

STEP 1 GO TO
WWW.LEESBURGFLORIDA.GOV

STEP 2	ON THE MAIN PAGE HOVER OVER THE “Government” LINK ON THE TOP OF THE PAGE	THEN SELECT <ul style="list-style-type: none"> • Leesburg Online Services
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STEP 3 [Online service for Business Account Management](#)

SELECT THIS OPTION

Leesburg Online Services for Business Account Management (BAM) enables local businesses to view their business information and renew the business tax receipt online.

In order to renew online, you must create a user account, this will give you access to your business information and allow you to renew using a credit card. Once your user account is created, an email confirmation will be sent to you, follow the instructions to confirm you account, you may then log in to your new user account, continue to follow the steps below	SELECT “Create User” In the upper right corner	Log In Enable eMail Create User
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STEP 4

SELECT
“Business Account Management”

Home
Work With:
[Building Permits](#)
[Business Account Management](#)
[Planning and Engineering](#)

STEP 5 You will need to add your business to your account

SELECT
“Add Consolidated Account”

Click2Gov Business Licenses - Consolidated Business List

Select the business you would like to work with.
Click the link below to add additional businesses to your consolidated account.
[Add Consolidated Account](#)

STEP 6

Enter
“Business ID”

Then select
“ADD”

*License Number: [Search](#)

Add

BUSINESS ID: 55818-SAL1702
BUSINESS CLASS: SALES WITH INVENTORY
EXPIRATION DATE: 9/30/2012

STEP 7

If you have multiple tax receipts
You will need to add the additional receipts to your account

SELECT
“Add Consolidated Account”

Click2Gov Business Licenses - Consolidated Business List

Select the business you would like to work with.

Business Name				Outstanding Amount Due	Remove
Test	Licenses	Branches	Related Parties	\$55.13	<input type="checkbox"/>

Remove Selected Business

Click the link below to add additional businesses to your consolidated account.
[Add Consolidated Account](#)

STEP 8

To renew the business tax receipt

SELECT
“Renew License”
from the listed options

Business Account Management
Site Navigation

[License Search](#)
[Select Account](#)
[Renew License](#)
[Email Us](#)

STEP 9

Check the Business to renew

Click "Continue"

Renew License – Business License List
Please select license from the list.

Select	Business Name	License Number	Classification	Expiration Date	Status
<input type="checkbox"/>	Test	17276	Mining	09/2013	Active

Continue

STEP 10

Proceed to the bottom of the "License Information" page

SELECT "Continue"

Renew License – License Information

Business Information

Business Name: Test
Date Opened: 08/23/2011
Type of Owner: CORPORATION
Status: ACTIVE

Continue

STEP 11

To proceed to the payment portion of the process click "Finish"

Renew License – License Summary

Classification Code: MINING OR QUARRYING
Application Date: 11/15/2012
Expiration Date: 09/30/2013

Fee Description	Calculated Charges	Exemption	Final Charge
Business Office	\$55.13	\$0.00	\$55.13

Finish

STEP 12

To complete, select "Payment"

Renew License Confirmation

License renewal successfully completed. You may owe renewal fees related to this renewal and may need to pay those fees before your renewal is official. Please select the "Payment" link below to pay any outstanding fees related to this renewal.

[Payment](#)

STEP 13

Check box under "Pay" column to select amount to pay

Total amount will appear here

Click "Pay Selected Fees Now" to proceed to payment page

License Fees

License Number: 17276
Classification: MINING OR QUARRYING
Status: ACTIVE

Description	Amount Charged	Amount Paid	Amount Pending	Amount Due	Pay ?
BASE FEE	\$55.13	\$0.00	\$0.00	\$55.13	<input checked="" type="checkbox"/>

Total Amount to be Paid

Pay Selected Fees Now

ALL FEES MUST BE PAID, INCLUDING ANY PENALTY FEES, IN ORDER TO HAVE YOUR BUSINESS TAX RECEIPT UPDATED AND MAILED TO YOU

FINAL STEPS

Enter credit card information

Follow the prompts until complete, a receipt will be provided to you at the end.

Once your payment has been processed and confirmed, a new Business Tax Receipt will be mailed to you.