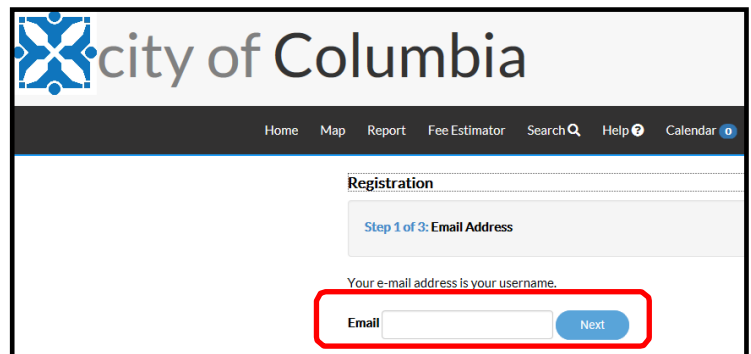
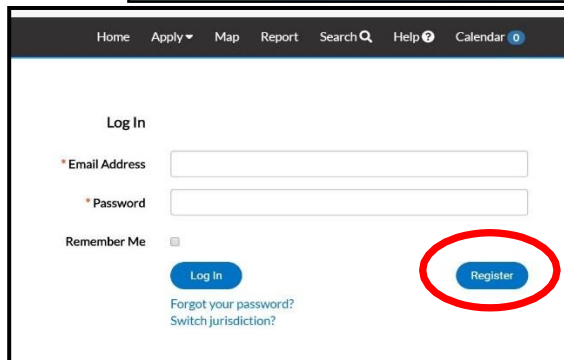
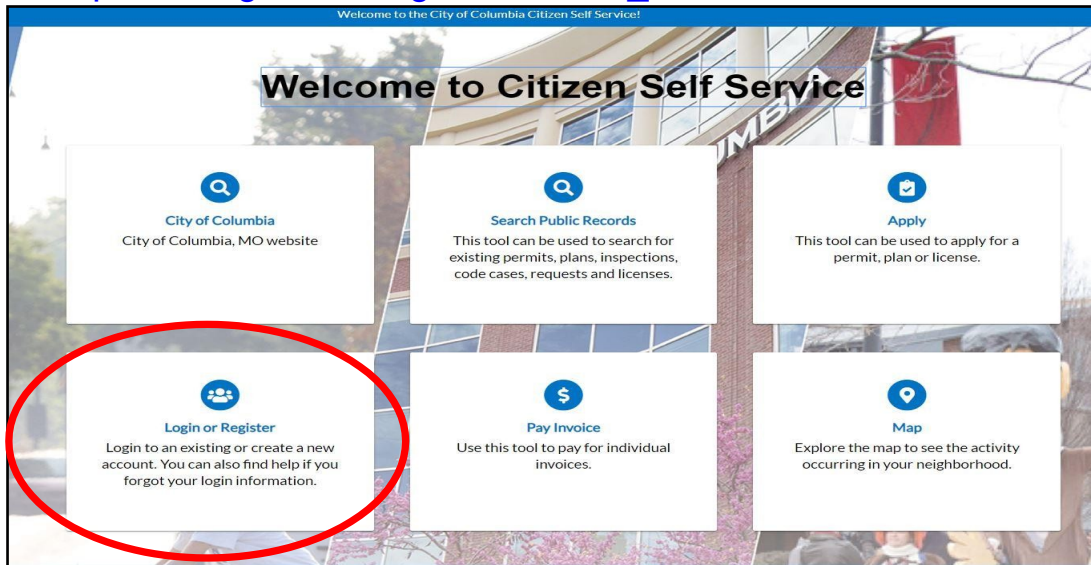


How to Create Your Citizen Self Service (CSS) Account

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

https://energov.como.gov/EnerGov_Prod/SelfService#/home



- ❖ 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). 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 *)

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email EnergovImplementation1@gmail.com

[Back](#) [Register](#)

Registration

Step 3 of 3: Contact Information

PERSONAL INFO *REQUIRED

* First Name

Middle Name

* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

Important
The first 8 or 9 characters of this field are your business license number found on your renewal notice.

PASSWORD * Note your password for your personal records, then resume

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password

* Confirm Password

Country Type

Enter Address

* Street Number

* Street Name

* City

State

* Postal Code

County

Unit or Suite

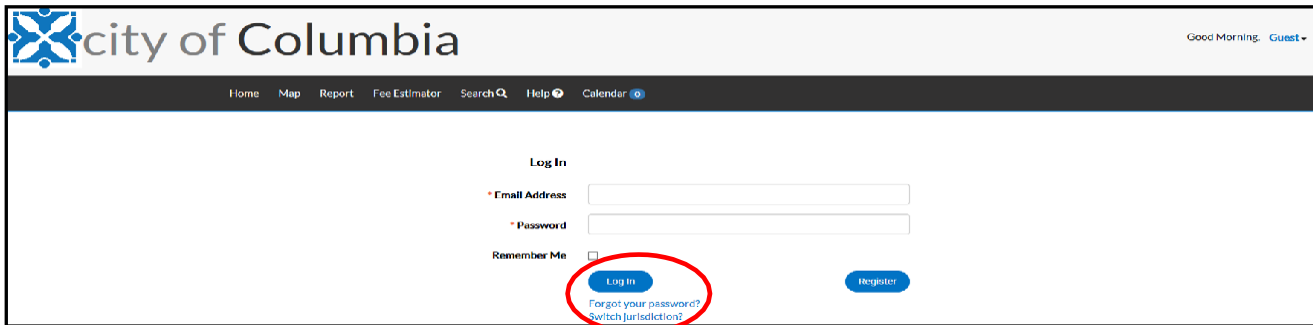
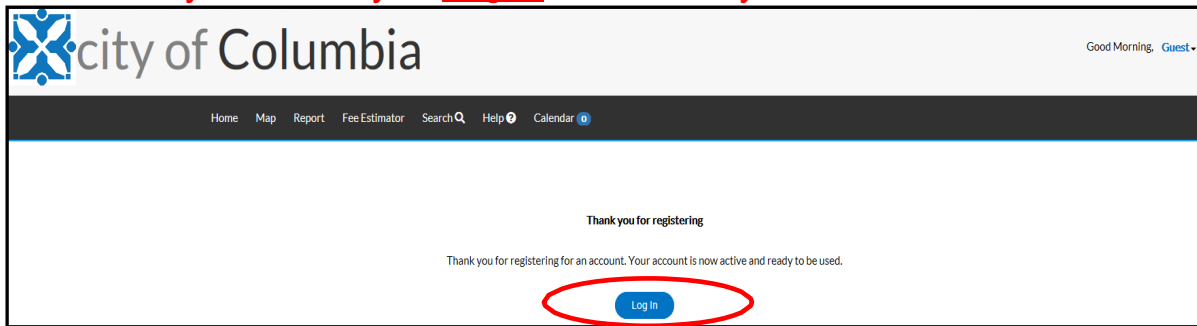
* Address Type

I'm not a robot

[Back](#) [Submit](#)

❖ 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**. If you inadvertently forget this step, the License Fee will not calculate.

The amount of reported receipts will be the total amount your business received from all sources during its annual accounting period, without deducting any costs or expenses. The License Fee schedule is as follows:

Annual gross receipts less than \$25,000: \$15.00 license fee

Annual gross receipts between \$25,00 and \$100,000: \$25.00 license fee

Annual gross receipts over \$100,000: \$0.25 per thousand (multiply the number of thousands by .25 up to a maximum fee of \$750. Example: Your business has gross receipts of \$200,000. Multiply 200 by .25 to determine the license fee of \$50.00.

Click > **Next**

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

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

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/21/2020/08/Plumbers-Bond-September-18-2019-2.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 or call 573-874-7378 or 573-874-7549. Thank you.

Updated 5/10/2019