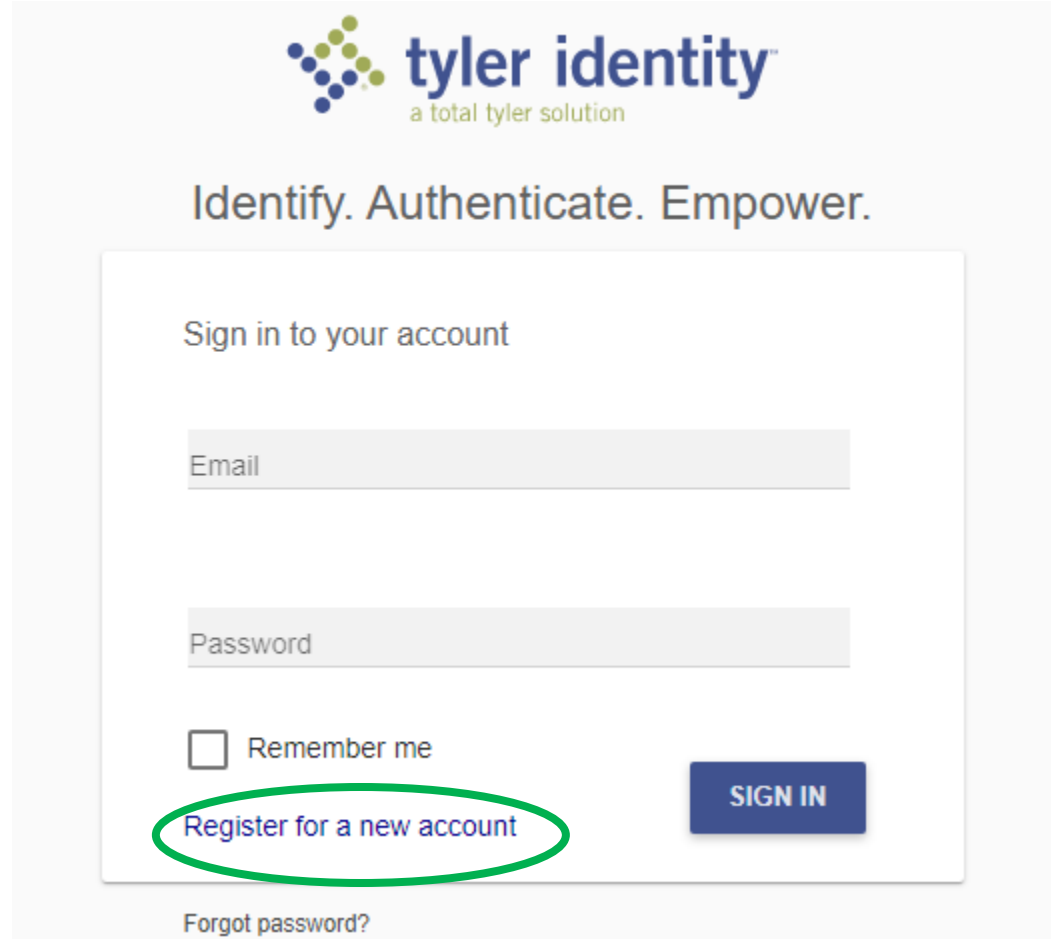


RENEW BUSINESS LICENSE INSTRUCTIONS

Select Citizen Self Services



Create a Username (email address) by selecting Register for a new account.



The image shows the Tyler Identity login and registration interface. At the top is the Tyler Identity logo, which consists of a cluster of blue and green dots to the left of the text "tyler identity" in a bold, blue, sans-serif font, with the tagline "a total tyler solution" in a smaller, green, sans-serif font below it. Below the logo is the slogan "Identify. Authenticate. Empower." in a grey, sans-serif font. The main content area is a white box with a light grey border. Inside this box, the text "Sign in to your account" is displayed in a grey font. Below this text are two input fields: "Email" and "Password", both with light grey borders. Under the "Email" field is a checkbox with the label "Remember me". To the right of the "Remember me" checkbox is a blue button with the text "SIGN IN" in white, uppercase letters. Below the "Remember me" checkbox and to the left of the "SIGN IN" button is the text "Register for a new account" in a blue, sans-serif font, which is circled in green. At the bottom left of the white box is the text "Forgot password?" in a grey font.

Once you have created your user account, email revenue@auburnalabama.org or call 334-501-7215, during regular business hours, to link your business account. Staff will need your username and business account ID.

ONLY INDIVIDUALS AUTHORIZED TO VIEW THE ACCOUNT WILL BE LINKED.

Account Settings

Citizen Self Service

Account Settings

Account Information

Now logged in as	TESTONTICHENOR
Last successful login	1/15/2020
Last failed login	1/15/2020
Password last changed	1/15/2020
Password expires in	365 days Change Password
E-Mail address	Imose@auburnalabama.org Change E-Mail Address

Linked Accounts

Existing accounts can be "linked" to your self-service user id. These links give you quick access to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove" will appear below. Click a module's "link to account" to reach the page where new account links can be created, and where additional instructions are provided.

Customer Accounts [link to account](#)

There are currently no linked accounts

Business License/Taxes Accounts [link to account](#)

There are currently no linked accounts

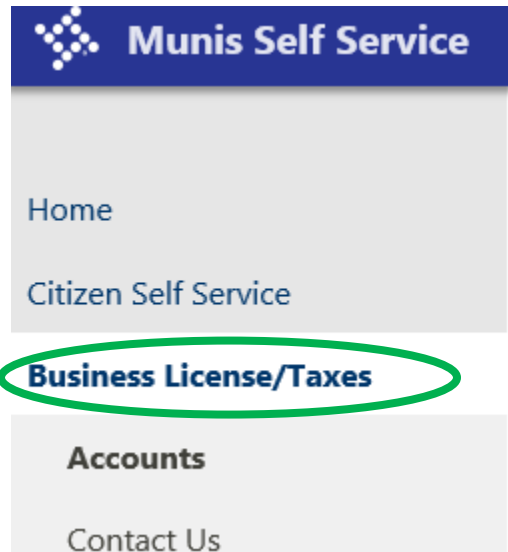
[Go To Module Homepage](#)

Utility Billing Accounts [link to account](#)

Account	Customer
There are currently no linked accounts	
Go To Module Homepage	

Once your account has been linked, **click Go to Module Homepage.**

Select Business License/Taxes

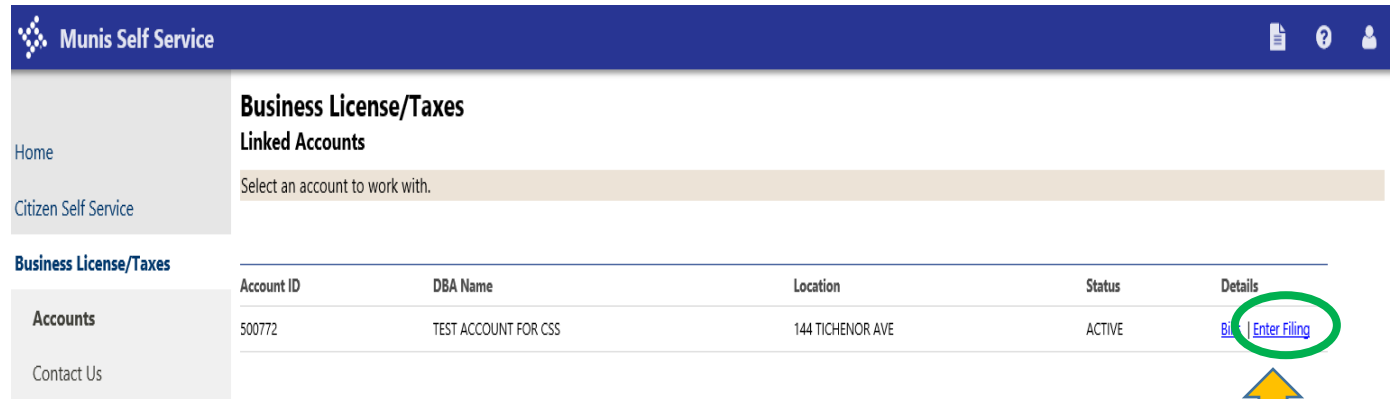


Munis Self Service

- Home
- Citizen Self Service
- Business License/Taxes**
- Accounts
- Contact Us

Ensure this is the appropriate business license account for the renewal being processed.

Select Enter Filing



Munis Self Service

Business License/Taxes

Linked Accounts

Select an account to work with.

Account ID	DBA Name	Location	Status	Details
500772	TEST ACCOUNT FOR CSS	144 TICHENOR AVE	ACTIVE	Bi Enter Filing



The highlighted options across the top of each column allows you to sort your list by the items in that column.

The screenshot shows the 'Business License/Taxes' section of the Munis Self Service portal. The page title is 'Business License/Taxes Filing - License/Tax Selection'. The account ID is 500772 and the DBA Name is TEST ACCOUNT FOR CSS. A message states 'Please select a record to access the filing history'. Below this is a table with columns: Category, Type, Reference, Renewal Cycle, and Select. The 'Category', 'Type', 'Reference', and 'Renewal Cycle' headers are highlighted with a green oval, and blue arrows point from the text above to these headers. The table contains three rows of data.

Category	Type	Reference	Renewal Cycle	Select
Manufacturing	Food	17388	Annual BL Renewal	select
Transportation and Warehousing	Transit & Ground Passenger	17387	Annual BL Renewal	select
Quarterly OCC		17396	Quarterly EOM	select

Select the License you wish to renew using the highlighted select options to the right

This screenshot is similar to the previous one, but the 'select' link in the 'Select' column of the second row (Transportation and Warehousing) is highlighted with a green oval. The table structure and data are identical to the previous screenshot.

Category	Type	Reference	Renewal Cycle	Select
Manufacturing	Food	17388	Annual BL Renewal	select
Transportation and Warehousing	Transit & Ground Passenger	17387	Annual BL Renewal	select
Quarterly OCC		17396	Quarterly EOM	select

Choose the appropriate license by **selecting Enter Filing** located on the right side. The Status of **NOT DUE**, means NOT DELINQUENT.

ALL BUSINESS LICENSES FOR 2021 ARE DELINQUENT AFTER FEBRUARY 16, 2021

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Business License/Taxes
Filing - Date Selection

Account ID 500772
 DBA Name TEST ACCOUNT FOR CSS
 Category Transportation and Warehousing
 Type Transit & Ground Passenger
 Renewal Cycle Annual BL Renewal

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Due Date	Total	Balance	Filing
2020	1	NOT DUE	2/15/2020	0.00	0.00	Enter Filing
2019	1	FILED	2/15/2019	11.50	0.00	

The **BL###** below indicates the assigned business category. Use the Fee Category Sheet located in paper icon on the top right corner to verify the appropriateness of assigned category and to manually calculate the fee due.

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Utility Billing

Business License/Taxes
Filing Amounts

Account ID 500772
 DBA Name TEST ACCOUNT FOR CSS
 Category Transportation and Warehousing
 Type Transit & Ground Passenger
 Renewal Cycle Annual BL Renewal
 Month 1
 Year 2020

Business License All Services (BL135)

Gross Receipts \$ 0.00

Business License Issuance Fee (BL210)
 Amount \$5.00

Cancel Continue

Resources
 Revenue Office Home
 Fee Category Sheet

CALCULATE RENEWAL FEE

Enter the business total gross receipts from 2020 and click Continue

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Utility Billing

Business License/Taxes Filing Amounts

Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services (BL135)

Gross Receipts	\$	<input type="text" value="0.00"/>
----------------	----	-----------------------------------

Business License Issuance Fee (BL210)

Amount	\$5.00
--------	--------

Cancel Continue

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Business License/Taxes Filing Amounts

Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services (BL135)

Gross Receipts	\$	<input type="text" value="872510.96"/>
----------------	----	--

Business License Issuance Fee (BL210)

Amount	\$5.00
--------	--------

Cancel Continue

Review the information and either **Revise the filing (if incorrect)** or check the acknowledgement box at the bottom of the page and Submit Filing

Munis Self Service

Home
Citizen Self Service

Business License/Taxes Filing Amounts

Review

Please review that the information is correct before submitting.

[Revise this filing](#)

Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services BL135 Actual	
Gross Receipts	872510.96
Deductions	0.00
Taxable Sales	872510.96
Calculated Amount	2181.28
Interest	0.00
Net Due	2181.28

Business License Issuance Fee BL210	
Net Due	5.00

Summary	
Calculated Amount due on this filing:	2186.28
Interest on this filing:	0.00
Penalty on this filing:	0.00
Total due:	2186.28

**The amount due shown does not include any potential interest that may be added for late filings.

Check the following box to signify acknowledgement I hereby acknowledge that the information I am about to submit is 100% accurate and understand the license cannot be issued if applicable State Certifications have not been uploaded or received by the Revenue office.

Cancel **Submit Filing**

Once the filing has been submitted, **upload any required documents at this time. ONLY PDF documents accepted. This is the only time documents can be uploaded. Failure to upload required documents could delay the issuance of your 2021 business license.**

Required documents include, but are NOT limited to the follow:

- State Issued Licenses
 - Alcoholic Beverage License
 - Cosmetology
 - Electrical
 - General Contractors
 - HVAC
 - Homebuilder
 - Liquor License
 - Plumbing
- Residential Rental Property listings
- Contractor's Bond
- Etc...

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- Utility Billing

Business License/Taxes Filing Amounts

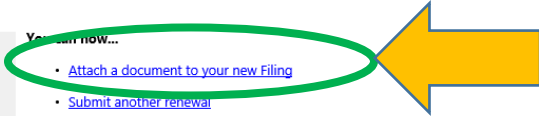
Confirmation

Thank you. Your information has been successfully submitted.

[Pay this bill](#)

You can now...

- [Attach a document to your new Filing](#)
- [Submit another renewal](#)



Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services BL135 Actual	
Gross Receipts	872510.96
Deductions	0.00
Taxable Sales	872510.96
Calculated Amount	2181.28
Interest	0.00
Net Due	2181.28

Business License Issuance Fee BL210	
Net Due	5.00

Summary	
Calculated Amount due on this filing:	2186.28
Interest on this filing:	0.00
Penalty on this filing:	0.00
Total due:	2186.28

**The amount due shown does not include any potential interest that may be added for late filings.

If you have another renewal to submit, click the Submit another renewal and proceed as before.

Business License/Taxes
Filing Amounts

Confirmation

Thank you. Your information has been successfully submitted.

[Pay this bill](#)

Business License/Taxes

- Accounts
- Owner Information
- Filing**
- Contact Us

You can now...

- [Attach a document to your new Filing](#)
- [Submit another renewal](#)

Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services BL135 Actual

Gross Receipts	872510.96
Deductions	0.00
Taxable Sales	872510.96
Calculated Amount	2181.28
Interest	0.00
Net Due	2181.28

Business License Issuance Fee BL210

Net Due	5.00
---------	------


Summary

Calculated Amount due on this filing:	2186.28
Interest on this filing:	0.00
Penalty on this filing:	0.00
Total due:	2186.28

**The amount due shown does not include any potential interest that may be added for late filings.

Once you have uploaded any required documents and submitted all renewal filings,

Select Pay this bill



Business License/Taxes

Filing Amounts

Confirmation

Thank you. Your information has been successfully submitted.

[Pay this bill](#)

You can now...

- [Attach a document to your new Filing](#)
- [Submit another renewal](#)

Account ID	500772
DBA Name	TEST ACCOUNT FOR CSS
Category	Transportation and Warehousing
Type	Transit & Ground Passenger
Renewal Cycle	Annual BL Renewal
Month	1
Year	2020

Business License All Services BL135 Actual	
Gross Receipts	872510.96
Deductions	0.00
Taxable Sales	872510.96
Calculated Amount	2181.28
Interest	0.00
Net Due	2181.28


Business License Issuance Fee BL210	
Net Due	5.00

Summary	
Calculated Amount due on this filing:	2186.28
Interest on this filing:	0.00
Penalty on this filing:	0.00
Total due:	2186.28

**The amount due shown does not include any potential interest that may be added for late filings.

You can either pay credit card or ACH check payment

Enter payment information.



Pay Bills

Step 2 of 4: Please enter the payment information

Enter the details needed to process this payment.

Credit card information

Card type

Card number

Card ID (CVV) number [Where is this?](#)

Expiration date

You about to leave the City of Auburn’s website and taken to another secure site for payment processing. To get back to your Citizen Self Services Account, you will need to open a new web browser for selfservice@auburnalabama.org and enter username and password.

Select Continue if you wish to proceed.

PAY CITY INVOICES INSTRUCTIONS

Using your username and password log into Citizen Self Services and **select General Billing and Invoices** and Invoices.

Enter the **Bill number** and **Customer** number found on the invoice mailed to you. **SEARCH**



City of Auburn
 144 Tichenor Ave. Suite 6
 Auburn, AL 36830
 (334) 501-7239 Phone
 (334) 501-7297 Fax
 www.auburnalabama.org

TEST ACCOUNT
 123 MAIN AVE
 AUBURN, AL 36830-4818

Invoice No. 38
 Customer Number 17

INVOICE

Invoice Date	Invoice No.
01/28/2019	38
Customer Number	
17	
Invoice Total Due	
\$100.00	
Amount Paid	

Due Upon Receipt

PLEASE RETURN TOP PORTION WITH PAYMENT

Invoice Date: 01/28/2019

Customer Number: 17

Description	Quantity	Price	UOM	Original Inv	Adjusted	Paid	Amount Due
Leased Parking	1	\$100.00	EACH	\$100.00	\$0.00	\$0.00	\$100.00

Find the bill you wish to pay and using the boxes to the left under Pay column, **Check the box for the chosen bills.**

The Details option on the right allows you to view and pay each bill separately.

Pay	Bill Number	Bill Type	Pay By	Total Unpaid	Balance Due	Details
<input checked="" type="checkbox"/>	[REDACTED]	General Fund General Billing	1/31/2020	\$3,764.09	\$ [REDACTED]	Details
<input type="checkbox"/>	[REDACTED]	Sewer General Billing	1/25/2020	\$47,050.39	\$4 [REDACTED]	Details
<input checked="" type="checkbox"/>	[REDACTED]	General Fund General Billing	1/25/2020	\$50,740.57	\$5 [REDACTED]	Details

And scroll to the bottom of the page and **Select Pay** to pay all the selected bills

You about to leave the City of Auburn’s website and taken to another secure site for payment processing. To get back to your Citizen Self Services Account, you will need to open a new web browser for selfservice@auburnalabama.org and enter username and password.

Select Continue if you wish to proceed.