

How to Renew Your Business Tax Receipt

[Click here to watch](#)

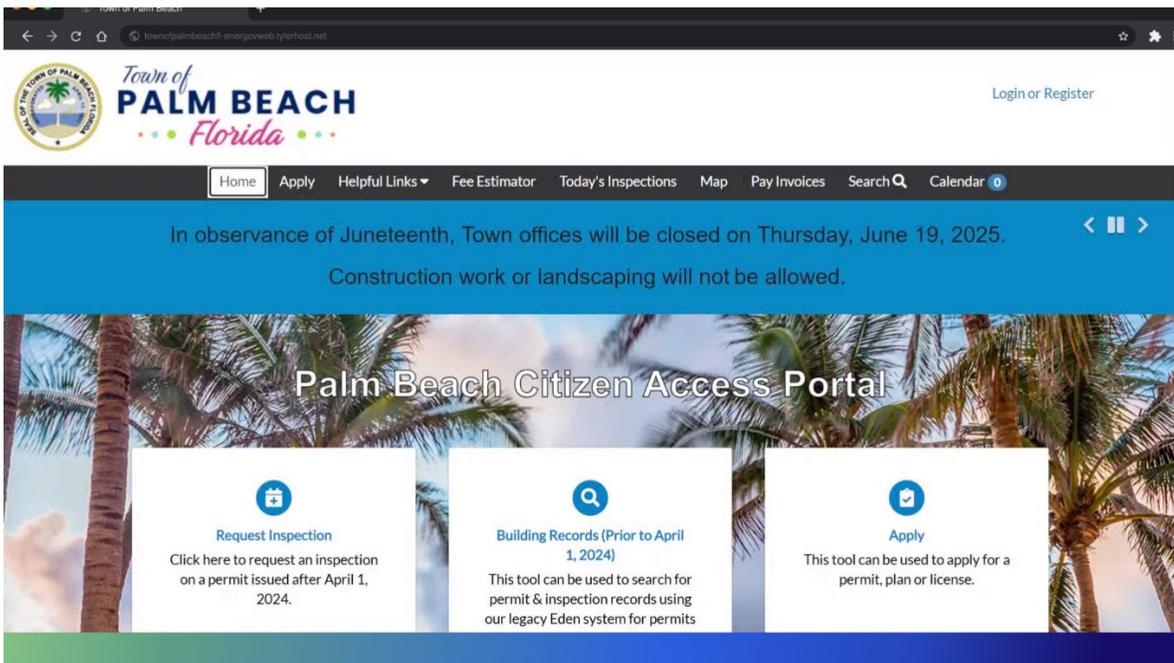


This guide walks you through the process of renewing your business tax receipt, covering steps from logging in to making the payment.

Go to townofpalmbeachfl-energovweb.tylerhost.net/apps/selfservice#/home

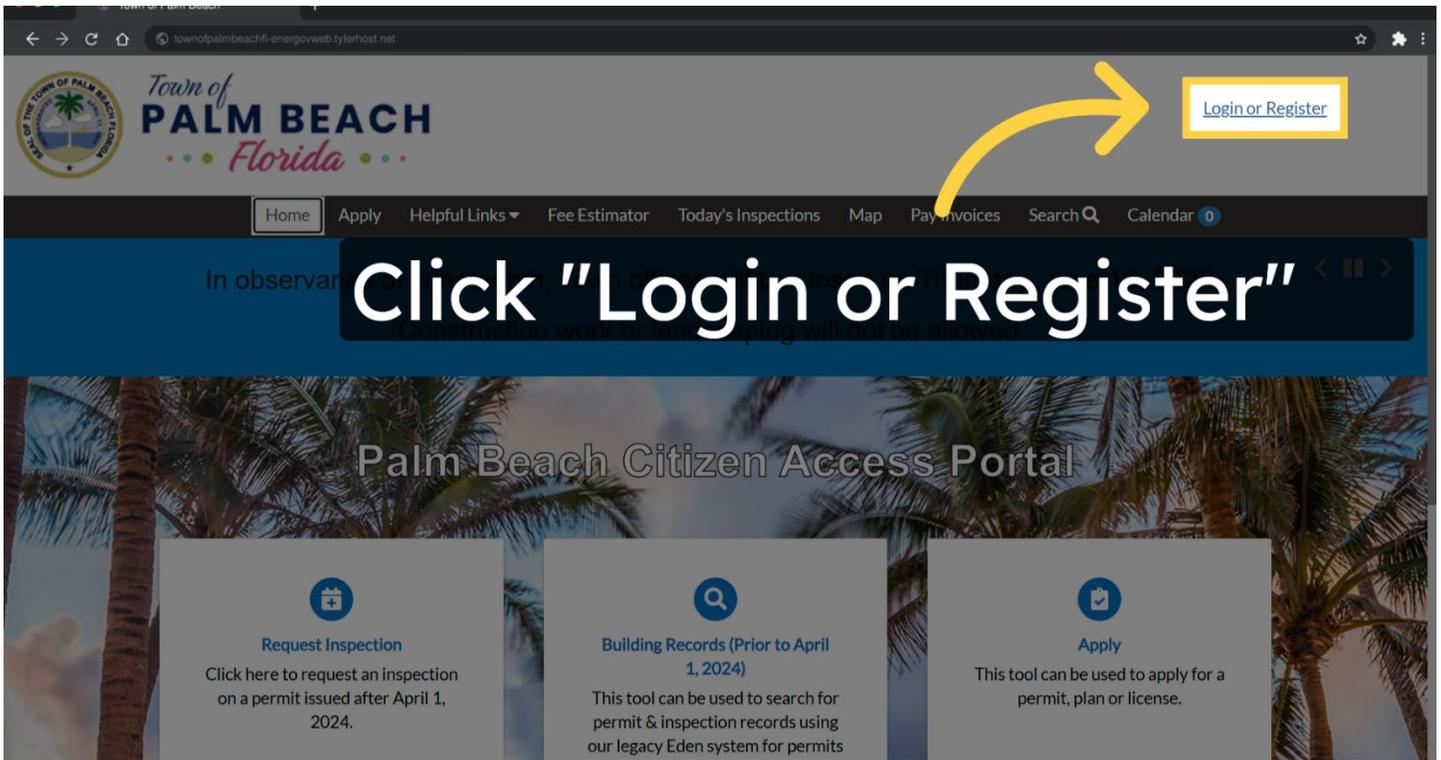
1. Introduction

Follow these instructions for a seamless renewal experience.

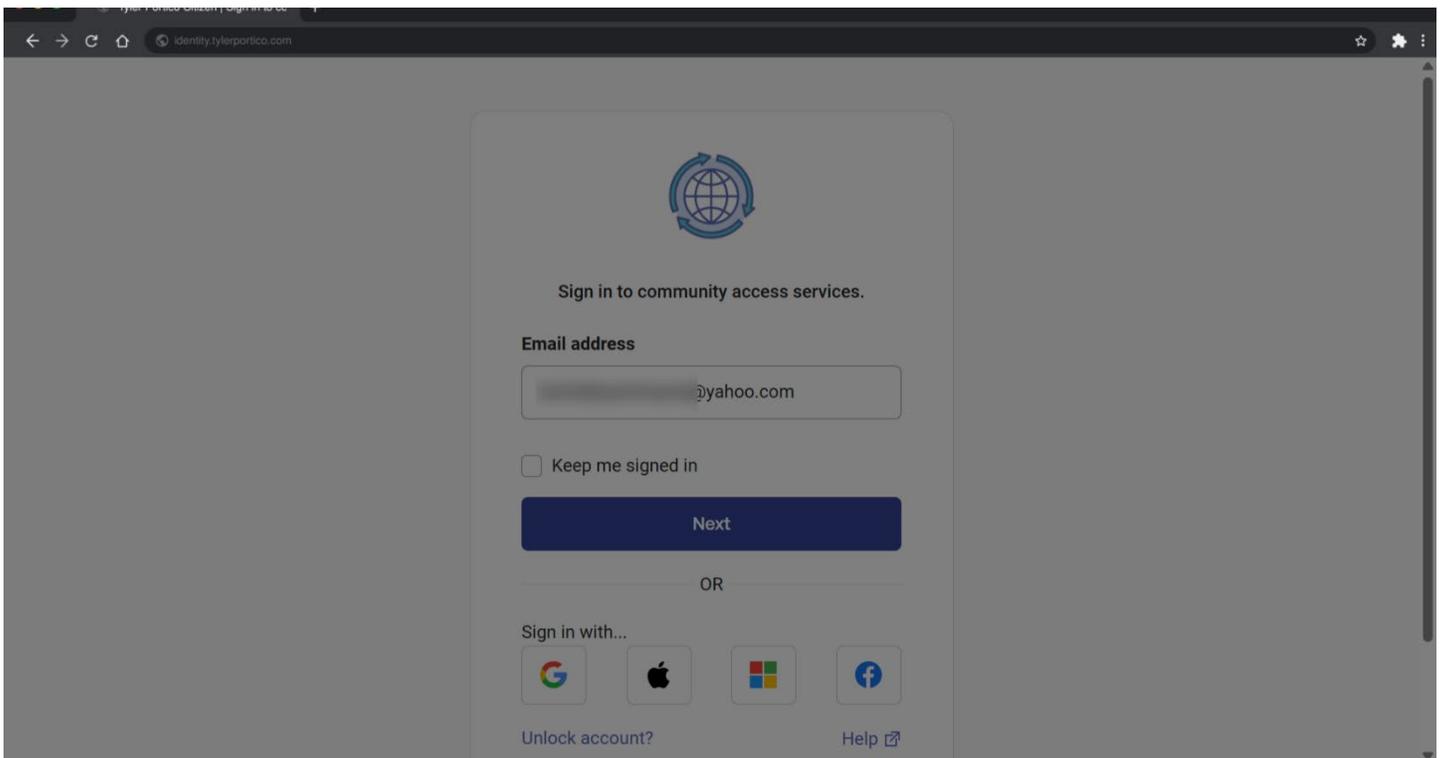


2. Click "Login or Register"

Access your account by clicking on "Login or Register."

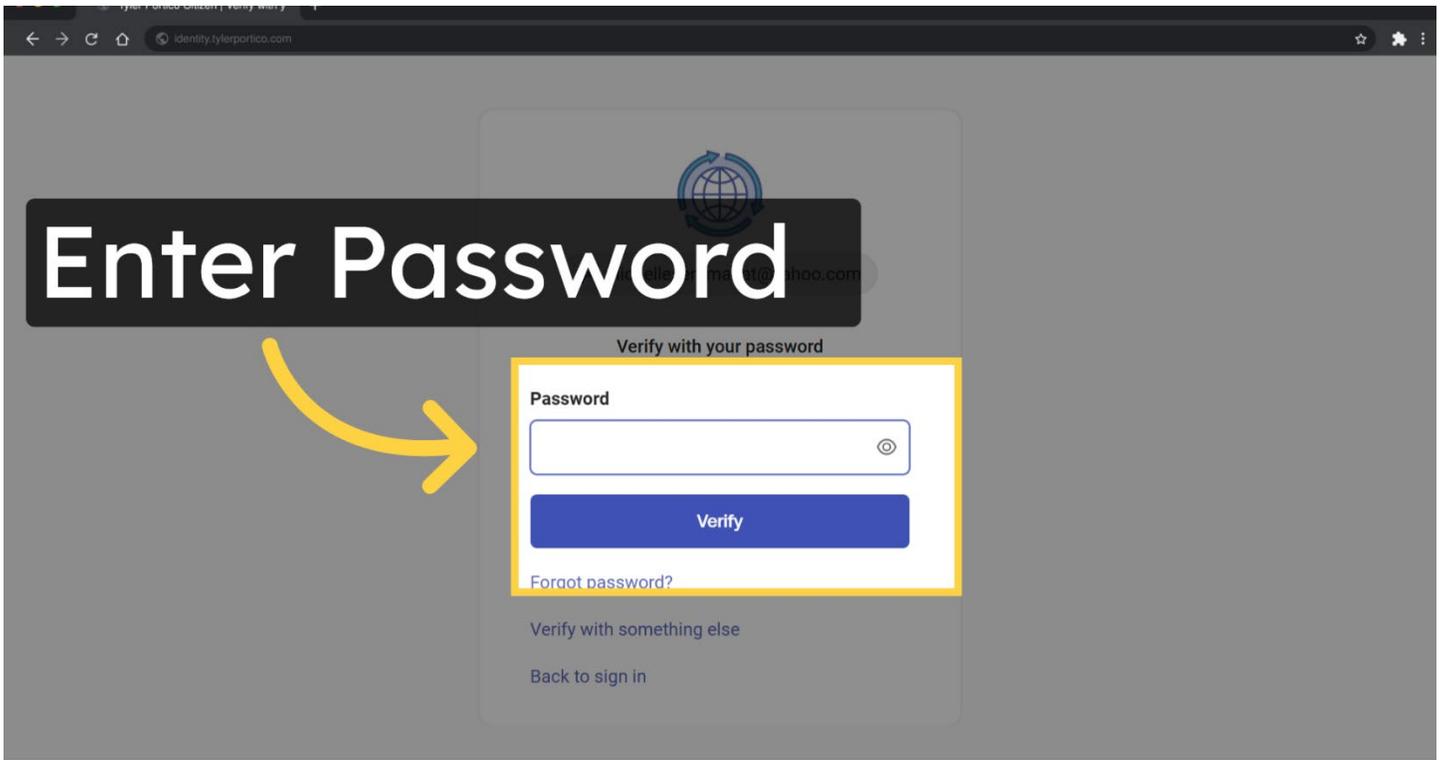


3. Enter Account Email & Click Next



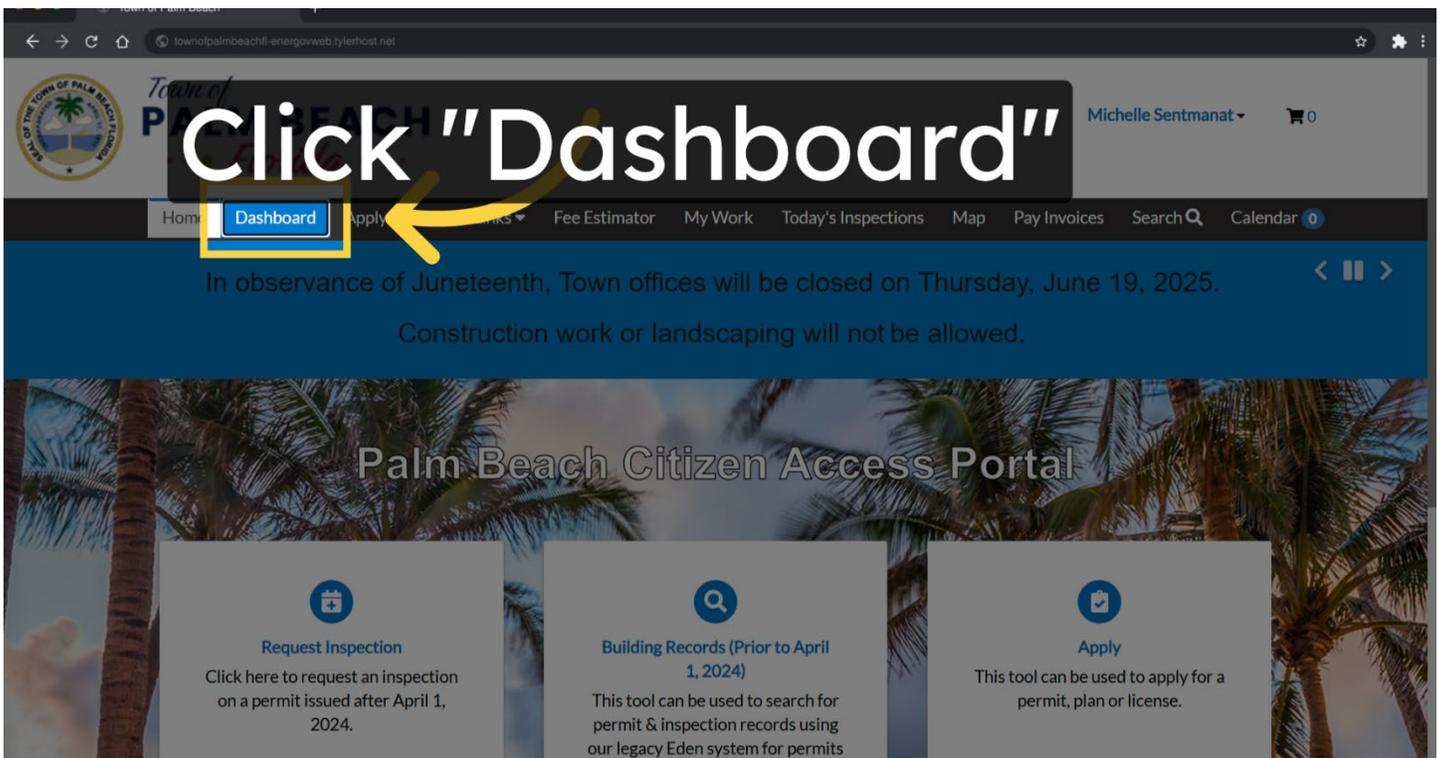
4. Click "Password"

Confirm your password.



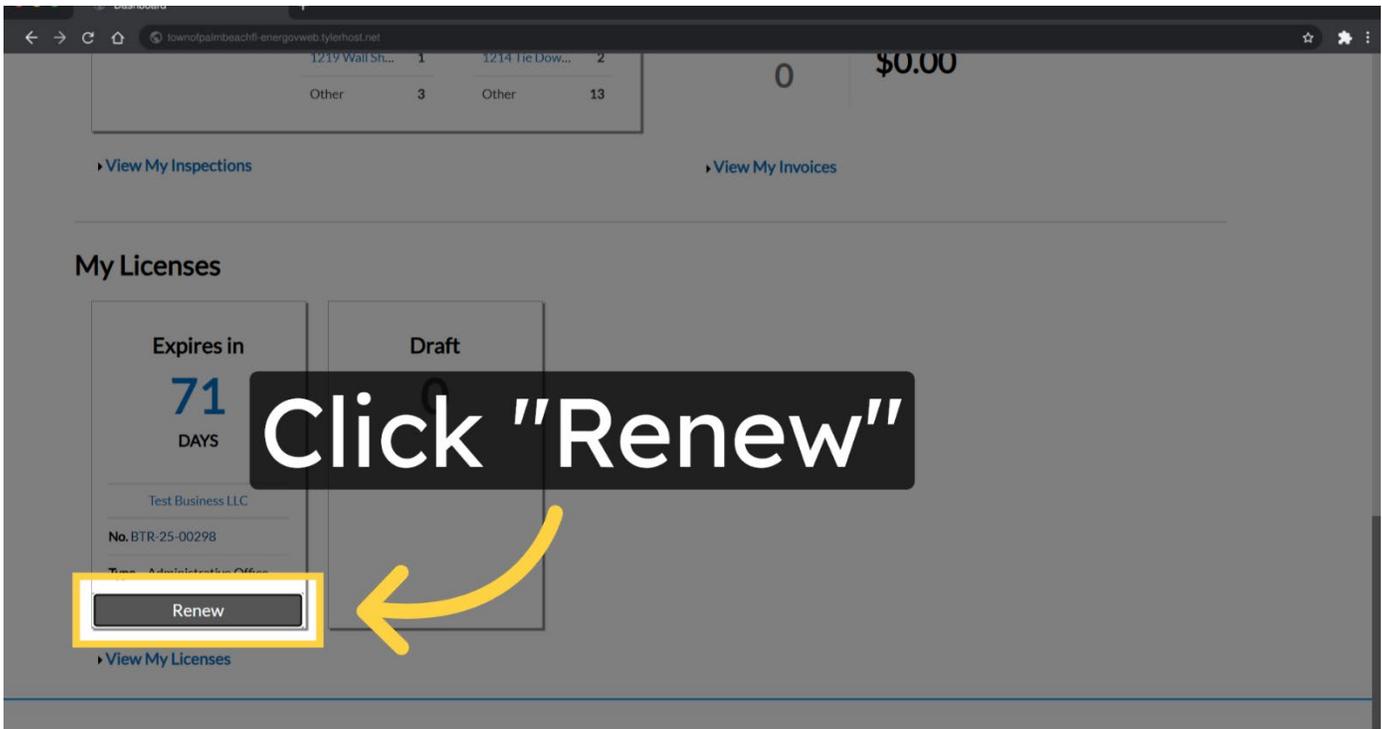
5. Click "Dashboard"

Access your Dashboard.



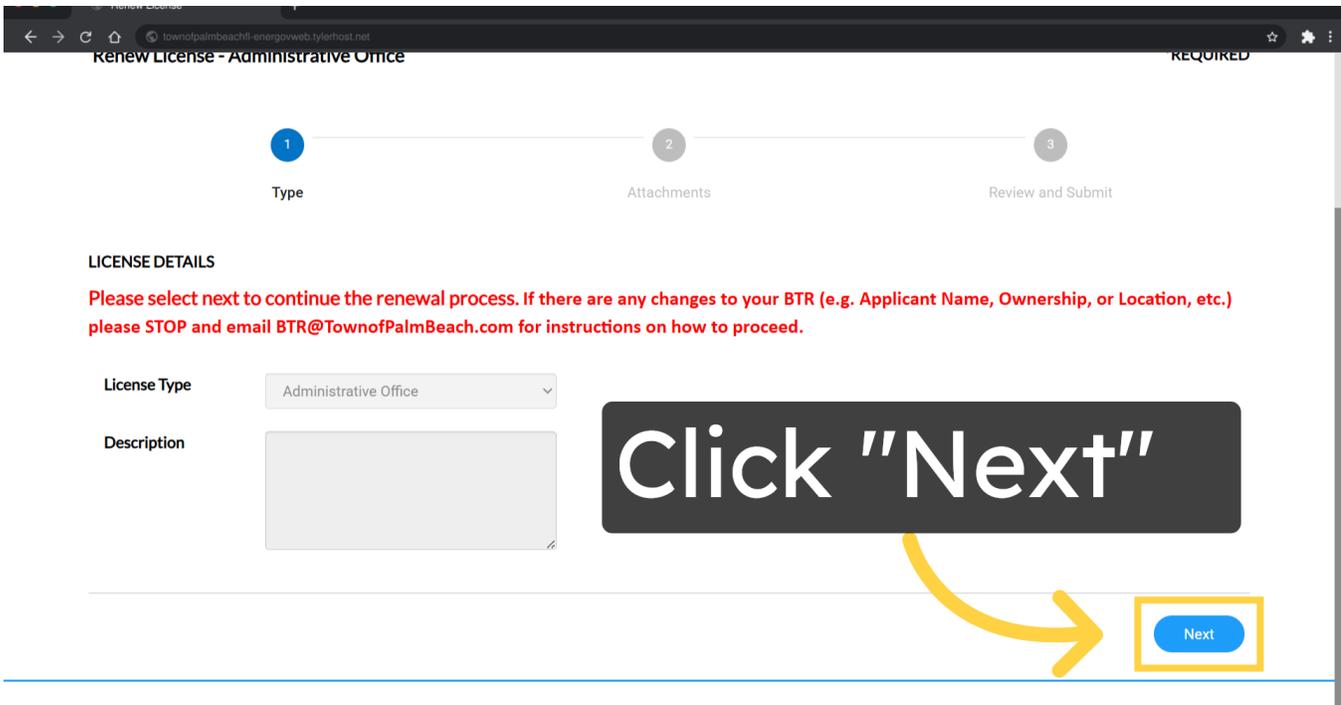
6. Click "Renew"

Scroll to the bottom of your dashboard and click "Renew" to initiate the renewal process



7. Click "Next"

Please select next to continue the renewal process. If there are any changes to your BTR such as, Applicant Name, Ownership, or Location, please STOP and email BTR@TownofPalmBeach.com for instructions on how to proceed.



8. Select Attachment Type & Upload Necessary Documents

Some Business Tax Receipt types require documentation to be submitted for renewal such as a professional license, Town-serving documents, or Tenant list. Select the appropriate attachment type, upload and click "Next".

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- Layers removed/file flattened.
- Files attached within PDFs must be removed.
- Remove unnecessary markups such as SHX Text when PDFs are generated in CAD type applications.
- Reduce the file size as much as possible without reducing clarity below 300 DPI.
- Remove any file security.
- If a file's size is greater than 1000MB, split pages into multiple 1000MB files.
- Documents uploaded cannot have the same file name, if you see the message "File already exists," please rename one of the files and attempt to upload the file again.

Select Attachment Type & Upload Necessary Documents

Select Type

Add Attachment

Select Type

- Application
- Evidence of Registration of Fictitious Name
- Evidence of Registration of Legal Business Entity
- Floor Plan
- Other
- Professional License

9. Click "Submit"

Review your renewal for accuracy and submit.

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Applicant Michelle Sentmanat
360 S. County Rd , Palm Beach, FL , 33480

Mailing Address Michelle Sentmanat
360 S. County Rd , Palm Beach, FL , 33480

Estimated Fees
The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Annual Fire & Life Safety Insp Business Sm. <4000	\$125.00
Technology Fee	\$2.50

Total: \$127.50

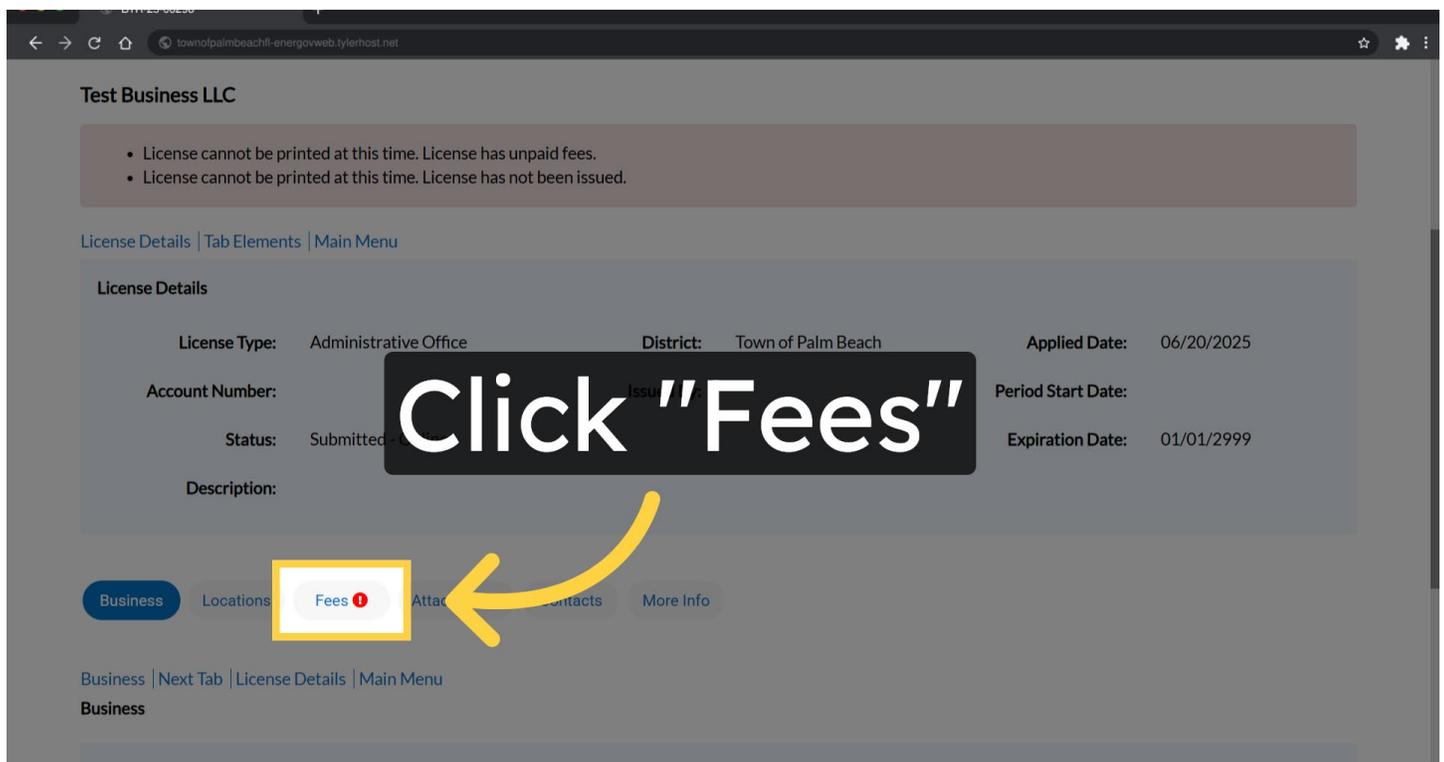
Attachments

Back Submit

Click "Submit"

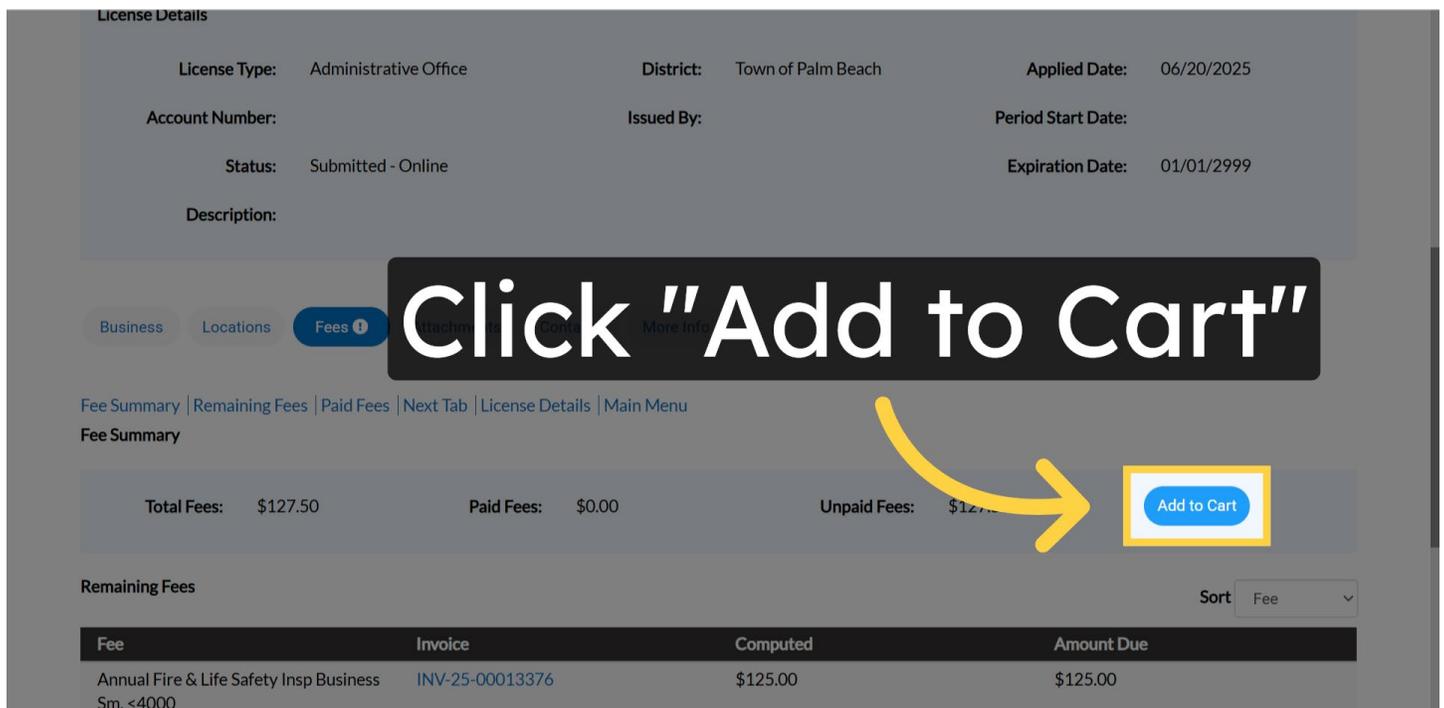
10. Click "Fees"

View the associated fees.



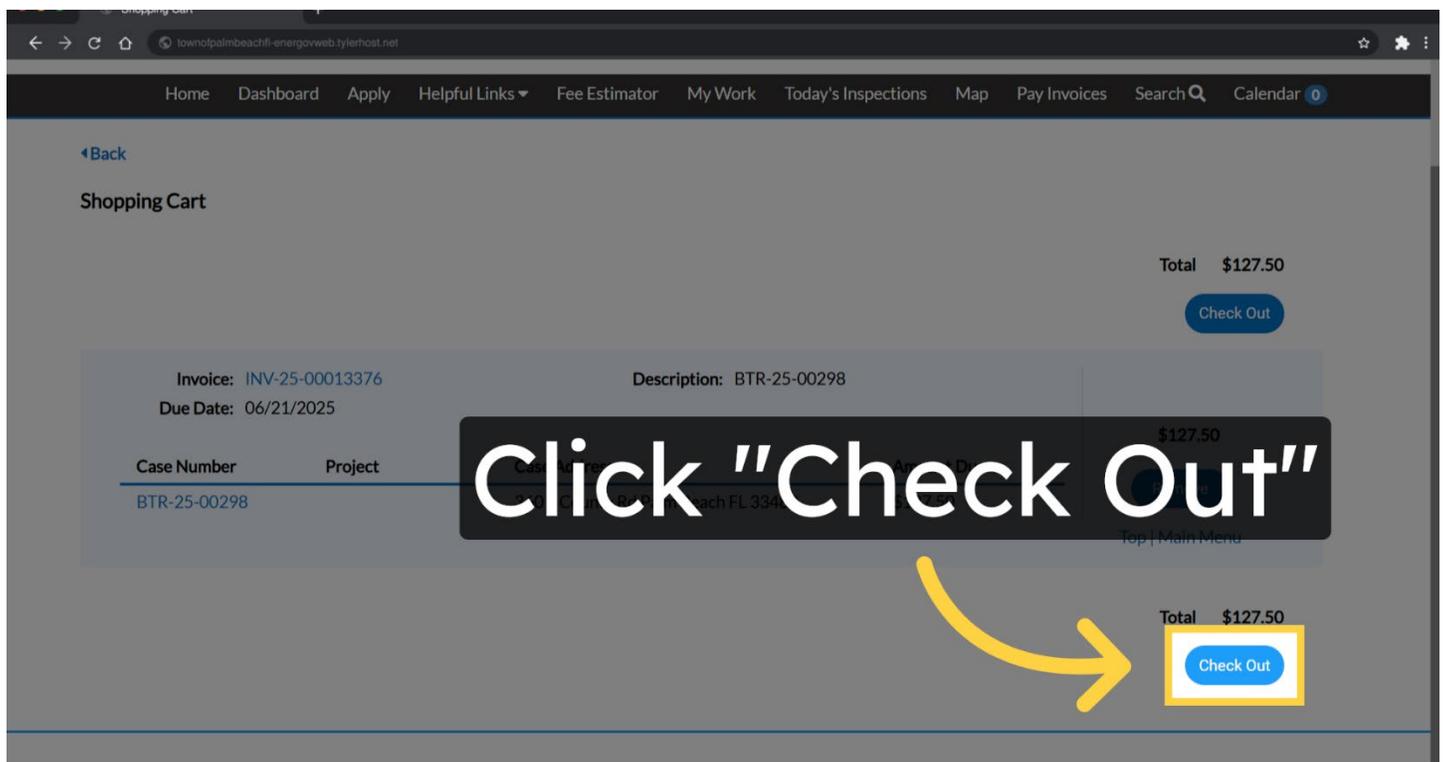
11. Click "Add to Cart"

Add the fees to your cart.

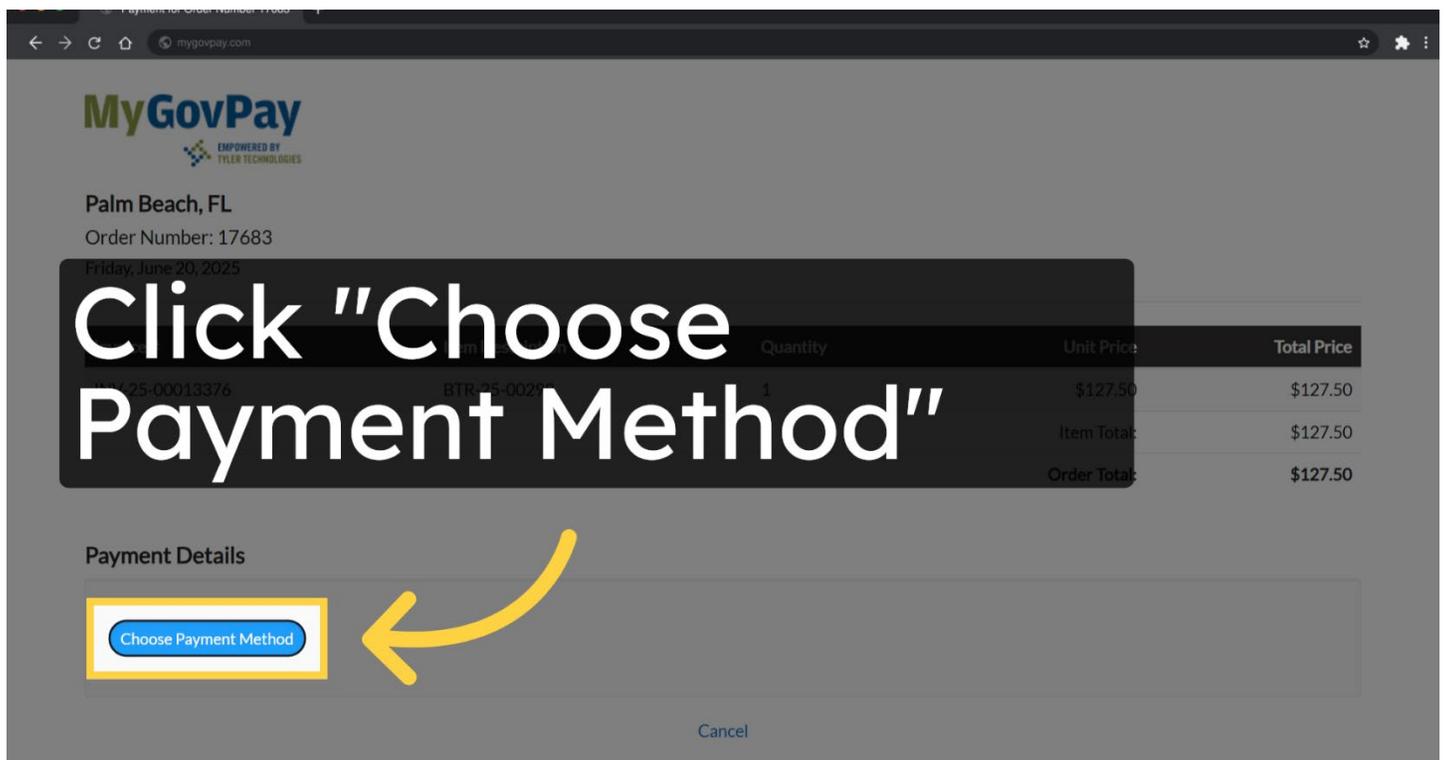


12. Click "Check Out"

Proceed to check out.



13. Click "Choose Payment Method"



14. Fill out payment form and click "Continue" to submit renewal.

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Thank you for initiating the renewal process. Your renewal will now be reviewed. You will receive an email once your Business Tax Receipt has been issued. You are required to print and display your Business Tax Receipt within your establishment.