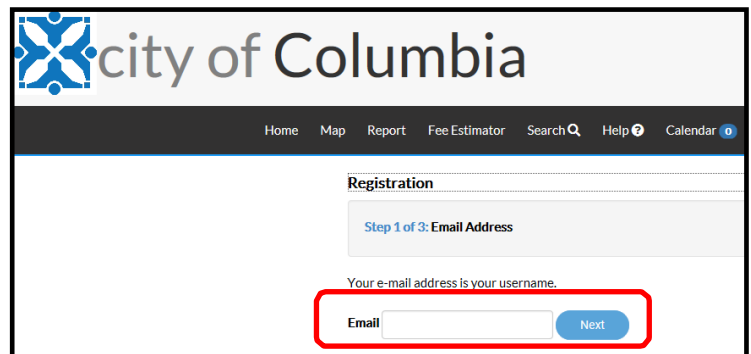
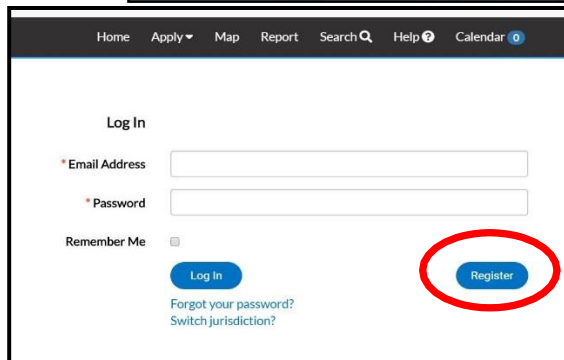
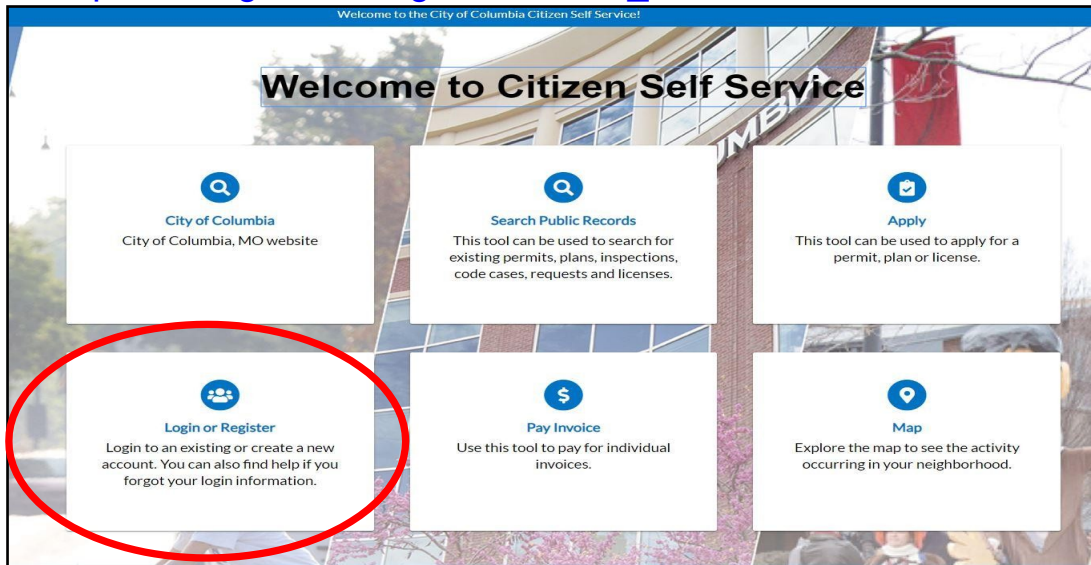


# How to Create Your Citizen Self Service (CSS) Account

Use the following link or copy & paste the URL into any computer browser:

[https://energov.como.gov/EnerGov\\_Prod/SelfService#/home](https://energov.como.gov/EnerGov_Prod/SelfService#/home)



- ❖ Please enter the email address you want associated with your account. This email address will be the main contact information used for applying and tracking your business licenses, permits and plans.
- 1. Set up a group/office account (email) if you want more than one person to be able to access the information (e.g. [staff@engineering.com](mailto:staff@engineering.com)). This will permit anyone with access to that account to login and view all associated records.
- 2. Separate accounts for business versus personal transactions. For example, if you have a plumbing business and you are a master plumber, you will use your business email and business information for an account to apply for your business license. Versus applying for your trade license, you will use your personal email and personal information for an account.
- ❖ After entering the email you want associated with your account, **please check your e-mail. Click the Confirm email link in the body of the e-mail to move to the next step of the registration process.**

❖ Select [Register](#) and this screen appears: Fill in required fields (denoted by \*)

The screenshot shows the top navigation bar with the City of Columbia logo and the text "Good Morning, Guest". Below the navigation bar, the registration progress is shown as "Step 2 of 3: Email Address". The email address field contains "Email EnergovImplementation1@gmail.com". At the bottom of the form, there are two buttons: "Back" and "Register", with the "Register" button circled in red.

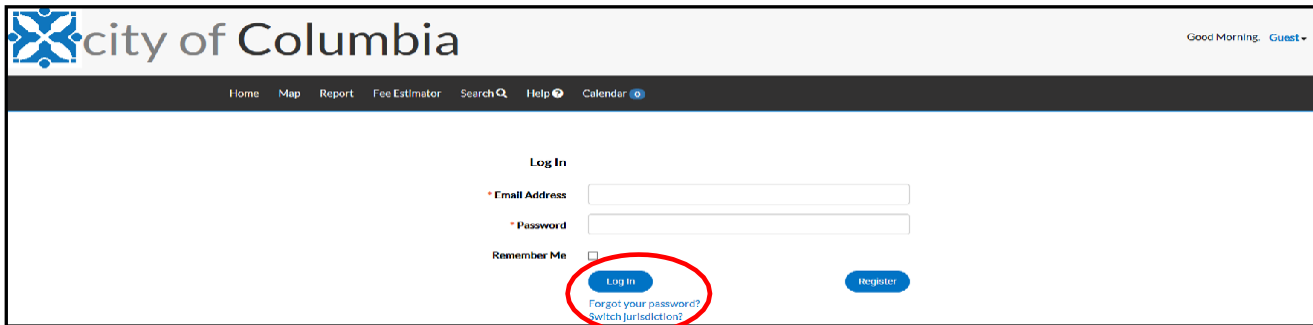
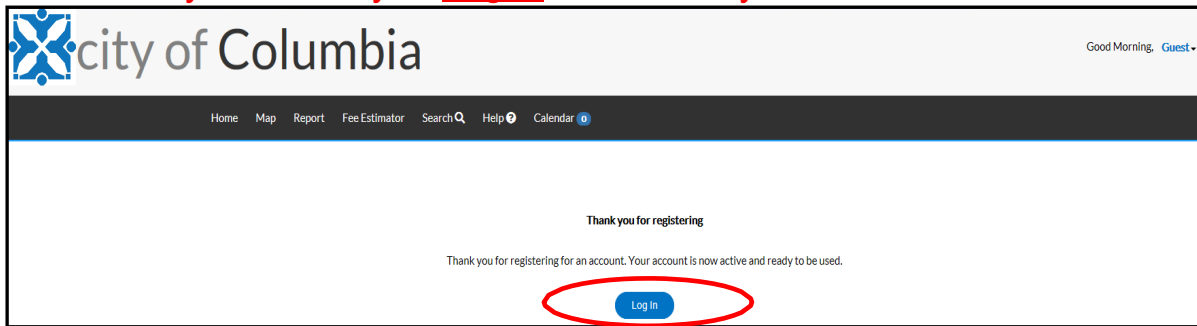
The screenshot shows the "Step 3 of 3: Contact Information" section. It includes a "PERSONAL INFO" section with a "\*REQUIRED" label. The fields are: First Name, Middle Name, Last Name, Company (with the value "BL000123 – Your Company Name Here" in red), Business Phone, Home Phone, Mobile Phone, Fax, Other Phone, Email Address (with the value "columbiachildrensorchard@gmail.com"), and Contact Preference (set to "Address"). A red note on the left states: "Important: The first 8 or 9 characters of this field are your business license number found on your renewal notice."

The screenshot shows the "PASSWORD" section. It includes a red note: "\* Note your password for your personal records, then resume". Below the note, it states: "The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number." There are two input fields: "Password" and "Confirm Password".

The screenshot shows the address section. It includes a "Country Type" dropdown set to "United States", an "Enter Address" field with the placeholder "Enter a location", and several required fields: "Street Number", "Street Name", "City", "State" (dropdown), "Postal Code", "County", "Unit or Suite", and "Address Type" dropdown set to "Billing". At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox, which is circled in red, and two buttons: "Back" and "Submit", with the "Submit" button circled in red.

❖ Check the box next to "I'm not a robot" and Select [Submit](#) .

Now you're ready to Log in and renew your business license.



❖ Enter the Email address and Password you just created and Select Log in

After logging in, you will see the home page screen. The Dashboard tab is where you can view and pay business license fees.



Scroll down to “**My Licenses**” and click the “**Renew**” tab associated with the business license you wish to renew.

Then scroll to “Receipt Details” and enter your **REPORTED RECEIPTS**. This amount will be the total amount your business receives from all sources during its annual accounting period, without deducting any costs or expenses. (See #1 on the renewal notice for the fee computation schedule detail)

Click > **Next**

Complete “More Info” Screen and Click > **Next**

## REQUIRED ATTACHMENT INFORMATION:

Retail Businesses Only: Please attach a Certificate of No Tax Due issued by the MO Dept. of Revenue (573-751-2836) or email <https://dor.mo.gov/business/sales/notaxdue/>. This document must be submitted prior to the issuance of a renewed business license.

Construction Businesses Only (with one or more employees): Please attach a Certificate of Insurance of Workers' Compensation Insurance. If you have no employees, please complete and have notarized the Affidavit of Exemption for Workers' Compensation Insurance form which can be located at:

[https://labor.mo.gov/sites/labor/files/pubs\\_forms/WC-134-AI.pdf](https://labor.mo.gov/sites/labor/files/pubs_forms/WC-134-AI.pdf)

Plumbing Businesses Only: Please attach a completed surety bond in the amount of \$10,000, executed on the City's bond form and accompanied by a Power of Attorney.

<https://www.como.gov/finance/wp-content/uploads/sites/21/2019/05/Plumbing-Bond.pdf>

Electrical Businesses Only: Please attach a current Certificate of Liability Insurance form.

Click > **Submit**

At the bottom of the screen, select the "**Fees**" tab for the amount due. Scroll to the top right of this screen and Click > **Add to Cart**.

Upon review, Click > **Check Out** and provide payment information.

Click > **Pay Now**

**Your renewed business license will be mailed to you upon approval. If you have any questions, please contact the Business License Division at [business.license@como.gov](mailto:business.license@como.gov) or call 573-874-7378 or 573-874-7549. Thank you.**

Updated 5/10/2019