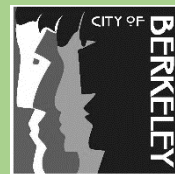


Public

# User Guide

## Online Business License Renewal Portal



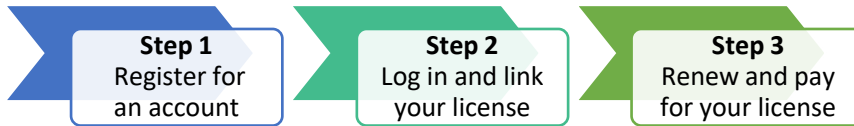
City of Berkeley  
Finance Department  
Revenue Collection  
1947 Center Street  
Berkeley, CA 94704  
[www.berkeleyca.gov/finance](http://www.berkeleyca.gov/finance)

## RENEW YOUR BUSINESS LICENSE ONLINE

The City of Berkeley Online Business License Renewal Portal allows the following businesses to renew their business online.

Business Type	Tax Code	Business Type	Tax Code
• Administrative Headquarters	Q	• Motor Vehicle Sales	V
• Business Personal Repair	B	• Non-Profit	N
• Cannabis (Medical and Adult Use)	CC	• Professional-Semi-Professional	P
• Entertainment	E	• Retail	R
• Grocer	G	• Rental of Real Property	L
• Manufacturing	M	• Wholesale	W

IT'S AS EASY AS 1-2-3:



### ONLINE RENEWAL REQUIREMENTS

To renew your business license online, you must meet the following requirements:

- The business is coded as one of the types listed on the table above.
- The business license was paid in full during the previous year, has no delinquent or gap years in the last four years, and did not close in the previous year.
- A Social Security Number (SSN) or Federal Employer Identification Number (FEIN) was provided on the business application.

### BEFORE YOU GET STARTED

To ensure a smooth renewal, have these ready:

- Business license information**  
You will need your business license number (i.e., BL-XXXXXX) and the last four (4) digits of the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business.
- Annual Gross Receipts** or Payroll (for Administrative Headquarters)  
Total gross receipts or payroll for the calendar year.
- Exemptions** (for Rental of Real Property, Professional-Semi-professional, and Manufacturing only)

- Rental of Real Property: You will need to have digital copies of your exemption documentation to upload into the system.
  - Professional-Semi-professional: You will need to provide the subcontractors' business name, address, contract number (if applicable), and business license number.
  - Manufacturing: You will need to provide the value of raw materials (including energy costs) or the value of the partially completed product at the time it enters the manufacturing process within Berkeley.
- Payment Information**  
We accept Visa, MasterCard, and e-check (bank account). All debit and credit card transactions will be assessed a 2.5% service fee. E-check payments will be assessed a convenience fee of \$2.25 per transaction.
- Valid E-mail Address**

## STEP 1: REGISTER FOR AN ACCOUNT

The first step to renew your business license is to register for an account. If you already have an account, please proceed to section **Step 2: Link a License**.

1. Go to <https://aca.cityofberkeley.info/BusinessLicense> and click **Register Now**.



2. Read and mark the check box to accept the terms, then click **Continue Registration**.

### Account Registration

To open an account:

- Select a user name and password.
- Provide personal and contact information.

Please review and accept the terms below to proceed.

#### General Disclaimer

While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Berkeley as a result of updates and corrections.

I have read and accepted the above terms.

**Continue Registration »**

- 3. Enter your login information, then click **Add New** to enter your contact information.

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

**Login Information**

\* User Name: ?

\* E-mail Address:

\* Password: ?

\* Type Password Again:

\* Enter Security Question: ?

\* Answer: ?

**Contact Information**

Choose how to fill in your contact information.

**Add New**

- 4. Enter your contact information, using uppercase, then click **Continue**.

**Contact Information**

\* First:  \* Last:

Name of Business:

\* Address Line 1:

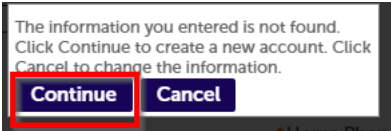
\* City:  \* State:  \* Zip:

\* E-mail:  \* Home Phone:

Work Phone:  Mobile Phone:  Fax:

**Continue** **Clear** Discard Changes

- 5. Click **Continue** to create a new account.



- 6. Click **Continue Registration**.

### Login Information

\* User Name: ?  
firstnamelastname

\* E-mail Address: X  
email@cityofberkeley|

\* Password: ?  
.....

\* Type Password Again:  
.....

\* Enter Security Question: ?  
My favorite city

\* Answer: ?  
berkeley

### Contact Information

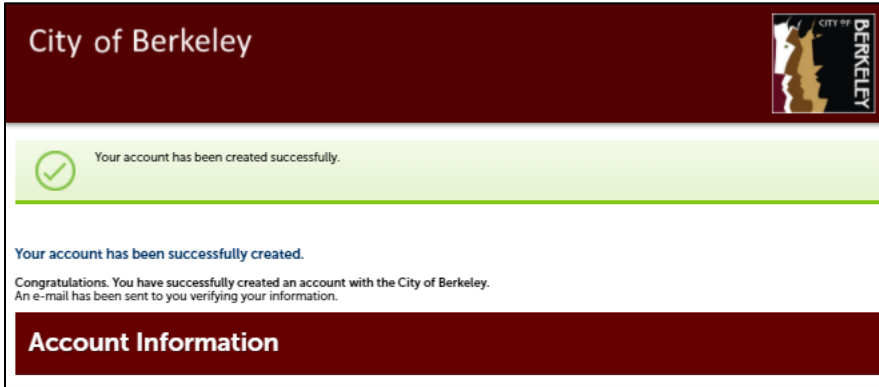
Choose how to fill in your contact information.

✔ **Contact added successfully.**

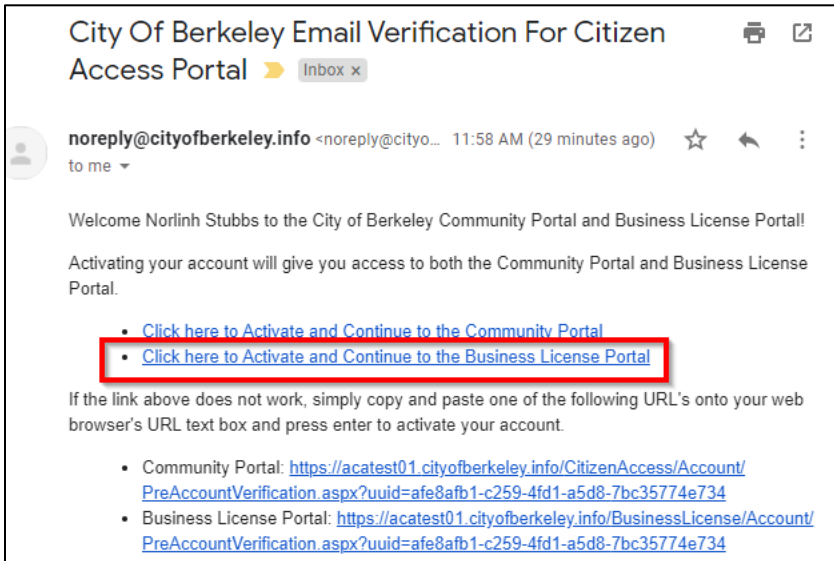
**Firstname Lastname**  
email@cityofberkeley.info  
Home phone:(510)555-5555  
Mobile Phone:  
Work Phone:  
Fax:  
**Edit Remove**

**Continue Registration »**

7. You will receive confirmation that your account was created.

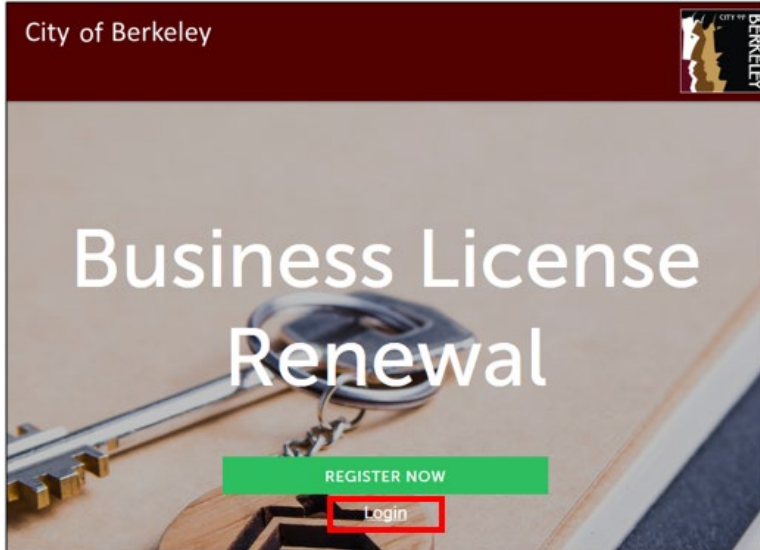


8. Locate the verification email and follow instructions to activate and continue to the Business License Portal.

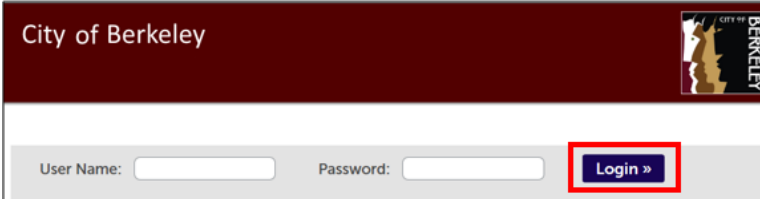


## STEP 2: LOG IN AND LINK YOUR BUSINESS LICENSE

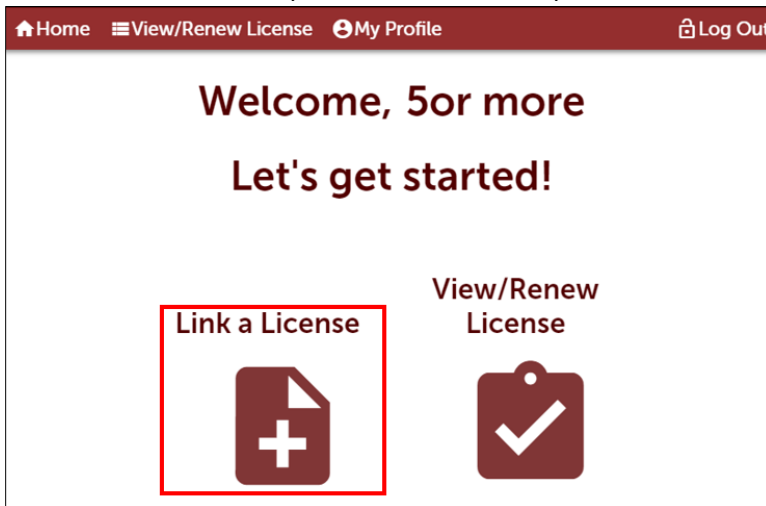
1. Go to <https://aca.cityofberkeley.info/BusinessLicense> and click **Login**.



2. Enter your user name (or email address), password and click **Login**.



3. Click **Link a License** to link your business license to your account.





- 4. Read and check the box to agree to the terms, and then click **Continue**.

**Online Renewal Process**

Welcome to City of Berkeley's online business license renewal system. You can pay for, renew, and print a PDF of your business license at your convenience.

Please allow pop ups from this site. Accept the General Disclaimer below to proceed with your renewal.

**General Disclaimer**  
While the City of Berkeley attempts to keep its Web information accurate and timely, the City of Berkeley neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

**Continue»**

- 5. Enter the Business License Number and last 4 digits of the Social Security Number (SSN) or Federal Employer Identification Number (FEIN) and click **Continue**.

**Link Existing License to my Account**

1 Business License Lookup | 2 Review | 3 License Renewal Successful

**Step 1: Business License Lookup > Page 1**

Enter your business license number and the last four digits of your Social Security Number (SSN) or Federal Employer Identification Number (FEIN) associated with the business. \*Indicates a required field.

**Business License Information**

**BUSINESS LICENSE INFO**

\* Existing Business License Number (Ex. BL-XXXXXX): BL-001520

\* Last 4 of SSN or FEIN: 0000

Save and resume later | **Continue »**

- 6. Review your business license information; check the box to agree to the certification and click **Continue** (this process may take a few minutes).

**Link Existing License to my Account**

1 Business License Lookup | 2 Review | 3 License Renewal Successful

**Step 2: Review**

Save and resume later | **Continue »**

Please review all information below. Click "Edit" to make changes or "Continue" to move on to the next page.

**Business License Information**

**BUSINESS LICENSE INFO** **Edit**

Existing Business License Number (Ex. BL-XXXXXX): BL-001520

Last 4 of SSN or FEIN: 0000

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 10/23/2019


Save and resume later | **Continue »**

- 7. You will receive confirmation that the license is linked to your account.

**Link Existing License to my Account**

1 Business License Lookup	2 Review	3 Record Issuance
---------------------------	----------	-------------------

**Step 3: Record Issuance**

 Your license is now linked to your account.  
**Click here to View/Renew your License**

---

Thank you for using our online services.  
**Confirmation Number DUB19-00000-00FUY.**

Please keep a copy of the confirmation number for your records.

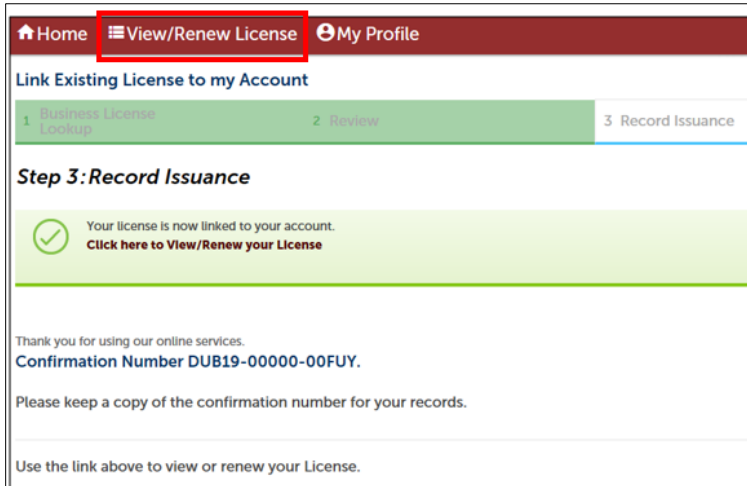
---

Use the link above to view or renew your License.

## STEP 3: RENEW LICENSE

**Important Information:** Please complete your renewal record by 11:59PM PST on the day you start the renewal process, otherwise, it will be removed from the system, and you will need to restart the process.

1. Click **View/Renew License**.



The screenshot shows a web interface with a navigation bar containing 'Home', 'View/Renew License', and 'My Profile'. Below the navigation bar is a progress indicator with three steps: '1 Business License Lookup', '2 Review', and '3 Record Issuance'. The current step is 'Step 3: Record Issuance'. A green checkmark icon is followed by the text: 'Your license is now linked to your account. Click here to View/Renew your License'. Below this, there is a confirmation number 'DUB19-00000-00FUJ' and a 'Renew License' button highlighted with a red box.

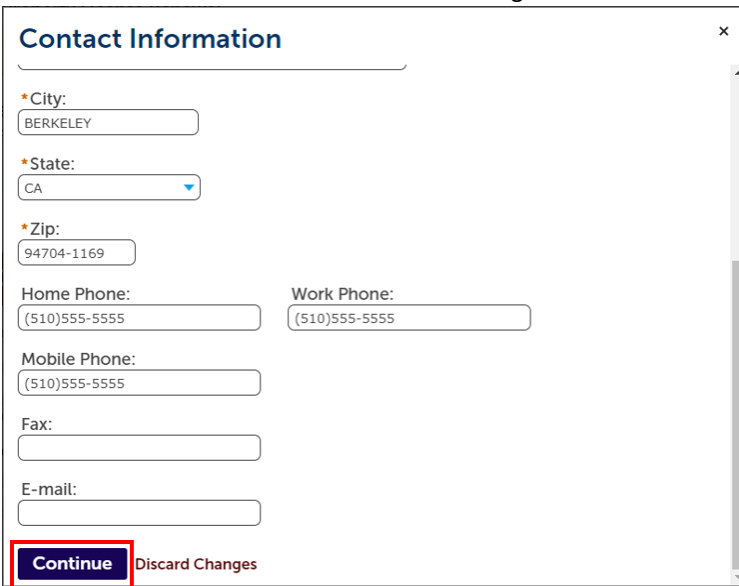
2. Locate the business license and click **Renew License**.



The screenshot shows a table of business licenses. The first row is highlighted and contains the following information: a checkbox, the license type 'BL', a blurred license number, the license type 'Professional SemiProfessional Business License', the expiration date '12/31/2020', the status 'Active', and a 'Renew License' button highlighted with a red box.

3. The business contact information screen will automatically open. This is the business owner contact information. Changes made on this screen will update the business license record. Click **Continue**.

Note: The address listed here will be the mailing address for the business).



The screenshot shows a 'Contact Information' form with the following fields: 'City' (BERKELEY), 'State' (CA), 'Zip' (94704-1169), 'Home Phone' ((510)555-5555), 'Work Phone' ((510)555-5555), 'Mobile Phone' ((510)555-5555), 'Fax', and 'E-mail'. At the bottom, there is a 'Continue' button highlighted with a red box and a 'Discard Changes' link.

- 4. Review your business information and click **Continue**.

Note: You may make some changes to the business owner/principal's contact information. All other changes cannot be made online at this time. This will not impact your ability to pay for or renew your license.

To make changes, complete and return the [Business License Change Request Form](#) to [businesslicense@cityofberkeley.info](mailto:businesslicense@cityofberkeley.info) or City of Berkeley, Finance Department – Revenue Collection, 1947 Center Street, 1<sup>st</sup> Floor, Berkeley, CA 94704.

**Professional SemiProfessional License Renewal**

1 Review Business Information 2 Renewal Questions 3 Acknowledgem... 4 Review 5 Pay Fees 6

**Step 1: Review Business Information > Business Information**

**Warning:** If you do not complete your renewal record by 11:59PM PST on the day you started the renewal process, it will be removed from the system. You will need to restart the process.

Online renewals are limited to current-year renewals that have had no gaps renewal gaps in the past four (4) years. If you have had a gap in the last four (4) years, complete the "Statement of Gross Receipts" form and submit to buslic@cityofberkeley.info or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

\* indicates a required field.

**Business Owner**

Review the business information below. You may make changes to the business owner/principal's email, phone numbers, and mailing address.

All other changes cannot be made online at this time. This will not impact your ability to pay for or renew your license.

To make changes, complete and return the Change Request Form to [businesslicense@cityofberkeley.info](mailto:businesslicense@cityofberkeley.info) or City of Berkeley, Finance Department - Revenue Collection, 1947 Center Street, 1st Floor, Berkeley, CA 94704.

✔ **Contact updated successfully.**

FinanceAdmin@cityofberkeley.info  
Home phone:(415)971-4064  
Mobile Phone:  
Work Phone: (925)984-4815  
Fax:  
**Edit**

- 5. Review the Business information and update the number of employees, if applicable.

If you are located in the Solano or Elmwood Business Improvement District (BID), additional fees may apply.

**Note:** For Business Personal Repair Services, if you are not the owner, you can declare that you rent a booth/chair.

**Business Information**

Business Ownership Type: Sole Ownership

How will you report your taxes (FEIN or SSN)?: SSN

\*Number of Employees: 0

Check if you rent a spot at the location from the Business Owner:

If A or B is in box, then address is in Solano BID and additional fees apply: A

If Elmwood is in box, then address is in Elmwood BID and additional fees apply:

6. Answer renewal questions and click **Continue**.

**Rental of Real Property License Renewal**

1 Review Business Information 2 **Renewal Questions** 3 Affirmation and Signature 4 Review 5 Pay Fees 6

**Step 2: Renewal Questions > Renewal Information Section** \*indicates a required field.

**Fiscal Year Information**

\* Month (Fiscal Year Ends): 12  
\* Day (Fiscal Year Ends): 31

**Renewal Information**

\* Renewal Year: 2019  
Did your business close?:  Yes  No  
\* Gross Receipts (from this parcel):  
What type of property do you own?: --Select--  
Estimated Tax Due (amount does not include State Mandated Fee or any applicable penalties and interest): 0

Save and resume later **Continue >**

**Note:** Business license tax rates are available at [Business Licenses: Classifications & Tax Rates - City of Berkeley, CA.](#)

a. If applicable, you may be prompted to add Allowable Deductions, and/or exemptions.

**Professional SemiProfessional License Renewal**

1 Review Business Information 2 **Renewal Questions** 3 Acknowledgem... 4 Review 5 Pay Fees 6

**Step 2: Renewal Questions > Page 2** \*indicates a required field.

**Allowable Deductions**

*DEDUCTIONS*

Showing 0-0 of 0

Subcontractor Name	Address	Contract Number (if applicable)	City of Berkeley Business License Number	Amount paid to subcontractor
No records found.				

**Add a Row** | **Edit Selected** | **Delete Selected**

Save and resume later **Continue >**

**Rental of Real Property License Renewal**

1 Review Business Information 2 **Renewal Questions** 3 Affirmation and Signature 4 Review 5 Pay Fees 6

**Step 2: Renewal Questions > Page 2**

\* indicates a required field.

**Attachment**

The maximum file size allowed is 195 MB.  
htm,html,mht,mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**

**Save and resume later** **Continue »**

7. Indicate if your business requires any vehicle decals, then click **Continue**.

**Rental of Real Property License Renewal**

1 Review Business Information 2 **Renewal Questions** 3 Affirmation and Signature 4 Review 5 Pay Fees 6

**Step 2: Renewal Questions > Page 3**

Vehicle Tag: The vehicle tag allows you to use the yellow curb for up to 20 minutes to actively load/unload your vehicle

\* indicates a required field.

**Request for loading/unloading vehicle decals**

Do you need vehicle decals?: \*  Yes  No

**Save and resume later** **Continue »**

8. Complete the Acknowledgment>Declaration section, click **Continue**.

**Professional SemiProfessional License Renewal**

1 Review Business Information   2 Renewal Questions   **3 Acknowledgem...**   4 Review   5 Pay Fees   6

**Step 3: Acknowledgement > Declaration** \* indicates a required field.

**Acknowledgement**

Please check box to proceed.  
Warning: Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business license tax under provisions of BMC 9.04.110, 9.04.115, and 9.04.120 : \*

**Declaration**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct: \*

Full Name: \*

Signature: \*

Date: \*

[Save and resume later](#) **Continue »**

- 9. Review and confirm all information; click **Continue** to proceed or click on the appropriate linked tabs to make edits.

**Professional SemiProfessional License Renewal**

1 2 Renewal Questions 3 Acknowledgem... 4 Review 5 Pay Fees 6 Record Issuance

**Step 4: Review**

Save and resume later **Continue »**

Please thoroughly review all information listed below. To make edits, click on the appropriate linked tab above. Once you click "Continue," no further changes can be made in the portal. If changes are needed after you click "Continue," please contact [busic@cityofberkeley.info](mailto:busic@cityofberkeley.info).

**Business Owner**

JAMES BRUNSON  
 1015 LANFORD RD  
 BERKELEY, CA, 94707-2025  
 United States  
 Home Phone: (925) 847-4004  
 Work Phone: (925) 847-4004  
 E-mail: [jbrunson@cityofberkeley.info](mailto:jbrunson@cityofberkeley.info)

**Business Information**

Business Ownership Type: LLC  
 How will you report your taxes (FEIN or SSN)?: FEIN  
 Number of Employees: 2  
 If A or B is in box, then address is in Solano BID and additional fees apply:  
 If Elmwood is in box, then address is in Elmwood BID and additional fees apply:

- 10. Review the taxes and fees due and click **Continue**. You will be redirected to Official Payments to pay for your license.

**Rental of Real Property License Renewal**

1 2 Renewal Questions 3 Affirmation and Signature 4 Review 5 Pay Fees 6 License Renewal Successful

**Step 5: Pay Fees**

Your taxes are based on the information entered and assume that payment will be made today.

**Note:**  
 If renewing on or after March 1, a 10% penalty is assessed.  
 If renewing on or after April 1, an additional 40% penalty is assessed for a total of 50%.

If renewing on or after March 1, simple interest at 1% per month from March 1 for every month or fraction thereof is assessed until tax is paid.

**Application Fees**

Fees	Amount
Business License Tax (BLT)	\$108.10
BLT Penalty 1 (10%)	\$10.81
BLT Interest	\$1.08
BLT Penalty 1 Interest	\$0.11
State Mandated Fee (SB1186) \$4.00 as of 1/1/18	\$4.00
<b>TOTAL FEES</b>	<b>\$124.10</b>

**Continue**

Note: Business license tax rates are available at [Business Licenses: Classifications & Tax Rates - City of Berkeley, CA](#).



11. Enter payment information and click **Continue**. We accept Visa, MasterCard, and e-check (bank account).

12. Review the charges and click **Accept Terms**.

13. Review your account information, and click **Continue**.

City of Berkeley, CA  
Business License Renewal DEVELOPMENT  
PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**Please enter your account information**

Name  
[Redacted] MI [Redacted] Suffix

Country  
United States

Address  
[Redacted]

Street Address 2  
[Redacted]

Apartment or Suite Number  
[Redacted]

Berkeley CA 94704

Daytime phone  
 US/Canada  International  
( [Redacted] ) [Redacted] - [Redacted]

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email  
[Redacted]

Unique ID: 11747  
Noti Number: New

Back | Cancel Please note you will not be charged until you Submit at end. **Continue**

14. Review the information and click **Accept Terms**.

City of Berkeley, CA  
Business License Renewal DEVELOPMENT  
PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

**Review & Accept Terms**

Payment Method	Amount	Service Fee	Total
VISA Ending in [Redacted]	\$124.00	\$3.10	\$127.10

ACI Payments, Inc. Terms and Conditions:  
THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS  
Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions  
These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").  
It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and

Printer Friendly

Back | Cancel Please note you will not be charged until you Submit at end. **Accept Terms**

15. You will receive a payment confirmation as well as an email confirmation. Click **Continue**.

City of Berkeley, CA  
Business License Renewal DEVELOPMENT

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

Please click continue.

PRINT

Continue

Confirmation Number	Date & Time
240313535	Tuesday, November 9, 2021 01:21PM PT

Payment Method	Amount	Service Fee	Total
VISA Ending in [REDACTED]	\$374.00	\$9.35	\$383.35


Account Information

Name	[REDACTED]
Street Address	[REDACTED]
City	Berkeley
State	CA
Zip code	94704
Country	United States
Daytime phone	[REDACTED]
Email	[REDACTED]
Unique ID	[REDACTED]
Noti Number	[REDACTED]

16. You will receive a message that your business license has been successfully renewed.

Home View/Renew License My Profile Log Out

Record Issuance

 Your license has been successfully renewed. Please print and retain a copy of this page for your records.

If your payment is returned unpaid for any reason by your financial institution, your tax obligation will change, and will be subject to applicable late payment penalties and costs, if the payment is delinquent.

In addition, the City of Berkeley charges a \$20.00 fee for each returned check or declined credit card transaction. Your financial institution may charge additional fees.

Thank you for using our online portal.  
Your renewal number is BLR-2022-[REDACTED].

A copy of your license and receipt will be emailed to you.

View Record Details >

Congratulations on renewing your business license online! A digital copy of your license and receipt will be emailed to you. You can also access this information on the portal in the Record Details section.

Home View/Renew License My Profile Log Out

**Record Issuance**

Your license has been successfully renewed. Please print and retain a copy of this page for your records.

If your payment is returned unpaid for any reason by your financial institution, your tax obligation will change, and will be subject to applicable late payment penalties and costs, if the payment is delinquent.

In addition, the City of Berkeley charges a \$20.00 fee for each returned check or declined credit card transaction. Your financial institution may charge additional fees.

Thank you for using our online portal.  
Your renewal number is BLR-2022-XXXXXX

A copy of your license and receipt will be emailed to you.

[View Record Details >](#)

Record Details Screen

Home View/Renew License My Profile Log Out

**Record BLR-2022-XXXXXX**

**Retail Trade License Renewal**

Renewal Status: Approved  
Expiration Date: 12/31/2022

Record Info Payments

**Attachments**

The maximum file size allowed is 195 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
BusinessLicense_Temp_XXXXXX.pdf	BLR-2022-XXXXXX	Retail Trade License Renewal	Record	Unofficial License	2.66 KB	11/09/2021	Actions	Retail Trade License Renewal - BLR-2022-XXXXXX
Receipt_Custom_XXXXXX.pdf	BLR-2022-XXXXXX	Retail Trade License Renewal	Record	Receipt	8.25 KB	11/09/2021	Actions	Retail Trade License Renewal - BLR-2022-XXXXXX

## RESOURCES

<b>Business License Online Renewal Portal</b>	<a href="https://aca.cityofberkeley.info/BusinessLicense">https://aca.cityofberkeley.info/BusinessLicense</a>  Username: _____ Password: _____
<b>Online Business License Renewal Portal FAQs</b>	<a href="https://tinyurl.com/2p8xzes8">https://tinyurl.com/2p8xzes8</a>
<b>City of Berkeley Finance Department</b>	<a href="http://www.berkeleyca.gov/finance">http://www.berkeleyca.gov/finance</a>
<b>Contact Information and Hours of Operation</b>	1947 Center Street, Berkeley, CA 94704 TEL: (510) 981-7205, FAX: (510) 981-7210 Office Hours: Mon-Thu, 8:30am-4:00pm Email: <a href="mailto:onlinebusinesslicense@cityofberkeley.info">onlinebusinesslicense@cityofberkeley.info</a>