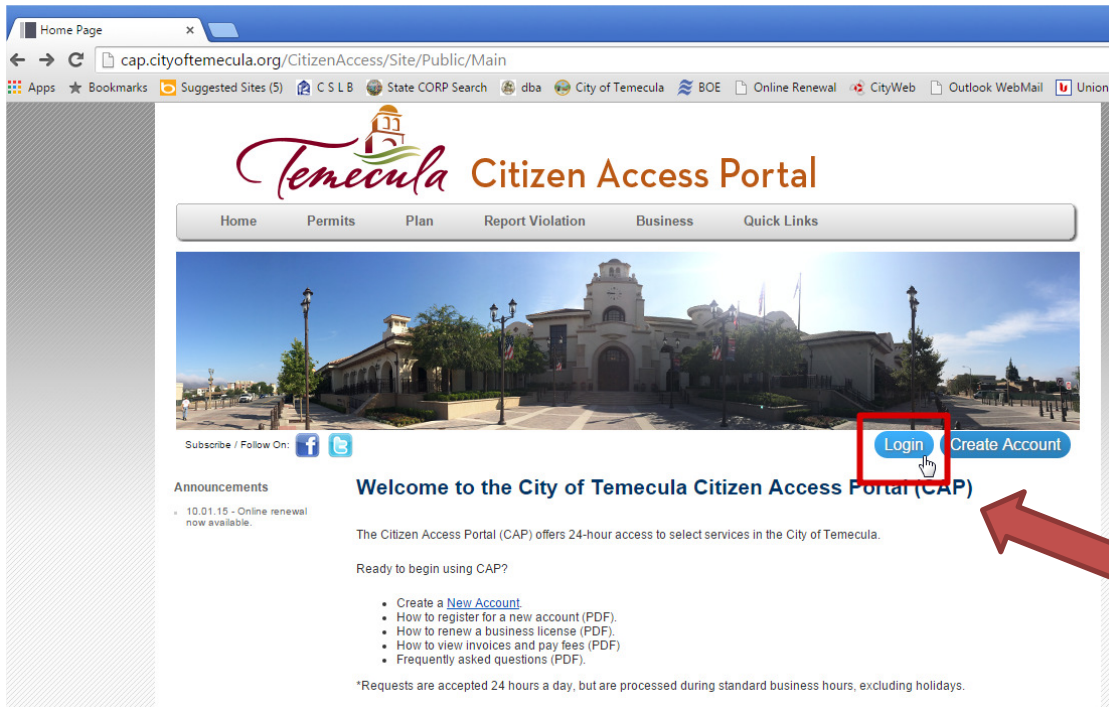


# How to Renew a Business License

**Step 1** – Go to the website – <http://cap.cityoftemecula.org>

**Step 2** – Click on the **Login** button toward the middle right of the page.



**Step 3** – Enter your login and password .

**TIP :** Your login is the email address you used in your New User Registration.

**Log On**

**User Login**

Email address

Password

Remember me?

[Forgot Password](#)

**Note** !  
Your username will be the email address you registered CAP with.

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**Step 4** – Click on the Company Name of the license you would like to renew .

**Citizen Access Portal**


Jane Sample Businesses

Company Name	DBA	Company Type	Status	District	Business Type
Temecula Test Company		Corporation	Active	Not Applicable	

Displaying Items 1 - 1 of 1

# How to Renew a Business License

**Step 5** – Inside the **Business Licenses** Box – click on your most recent license.



Number	Type	Tax Year	Classification	Status	Apply Date	Issue Date	Expire Date
02295	Business License	2015	Business Services	Issued	9/30/2015	9/30/2015	1/31/2016

**Step 6** – Click on the **Renew** button toward the top right of the page.

License Number: 02295

**Business Details**

Company Name: Temecula Test Company      DBA Name:      Status: Active

**License Details**

License Type: Business License      District: Not Applicable      Applied Date: 9/30/2015  
Classification: Business Services      Account Number:      Issued Date: 9/30/2015  
Status: Issued      License Year: 2015      Expiration Date: 1/31/2016

**Step 7** – Click on the **Calculate Fee** button, then the **Next** button.

**Calculate**

Fee	Amount
FIN - Business License Fee	\$35.00
FIN - SB1186	\$1.00

**Note** !

Attach files. Each file can not exceed 100MB. File type supported: pdf, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt

**Step 8** – Click on the **Confirm and Renew** button once you confirm that the fees are correct.

**\*\* If fees are not correct, STOP and contact – [businesslicense@cityoftemecula.org](mailto:businesslicense@cityoftemecula.org) \*\***

**Step 9** – Click on the **Make a Payment** button.

Invoice Number: 00012786

**Step 10** – Enter your credit card information in the **Payment Screen**.