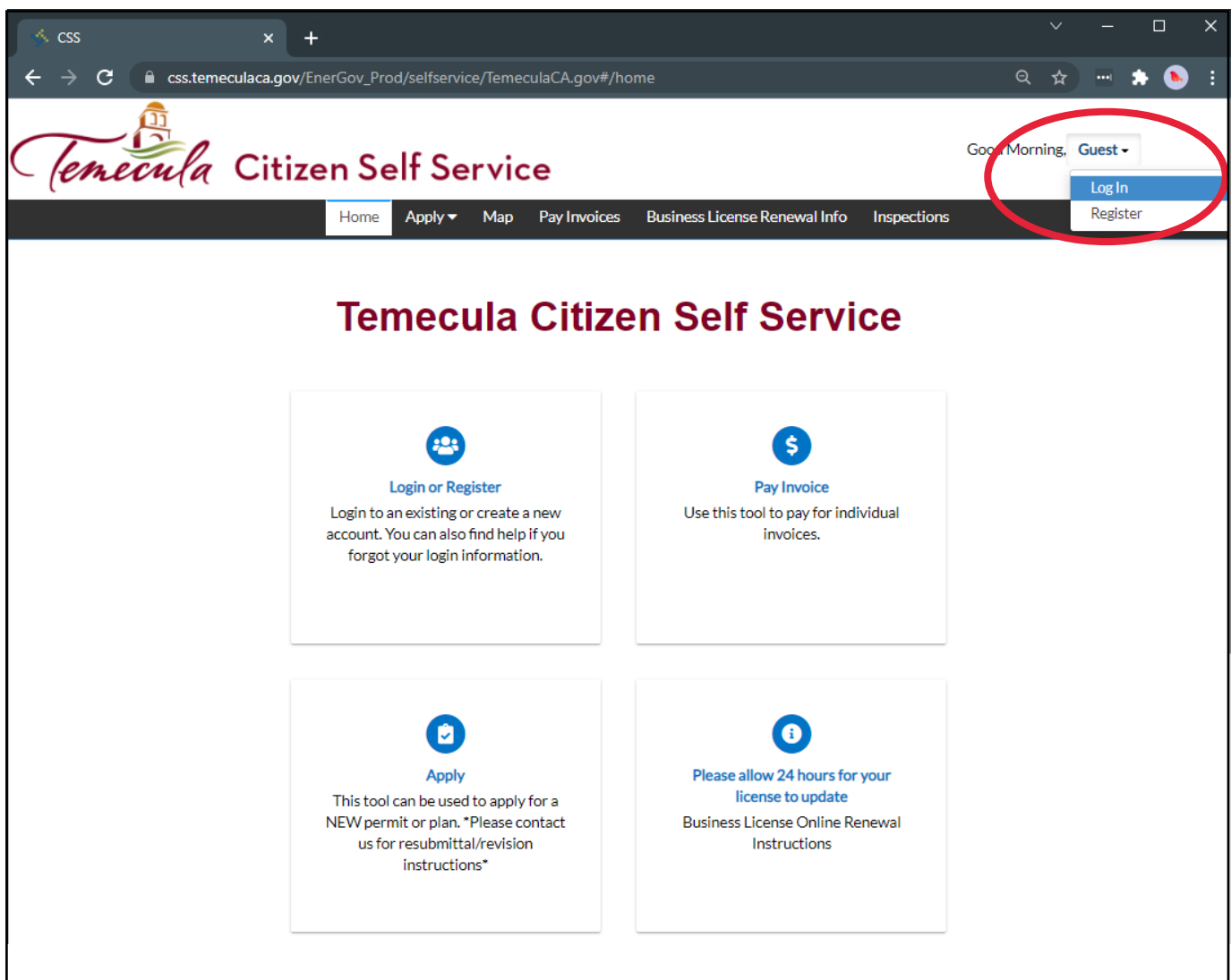


How to Renew a Business License Online:

Step 1 – Visit css.temeculaca.gov to **Register*** for or **Login** to an online account.

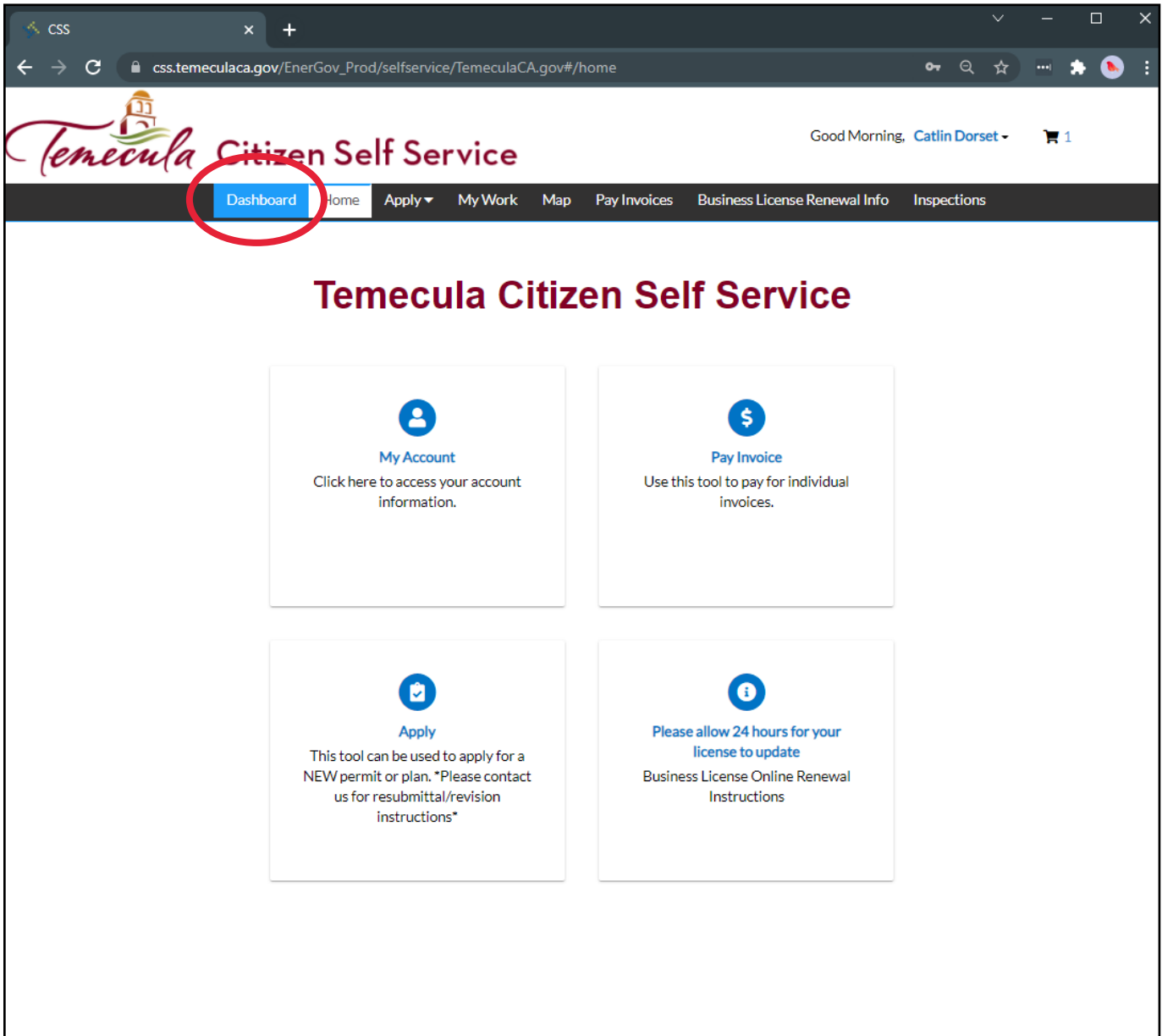
***Note:** *If you are registering for an account for the first time, please allow up to 24 hours for the account to be approved.*

If you are having difficulty logging into your existing account, please go to the last page of this document.



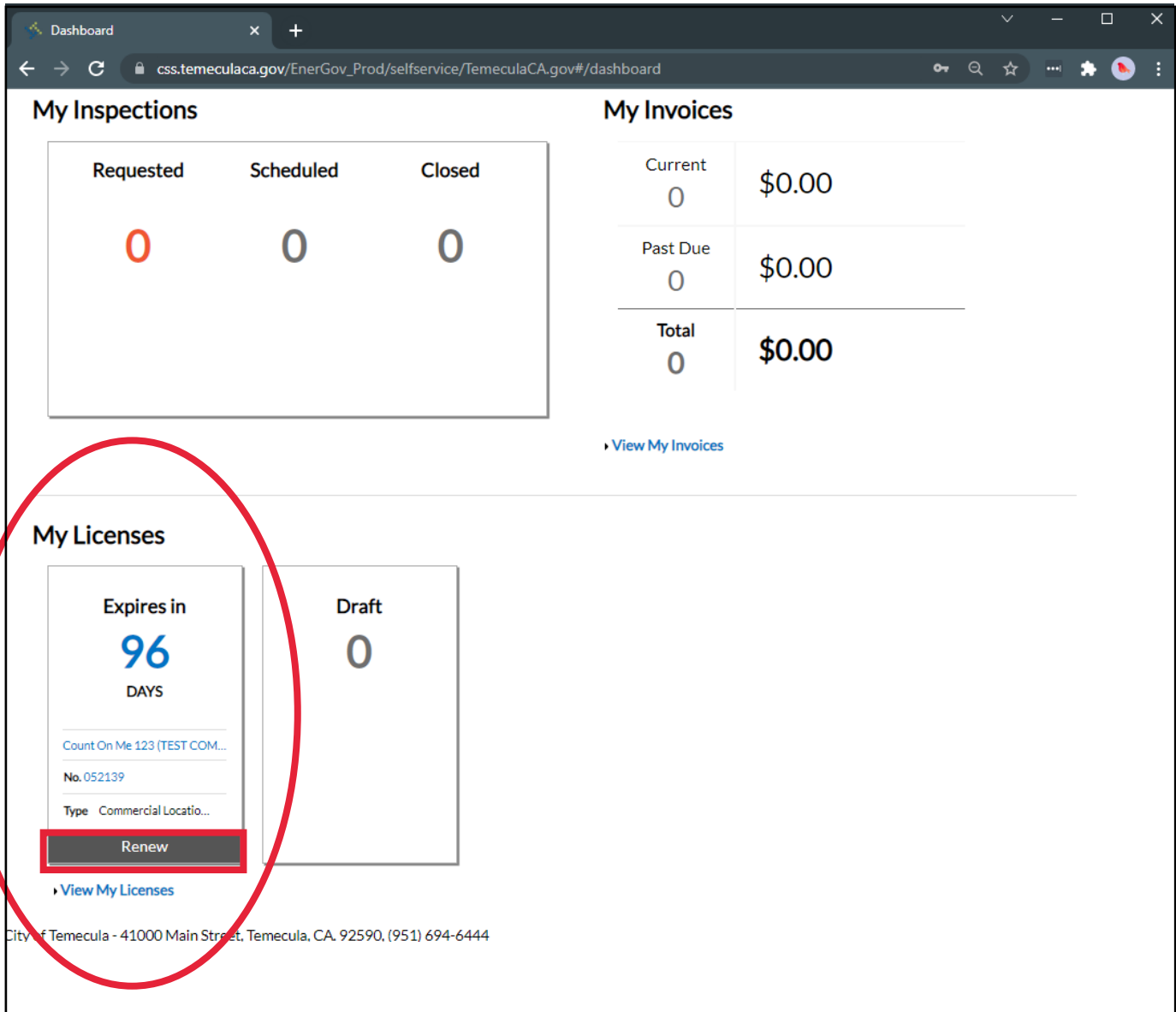
The screenshot shows a web browser window with the URL css.temeculaca.gov/EnerGov_Prod/selfservice/TemeculaCA.gov#/home. The page header features the Temecula Citizen Self Service logo and a navigation menu with links for Home, Apply, Map, Pay Invoices, Business License Renewal Info, and Inspections. A user profile dropdown menu is open, showing the text "Good Morning, Guest" and three options: "Log In", "Register", and "Register". The "Log In" and "Register" options are highlighted in blue. The main content area displays four service tiles: "Login or Register" (with a person icon), "Pay Invoice" (with a dollar sign icon), "Apply" (with a document icon), and a notice about a 24-hour wait time for license updates (with an information icon).

Step 2 – Once logged into your account, click on **Dashboard** in the black menu bar.



Step 3 – Scroll to the very bottom of your Dashboard. Here, you should see your Business License(s) under **My Licenses**.

Step 4 – Click the gray **Renew** button at the bottom of the shown license.



Step 5 – Review your license details and move through the next screens by clicking **Next** on the bottom right corner.

***Note:** if there are any changes you need to make, please contact us at BusinessLicense@TemeculaCA.gov. You will not be able to change the business details from your CSS account.

Renew License - Commercial Location Inside the City *REQUIRED

1 2 3 4
Type More Info Attachments Review and Submit

LICENSE DETAILS

License Type

Description

[Next](#)

Renew License - Commercial Location Inside the City *REQUIRED

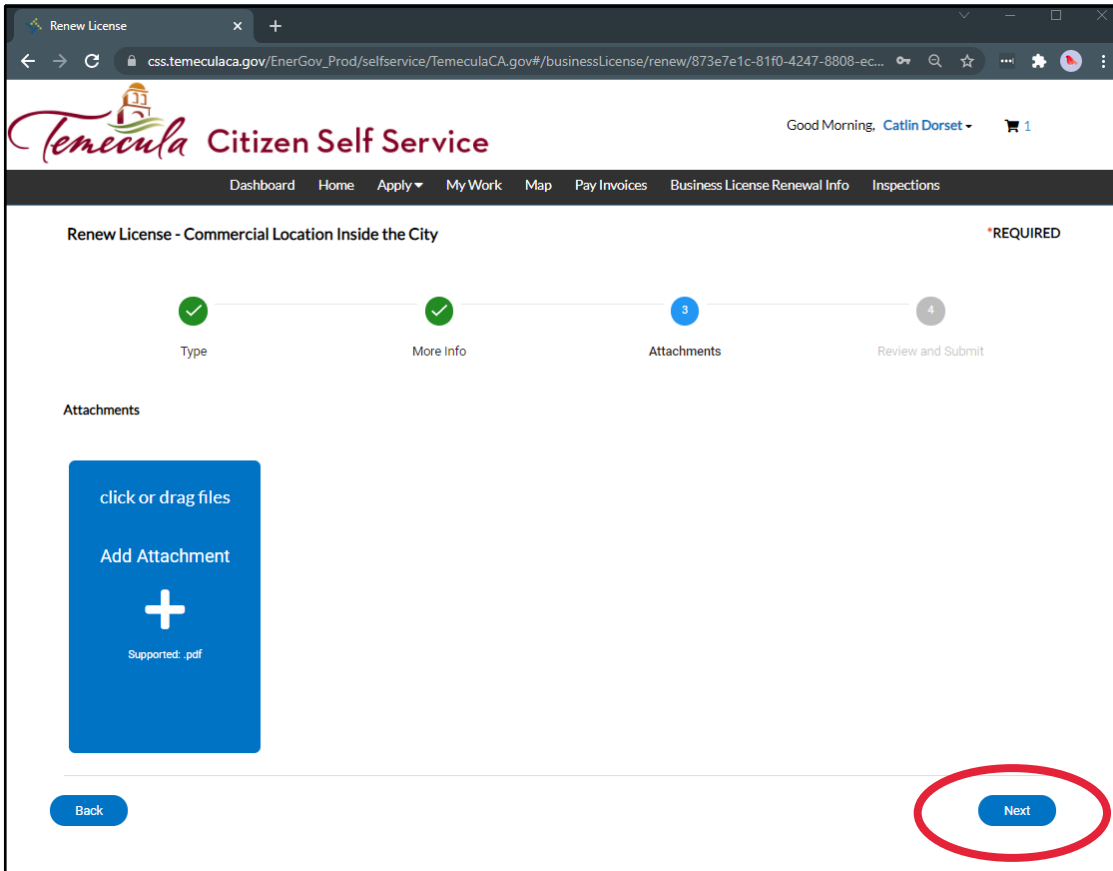
✓ 2 3 4
Type More Info Attachments Review and Submit

MORE INFO

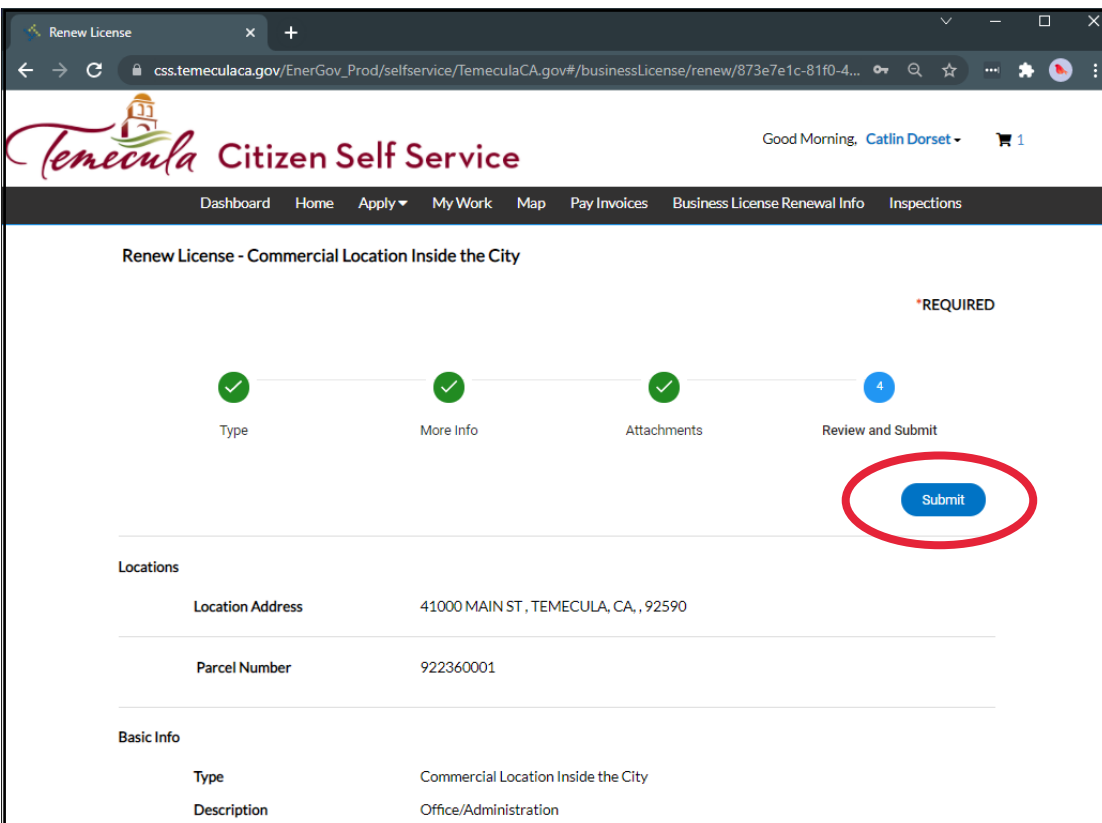
Are you located inside the city?

[Back](#) [Next](#)

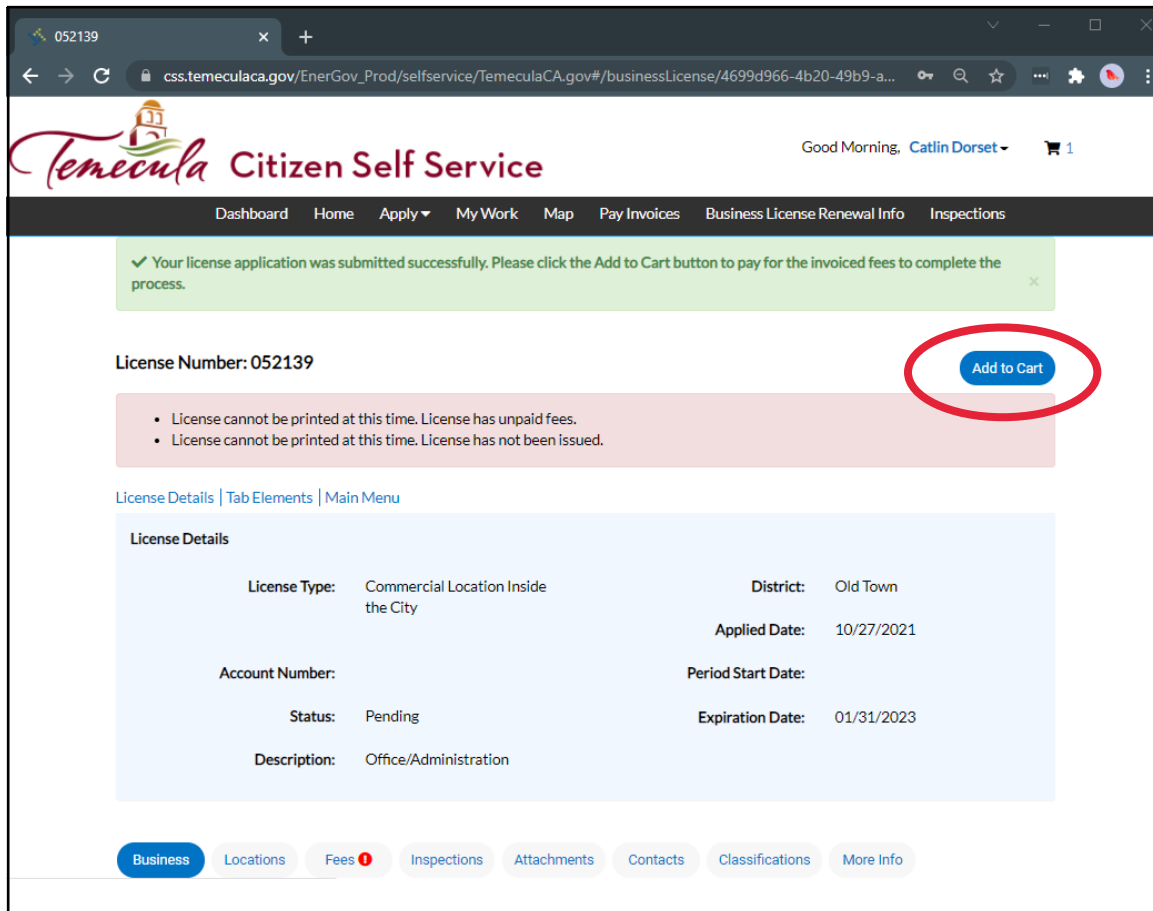
***Note:** You are not required to attach anything to renew; simply click **Next** to move to the next step.



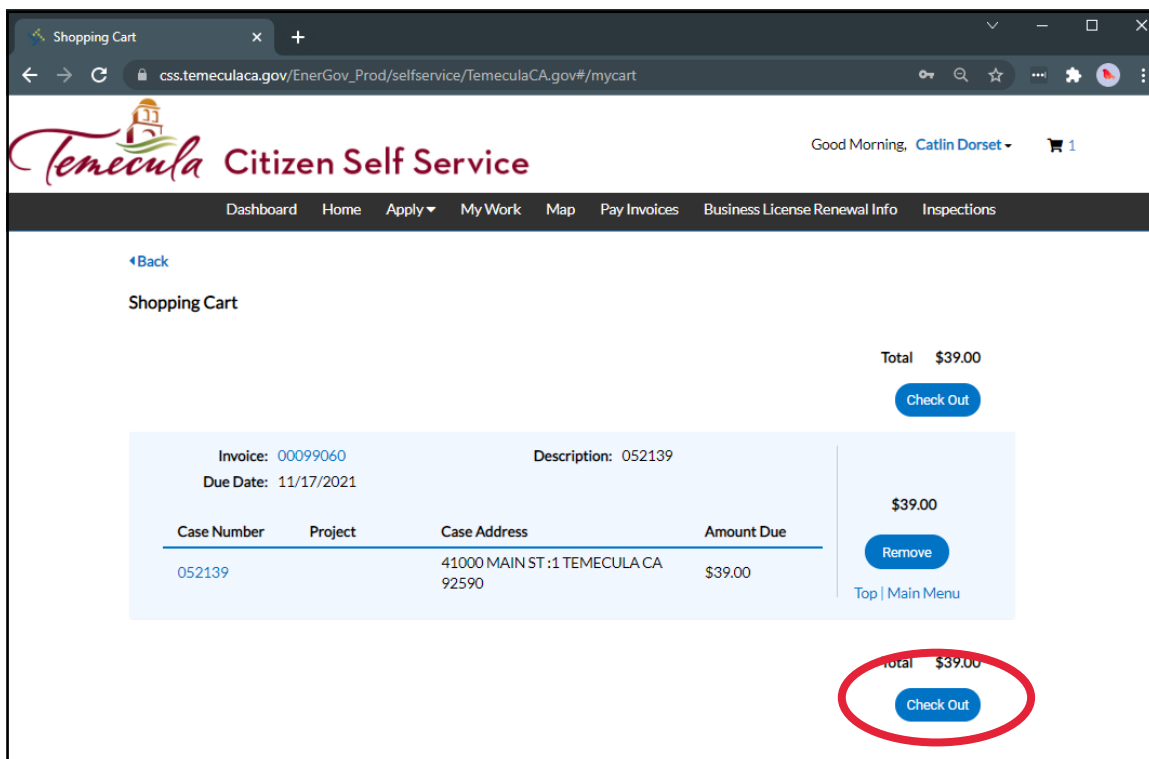
Step 6 – Click **Submit.**



Step 7 – After clicking **Submit**, you will be taken to this page. Click **Add to Cart** to add your renewal fees to the cart for payment.



Step 8 – Click **Check Out**.



Step 9 – Enter your credit card details and click **Check Out**. Once the payment is processed, a receipt of the transaction will be sent to the email address associated with your account.

Payment for Order Number 1889

mygovpay.com/temeculaca/pay?token=54b6cfb4-33d6-485d-b55e-4a1720a3f6e9

MyGovPay
EMPOWERED BY TYLER TECHNOLOGIES

Temecula, CA
Order Number: 18892
Wednesday, October 27, 2021

Invoice #	Item Description	Quantity	Unit Price	Total Price
00099060	052139	1	\$39.00	\$39.00
Item Total:				\$39.00
Order Total:				\$39.00

Payment Details *all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

Pay Now - \$39.00

Step 10 – Once you've successfully renewed and paid for your license, you may print a copy of the renewed license. To do so, return to your **Dashboard** and click on the license at the bottom of the screen (as done in Steps 2-3 above).

Here, you will see a blue **Printer Icon** in upper right corner of the page. Clicking this icon will generate a PDF copy of your license certificate.

The screenshot shows a web browser window with the URL css.temeculaca.gov/EnerGov_Prod/selfservice/TemeculaCA.gov#/businessLicense/4699d966-4b20-49b9-ab68-1514474ad.... The page title is "Temecula Citizen Self Service" and the user is logged in as "Catlin Dorset". The navigation menu includes "Dashboard", "Home", "Apply", "My Work", "Map", "Pay Invoices", "Business License Renewal Info", and "Inspections".

The main content area displays "License Number: 052139" and a printer icon circled in red. Below this are links for "License Details", "Tab Elements", and "Main Menu".

License Details

License Type:	Commercial Location Inside the City	District:	Old Town	Applied Date:	10/27/2021
Account Number:		Period Start Date:	01/31/2022	Expiration Date:	01/31/2023
Status:	Issued	Description:	Office/Administration		

Navigation tabs: Business (selected), Locations, Fees, Inspections, Attachments, Contacts, Classifications, More Info.

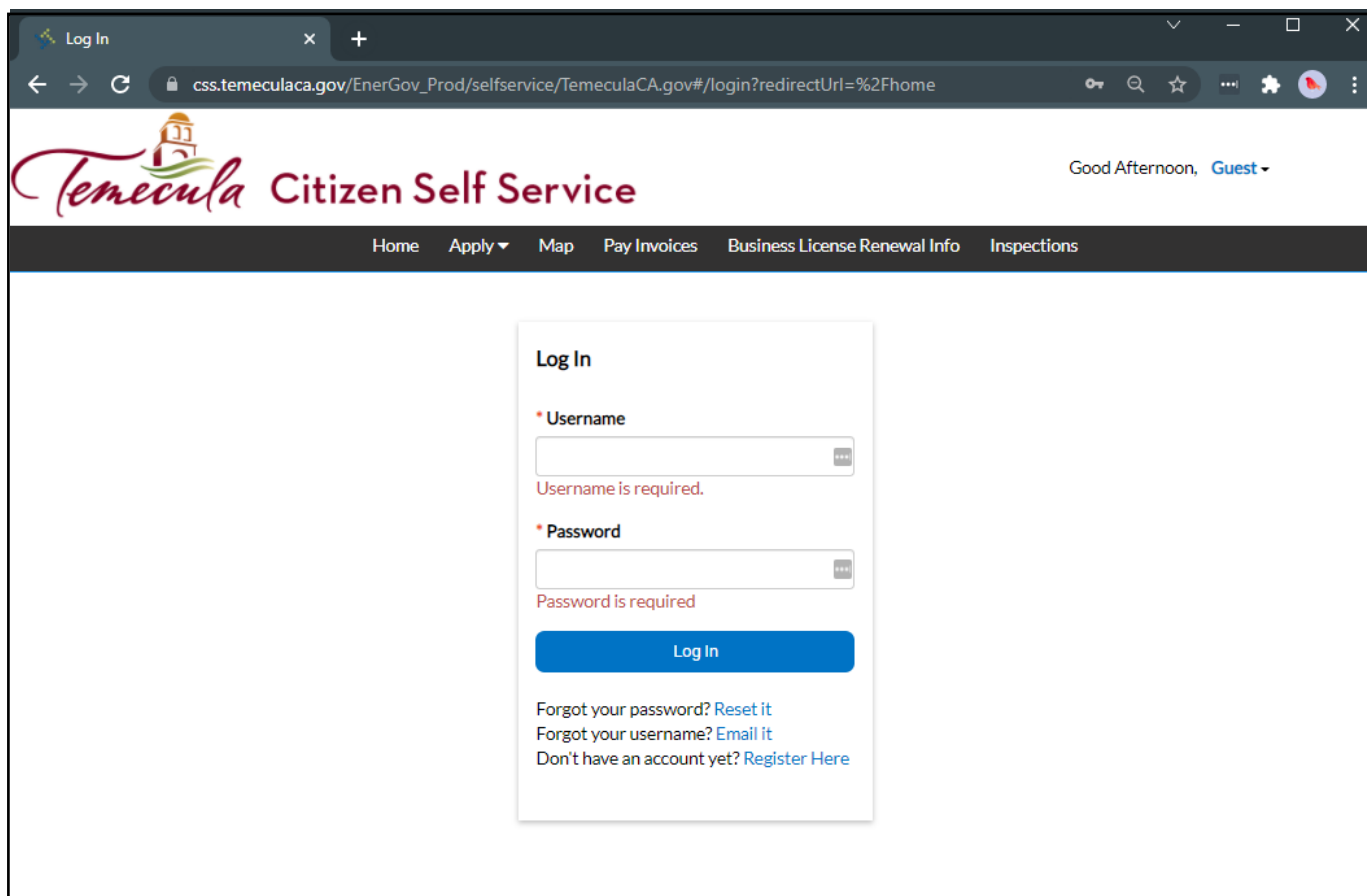
Business

Company Name:	Count On Me 123 (TEST COMPANY)	DBA:		Open Date:	10/27/2021
Company Type:	Corporation	Status:	Active	Closed Date:	
District:	Old Town	Last Audit Date:			
Location:	Commercial- Inside City				
Description:					

Login Troubleshooting

If you are experiencing difficulty logging into your online CSS account, we suggest the following:

1. If you are experiencing difficulty logging into your online CSS account, we suggest the following: Verify the correct Username is being used. As a reminder, the username is not the email address associated with the account. Click the "Forgot Username" link to double check or reset your Username.
2. Once you have the correct Username, and if you are still unable to log-in, select "Forgot Password" to reset. Always make sure you click the most recent link emailed to you. If you've clicked "Forgot Password" more than once, only the most recent email will have an active link.
3. Lastly, double check your spam and junk mailbox folders to make sure these auto-generated emails are not going to one of these boxes.



The screenshot displays a web browser window with the URL `css.temeculaca.gov/EnerGov_Prod/selfservice/TemeculaCA.gov#/login?redirectUrl=%2Fhome`. The page features the Temecula Citizen Self Service logo and a navigation bar with links for Home, Apply, Map, Pay Invoices, Business License Renewal Info, and Inspections. A user greeting "Good Afternoon, Guest" is visible in the top right. The central focus is a "Log In" form with two input fields: "Username" and "Password". Both fields are marked with a red asterisk and have red error messages below them: "Username is required." and "Password is required". A blue "Log In" button is positioned below the password field. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

If you are still unable to login to your account, you may create a new one with a new email address, or email us at BusinessLicense@TemeculaCA.gov to request an invoice number to pay your renewal online. **Please note:** We are not able to view or reset any usernames or passwords on our end.