

Please follow the steps below to submit your payment:

1. Visit our [website](#)



2.



3.



4.



5.



6.

Home Citizen Services Human Resources Business Services Help Contact

New User

Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

Name
 First Name Last Name*
 Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*
 Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: (209) 555-1212 or (209) 555-1212 3333

Email Address*

Select a **Username*** **Note:** Usernames must be unique in our system; you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

Select a **Password***

Repeat **Password***

7.

Home Citizen Services Human Resources Business Services Help Contact

New User

Please check your information carefully before clicking the register button. If you need to make changes to information shown below, [Click Here now](#).

Name:

Address:

Phone Number:

Email Address:

Username:

Password:

8.

Home Citizen Services Human Resources Business Services **My Profile** Log Off Help Contact

Customer Services: Register AR Customer

Register as a Accounts Receivable (AR) customer

Note: If you are an existing Accounts Receivable customer (you have previously paid invoices, or have one due now), use this form to register. Registration requires Customer Number and Invoice Number.

Customer Number (e.g. 123456)

Invoice Number (e.g. 12-2345-67)

9.

Home Citizen Services Human Resources Business Services My Profile Log Off Help Contact

eUser Profile

Name Username

Email Phone

Application Registrations Online Transactions

First Last

Name*

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number*

Cell Phone Number

Email Address*

Select a **Username***

Select a **Password***

Repeat **Password***

10.

Application Registrations

Name **BENCOMO, VANESSA** Username **cookie72**
 Email **vbencomo@palmettobay-fl.gov** Phone **(305) 259-1272**

[eUser Profile](#) **Application Registrations** [Online Transactions](#)

GENERAL INSTRUCTIONS.

Application Module	Status	Name/Business Name	ID Number
Permits & Inspections		Register as a Permits Customer	
Licensing		Register as a Licensing Customer	
Vendor Services		Register as an Accounts Payable Vendor	
Customer Services		Register as an Accounts Receivable Customer	
Employee Services		Register as an Employee	

11.

Register as a licensing customer

Use this form to link your "eUser" account to your licensing customer account.

Existing Customers

If you have applied for licenses in the past, or have license(s) in the system now, enter a valid customer number **AND** your business/last name to connect to your account.

Customer#
 Business Name/Last Name

12.

My Licenses

Welcome to The Village of Palmetto Bay Licensing Services. New licensees must contact Morelia Rodriguez at 305-259-1234 or email mrodriguez@palmettobay-fl.gov. Please be advised that in addition to a Business tax license all businesses within the Village are required to have a Certificate of Use.

Business: CHRISTINE W EVANS Cust# **00010653**

Federal ID: Prime address:
 NAICS Code: **13605 S DIXIE HWY**
 SIC Code: **# 139**
PALMETTO BAY FL 33176

[My Licenses](#)
[Add customer...](#)

13.

Customer Custom Fields

Business Description **MASSAGE THERAPIST**

Employees **1**

Professional Assoc? **N**

Join Existing Office? **N**

Door to Door Service? **N**

Operate from Home? **N**

Outdoor Seating/ SWC? **N**

Require State Lic? **Y**

Lic Fee Exempt? **N**

Serve Liquor? **N**

Serve Food? **N**

Sell Tobacco Product? **N**

Day/Adult Care Serv? **N**

Hazardous Materials? **N**

Customer Licenses

Lic. No.	Description	Issued	Expires	Last Activity Status
B-001059	Business Tax Receipt Renewal	07/30/2016	10/01/2015 09/30/2016	pending

14.



Home Citizen Services Human Resources Business Services

▲ Licensing: Renew a License My Profile Log Off Help Contact

Business: CHRISTINE W EVANS Cust#: 00010653

Federal ID: NAICS Code: SIC Code: Prime address: 13605 S DIXIE HWY # 139 PALMETTO BAY FL 33176

My Licenses

We have all the information needed to calculate your fees. click the 'Calculate' button to continue.

Lic. No.	Activity	Date	Type	Status
B-002359	Business Tax Receipt Renewal	09/30/2016	renew	pending

Custom Fields

Business Type: MESSAGE THERAPIST

Employees: 1

Units:

Returned Check Amt: 0

15.



Home Citizen Services Human Resources Business Services

▲ Licensing: Renew a License My Profile Log Off Help Contact

Business: CHRISTINE W EVANS Cust#: 00010653

Federal ID: NAICS Code: SIC Code: Prime address: 13605 S DIXIE HWY # 139 PALMETTO BAY FL 33176

My Licenses

Fee Details

Fee Description	Fee
Business Tax Fee	25.00
Business Tax Penalty Fee	6.25
Total Fees:	31.25

Pay this amount: \$31.25

16.



Home Citizen Services Human Resources Business Services

▲ Licensing: Renew a License My Profile Log Off Help Contact

Business: CHRISTINE W EVANS Cust#: 00010653

Federal ID: NAICS Code: SIC Code: Prime address: 13605 S DIXIE HWY # 139 PALMETTO BAY FL 33176

My Licenses

Fee Details

Fee Description	Fee
Business Tax Fee	25.00
Business Tax Penalty Fee	6.25
Total Fees:	31.25

Licensing Cust#: 00010653, Activity: Business Tax Receipt Renewal

Total payment: **US \$31.95**

Card type:

Card number: (no dashes or spaces)

Expiration month: year:

CV2 code: (the 3 digit number on the back of your card)

Name on card:

Zip code:

Complete payment form carefully. Your address must match the billing address for the card you are using. If you receive errors, check your information carefully and try again.

Click the "Make Payment" button only ONCE. It may take up to one minute to process your transaction.

17.