



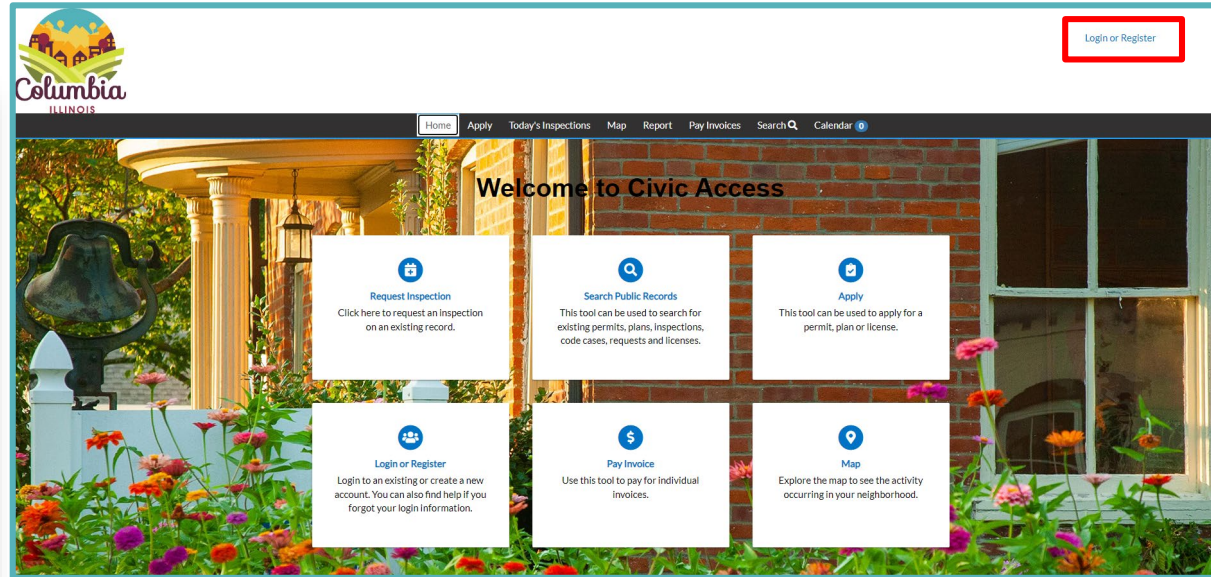
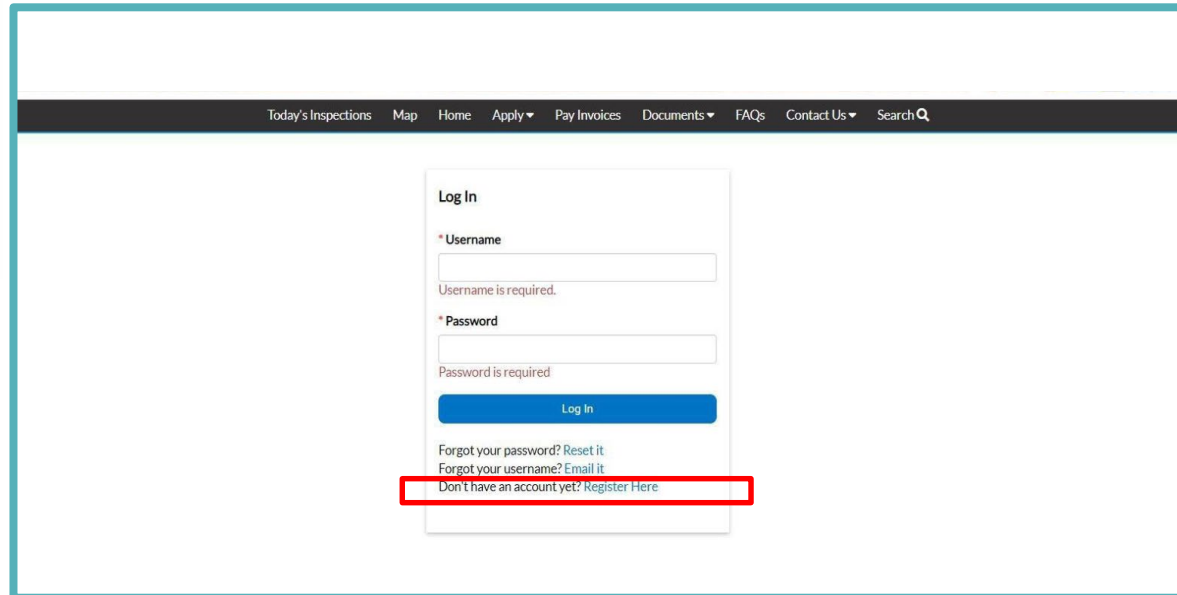
# ePermit Center: How to Renew a Business License





This online user guide will walk applicants through how to renew a business license.

- Navigate to <https://cumbail-energovweb.tylerhost.net/apps/SelfService>
- Login or Register – for assistance in registering see our user guide on [How to Set Up a User Account](#)

Today's Inspections Map Home Apply Pay Invoices Documents FAQs Contact Us Search

### Log In

\* Username

Username is required.

\* Password

Password is required

Log In

Forgot your password? Reset it  
Forgot your username? Email it  
Don't have an account yet? Register Here

- Go to [My Licenses](#) on the Dashboard or click on [My Work and then My Licenses](#)
  - If after you have registered you do not see your license, please email City Hall at [CommunityDev@columbiaillinois.com](mailto:CommunityDev@columbiaillinois.com) with your business name and address, your name and the email address you used to register your account. Staff will email you when you can access your license
- Choose the license you would like to renew
- Click the [Add to Cart](#) button to create your invoice
- Click on the [Check Out](#) button to pay the fee
  - This will take you to the [MyGovPay](#) site to enter your payment information
- When your license has been paid, we will issue the license. Once issued you will receive an email that you can go into your account and [print the license](#)
- Please see the [special circumstances that may apply](#) to your license renewal at the end of this guide.

## My Permits

Attention <b>1</b> Non-Residential Pe... 1	Pending <b>1</b> Non-Residential Pe... 1	Active <b>0</b>	Recent <b>1</b> Non-Residential Pe... 1	Draft <b>0</b>
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[View My Permits](#)

## My Plans

Attention <b>0</b>	Pending <b>0</b>	Active <b>0</b>	Recent <b>0</b>	Draft <b>0</b>
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[View My Plans](#)

## My Inspections

Requested <b>0</b>	Scheduled <b>0</b>	Closed <b>0</b>
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[View My Inspections](#)

## My Invoices

Current <b>1</b>	\$1.00	<a href="#">Add To Cart</a>
Past Due <b>0</b>	\$0.00	
Total <b>1</b>	\$1.00	<a href="#">Add To Cart</a>

[View My Invoices](#)

## My Licenses

Expires in <b>999+</b> DAYS Business Name No. 1 BL-0958 Type: Business License/Cic...	Draft <b>0</b>
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[Dashboard](#)[Home](#)[Apply](#)[My Work](#)[Today's Inspections](#)[Map](#)[Report](#)[Pay Invoices](#)[Search](#)[Calendar](#) 0

## My Work

[MY INVOICES](#)[MY PERMITS](#)[MY LICENSES](#)[Export to Excel](#)

License Number	Renew	Name ▼	DBA ▼	Address ▼	Status ▼	Type ▼	Applied ▼
BL-0958		<a href="#">Business Name</a>		123 FIRST STREET	In Review	Business License/Occupanc...	04/19/2023

License Number: BL-0585

[Add to Cart](#)

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

#### License Details

**License Type:** Business  
License/Occupancy  
Permit

**District:** Commercial

**Applied Date:** 04/19/2023

**Account Number:**

**Issued By:** User, Energov

**Period Start Date:**

**Status:** In Review

**Expiration Date:** 01/01/2999

**Description:**

[Business](#)

[Locations](#)

[Fees](#)

[Inspections](#)

[Attachments](#)

[Contacts](#)

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## Shopping Cart

Invoice: [INV-00000190](#)

Description: BL-0585

Due Date: 05/19/2023

Total \$25.00

[Check Out](#)

\$25.00

[Remove](#)[Top](#) | [Main Menu](#)

Case Number	Project	Case Address	Amount Due
<a href="#">BL-0585</a>		170 COLUMBIA CTR COLUMBIA IL 62236	\$25.00

OR

Total \$25.00

[Check Out](#)





Columbia, IL

Order Number: 8

Thursday, May 4, 2023

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000190	BL-0958	1	\$25.00	\$25.00
Item Total:				\$25.00
Order Total:				\$25.00

Payment Details

\*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Select one... ▾

Card Number

Expiration Date

Month... ▾

Year... ▾

CVV Code

Pay Now - \$25.00

License Number: BL-0694



[License Details](#) | [Tab Elements](#) | [Main Menu](#)

#### License Details

**License Type:** Business  
License/Occupancy  
Permit

**District:** Commercial

**Applied Date:** 05/03/2023

**Account Number:**

**Issued By:** Maness, Connie

**Period Start Date:** 05/01/2023

**Status:** Issued

**Expiration Date:** 04/30/2024

**Description:**

## Special circumstances that may apply when renewing your license –

- You may get a message to go into the license application and enter additional information. Once you have added the additional information you can go back to renewing the license.
- If you are renewing a video gaming license:
  - You will be required to enter the number of terminals
  - You will be required to indicate if you would like to pick up your stickers or if you would like them mailed and the address to mail them to
- If you are renewing a liquor license:
  - You will be required to indicate the type of liquor license you are requesting
  - Your liquor license will not be able to be printed out – it will need to be hand signed by the Liquor Commissioner and mailed to you

